

General version industry

Environmental management toolkit



General Sector Version



Management Toolkit for Small and Medium Sized Businesses

What is it?

A pack of information, with **helpful simple templates**, specifically aimed to help small and medium sized businesses manage their operations to **reduce the risk of harming the environment**. To work well it requires someone in your business to take responsibility for environmental management on site.

This management toolkit supports the more detailed guidance on environmental management provided by the Environment Agency, listed in *Section 7* of this toolkit. It is not intended to meet all the requirements of an environmental management system (EMS) specified in a permit issued under the Environmental Permitting Regulations 2007 (for more information on a permit EMS see the reference [“How to Comply with your Environmental Permit”](#) in Section 7 of this toolkit). However, it can be used to form part of such an EMS. It is designed for small and medium sized businesses regulated by the Environment Agency, but the templates and principles can also be used by non-regulated businesses, and will benefit them in many of the ways listed below.

Why use it?

Most businesses have the potential to cause pollution. This management toolkit will help you consider:

- *Is there a less risky alternative to the way we do things?*
- *Is my equipment fit for purpose, inspected and maintained?*
- *Are my procedures and training adequate?*
- *In the event of something going wrong, am I prepared to deal with it?*

As well as answering these questions, this toolkit will also help you identify and manage your typical impacts on the environment, examples of which are listed on the next page.

As a result, benefits to a well managed site include:

- improved **resource efficiency** and **productivity** which help to build a **sustainable** business
- reduce **risks and loss**
- reduced operating **costs**, including costs associated with environmental regulation
- more likely to **obtain business** from others that require their business partners to manage their environmental impacts effectively
- improved **reputation** amongst staff, customers and the public
- increased chance of **funding** for your business by demonstrating responsible environmental management
- improved **legal compliance**, avoid **prosecution**, receive fewer visits from environmental regulators

Version for General Sector Sites (*Amend templates for your site activity*)

This tool will help you identify and manage typical impacts on the environment:

- **air emissions**, (e.g. emissions from stacks, storage and boilers)
- **land contamination**, (e.g. accidental spills of uncontained chemicals, solvents and oils)
- **noise and odour pollution**, (e.g. vehicle movement, waste handling, storing, transporting)
- **energy usage**, (e.g. poorly maintained boilers, inefficient procedures and motors)
- **waste disposal**, (e.g. such as solid and liquid wastes – these need correct disposal)
- **water discharges**, (e.g. from wastewater treatment and direct discharges, site drainage)



Storage tanks inside a concrete bund.

Example: Tank bunds

A bunded tank will contain a spill should an accidental leak or rupture occur. The bund will have prevented contamination of the groundwater which is commonly used for drinking water, or surface water which may be used for fishing.

It is important that your bunds are regularly inspected, maintained and collected rainwater regularly removed and disposed of properly.



A stream contaminated with surface run-off.

Example: Site drainage

A blocked drain could mean that rainwater containing sediment and other contaminants enters surface water courses. This can damage plants and wildlife and leave you open to prosecution.

Making sure your site drainage is free from blockages will reduce the chances of you polluting surface water courses. Know where the drain flows to and, if contamination needs to be contained in the event of a spillage, seal the drainage off and have a plan to handle the contained spillage in a responsible way.

How should it to be used?

The tools and templates within the toolkit are listed in the contents table on the next page. Your site responsible person should take the template versions in this toolkit and;

- amend them, if required, to make them specific for your site activity
- keep the tools and templates together in a file, or as an electronic document, for quick reference by site employees, customers and for the regulator during their visits
- track progress in preparing your toolkit by completing the last two columns in the contents table when it has been completed. It is suggested that you start with item 1 in the toolkit contents.
- If you require further help then speak to your regulator and/or use the references in *Section 7* of this pack

In summary, with regard to environmental regulation, these simple tools will help you to:

- show that activities that could harm the environment are under control
- develop an environmental management system for your site activities
- be less likely to breach your permit or cause pollution and, therefore, avoid enforcement action
- avoid having to pay higher charges for non-compliance (e.g. could help improve your Operational Risk Appraisal 'OPRA' rating)

| Pack Contents | 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 | | |
| 7. Further Help | | |
| 8. Posters for own use and display at facility | | |

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

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 [i.e. at least High (H) or Medium (M)] under normal or abnormal operation (*the examples included are guidance only*)

| Table 2A. Emissions to Air [A] (use as many forms as required) | | | | | | |
|--|---|------------------------------------|---|--------------------------------------|---|--|
| 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. Flue Gas Emissions from boilers raising steam – Gas / Oil Fired | Flue Gas emissions include CO2 a greenhouse gas contributing towards global warming; NOx contributes to acidification, potential for local air quality issues with dust | Yes – boiler operation | Yes - Boilers on list | Yes – Boiler operation | Yes – see training checklist and record | Boilers gas fired – operator trained and burners and dampers regularly maintained. |
| e.g. Dust from site activity A (<i>state specific activity</i>) | Potential for local air quality issues from dust. Also, a cause for complaints | No – Fugitive dust only | N/A | Yes – see procedure checklist | Yes – see training checklist and record | Procedure ensures that process area is kept clean and water sprays used to dampen dust |
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| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2A (Continued) Emissions to Air [A] (use as many forms as required) | | | | | | |
|--|-------------------------|---|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2B. Energy Usage [E] <i>(use as many forms as required)</i> | | | | | | |
|---|--|-------------------------------------|---|---------------------------------------|---|----------|
| 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. Electricity usage for large machine / activity <i>A (state specific machine / activity)</i> | 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. | Yes – new variable speed motor | Yes – see maintenance sheet | No | N/A | |
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| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2B (Continued) Energy Usage [E] (use as many forms as required) | | | | | | |
|--|-------------------------|--|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2C. Emissions to Water [W] <i>(use as many forms as required)</i> | | | | | | |
|---|---|------------------------------------|---|--------------------------------------|---|---|
| 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 – separator operation | Yes – see separate checklist | Yes – Procedure listed | Yes – November 2009 | |
| 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 – drain interceptor pit | Yes – see separate checklist | Yes – Procedure listed | Yes – see training checklist and record | e.g. The accidental contamination case is considered in our Accident / Incident Management Plan |
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| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2C (Continued) Emissions to Water [W] (use as many forms as required) | | | | | | |
|--|-------------------------|--|--|---|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2D. Waste Disposal [D] <i>(use as many forms as required)</i> | | | | | | |
|---|---|-------------------------------------|---|--|---|--|
| 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 <i>(state specific machine / activity)</i> | e.g. Chemicals, ink jet cartridges, fluorescent tubes, waste oils, all must be handled in accordance with Hazardous Waste Legislation | No | N/A | Yes – see checklist for procedure number | Yes – see training checklist and record | |
| e.g. General unsorted waste | Most general unsorted waste is landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements. | No | N/A | Yes – see checklist for procedure number | Yes – see training checklist and record | Specific area and handling procedure for waste – we have also introduced and audit approach aimed at reducing waste generation |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2D (Continued) Waste Disposal [D] (use as many forms as required) | | | | | | |
|--|-------------------------|--|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2E. Nuisance (e.g. Noise, Odour) [N] (use as many forms as required) | | | | | | |
|---|--|---|---|--|---|---|
| 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. Noise from site activities (<i>state specific activity, e.g. Crushing</i>) | Section III of the Environmental Protection Act 1990 , noise can be classified as a statutory nuisance | Yes – sound proof casing on key machinery | Yes – See checklist | Yes – inspection procedure | Yes – see training checklist and record | |
| e.g. Odour from site activities (<i>state specific activity</i>) | Section III of the Environmental Protection Act 1990 , odour can be classified as a statutory nuisance | No | N/A | Yes – Odour management plan being used on site | Yes – see training checklist and record | See odour management plan contained within the procedures file in the main site office (Ref No. Odour 001/2009) |
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| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2E (Continued) Nuisance (e.g. Noise, Odour) [N] (use as many forms as required) | | | | | | |
|--|-------------------------|--|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2F. Resource Consumption (not energy) [R] <i>(use as many forms as required)</i> | | | | | | |
|--|--|-------------------------------------|---|---------------------------------------|---|--|
| 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. use of chemicals for activity A <i>(state specific activity)</i> | Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations | No | N/A | Yes – Mixing procedure | Yes – See training checklist and record | Procedure ensures optimum mixing quantities and recovery / re-use of excess Chemical |
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| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2F (Continued) Resource Consumption (not energy) [R] (use as many forms as required) | | | | | | |
|---|-------------------------|--|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

Table 2G. Land Contamination (e.g. storage of hazardous substances) [L] (use as many forms as required)

| 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 (<i>specify specific substance</i>) | Substance A can cause harm to the ecotoxicity of the soil, and could leak into groundwater. | Yes – Storage bund has impermeable membrane | Yes – see checklist | Yes – inspection regimes and emptying / filling | Yes – see training checklist and record | |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 2G (Continued) Land Contamination (e.g. storage of hazardous substances) [L] (use as many forms as required) | | | | | | |
|---|-------------------------|--|--|--|--|-----------------|
| 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 |
| <i>Add any other that apply</i> | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Table 3. General Waste Management (use as many forms as required) | | | | | |
|--|---------------------------------|---|--|---|--|
| 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 | ABC landfill | No – Checked on 1/11/09 | Yes – Checked on 1/11/09 | Yes – Checked on 1/11/09 | State the checks that were made and refer to any documentation |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

**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 |
|-------------------------|--|---|----------------|---------------------------------------|---|
| e.g. Boiler A Operation | Boiler A operation using fuel oil | Site office – control room file cabinet | 2 | 1/11/09 | Version 1 replaced as new monitoring equipment has been added to the boiler |
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2. Accident / Pollution Incident Management Plan

Further help is available from [PPG21: Pollution incident response planning](#) (See section 7)

Created by: _____ Date: _____

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, watercourse or soakaway.
 - 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.

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

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: | | | |
| Postcode: | | | |
| Site Access Grid Reference: | | | |
| SITE CONTACTS | Name | Office Hours (specify) | Out of hours |
| Owner: | | | |
| General Manager: | | | |
| Site Manager: | | | |
| Site Supervisor: | | | |
| Security Contact: | | | |
| Landowner / Agent: | | | |
| EMERGENCY SERVICES | | Office Hours | Out of hours |
| Emergency | | 999 | 999 |
| Medical: | | | |
| Police: | | | |
| Fire: | | | |
| REGULATORS | | Office Hours | Out of hours |
| Health and Safety Executive (HSE) | | | |
| Local Authority: | | | |
| Environment Agency (Local) | | | |
| EA (24 hour emergency hotline) | | 0800 80 70 60 | |
| Natural England (for Wales, Countryside Council for Wales) | | | |
| UTILITY / KEY SERVICES | Name | Office Hours | Out of hours |
| Water undertaker: | | | |
| Sewerage undertaker: | | | |
| Gas supplier: | | | |
| Electricity supplier: | | | |
| Oil supplier: | | | |
| Fuel supplier: | | | |
| Chemical supplier: | | | |
| Oil spill contractor: | | | |
| Maintenance contractor: | | | |
| Electrician: | | | |
| Plumber: | | | |
| Locksmith: | | | |
| Joiner: | | | |
| OTHER KEY CONTACTS | Name | Office Hours | Out of hours |
| Head Office: | | | |
| Adjacent landowners: | | | |
| Neighbours: | | | |
| Specialist advisors: | | | |

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

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for a site such as yours but you should look and see if you can see anything else specific to your site that could cause a problem. If you can then add it to the list.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

HOW TO COMPLETE & REVIEW YOUR PLAN

- **Read each line and see if they are right for your site. Some may not be applicable. You may need some different ones. Make the changes you need.**
- **Make sure you are committed to doing the things it says as you will be held to them.**
- **If it refers to using equipment such as spill-kits, make sure you have these available.**
- **Finally make sure that all your staff know about the plan, where to find it, and what it contains. It is important that they know how to prevent accidents and what to do.**

Once your plan is completed , test it regularly and make a record of this. You can design exercises to be discussion based, table top or live. You can set them up to test the whole plan or critical elements within it such as:

- **contacts lists;**
- **the activation process;**
- **equipment;**

If possible, include external parties as this helps make your plan more effective.

Frequency of testing should be related to the environmental risk your site poses, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

You should review your plan, as a minimum, every 3 to 4 years. You may need to review this plan following an incident, accident, complaint or if the Environment Agency asks you to do so.

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| 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, loading or offloading of chemicals and / or other materials. | Contamination of land, drains, groundwater and watercourses. | Ensure all hazardous liquids are segregated and contained during offloading / loading. Use impervious surface. Supervise activities. 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 drums. Slow seepage can be less noticeable than 'spills'. | | Store on impervious surfaces that are drained to an interceptor or reclamation pit | |
| <i>(Others: Please specify)</i> | | | |
| | | | |
| | | | |
| Overfilling | | | |
| Overfilling of oil / fuel and other liquid materials 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. |
| <i>(Others: Please specify)</i> | | | |
| Failure of Plant or Equipment | | | |
| Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc. | | Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for | |

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|--|---|---|
| Puncture; of vessels and tanks etc due to impact – such as fork lift trucks. | Contamination of land, drains, groundwater and watercourses.. | integrity. Insulation and protection of pipe work. 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. | Spill response procedure as described above. |
| <i>(Others: Please specify)</i> | | | |
| 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 land, drains, groundwater and watercourses. | Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems. | Fire procedure as described above. |
| <i>(Others: Please specify)</i> | | | |

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|--|---|---|---|
| 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. |
| <i>(Others: Please specify)</i> | | | |
| 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 do 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. |
| <i>(Others: Please specify)</i> | | | |
| Failure of Containment | | | |
| Failure of containment facilities due to land movement, impact, corrosion etc. | Contamination of land, drains, groundwater and watercourses. | Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms. | Spill response procedure as described above. |
| <i>(Others: Please specify)</i> | | | |

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|--|--|---|--|
| Vandalism | | | |
| Unauthorised entry and tampering or malicious damage to property, plant and equipment. | Contamination of land, drains, groundwater and watercourses. | Secure gate and perimeter fence. 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. Security system installed including camera and recording facilities. | Spill response procedure as described above. |
| <i>(Others: Please specify)</i> | | | |

3. Maintenance Checklist

(General 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 | 2 years | 5 years | | |
| Check the oil interceptor | | ✓ | | | | | e.g. Site control room | |
| 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. | | ✓ | | | | | | |
| Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor). | | | ✓ | | | | | |
| Inspect the bunds for potential leaks, cracks, holes etc. | | | | ✓ | | | | |
| Maintain Boiler A | | | | ✓ | | | | |
| Add appropriate items for your site | | | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

4. Training Checklist

(General Sector Site) *Use as many of these forms as required*

(the examples included may or may not be applicable for your site – amend as appropriate)

| JOB | TRAINING REQUIRED (tick boxes to show who needs which training) | | | | | | | | | | | | | | COMMENTS | | | | |
|-----------------|--|------------------------------|-----------------|--|--|--|------------------------|------------------------------|---------------------------------|----------------------------------|--|-------------------------|-------------------------------------|----------------|----------|--------------------------|------------------------------------|---------------------|-----------------|
| | Environmental awareness | | | | | | Maintenance/operations | | | | | Accidents and emergency | | | | | | | |
| | Environmental and permit awareness | Waste separation and storage | Add as required | | | | Maintenance of Boiler | Maintenance of Storage tanks | Maintenance of Process vessel A | Maintenance of Machinery / pumps | | | add skills appropriate to your site | Fire procedure | | Spill response procedure | Flood procedure (where applicable) | Failure of services | Add as required |
| Site Manager | √ | | | | | | | | | | | | | | | | | | |
| Site Supervisor | √ | √ | | | | | | | | | | | | √ | √ | √ | √ | | |
| Site operator A | √ | √ | | | | | √ | | | | | | | | | | | | |
| Site operator B | √ | | | | | | | | | | | | | | | | | | |
| Contractor 1 | | | | | | | | | | | | | | | | | | | |
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Other jobs e.g. Operator A (Grab), Operator B (Separator), Operator C (Trainee), Contractor 1(Maintenance).

4. Training Checklist (Continued)

(General Sector Site) *Use as many of these forms as required*

| JOB | TRAINING REQUIRED (tick boxes to show who needs which training) | | | | | | | | | | | | | | | COMMENTS | | |
|-----|--|--|--|--|--|------------------------|--|--|--|--|-------------------------|-----------------|--|--|--|----------|--|--|
| | Environmental awareness | | | | | Maintenance/operations | | | | | Accidents and emergency | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | Add as required | | | | | Add as required | | | | | | Add as required | | | | | | |
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MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

4. Training Record *(use as many forms as required)*

| | |
|----------------------|------------------|
| Employee Name | Job Title |
|----------------------|------------------|

| Training Required | Date due | Date done | Passed as competent? yes/no | Reviewers Signature | Date for Refresher | Comments |
|-------------------|----------|-----------|--------------------------------|------------------------|-----------------------|----------|
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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, then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 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 Environment Agency when they visit.

6. Accident (and Incident) Record

Record of accidents, incidents or near misses

This form could apply equally to health and safety, we are particularly interested in things that could impact on the environment, 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.

It is good practice to record near misses – eg the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

| | |
|---|---|
| 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 Environment Agency on 0800 807060 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 Environment Agency when they visit.

7. Further Help

Pollution Prevention Guides

(<http://www.environment-agency.gov.uk/ppg>)

PPG1: General Guide to the Prevention of Pollution

PPG2: Above ground oil storage tanks

PPG3: Use and design of oil separators in surface water drainage systems

PPG4: Disposal of sewage where no mains drainage is available

PPG8: Safe storage and disposal of used oils

PPG13: The use of high pressure water and steam cleaners

PPG18: Managing fire water and major spillages

PPG21: Pollution incident response planning

Pollution Prevention Pays – Getting Your Site Right (24-page Guide & DVD)

(<http://www.environment-agency.gov.uk/business/topics/pollution/36641.aspx>)

How to Comply with Your Environmental Permit

(<http://www.environment-agency.gov.uk/business/topics/permitting/32320.aspx>)

NetRegs – NetRegs provides **free environmental guidance** for small and medium-sized businesses in the UK

(<http://www.netregs.gov.uk/>)

Environment Agency Contact Information – National Customer Contact Centre

(<http://www.environment-agency.gov.uk/contactus/default.aspx>)

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

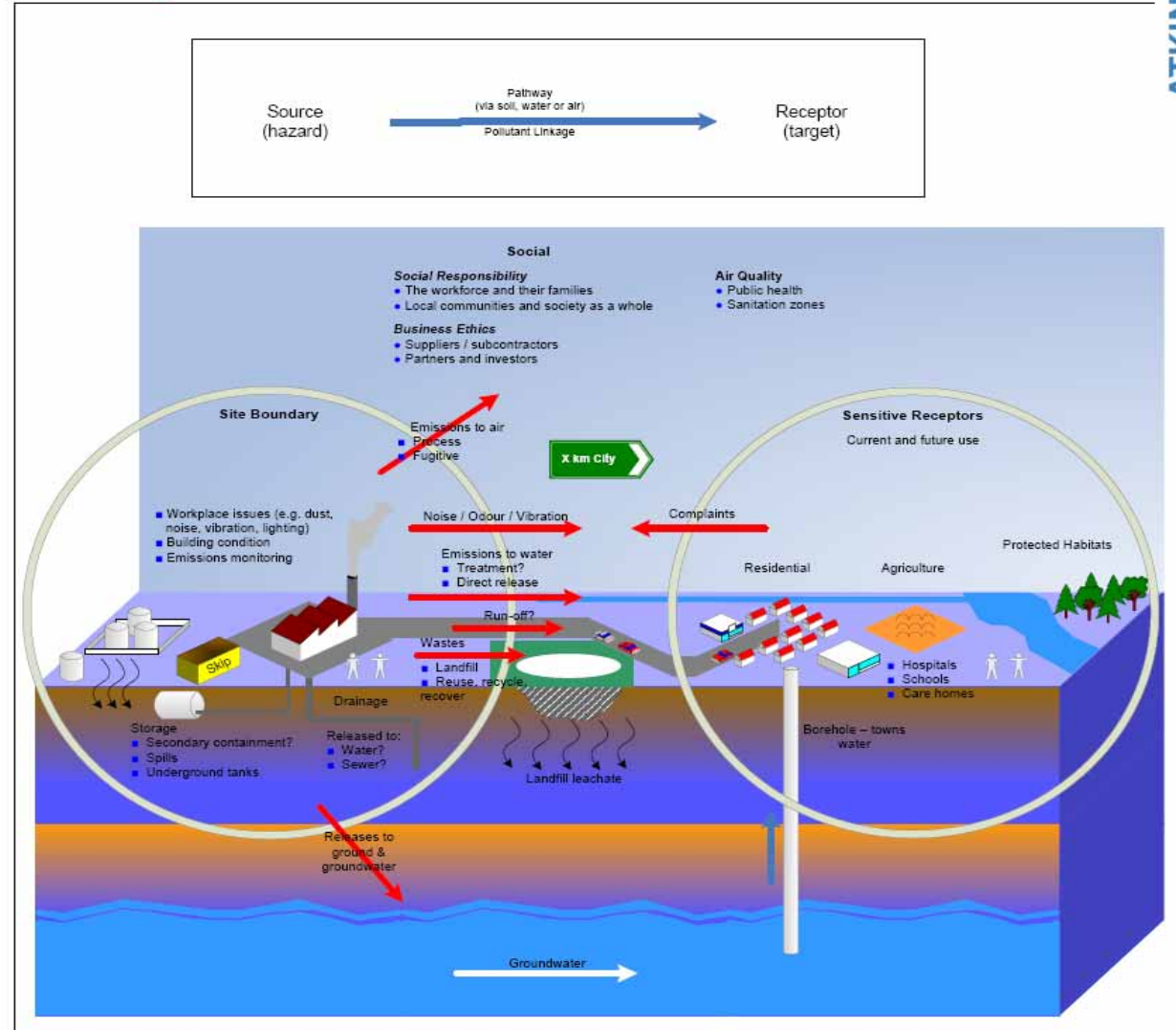
Telephone: 08708 506 506 (Mon-Fri, 8am - 6pm)

8. Posters

Protecting the Environment

This site's main potential **pollution sources** are:
 [e.g. Storage of waste oils in drums]
 [e.g. Fibrous asbestos storage]
 [e.g. Potential for dust creation if site roads are not damped down]

Sensitive **environmental receptors** at or near the site are:
 [e.g. Underground aquifer used for supplying drinking water]
 [e.g. Houses and gardens to the south of the site]
 [Site of Special Scientific interest next to building B3]



**Would you like to find out more about us,
or about your environment?**

Then call us on

08708 506 506* (Mon-Fri 8-6)

email

enquiries@environment-agency.gov.uk

or visit our website

www.environment-agency.gov.uk

incident hotline 0800 80 70 60 (24hrs)

floodline 0845 988 1188

Download the toolkit from the Environment Agency website at:

www.environment-agency.gov.uk/business/topics/pollution/113738.aspx

or the NetRegs website at:

www.netregs.gov.uk/netregs/113676.aspx



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