

IMS15-04 – Business Continuity Plan

Activity	Potential Impact(s)	H/M/L Risk	Control Measures	Mitigation Measures	Associated Documents
ARRIVAL					
Transport of waste to and from site	Water pollution from oil leak	L	- Regular maintenance / servicing of all vehicles - Daily vehicle checks	Spill kits	- Spill procedure - Daily site checklist - Daily plant/vehicle checklist
	Dust emissions and transfer of mud onto public highway	L	- Sheeting / netting of all skips - No overfilling of skips - General housekeeping of site	Dust suppression measures	Environmental legal compliance checklist
	Air pollution from vehicle use	L	- Regular maintenance / servicing of all vehicles - Use of route planning	Stop operating vehicle until it has deemed fit	Vehicle/equipment maintenance schedules
	Noise	L	- Operation confined to permitted hours - Regular maintenance / servicing of all vehicles	Stop operating vehicle until it has deemed fit	
	Water pollution from vehicle wash bay	M	Sealed drainage / interceptors	Inform the Natural Resources Wales	
STORAGE					
Acceptance & storage of general/recyclable waste	Water and land contamination from leachate	M	- Storage under cover - Storage on impermeable surface - Daily site inspections	- Sealed drainage / interceptors - Spill kits	- Spill procedure - Daily site checklist - Environmental legal compliance checklist
	Odour	L	- Storage within Permit time and quantity limits - Storage undercover - Daily site inspections	Immediate removal of offensive wastes	Odour Management Plan
	Dust emissions and litter due to failure of containment	M	- Storage undercover - Appropriate containment used - Drop heights kept to a minimum	- Dust suppression systems - Immediate clean up of litter	

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	Attraction of flies and vermin	L	▪ Daily site inspections ▪ Storage inside building wherever possible ▪ Pest control measures ▪ Storage within Permit time and quantity limits	▪ Use of external pest control contractors ▪ Immediate removal of offensive waste	
Acceptance & Storage of Asbestos	Risk to human health and land contamination	M	▪ Double bag ▪ Storage in covered, lockable skip ▪ Correct labelling ▪ Daily site inspections ▪ Use correct PPE ▪ Training, instruction & information	▪ Removal by qualified, licensed asbestos removal contractor	▪ Asbestos procedure ▪ COSHH Register & MSDS records
Acceptance & Storage of waste outside terms of Permit	Potential for water, land and air pollution. Risk to human health	L	▪ Waste acceptance criteria ▪ Visual inspection before and after tipping ▪ Customer liaison on at order stage ▪ Information and instruction for site users ▪ Labelling	▪ Quarantine area ▪ Inform the Natural Resources Wales if necessary ▪ Disposal through a licensed contractor	▪ Waste acceptance procedure
PROCESSING					
Use of plant & equipment for sorting / processing waste	Water and land pollution from leaks	L	▪ Operation on impermeable surfaces ▪ Daily vehicle/plant checks ▪ Preventive maintenance regime ▪ Insulation and protection of pipe work	▪ Spill kits ▪ Sealed drainage/interceptors	▪ Spill procedure ▪ Daily site checklist ▪ Daily plant/vehicle checklist
	Land contamination from puncture / tipping of vessels	L	▪ Tanks and vessels generally located within / on secondary containment facilities ▪ Storage locations of drums and non-permanent vessels protected by barriers	▪ Spill kits ▪ Sealed drainage/interceptors	▪ Environmental legal compliance checklist ▪ Vehicle/equipment maintenance schedules
	Loss of processing	M	▪ Daily visual inspections	▪ Financial reserves to	▪ Risk Assessments

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capacity through equipment failure			- Preventative maintenance regime - Insulation and protection of pipe work	- replace integral equipment - Temporary lease of equipment - Insurance	Odour Management Plan
	Dust emissions & litter	L	- Processing undercover - Drop heights kept to a minimum - Daily site inspections	- Dust suppression systems - Immediate clean up of litter	
	Odour	L	- Treatment within Permit time and quantity limits - Treatment undercover - Daily site inspections	Immediate removal of offensive waste	
	Noise & Vibration	L	- Noise / Vibration assessments - Safe systems of work - Information, Instruction, Training and Supervision - Regular maintenance checks of equipment - Adhere to operating hours	- Personal Protective Equipment - Corrective actions - Information, Instruction, Training and Supervision	
EMERGENCY					
Spillage	Water and land pollution	M	- Storage under cover - Storage on impermeable surface - Daily site inspections - Integrity testing of containment facilities - Supervision of fuel deliveries - Plant and equipment re-fuelled in designated areas on impervious surfaces	- Sealed drainage / interceptors - Bunds - Drip trays - Spill kits - Disposal through licensed contractor	- Spill procedure - Re-fuelling procedure
Fire	Air, land and water pollution	L	- Separation of incompatible materials - Separation of combustible materials	Contact emergency services	- Fire plan - Daily site checklist

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			- and ignition sources - No smoking policy - Good housekeeping - Site stockpiles with restricted height - Fire breaks between stockpiles - Daily site inspections - COSHH	- Fire extinguishers - Fire plan	Vehicle/equipment maintenance schedules
Flood	Land and water pollution	L	- Maintenance of drains - Daily site inspections - Drainage plan - Safe location for storage of hazardous materials	Contact emergency services	- Daily site checklist - Vehicle/equipment maintenance schedules
Vandalism	Land and water pollution	L	- Secure gate and perimeter fence - Site locked when unmanned - Tanks and valves locked when not in use out of hours - Plant and equipment locked in secure storage out of hours - Security system	- Contact emergency services - Insurance	Daily site checklist
Major Accident	Serious injury / loss of life / major environmental pollution	L	- Risk assessments - Safe systems of work - Information, Instruction, Training and Supervision - Mentoring programmes - Regular equipment maintenance checks - Signs and signals - Personal Protective Equipment	- Accident / Incident reports and corrective actions - RIDDOR policy - Employers Liability Insurance - Information, Instruction, Training and Supervision	- Risk Assessments / Method Statements - RIDDOR Policy
Inclement Weather (heavy)	Loss of processing capacity / loss of	L	Bulletins received and regular checks	- Operation of - Priority	Risk Assessments

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rainfall, snow/ice etc.) affecting our site and disposal outlets	outlets for short durations		- with the Met Office - Wide selection of outlets - Hold stocks of salt / grit for use on site - Regular maintenance of vehicles / machinery	Site Closure	
Market Collapse	Loss of outlets / Cash flow issues	L	- Due diligence checks - Regular review of market trends - CPD - continuing competence, attendance at industry events, association registration, legal/market updates, industry knowledge. - Links with Welsh Government - Wide selection of outlets - Due diligence checks performed on sub-contractors prior to engagement. - Continual market and product research/new and future-proof.	- Use of alternative outlets - Temporary storage until market recover - Export capacity.	- Subscriptions - Risk Assessments
Loss of human resource	Loss of Technical competence	L	- Several CoTC holders on site - Safe systems of work - Competitive salaries / benefits package - Equal opportunities policy - Information, Instruction, Training and Supervision	- Access to external CoTC holders - Sub-contractors / Agency workers - Overtime for existing employees	- Risk Assessments - Method Statements - Training Records