

Tyson H Burrige Ltd
Environmental Management Systems Manual

Version – December 2006

CONTENTS

Section	Title	Page
1	Company Profile	3
2	Structure, Roles and Responsibilities	4
3	Environmental Management System	6
4	Environmental Policy	8
5	Planning	9
	5.1 Environmental Aspects and Impacts	
	5.2 Legal and Other Requirements	
	5.3 Objectives and Targets	
	5.4 Environmental Management Programme	
6	Implementation and Operation	12
	6.1 Resources, Roles Responsibility and Authority	
	6.2 Competence, Training and Awareness	
	6.3 Communication	
	6.4 Documentation	
	6.5 Control of Documents	
	6.6 Operational Control	
	6.7 Emergency Preparedness and Response	
7	Checking and Corrective Action	15
	7.1 Monitoring And Measurement	
	7.2 Evaluation of Compliance	
	7.3 Non-conformance and Corrective and Preventive Action	
	7.4 Records	
	7.5 Internal Environmental Management System Audit	
8	Management Review	17

APPENDIX 1 - CROSS REFERENCE TO CLAUSES OF ISO 14001:2004

IMPORTANT NOTE

This is a controlled document and is only valid
for 1 month from the date of printing 13/03/2007

1 COMPANY PROFILE

Tyson H. Burridge was established as a partnership between T.H. and A. Burridge in 1963, and was incorporated as a private limited company in 1990.

Currently a fleet of 50 tractor units, and 100 various trailers are operated, inclusive of a number of dedicated owner operators, supplying traction for THB trailers.

The company evolved to cater for the requirements of mainly West Cumbrian industry, on mainland UK delivery services. To maximise vehicle utilisation, and maintain cost efficiency, a network of customers throughout the UK are serviced on return journey, and cross-country routes. Most aspects of road haulage are covered on full load, part load, multi-delivery and multi-user operations.

The Distington base comprises the full administration and traffic planning function, 60,000 square ft of dry, ambient warehousing, in house vehicle workshops, drive-through vehicle wash, fuel storage and 2.5 acres of concrete parking space.

All administration and accounting functions are computerised from original information input by Traffic operations staff, and can produce information analysis as required.

Drivers are trained under the ADR (transport of dangerous goods by road) regulation, and a consultant Dangerous Goods Safety Advisor is employed.

Vehicles are maintained and prepared for MOT inspections within the company's workshops under the supervision of the Directors, and carried out by a team of experienced heavy goods and diesel technicians.

Accreditation to Quality Standard ISO EN 9001: 2000 was achieved in 1991.

The above includes planned work and unplanned work such as maintenance of faults on the fleet.

Tyson H Burridge Ltd has a core workforce of multi-skilled personnel to carry out the following activities:

Planning, accounting and administration. All administration and accounting functions are computerised from original information input by Traffic operations staff, and can produce information analysis as required.

HGV drivers. Drivers are trained under the ADR (transport of dangerous goods by road) regulation, and a consultant Dangerous Goods Safety Advisor is employed.

Maintenance and support. Vehicles are maintained and prepared for MOT inspections within the company's workshops under the supervision of the Directors, and carried out by a team of experienced heavy goods and diesel technicians.

This core workforce is supplemented, as necessary, by subcontract and specialist training functions who are also included in the company's safety and competence management system.

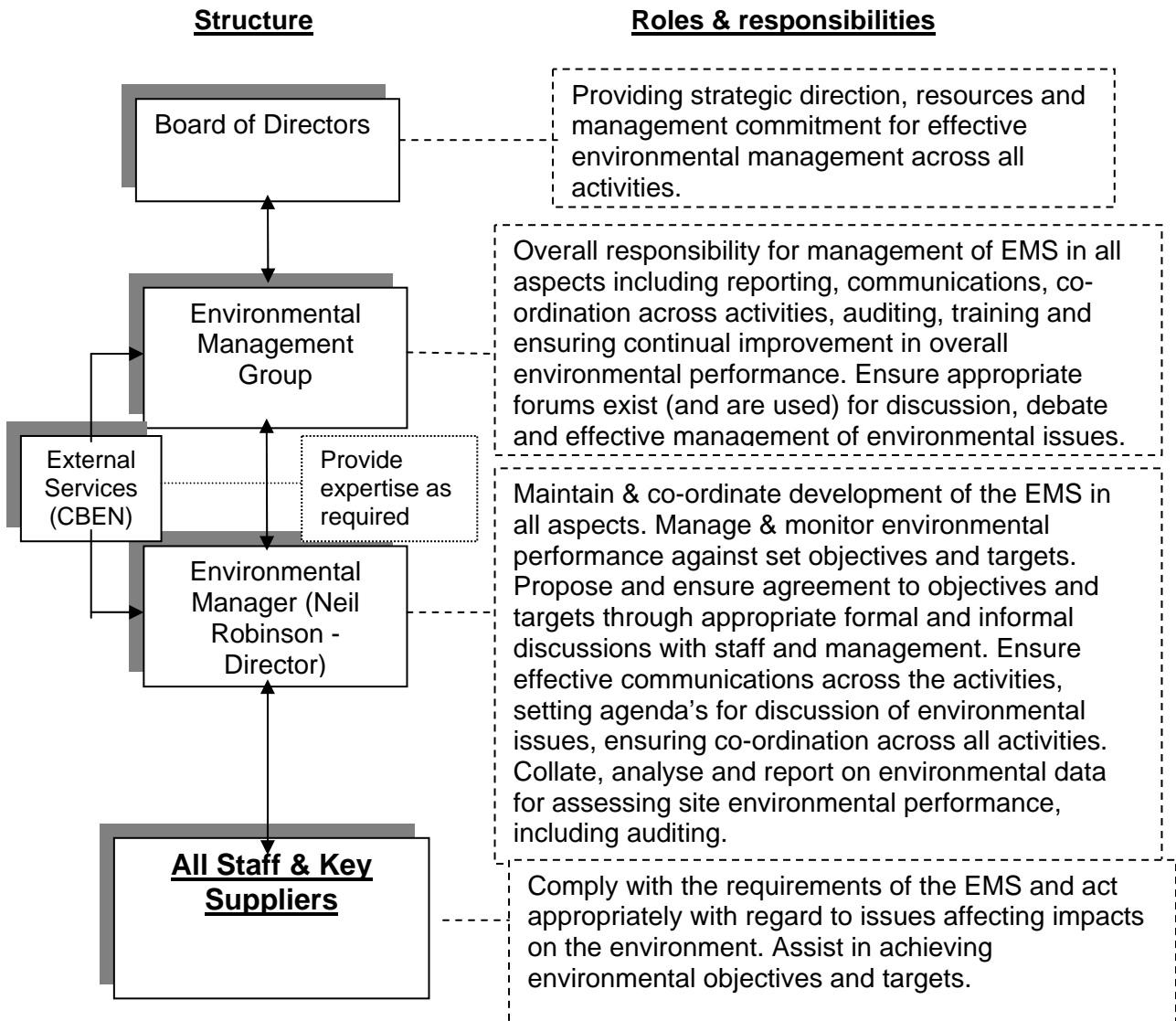
The company's activities have the potential to cause significant environmental impact to the environment through its activities and will endeavour to ensure staff environmental competence, by virtue of education, training or experience of persons performing tasks for the organisation, that have the potential to cause a such impacts.

IMPORTANT NOTE

This is a controlled document and is only valid
for 1 month from the date of printing 13/03/2007

2 STRUCTURE, ROLES AND RESPONSIBILITIES

2.1 We recognise the need to have a formal structure in place to manage environmental issues. The following diagram should be viewed within this backdrop.



This structure lies within the Company structure shown below:



3 ENVIRONMENTAL MANAGEMENT SYSTEM

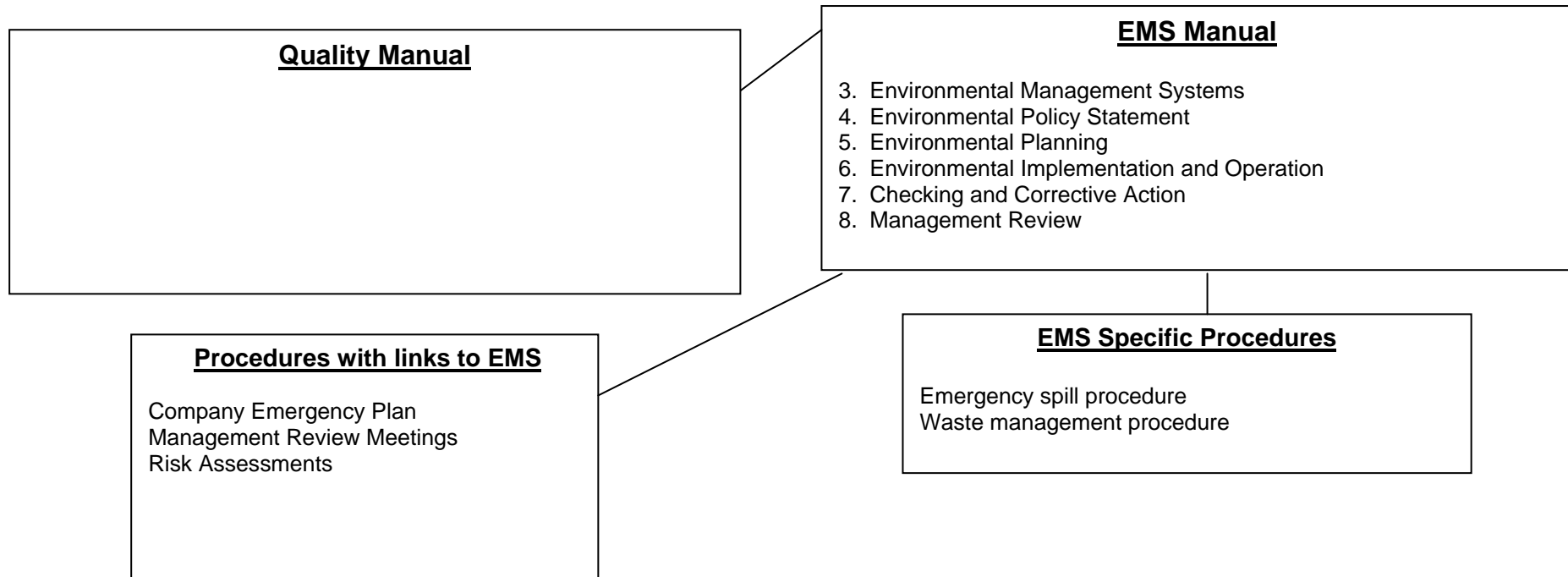
- 3.1 As an environmentally aware company, managing environmental issues in a systematic way is important to us. Through the continual development of our EMS we endeavour to make our product even more sustainable than it already is. Having David Inman developing our EMS to the CBEN Gold Award Standard will help us maximise our positive impact on the environment and minimise negative significant environmental impacts.

Tyson H Burrige Ltd's environmental management system is defined within the structures listed below:

- Environmental Manual
- Quality Manual
- Company Procedures
- Methods Statements and Risk Assessments
- Environmental Management Plans
- Environmental Plans and Programmes
- Company Records

The Company Environmental Policy forms part of the Environmental Manual.

Tyson H Burrige Ltd Documented Environmental Management System



Section 4 holds the Environmental Policy

5 PLANNING

5.1 ENVIRONMENTAL ASPECTS AND IMPACTS

a) Tyson H Burridge Ltd has aspects of their activities, products and services that can lead to impacts on the environment related to planned or new developments, new or modified activities.

The aim of identifying on a regular basis all environmental aspects and impacts within Tyson H Burridge Ltd are to evaluate and minimise their impacts on the environment.

The procedure for Assessment of Environmental Aspects and Impacts defines the activity product or service, the description of environmental aspect, the subsequent environmental impact, time frame of impact, scale of impact on Tyson H Burridge Ltd, severity to correct impact, resource required to correct impact, the rating of risk and overall significance of the impact. From this assessment preventative measures can be recommended alongside any relevant legislation and case law involved with the impact and improvement benefits to Tyson H Burridge Ltd. This assessment is recorded on the Register of Environmental Aspects and Impacts and communicated. Objectives and targets for the control of specific impacts are within our Environmental Management Programme.

b) Potential listing of environmental aspects (not exhaustive)

- Emissions to air
- Released to water
- Releases to land
- Use of raw materials and natural resources
- Use of energy
- Energy emitted
- Waste and by-products
- Physical attributes

These will be related to the Company's activities, products and services such as:

- Design
- Procurement and selection of sub-contractors
- Materials and Waste Management
- Operations
- Transport and distribution
- Maintenance
- Fabrication
- Office Activities

5.2 LEGAL AND OTHER REQUIREMENTS

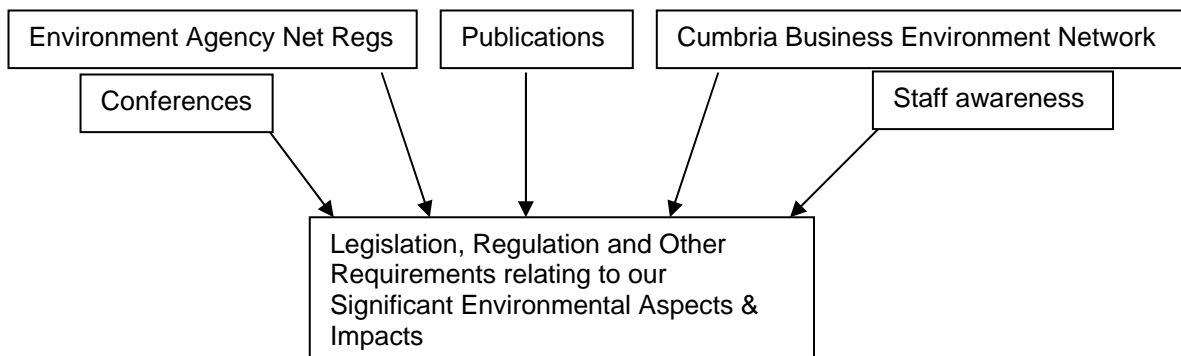
Applicable to its environmental aspects Tyson H Burrige Ltd will identify the international, national and local legislation and regulations.

Legal requirements are identified for each identified environmental aspect on the Register of Environmental Aspects and Impact.

Other requirements include consents and permissions from central and local government, international and national standards, contractual agreements with clients and any other agreements with associations, organisations or individuals.

We have developed a register of legislation that applies to our significant aspects and impacts within a spreadsheet titled 'Legislation Register'.

The sources of information we use to ensure we are aware of current and incoming legislation, regulation and other requirements are as follows:



5.3 OBJECTIVES AND TARGETS

In order to make continual improvements to our environmental performance, we recognise the need to set ourselves achievable objectives and targets, implementing them through environmental improvement programmes. Our definition of objectives and targets are:

Objective - Overall goals for environmental performance arising from environmental policy

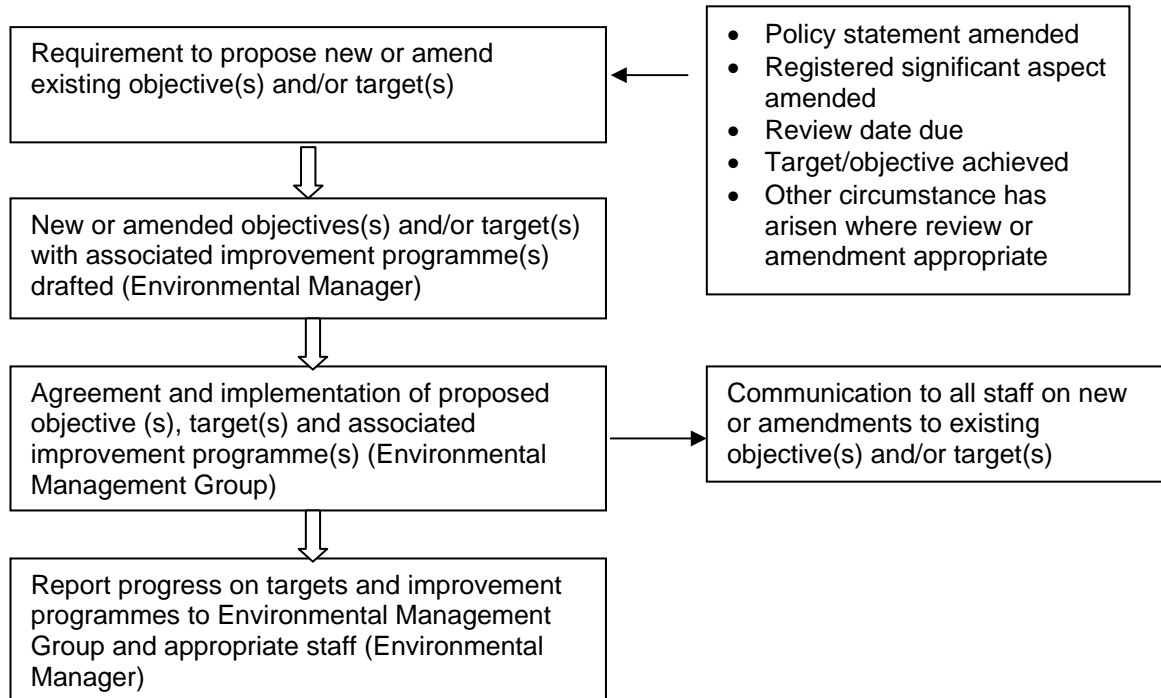
Targets - Specific, quantifiable aims to be achieved within a time-frame.

The successful implementation of the environmental management system is via the Environmental Management Programme in which specific and measurable long and short term targets consistent with our environmental policy statement as documented in section 4 of this manual, where practical, will be set, recorded and communicated to Senior Management.

When setting objectives and targets the following will be considered:

- a) Legal and other requirements
- b) Technological options
- c) Financial, operational and business needs
- d) Commitments made in the environmental policy statement

Senior Management will agree these objectives and targets that are consistent with our Environmental Policy and ongoing responsibility to manage the environmental impacts of our activities, products and services in all areas of business with the view to continual improvement via Management Review. The Environmental Management Programme, which is produced and updated by the Environmental Manager as part of the successful implementation of the Environmental Management System employing the best available techniques not exceeding excessive cost.



5.4 ENVIRONMENTAL MANAGEMENT PROGRAMME

The Environmental Management Programme which is produced and updated by the Environmental Manager and will include appropriate activities carried out by the business. The programme shall identify environmental targets, objectives, timescales, resources required and responsibilities for implementation.

The Environmental Manager shall ensure via regular review and ongoing report to management meetings that both our ongoing commitments regarding compliance and our objectives and targets are made aware to all relevant staff and are achieved. Project management, design and workshop/maintenance functions shall play a key role within these programmes.

6 IMPLEMENTATION AND OPERATION

6.1 RESOURCES, ROLES RESPONSIBILITY AND AUTHORITY

Reporting structures and responsibilities are documented within Tyson H Burrige Ltd quality manual section and associated procedures.

The Environmental Manager is responsible to the Directors for the design and development of documented environmental management system, liaison with the accreditation body and organisation of audit schedule.

The Environmental Manager is responsible for the effective ongoing operation of the Tyson H Burrige Ltd Environmental Management System as detailed in this manual.

Individual employees' job descriptions aim to specify the following:

- The purpose of the role
- Scope of job states what does the job involves, day to day duties, nature of undertakings, administrative requirements.
- Responsibilities for which the individual will be held accountable for
- Authority for actions are to be taken by the individual without prior referral to their line manager
- Minimum Competency Level to be appropriate to above responsibility and experience requirements based on Company preferences
- Essential attributes for the role
- Competency gap resolution in terms of, in the case of absence or leave, who does the individual cover for and who covers for the individual
- Personal and professional development of the individual

Site specific environmental controls to control potential significant impacts identified either by the Client, Tyson H Burrige Ltd or other organisations or individuals will be assessed by Tyson H Burrige Ltd with technical input from the CBEN advisor if required and any controls communicated to staff and recorded. Site specific work methodologies incorporating any environmental protection tasks will be recorded and communicated via company briefings and written instructions.

Identified generic activities which have the potential to cause significant impact are guided by Company Procedures.

6.2 COMPETENCE, TRAINING AND AWARENESS

As defined in Tyson H Burrige Ltd Quality Manual section the competence, training and development of all staff is monitored on a continuous basis – including environmental management system awareness development from induction activity to individual roles and responsibilities, including emergency preparedness and response.

The Directors will identify and annually review the environmental competence, training and awareness needs for staff grades within the Company. Environmental training, accredited by a professional environmental body, will be made available for Managers whose staff performs tasks for the organisation, that have the potential to cause a significant environmental impact. Environmental Awareness shall also be disseminated from the Directors by awareness briefings, Company newsletters, tool box talks and any other suitable media.

Contractors and suppliers working for and on behalf of Tyson H Burrige Ltd shall be approved by the Directors for their environmental management system and performance to demonstrate that their employees have the necessary environmental competence, awareness and training.

6.3 COMMUNICATION

Tyson H Burrige Ltd Quality Manual defines the basic communication structures to be followed for both internal and external Activities.

Any incoming communications from interested parties relating to environmental aspects and impacts, including public authorities, will be reviewed by the Directors prior to any reply given by the Company.

Regarding incoming communications from public authorities regarding emergency planning, these will be directed to the Directors.

Outgoing communication of the Company's environmental aspects and impacts, if requiring technical input, will be reviewed by Directors prior to being issued by the Company.

Structures are in place within the company to ensure effective "meetings" via published agendas, minutes being recorded that include the attendees, actions required, timescales and reviews.

External communions in the form of Company newsletters, brochures and the World Wide Web will be issued by the Directors. Press releases will be issued by the Directors.

Environmental related complaints are addressed via Tyson H Burrige Ltd Quality Manual.

6.4 DOCUMENTATION

The environmental management system documented system comprises this Environmental Management System Manual, Quality Manual, Company Procedures, Company Forms, Records and External Documents such as legislation and specifications. Refer to section 3 of this manual for a detailed layout of the environmental management system documented system.

6.5 CONTROL OF DOCUMENTS

All document control within the company shall comply with the rules and responsibilities defined in Tyson H Burrige Ltd Quality Manual. Documents will be maintained in a manner to implement the environmental management system.

6.6 OPERATIONAL CONTROL

Tyson H Burrige Ltd will identify and evaluate operations that can cause significant environmental aspects to reduce or control the adverse (negative) impacts caused.

The Directors will provide technical guidance on the identification and evaluation of environmental aspects and impacts.

Documented controls are aimed to direct the environmental management system into operations.

The environmental aspects and impact associated with Company workshops, yards, storage, administration, training, maintenance and support functions are controlled by Tyson H Burrige Ltd Procedures.

6.7 EMERGENCY PREPAREDNESS AND RESPONSE

The Emergency Environmental Spill Control procedure details specific actions, timescales and responsibilities.

In preparing for appropriate methods emergency preparedness and response that is relevant to the scale and mode of operation to be carried out, the Company will consider the following functions for different types of emergency situation on site and the surrounding environs:

- Identification of hazards on the site of work
- Internal and external communication (see section 6.3 of this manual)
- Action(s) to minimise adverse (negative) environmental impact.
- Reporting and investigation of environmental accidents, incidents and near misses.
- Periodic testing of emergency environmental response system.
- Training of staff involved in environmental emergency response
- Contact list of key personnel and external organisations that may be involved in an environmental incident
- Evacuation routes and assembly points

Tyson H Burrige Ltd will periodically test its environmental emergency response under controlled conditions.

7 CHECKING AND CORRECTIVE ACTION

7.1 MONITORING AND MEASUREMENT

Tyson H Burrige Ltd has systems in place to monitor, review and measure, on a regular basis, aspects and impacts that have a significant impact upon the environment. These shall record performance against objectives, targets and legislative compliance. Review of any newly introduced legislation shall form part of the above controls.

Data collected will be analysed to seek trends with the new to implementing corrective actions. Measuring and test equipment used in the above activities shall be calibrated and maintained as defined in Tyson H Burrige Ltd Quality Manual.

7.2 EVALUATION OF COMPLIANCE

Compliance to any licenses permits or permissions granted by statutory bodies will be recorded if they apply.

On an ongoing basis environmental incident response tests are carried out under controlled conditions to identify potential safety and environmental incidents and preventative measures and the most appropriate and corrective actions arising will be discussed at team meetings.

7.3 NONCONFORMANCE AND CORRECTIVE AND PREVENTIVE ACTION

Tyson H Burrige Ltd Quality Manual and associated procedures define the controls operated to ensure an effective system from initial identification to review of effectiveness of actions undertaken, trend analysis and changes required to documented systems. Unlike the quality system the environmental management system will report for review all "near miss" incidents.

7.4 RECORDS

All environmental specific records shall be controlled as defined in Tyson H Burrige Ltd Quality Manual and listed on Aspect and Impact Register. Reviews shall be undertaken to ensure that retention periods of EMS specific records comply with current legal requirements.

Environmental records will be kept on:

- Complaints
- Competence, training and awareness
- Process monitoring
- Inspection, calibration and maintenance
- Contractor and supplier approval and review
- Accident, incident and near miss
- Records of emergency preparedness tests
- Management review
- External communications with interested parties and any decisions made by these.
- Applicable legal requirements
- Environmental aspects and significant impacts
- Environmentally related meetings
- Environmental performance
- Legal compliance

Any records of a confidential information to be kept secure and information of a personal nature is to be compliant under The Data Protection Act 1998

7.5 INTERNAL ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

Tyson H Burrige Ltd Quality Manual defines the controls to be adopted for internal audit activity. The Audit Schedule shall determine the departmental location and audit team.

Audit check lists contain departmentally specific environmental questions and will be reviewed periodically by the Directors.

Auditors will be free from responsibility for the activity being audited.

8 MANAGEMENT REVIEW

8.1 GENERAL

The review shall be as per the frequency, involvement and outline controls as defined in the Tyson H Burridge Ltd Quality Manual.

8.2 PLANNED AGENDA TO COVER SCOPE OF ENVIRONMENTAL MANAGEMENT SYSTEM

- Review of any actions taken from minutes of previous meeting
- Suitability, adequacy and effectiveness of the environmental policy statement
- Significant environmental aspects and impacts with modifications since last review
- Relevant legislation and compliance status and modifications since last review
- Extent to which objectives and targets have been met
- Results of monitoring and measuring the control of the significant aspects
- Overall suitability, adequacy and effectiveness of the environmental management system
- Status and number of non-conformance reports and corrective and preventive actions
- Results of environmental management system audits since last review with details of non-conformances
- Suitability, adequacy and effectiveness of environmental competence, training and awareness
- Review of major communications and adequacy of responses to such internal and external communications
- Adequacy and effectiveness of the environmental management system overall

NB All of the above elements may not be reviewed all at ones with there being available the function of review over a period of time.

APPENDIX 1 - CROSS REFERENCE TO CLAUSES OF ISO 14001:2004

ISO 14001:2004 Clause No.	References within Tyson H Burrige Ltd Environmental Manual
4.1	Section 3
4.2	Section 4
4.3	Section 5
4.4	Section 6
4.5	Section 7
4.6	Section 8

NOTE:

Much of the detailed controls are referenced in this manual but linked to the relevant section of the Tyson H Burrige Ltd Quality Manual and associated procedures and recording systems.

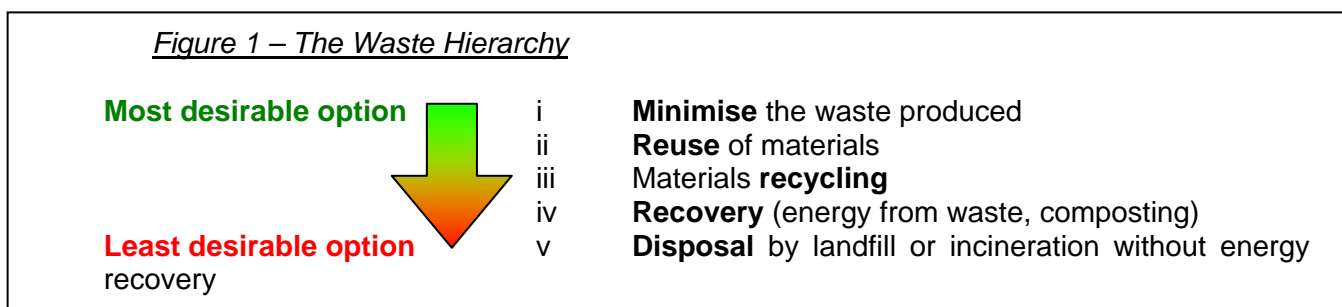
WASTE MANAGEMENT

1. SCOPE

This procedure provides a practical approach to ensure that all waste is managed, transferred and disposed of in a safe, secure, controlled and appropriate manner without endangering human health and without harming the environment. This applies to all wastes produced at Tyson H Burrridge Ltd following the decision whether the waste is hazardous or non-hazardous.

2. THE WASTE HIERARCHY

Reduction in the amount of waste produced can cut operating costs and improve profits. To aid the business, minimisation of waste produced, reuse of materials and recovery of waste are to be promoted so that waste is moved up the waste hierarchy shown in figure 1 below.



3. PURPOSE

- To prevent any of the waste escaping while it is under Tyson H Burrridge's control. You must store it safely and securely in suitable containers. Even when you put it out for others to collect - until they do, the waste is still under Tyson H Burrridge's control. Keep your waste secured.
- Check that anyone you give your waste to has the authority to take it. Businesses can only give their wastes to licensed waste carriers.
- Describe your waste carefully. This needs to be done before you can pass your waste onto anyone else. The description should be good enough to ensure that whoever handles it afterwards can do so without harming people or the environment. The description should include the 6 digit European Waste Catalogue number.
- Keep Records. There must be a written record of any "transfer" (ie wherever it is passed from one business into the control of another). This is called a "Transfer Note" and Tyson H Burrridge must keep a copy of it for at least two years for any possible enforcement follow up.

The objective of this "**Duty of Care**" is to protect people and the environment from illegally managed waste. It does this through creating an "audit trail" of responsibility for the waste. The Environment Agency and local authorities can follow the audit trail back through all parties who have been responsible for it. They may prosecute if any party has failed to observe their responsibilities for the waste.

4. IMPLEMENTATION

If waste is **HAZARDOUS** follow the procedure below:

Action	By Whom	When	How
Step 1 - Identify the different types of waste before work commences	Site foreman	As soon as possible	Placing order with licensed waste carrier including EWC code.
Step 2 - Authorise assessment of waste	Neil Robinson	As soon as possible	Via licensed waste carrier
Step 3 – Assessment whether the waste is hazardous or non-hazardous	Outside contractor	As soon as possible	Via licensed waste carrier
Step H4A – Determine if registration of premises is required with EA as a producer of Hazardous Waste	Neil Robinson	As soon as possible	Consult with CBEN advisor or EA.
Step H4B - Register site with EA as a producer of hazardous waste (if applicable)	Neil Robinson	As soon as possible	Via EA website
Step H5A – Forward to licensed waste carrier this info: <ul style="list-style-type: none"> • results for waste assessment (if applicable) • Type of waste • Quantity of waste • Location of Premises • Site contact details • Collection time & date 	Yard supervisor	As soon as possible	Via company ordering methods.
Step H5 - Storage of the waste.	Yard supervisor	Whilst waste is on site	By placing the waste in the correct identified waste receptacles that are accessible to staff and not to store waste in a manner likely to cause pollution of the environment or harmful to human health. Areas not to store waste is where it may be: <ul style="list-style-type: none"> ▪ <i>detrimental to the area,</i> ▪ <i>causing nuisance,</i> ▪ <i>on a highway.</i> Secure the receptacle to prevent the waste escaping from control
Step H6 - Monitor waste levels prior to having waste transferred off site by a licensed waste carrier.	Yard supervisor	Whilst waste is on site	Visual inspection to ensure that waste is not to be kept in a manner likely to cause pollution of the environment or harm to human health. Staff member must sign waste consignment note.
Step 7 – Record waste details on job card	Yard supervisor	When waste is removed	On job card provided
Step 8 - Hazardous Waste consignment notes to be kept on all collections.	Yard supervisor	For a minimum of 3 years	By filing with accounts
Step 9 - Monitoring the waste contractor's performance.	Neil Robinson	Continually	External audit and ongoing review

IMPORTANT NOTE

This is a controlled document and is only valid for 1 month from the date of printing 13/03/2007

If waste is NON-HAZARDOUS follow the procedure below:

Action	By Whom	When	How
Step 1 - Identify the different types of waste before work commences	Yard supervisor	As soon as possible	Placing order with licensed waste carrier including EWC code.
Step 2 - Authorise assessment of waste if type unknown	Neil Robinson	As soon as possible	Via licensed waste carrier
Step 3 – Assessment whether the waste is hazardous or non-hazardous	Yard supervisor	As soon as possible	Via licensed waste carrier
Step N4 - Arrange for the waste to be collected by licensed waste carrier giving: <ul style="list-style-type: none"> • description, • quantity, • location of waste, • site contact, • collection time & date • and any special storage requirements. 	Yard supervisor	As soon as possible	Via company ordering methods.
Step N5 - Storage of the waste.	Yard supervisor	Whilst waste is on site.	By placing the waste in the correct identified waste receptacles that are accessible to staff and not to store waste in a manner likely to cause pollution of the environment or harmful to human health. Areas not to store waste is where it may be: <ul style="list-style-type: none"> ▪ <i>detrimental to the area,</i> ▪ <i>causing nuisance,</i> ▪ <i>on a highway.</i> Secure the receptacle to prevent the waste escaping from control
Step N6 - Monitor waste levels prior to having waste transferred off site by a licensed waste carrier.	Yard supervisor	Whilst waste is on site.	Visual inspection to ensure that waste is not to be kept in a manner likely to cause pollution of the environment or harm to human health. Staff member must sign waste consignment note.
Step 7 – Record waste details on job card	Yard supervisor	When waste is removed	On job card provided
Step 8 - Waste transfer notes to be kept on all collections.	Purchasing Dept	For a minimum of 2 years	By filing with accounts
Step 9 - Monitoring the waste contractor's performance.	Neil Robinson	Continually	External audit and ongoing review

IMPORTANT NOTE

This is a controlled document and is only valid for 1 month from the date of printing 13/03/2007

5. LEGISLATION

This Operating Instruction has been written with due reference to the following legislation.

- Council Directive 75/442/EEC on waste (and amendments)
- Council Directive on hazardous waste (91/689/EEC)
- Council Directive on Dangerous Preparations (88/379/EEC)
- The Environmental Protection Act 1990 (as amended)
- The Environmental Protection (Duty of Care) Regulations 1991 (as amended)
- The Environment Act 1995
- The Hazardous Waste (England and Wales) Regulations 2005
- The List of Wastes (England) Regulations 2005

IMPORTANT NOTE

This is a controlled document and is only valid for 1 month from the date of printing 13/03/2007

SITE FUEL AND OIL ENVIRONMENTAL CONTROLS

1. Scope:

- To ensure that controls are implemented on Tyson H Burr ridge sites regarding fuel tanks, bowsers, generators, oil storage drums and other fuel or oil holding equipment are effective in minimising pollution incidents. All outdoor bowsers or Tanks delivered to site must comply with The Control of Pollution (Oil Storage) (England) Regulations 2001.

2. Site Controls which must be adhered to:

- All bowsers to be double skinned, be type tested to a recognised standard and be strong enough to hold the oil without leaking or bursting
- All an oil or fuel storage container has to be located over a bund constructed to contain 110% minimum of tank capacity. Where there is multiple storage of containers, the bund must be capable of holding 25% 110% of the largest tank or 25% of the total storage capacity
- Bund walls must be impermeable to material stored and water. These must be checked daily for leaks and the quantity of material it is currently holding
- All dispensing equipment is to be kept within the bund
- Any flexible pipe, tap or valve must be fitted with a lock where it leaves the container and be locked shut when not in use
- Flexible delivery pipes must be fitted with manually operated pumps or a valve at the delivery end that closes automatically when not in use
- You must be familiar with the COSHH controls for the material being stored.
- All drums to be placed on a drip tray with minimum 25% capacity of contents
- All generators are to have drip trays located underneath them
- Bowsers, tanks, generators and drums are to be sited away from plant traffic routes
- Generators to be sited near to fuel supply
- Bowsers or tanks to be kept locked when not in use or site vacated
- Should spill occur, stop work immediately, contain the spill using spill kits and notify site supervisor
- The used spill kits or the contents of drip trays and bunds must be removed from site by a licensed waste carrier as hazardous waste. Liquid Waste from drip trays will be absorbed using an inert substance such as sand or granules before disposal as hazardous waste. Larger amounts of contaminated rainwater will be pumped out into a bowser or suitable container for transfer off site.

“If you identify any problems with the storage of oil or the equipment used inform your manager immediately.”

Fuel Delivery Procedure

Action	By Whom	When	How
1. Place Order.	Purchasing Dept	As and when required.	By telephoning supplier and then raising an order to record what has been ordered.
2. Fuel arrives on site.	Delivery Driver.	On Arrival.	On arrival, the delivery driver reports to supervisor
3. Instructions issued to driver.	Supervisor	On Arrival.	<p>The driver is escorted to the fuel tank and verbal instructions are given covering the following points:</p> <ul style="list-style-type: none"> ○ Where the fuel is to be off loaded within the yard. ○ The driver must remain in close proximity at all times whilst fuel delivery is in progress. ○ Any incidents of spillages must be acted upon by: <ul style="list-style-type: none"> ▪ Stopping work immediately and prevent any more material spilling ▪ Contain the spill using bunds of earth, sand or absorbent granules immediately ▪ Notify the licensee immediately giving the following information: <ul style="list-style-type: none"> ➤ Whether if it in danger of entering the drainage system or watercourse or affecting the environment ➤ Material involved ➤ Location ➤ Reason for pollution ➤ Quantity involved <p>Note: A spill kit and granules are available on site.</p>
4. Fuel delivery commences.	Delivery Driver.	Once the driver has received his instructions.	The driver connects the hose to the tank and delivery commences.
5. Fuel delivery completed.	Delivery Driver	Once the tank has been filled	<p>Once the fuel has been delivered the driver completes his advice note, which is checked and signed by Tyson H Burridge staff.</p> <p>All tanks to be secured and locked.</p>

ASSESSMENT OF ENVIRONMENTAL ASPECTS AND IMPACTS

1. Objective

Tyson H Burridge Ltd has aspects of our activities, products and services that can lead to impacts on the environment.

The aim of identifying on a regular basis all environmental aspects and impacts within Tyson H Burridge to evaluate and minimise their impacts on the environment.

2. Scope

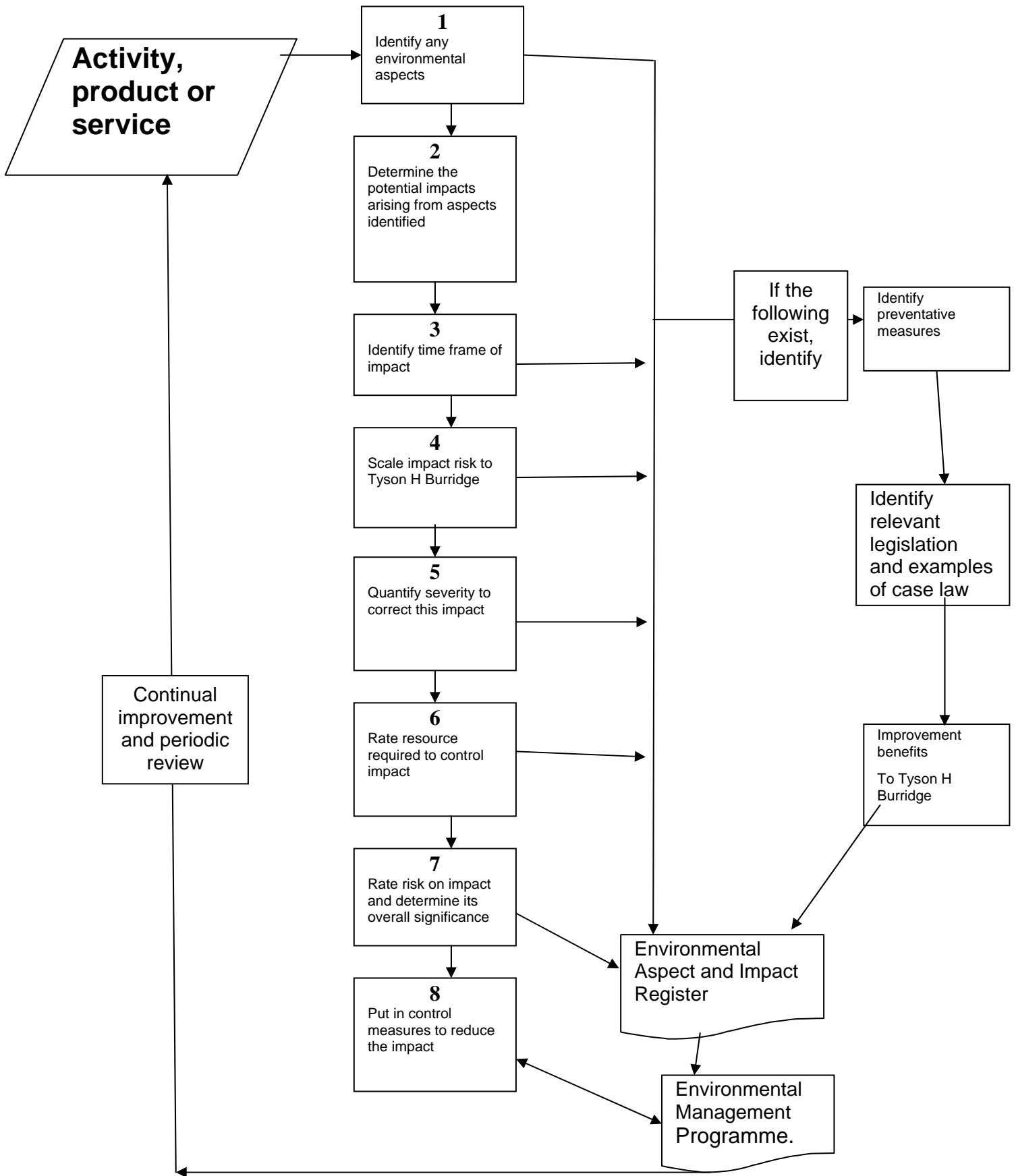
To ensure that Tyson H Burridge is regularly assessed in order to identify any environmental aspects and subsequent impacts. Any impacts identified during the assessments are rated and appropriate control measures are introduced in order to minimise the environmental impact.

3. Definitions

The **aspect** is the cause and is the element of an organisation's activities, products or services that can interact with the environment.

The **impact** is the effect and any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services

4. Process Flow Chart



5. Procedure

Action	By Whom	When	How
1. Identify any environmental aspects.	N Robinson with help of CBEN advisor	Continuous monitoring	By conducting an on site assessment at each location using the generic aspects list to help determine the topic areas.
2. Determine the impacts.	N Robinson with help of CBEN advisor	When new aspect is identified.	By identifying the impacts of the effect under normal or abnormal operation, whichever is applicable.
3. Identify time frame of impact	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Rate using the following criteria: Short term (1) = during current operations Medium term (2) = during future occupation of site Long term (3) = Beyond occupation of site
4. Scale impact risk to Company	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Scale using the following criteria: 1 = Very unlikely to break law 2= Possibility to affect processes 3 =Remedial action required 4=Prosecution by government authority 5 = Custodial sentence to staff/director
5. Quantify severity to correct this impact	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Quantify using the following criteria: Low (1) =No additional resource required to ones planned Medium (2) = Additional staff and materials required High (3) = Separate works to be planned to control
6. Rate resource required to control impact	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Rate using the following criteria: 1=No action required 2=Change to site set up required 3=Methodology requires to be changed 4=Risk of project failure unless corrected 5=Prosecution
7 Rate impact risk and identify significance	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Carry out risk assessment using actions 3 to 6 (above).
8. Recommend actions to prevent impact	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	Give register users preventative guidance
9. Relevant legislation and case law examples	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	From research show examples of relevant legislation so user can refer to if required and case law examples
10. Show improvement benefits to Company	N Robinson with help of CBEN advisor	Compiling the environmental aspects and impacts register.	From research show benefits of benefits of using preventative measures
111 Apply control measures	All staff	When planning and implementing work	Referring to the environmental aspects and impacts register.

6. Environmental Aspects

A. The process to **identify significant environmental** aspects with the activities, processes and services at Tyson H Burrige should be relevant to the work carried out

The process should consider normal operating conditions, shutdown and start up conditions as well as the realistic potential significant impacts associated with reasonably foreseeable emergency situations and abnormal operations.

The process is intended to identify significant environmental aspects associated with its activities and is NOT intended to identify a detailed lifecycle assessment.

7. Environmental Impacts

Once the aspects have been identified, the next step is to identify their environmental significance. This is done by risk assessment using the factors of time, scale, resource and severity to calculate the total risk rating of the impact.

Significance of the impacts are assessed according to:

- Time Frame of Impact
This is the duration that the impact has a positive or negative impact on the environment

The scoring for this is below:

Short term (1) = during current operations
Medium term (2) = during future occupation of site
Long term (3) = Beyond occupation of site

Short term (1) = during current operations
Medium term (2) = during future occupation of site
Long term (3) = Beyond occupation of site

- Scale of impact risk to Tyson H Burrige
This is the risk to Tyson H Burrige business a positive or negative impact may have

The scoring for this is below:

1 =Very unlikely to break law
2= Possibility to affect processes
3 =Remedial action required
4= Prosecution by government authority
5 =Custodial sentence to staff/director

- Resource required to control impact
This is the business resource Tyson H Burrige has to provide to control the identified potential impact

The scoring for this is below

Resource required to control impact

Low (1) =No additional resource required to ones planned
Medium (2) = Additional staff and materials required
High (3) = Separate works to be planned to control

- Severity to correct occurrence of impact
This is the business, logistical and legal implications of the identified potential impact

The scoring for this is below

Severity to correct occurrence of impact

1=No action required

2=Change to site set up required

3=Work methodology requires to be changed

4=Risk of project failure unless corrected

5=Prosecution

The Environmental Aspects and Impacts Register then splits the significance into bands, so the user can easily identify whether the assessed overall significance has “insignificant impact”, “low impact”, “moderate impact”, or “high impact”.

This is displayed on the register by a colour coded band.

8. Recommend actions to prevent impact

CBEN Advisor will give management recommendations on the register to prevent or reduce the impact resulting from the aspect identified.

9. Relevant legislation and case law examples

The relevant legislation relating to the impact is shown on the register, where examples of applicable case law are of use, they are shown too for information purposes.

10. Show improvement benefits to Tyson H Burrige

Business improvement benefits to Tyson H Burrige from preventing negative environmental impacts will be shown on the register.

11. Apply control measures

Tyson H Burrige staff when planning and implementing work are to refer to the register for guidance and information