

Environmental Management System

Premises

Tir-y-Berth Depot

Address

New Road

Hengoed

CF82 8NR

Date (From)

April 2015

A greener place Man gwyrddach



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General Information

Section

1

Type of Treatment Plant

Type of treatment plant	
Make	Klargester Bio-disc
Model	Unknown
Installation Date	Unknown
Installed By	Unknown
Capacity	
Location of Bio-disc	

Monitoring and Maintenance

Section 2

Monitoring and Maintenance

Item	How often [Tick Appropriate Box]					
	Day	Week	Month	6 Months	Year	5 Years
Ensure that a maintenance plan as required by the manufacturer's instructions is followed and that any required works are carried out by an appropriately qualified person.						
If no manufacturers maintenance plan in place						
Check the discharge point for any adverse visible effect* on the receiving water, the bed of the watercourse, or any plants or animals within the watercourse. If you observe any adverse visible effect you must contact an appropriately qualified contractor to investigate		✓				
Check to see that the treatment plant appears to be operating effectively, for example no unusual noises, odours, etc. If it is not operating correctly you must contact an appropriately qualified contractor to investigate and remediate the cause		✓				
Ensure that the sample point is accessible at all times. If it is not accessible ensure access is reinstated.			✓			
De-sludging should take place at least every 6 months or as specified by the manufacturer				✓		
Servicing of the plant should take place at least every 6 months or as specified by the manufacturer.				✓		

* Adverse visible effect means dead or distressed fish, other animals or plants in the vicinity of the discharge point, noticeable deposit of solid material; growth of sewage fungus (a grey growth covering rocks or other objects in the receiving water body); or noticeable discolouration of the water low by the discharge.

Monitoring and Maintenance Record

ACTION	DATE & TIME	CARRIED OUT BY	RESULT
Maintenance of Bio-disc	26/1/2015	Kee Services	No issues found
De-sludge Bio-disc	20/3/2015 14:00 to 15:00	Mayglothing Waste Ltd	<ul style="list-style-type: none"> Emptied 2000 gallons Waste Transfer Note: 0017475 Checked bio-disc turning
Monitor access to bio-disc	23/4/2015	Paul Smythe Martyn Bishop Rob Lewis	<ul style="list-style-type: none"> Discussed providing better access to the bio-disc. Checked disc turning
Tried to identify outlet from bio-disc	23/4/2015	Paul Smythe Martyn Bishop Rob Lewis	Unable to locate outlet due to overgrowth
Obtain dye to trace outlets	23/4/2015	Martyn Bishop	Dye obtained from Highways Section (Culverts) Michelle Johnson
To identify where the outlets are located	24/4/2015	Martyn Bishop & Highways Representative	Dye placed in water whereby discovering the outlet into the Rhymney river and marked on drawings. The manhole was sprayed white to identify location. There is only one outlet into the Rhymney river for both the bio-disc and storm water, the bio-disc links into the storm water outlet.
Call in contractor to discuss costs for providing easier access to bio-disc	27/4/2015	Martyn Bishop AL Landscapes	Contractor advised to proceed with works
Check if works have been carried out to a satisfactory condition	19/5/2015	Martyn Bishop Rob Lewis	Works carried out to a very good standard providing easier access to treatment plant. SEE PHOTOGRAPHS APPENDIX 1 ON NEXT PAGES
Check course for evidence of pollution	19/5/2015	Martyn Bishop Rob Lewis	No evidence of pollution at time of visit. SEE PHOTOGRAPHS APPENDIX 2 ON NEXT PAGES
Servicing of bio-disc	15/6/2015	Martyn Bishop	Contacted Lucille Fletcher, procurement to set up with Keeprocess. E-mail confirmation received
View waste disposal company emptying bio-disc	17/5/2015	Martyn Bishop	The contractor had emptied the bio-disc before they could be monitored on site. However MB checked the glass filling tube and it showed 2000 gallons of waste, the driver informed he had cleaned out the sludge and water. The location where the waste is taken was also discussed, see document at front of file.

APPENDIX 1 - Improvement of access to water treatment plant and waters edge



APPENDIX 2 - Water course check for pollution



Key Site and Emergency Contacts

Section

3

Key Site and Emergency Contacts

Site Details	
Address	Tir-y-Berth Depot, New Road, Hengoed
Postcode	CF82 8NR
Site Access Grid Reference	ST144952

Site Contacts		Office Hours	Out of Hours
Monitoring Officer: Martyn Bishop [Management of Depot]		07919 627355 01443 864089	
HRO Manager: Paul Smythe		01443 864019	
Regulators		Office Hours	Out of Hours
Health & Safety Executive [HSE]			
Local Authority: Caerphilly County Borough Council		01443 *****	
Environment Agency	General Number	08708 506 506	
	24 Hour Emergency Hotline	0800 80 70 60	0800 80 70 60
Utility and Key Services		Office Hours	Out of Hours
Treatment plant maintenance contractor: KEE Services Limited		01296 634500	
Sludge removal Contractor: MAYGLOTHING Waste Ltd.		01544 230364	
Electricity Supplier:			
Internal Services		Office Hours	Out of Hours
Highways Section: Network Contracting Services (NCS) CCBC			

Accident and Incident Record

#

Section

4

Accident and Incident Record

Date of Incident		Time of Incident			
Location of Incident?					
What Happened?					
Was anyone else aware of this?					
What caused it?					
What action was taken to fix the problem?					
What has been done to make sure that it does not happen again?					
Was there any significant pollution e.g.: untreated sewage being discharged into a drain, river or stream?					
Yes-	If yes, what pollution occurred?				
No-					
If there was significant pollution then notify the Environment Agency on 0800 807060	Yes	No	Not Applicable		
	Time phoned				
	EA Incident Reference No.				
Write or send an e-mail to confirm this to the local office (see the accident management plan for the address) Has this been done?			Yes	No	N/A
Print your name					
Signature		Date			

Complaints Record

Section 5

Complaints Record

Instruction & Training

Section 6

Water Pipe Map – Tir-y-Berth Depot

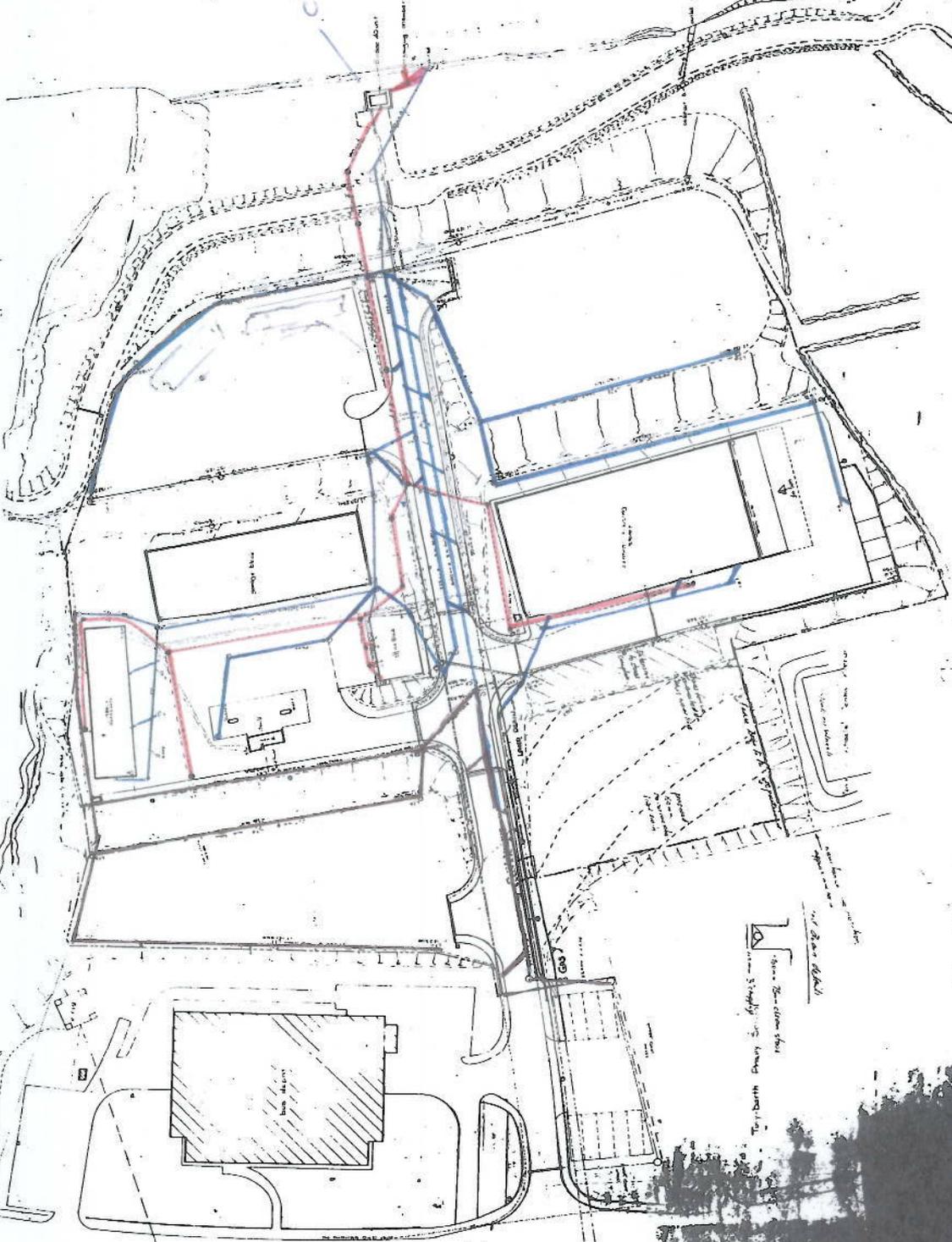
Section

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Symbol	Description
1	Proposed Sewer
2	Proposed Storm
3	Proposed Water
4	Proposed Gas
5	Proposed Electric
6	Proposed Telephone
7	Proposed Cable
8	Proposed Fiber Optic
9	Proposed Fire Alarm
10	Proposed Security
11	Proposed Data
12	Proposed Video
13	Proposed Audio
14	Proposed Control
15	Proposed Access
16	Proposed Egress
17	Proposed Vent
18	Proposed Exhaust
19	Proposed Intake
20	Proposed Return
21	Proposed Supply
22	Proposed Demand
23	Proposed Control
24	Proposed Access
25	Proposed Egress
26	Proposed Vent
27	Proposed Exhaust
28	Proposed Intake
29	Proposed Return
30	Proposed Supply
31	Proposed Demand
32	Proposed Control
33	Proposed Access
34	Proposed Egress
35	Proposed Vent
36	Proposed Exhaust
37	Proposed Intake
38	Proposed Return
39	Proposed Supply
40	Proposed Demand

NEIL WILSTEAD

cleaned last?



239/19

Date: February 1979
Drawing Number: 239/19

Scale: 1/4" = 1'-0"
Drawn: J.A.B.
Traced: C.S.E.

Public Utility Services Record

Description:

Job Title: Engineer
Project: Neil Wilstead
Contract: Sewer & Stormwater

Council

Rhymney
W.L. Williams, M.B.E., B.Sc., M.I.C.E.
Council Offices, Aberystwyth, Powys

Accident What to Do

Section

8

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

C - Preventing accidents and what to do if they happen

The following table contains examples of things that could go wrong and harm the environment. The list covers many of the things that could go wrong at a site like yours but you should check if you can identify anything else particular 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 possible accident happening. It also describes what should be done if the worst actually happens.

Please ensure that you are committed to the table's contents as it forms part of your Environmental Management System which is a condition of your permit and therefore must be complied with. If it refers to using equipment such as spill-kits, make sure you have these available.

Finally make sure that everyone on site knows about the plan, where to find it, and what it contains. It's important that they know how to prevent accidents and what to do if there is one. Keep your spill and fire response procedures with this plan. The links to the pollution prevention guidelines, which can be found in further information, give advice on how to produce spill response procedures.

You will need to review the plan and record this at least every 4 years, or as soon as practicable after an accident, whether changes to the plan should be made.

Possible accident	What would the harm to the environment be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Overloading of treatment plant. Due to inadequate sized plant being installed.	Contamination of land, drains, groundwater and watercourses.	If any changes are to take place to the property then ensure the treatment works is still large enough, before the works commence.	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept. If necessary call out a contractor to undertake repairs.
Spillages during de-sludging of the treatment plant		Ensure pipe integrity has been tested prior to use and contractor/operator observes correct de-sludging process	
Slow seepage of liquids from the treatment plant. Slow seepage can be less noticeable than 'spills'.		Integrity of the treatment plant will be tested. Treatment plant will be maintained in line with manufactures instructions	
Failure of Plant or Equipment			
Releases of untreated sewage; due to faulty pipe work, valves, over-pressure, blockages, pump failure, severe weather and so on.	Contamination of land, drains, groundwater and watercourses.	Visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity.	Spill response procedure It describes what to do in the event of a spill and where the kit is kept. If necessary call out a contractor to undertake repairs.

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

Possible accident	What would the harm to the environment be?	How do we reduce the chances of it happening?	What to do if it happens?
<p>Harmful substances/objects entering the treatment plant, for example cleaning chemicals, garden pesticides, oils/fat/grease, nappies, sanitary products</p>	<p>Damage to the treatment plant and/or death of micro-organisms with possible subsequent contamination of groundwater and watercourses.</p>	<p>Read and understand the manufacturer's guidance on what can be put down drains, sinks and toilets. Inform all residents and guests of the restrictions.</p> <p>Have a list of chemicals which are safe to use with the treatment works in a designated spot and ensure everyone who used or purchases chemicals has access to and is aware of the list.</p>	<p>Follow spill response procedure.</p> <p>Arrange for a drainage contractor to come and fix the works.</p> <p>Stop using the works, if possible or arrange for the sewage to be tankered away to an appropriately licensed site.</p>
Flood			
<p>Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.</p>	<p>Contamination of land, groundwater and watercourses with untreated sewage and flood water.</p>	<p>Ensure that no surface water/floodwaters can enter the treatment works.</p>	<p>Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags.</p>
Failure of Services			
<p>Due to failure of supply; electricity, supply and of sewerage system.</p> <p>Due to utility supply being struck and broken / cut.</p>	<p>Death of micro-organisms with possible subsequent contamination of groundwater and watercourses.</p>	<p>Provision of alarm on the treatment works to warn operators of power failure.</p> <p>Provision of back up generator should the works require constant electricity to ensure adequate treatment.</p>	<p>Use emergency generator (if available). Call out utility company for urgent call out.</p>

MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

Possible accident	What would the harm to the environment be?	How do we reduce the chances of it happening?	What to do if it happens?
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion and so on.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities.	Spill response procedure as described above.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Possible contamination of land, drains, groundwater and watercourses.	Ensure treatment plant is secure	Immediately secure the plant, arrange any necessary repairs, follow the spill response procedure if a spill has occurred.

8. Further help

Further information on preventing pollution can be found in our Pollution Prevention Guidelines available on our web site at www.environment-agency.gov.uk/ppg

PPG 4, Treatment and disposal of sewage where no foul sewer is available.

PPG 21, incident response planning. It could be useful in preparing a spill response plan.

The below link is to the British Water website. British Water is the trade association for the water industry supply chain. Here you can find accredited service engineers to maintain and repair your treatment plant and in the publications section there is guidance on how to use and operate a small sewage treatment plant.

<http://www.britishwater.co.uk/>

MAGIC is a web based interactive map service to bring together environmental information from across government. It will be useful in finding local sensitive sites.

<http://www.magic.gov.uk/>

References / Guidance

Section

9

Reference / Guidance

- British Water Code of Practice
(Maintenance and Servicing of Water Treatment Systems)
- Environmental Management Toolkit
- EPR Compliance Assessment Report