Environmental Management Manual

Title:	Environmental management manual		
Ref:	EP01		
Issue:	6	Sheet:	1 of 17
Issued by:	Green Dragon Coordinator	Date:	24/04/14
Approved by:	Environmental Manager	Date:	

Contents:

Page

1 **Introduction** 3

2 **Environmental Policy** 4

3 Planning

3.1 Environmental Review 5
3.2 Environmental Aspects 5
3.3 Legal requirements 5
3.4 Objectives and targets 5
3.5 Environmental management programme 5
3.6 Pollution prevention plan 6

4 Implementation and Operation

4.1 Structure responsibility and resources 7
4.2 Training, Awareness and Competence 9
4.3 Communication 9
4.4 Environment Management System Documentation 9
4.5 Document control 9
4.6 Operational control 9
4.7 Emergency Preparedness and Response 10

5 Checking and Corrective Actions

5.1 Monitoring and measuring 11
5.2 Problem identification, correction and prevention 11
5.3 Environmental records 11
5.4 EMS Audit 11

6 Management Review

6.1 Introduction 12
6.2 Frequency 12
6.3 Method 12

7 Appendix – List of Processes 14

1. Introduction

Powys County Council is a unitary authority for the Welsh county of Powys – one of the most sparsely populated counties in Wales and England.

With a workforce of around 5,000 providing services for a population of 126,354 (2001 Census), the council is a major employer in a county that sees agriculture, tourism and light industry as the main business areas.

It is the aim of the Council to conduct it's activities in a way that is environmentally responsible. The Council has therefore committed itself to continuous improvement of its environmental performance.

To demonstrate this commitment, the Council has established an environmental management system which conforms to the requirements of Level 5 of the Green Dragon Environmental Standard.

The environmental management system is designed to ensure the following:

- Compliance with the relevant environmental legislation.
- Awareness and control of the environmental impact of the Council's activities.

Targets are set and plans are made and progressed which will lead to an improvement in environmental performance.

Procedures are written and implemented, which will ensure that the preceding objectives are achieved.

This manual describes how the activities of the Council meet the requirements of the Standard.

2. Environmental Policy

The Council's commitment to the environment is set out in the Environmental Policy below:

Powys County Council Environmental Policy

Powys County Council is a unitary authority for the Welsh county of Powys – one of the most sparsely populated counties in Wales and England. With a workforce of around 8,000 providing services for a population of about 131,000 (Population Estimates Unit, ONS), the Council is a major employer in a county that sees agriculture, tourism and light industry as the main business areas.

Like any large organisation, Powys County Council has significant effects on the local environment. We are proud of our positive impacts – for example, waste recycling, built heritage, renewable energy, sustainable development and biodiversity. In addition, we are committed to reducing our negative impacts on the environment – for example, by minimising both waste production and energy consumption. We also work with our partners, suppliers and contractors towards achieving sustainable solutions.

Powys County Council is committed to:

- Continual improvement of its environmental performance to minimise adverse effects on the environment, following the principles embedded in sustainable development and the Green Dragon environmental management system.
- Compliance with all relevant environmental legislation and regulations.
- Using the Authority's influence to actively encourage responsible environmental practice by its suppliers and contractors, and to raise awareness of these issues with our partners and among the general public.

In particular Powys County Council will:

- Prevent pollution and minimise waste from its own operations
- Set environmental objectives and annual targets that reduce our carbon footprint
- Safeguard and enhance biodiversity on land owned and managed by the Authority.
- Promote environmental awareness, commitment and capabilities among staff, suppliers and contractors.
- Make this policy available to all staff, suppliers, contractors, partners and the general public via induction training, courses, notice boards, direct mail, emails, libraries, intranet & Internet.
- Ensure through the corporate planning process that all staff have the necessary resources and training to meet the requirements of this policy and of the Green Dragon environmental management system.
- Develop and maintain the Green Dragon environmental management system (EMS) for all the Authority's activities and services included within the scope of the EMS – specifically, all depots, leisure centres, offices, libraries and museums.
- Annually audit the Green Dragon environmental management system, review its progress, and revise its procedures, objectives and targets in order to continuously improve performance.

W B Thomas

Signed:
Council Leader, Barry Thomas
Powys County Council
Date: 20/02/14

Chief Executive Officer, J Patterson
Powys County Council

3. Planning

3.1 Environmental Review

An annual environmental review has been carried out of the Council's operations and activities. This review identified the Council's environmental aspects, impacts and the relevant legislation, and has been used as the basis for developing the Council's environmental management system.

3.2 Environmental Aspects

A Register of Environmental Aspects has been prepared from the information obtained from the environmental review and from additional consideration of the Council's activities and operations.

The Register of Environmental Aspects is to be amended and updated in accordance with the findings of internal and external audits of the Council's operations, as considered appropriate during Management Reviews.

3.3 Legal Requirements

All environmental legislation and regulations, and any other requirements, which relate to the Council's activities, have been identified. These are documented in the Register of Environmental Legislation.

The Register of Environmental Legislation is maintained and updated through the review of environmental bulletins that are received from the CEDREC environmental database and other information the Council receives.

3.4 Objectives and Targets

The Council has established specific Objectives and Targets, based on the information contained in the register of environmental aspects, register of environmental legislation, Powys One Plan and Service Strategies.

The Objectives and Targets are reviewed at least annually in accordance with the findings of internal and external audits of the Council's operations and as considered appropriate during Management Reviews.

3.5 Environmental Management Programme

Objectives and Targets are achieved through the implementation of specific operational procedures that document:

- The person or persons responsible for their implementation and operation;
- The course of action to be taken;
- Any information that is to be recorded;
- The means by which the collected information is communicated or utilised to ensure environmental improvement.

3.6 Pollution Prevention Plan

Using the information contained in the Environmental Aspects Register the Council has identified activities and situations that pose a potential risk of environmental pollution and has documented these in an overarching Pollution Prevention Plan.

The Environmental Aspects Register has identified four significant activities that could pose a potential risk of environmental pollution, they are:

a. Management of Highways and Refuse Depots
b. Management of Leisure Centres and Swimming Pools
c. Management of Rural Sewage Treatment Works (STW) under the control of Powys County Council.
d. Management of Yfan lead mine (a disused Victorian mine).
e. Management of closed landfill site leachate treatment facilities.
f. Management of waste transfer stations

This Plan describes pollution risks and implements measures to prevent environmental pollution.

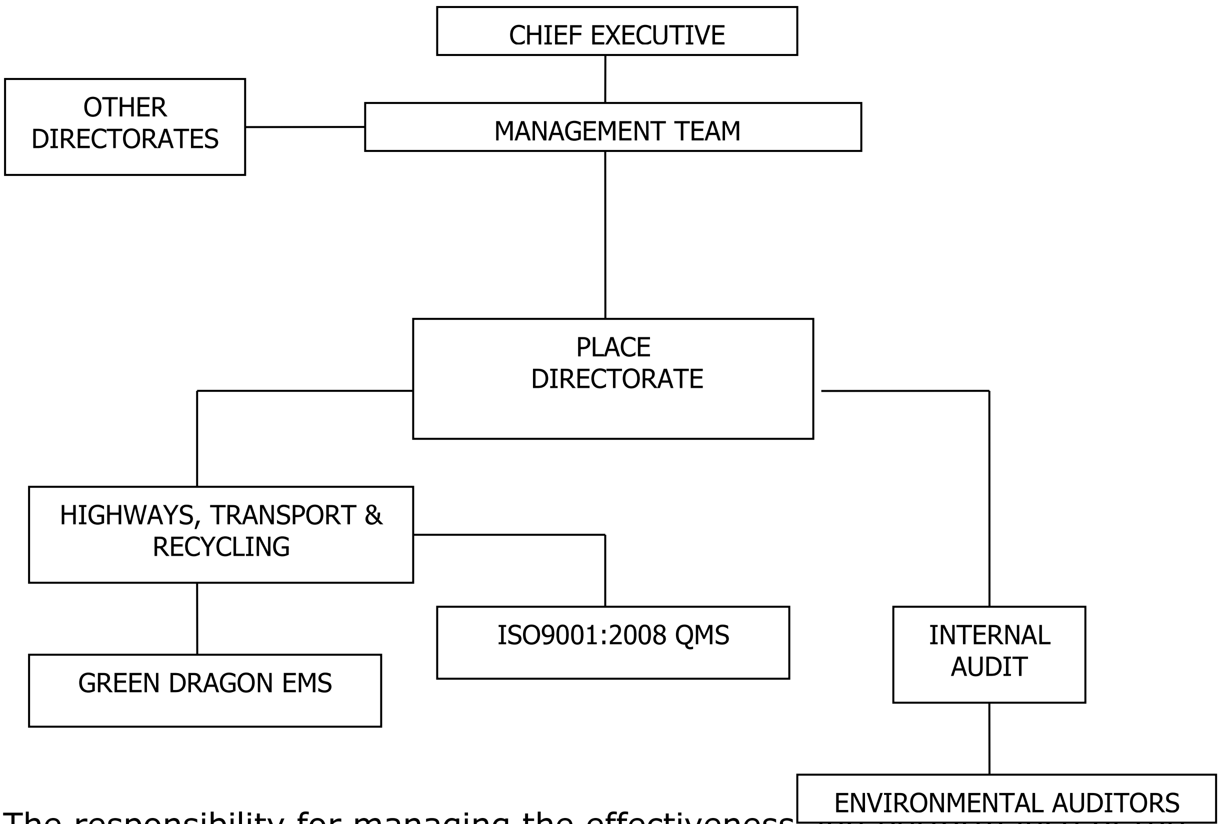
4. Implementation and Operation

4.1 Structure and Responsibility

The overall responsibility for implementing the environmental management system rests with the Head of Highways, Transport & Recycling, who is the Environmental Manager.

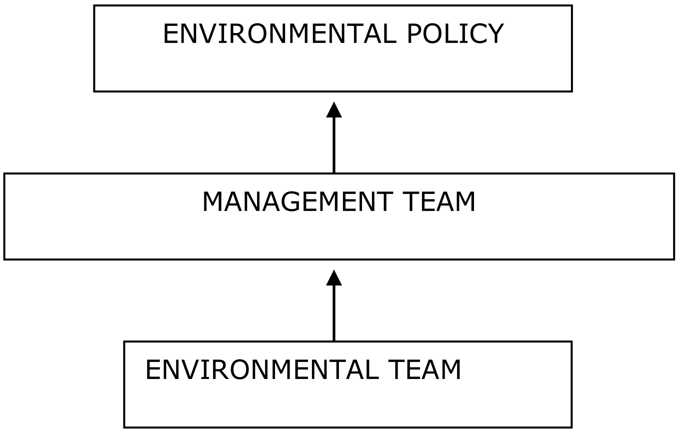
An organisational chart (below) has been prepared showing those members of staff who have specific responsibilities for implementing and overseeing particular elements of the management system.

Organisational Chart



The responsibility for managing the effectiveness and performance of the environmental management system at Corporate Level has been delegated to the Councils' Management Team. An Environmental Team has been set up to manage this process. This is shown in the flowchart below:

Green Dragon EMS Reporting



4.2 Training, Awareness and Competence

Responsibilities have been allocated for ensuring that all staff receive environmental awareness training, so that they understand:

- The importance of conformance with the environmental policy.
- The environmental impact of their work and procedures.
- The implications of any failure to observe the requirements of the environmental management system.
- Compliance with relevant aspects of environmental law.

A training plan has been undertaken and developed that targets high risk services first, followed by lower risk services.

4.3 Communication

The Green Dragon coordinator is responsible for the communication of environmental information for the parts of the Council within the scope of the Standard.

The Communication Unit is responsible for receiving, recording and responding to external communications relating to the Council’s environmental activities and performance.

4.4 Environmental Management System Documentation

The Council operates a three-tier environmental management system, as follows:

1. Environmental Manual
2. Processes and procedures

3. Work instructions and codes of conduct

The processes, procedures and work instructions have been placed on the Councils intranet and if required hyperlink to the ISO9000:2008 quality management system (QMS) operated by Local and Environmental Services.

The Environmental Manual is an overarching document that coordinates these environmental activities.

4.5 Document Control

This Council has established a formal procedure for document control.

4.6 Operational Control

This Council has identified those operations and activities that have significant environmental aspects. These are contained in the Environmental Aspects Register. Formal processes have been developed and implemented to ensure that these aspects are managed. These processes are contained within the Councils Environmental Management System and Pollution Prevention Plan. They are accessed via the Councils Green Dragon intranet web-pages.

When writing processes and procedures, account has been taken of:

- The need to ensure compliance with the Council’s Environmental Policy, targets and objectives.

- Relevant environmental data and criteria that will let the Council monitor its environmental impact.

- The environmental activities of its suppliers and contractors.

4.7 Emergency Preparedness and Response

Pollution Incident Response Plans (PIRP’s) have been written and put in place for the Council’s depots and Leisure Centres. These PIRP’s have been written using Environment Agency PPG21 guidelines.

Selected employees at depots and Leisure Centres are being trained to use appropriate spill kits and other pollution prevention measures and are able to identify and respond to accidental and emergency situations should they occur.

Where practicable, these procedures are tested regularly, at least once a year.

Instructions on how to respond to a pollution incident have also been posted on notice boards in most premises; including depots, leisure centres, libraries and museums.

5. Checking and Corrective Action

5.1 Monitoring and Measurement

Processes and procedures have been established to monitor and measure environmental target information.

This information is analysed periodically and communicated to service managers so that they can take appropriate action.

5.2 Problem Identification, Correction and Preventive Action

Processes and procedures have been established within the EMS for identifying problems and non-conformance.

Circumstances which may give rise to a non-conformance include:

- Failure to observe the requirements of the quality or environmental management system.
- As a result of internal environmental audits.
- Failure or risk of failure to comply with environmental legislation
- Complaints from sources external to the Council.

Where non-conformances are identified, action is taken to mitigate any impacts resulting from the non-conformance.

5.3 Records

Procedures have been established, for the identification, maintenance and disposal of environmental records.

5.4 EMS Audit

A programme of management system audits has been developed and procedures for these audits have been established in order to determine whether the management system is functioning properly and to provide information to the Environmental Team and Management Team.

6. Management Review

6.1 Introduction

Regular reviews of the Environmental Management System by the Management Team take place to ensure its continuing suitability, adequacy and effectiveness.

6.2 Frequency

Formal reviews are held at least once per year by the Councils' Management Team.

6.3 Method

The following issues are addressed during the review:

- A review of actions outstanding from previous meetings, and report on progress.
- A review of performance
- Confirmation of preventive actions
- A review of the achievement of the current set of objectives and targets.
- Setting objectives and targets for the coming year
- A review of the Environmental Policy, Environmental Manual and Processes to ensure that they are still consistent with and relevant to, the overall policies and objectives of the Council.
- A review of environmental training needs.
- A review of the outcome and effectiveness of environmental projects undertaken by the Council.

The Councils' Senior Communications Manager is responsible for recording minutes of the review. The coordination of any actions resulting from the review process is undertaken by the Green Dragon Environmental Standard coordinator.

The management review shall if relevant, lead to:

- Amendment of the Environmental Policy.
- Revision of the Objectives and Targets.
- Changes to any other elements within the Environmental Management System.
- Confirmation of compliance with relevant legislation and other requirements.

- Confirmation that Significant Environmental Aspects are controlled to ensure conformance with commitments made in the Environmental Policy

The Management Team is responsible for communicating management review findings and recommendations to the relevant Heads of Service.

Appendix	List of Processes

The following table lists all processes relating to the Environmental Management System.

Process	Title
EP01	Environmental Manual
EP02	Register of environmental legislation
EP03	Register of environmental aspects and impacts
EP04	Pollution prevention plan
EP05	Aspects and impacts evaluation and identification procedure
EP06	Legal and other requirements identification procedure
EP07	Internal audit schedule
EP08	Sewage treatment works pollution incident flowchart
EP09	Pollution incident report registration procedure
EP10	Document control procedure
EP11	Non-conformance, corrective and preventive action procedure
EP12	Incident preparedness and response procedure (pollution)
EP13	Communications procedure
EP14	Materials storage & spill response procedure
EP15	Waste management procedure
EP16	EMS audit procedure
EP17	Management review procedure
EP19	Environmental policy procedure
EP20	Contractors environmental code of conduct

Process	Title
EP21	List of environmental records
EP22	Document control register
EP23	Environmental objectives and targets action plan
EP24	Corrective action form
EP25	Environmental report procedure
EP26	Environmental responsibilities procedure
EP27	Training procedure
EP28	Environmental records procedure
EP29	Document authorisation request form
EP30	Transport management procedure
EP31	Pollution incident response form
EP32	Pollution risk assessment procedure
EP33	Water management procedure
EP34	Monitoring and measurement procedure
EP35	Energy management procedure
EP36	Contractors procedure
EP38	EMS organogram (mgt flowchart)
EP39	Environmental review (2008-2009)
EP41	Environmental policy (2009)
EP42	Pollution incident action flowchart
EP43	Pollution incident register
EP44	Pollution Incident Response Testing Checklist (Leisure Centres)
EP45	Pollution Incident Response Testing Checklist (Depots)

Process	Title
EP46	Internal Audit Report Form
EP48	Internal Audit Checklist
EP50	Internal Audit Non-Conformance Report
EP52	Communications log
EP53	Environmental Report
EP54	EMS systems audit report form
EP55	Pollution incident response plan form
EP56	Depot environmental checklist
EP57	Office premises environmental checklist
EP58	Museums environmental checklist
EP59	L&ES hazardous waste consignment note
EP60	Libraries environmental checklist
EP63	Premises management waste transfer note flowchart
EP64	Internal transfer of waste form
HMF10	L&ES Waste transfer note (ISO9001 QMS form)
EP65	Environmental Permit - Waste return procedure
EP66	Vehicle washdown work instruction (Rhayader depot)
EP67	Odour diary form (Rhayader depot)
EP68	Odour Management Plan (Rhayader depot)
EP69	Rhayader depot waste material diversion procedure
EP70	Vastre depot waste material diversion procedure
EP71	Waste transfer station accident & incident record form
EP72	Rhayader depot accident management plan

Process	Title
EP73	Vastre waste transfer station Odour Management Plan
EP74	Abercrave depot accident management plan
EP75	Welshpool depot accident management plan
EP76	Vastre depot accident management plan