

Network Rail Infrastructure Maintenance Depot Environment Pack

© Network Rail Infrastructure Limited 2012. All rights reserved.

Network Rail Infrastructure Maintenance
Depot Environment Pack

Issue: 1
Date: 2 June 2012
AVA Documents
Document Sharing Hub

Introduction to the Depot Environment Pack

The purpose of the Depot Environment Pack (DEP) is to organise all environmental documents in one place and to make compliance with Network Rail's Environment Management System as simple as possible.

Each section relates to documents that are mandated to comply with Network Rail's Environment Management System. Each section has a front page explaining what is to be included and for several sections there are detailed guidance notes and examples. Templates are also available electronically.

The DEP should be reviewed quarterly and the table overleaf provides space for you to mark that this quarterly review has taken place for each section.

Should you wish to add additional environmental documents to the DEP then please add additional dividers and add your own titles onto the contents page.

All templates for the DEP can be found on the Infrastructure Maintenance Environment Team's Connect page.

For further information please contact:

EnvironmentInfrastructureMaintenance@networkrail.co.uk.

DEP: Quarterly Review

Please use this section to record the date of each quarterly review. Please add the review date in the appropriate column header and enter your initials against each section once the review has taken place. Please use this opportunity to ensure that all sections are up to date and that any out of date information is removed. Please continue onto a new quarterly review sheet once this sheet has been completed.

Section		Review Date							
No.	Title								
1	Risk Management: <i>Aspects & Impacts Register</i>								
2	Environmental Incidents: <i>Environmental Emergency Plan</i>								
3	Environmental Incidents: <i>Environmental Incident Reporting</i>								
4	Waste: <i>Waste Register</i>								
5	Waste: <i>Site Waste Management Plans</i>								
6	Water: <i>Drainage and Consents</i>								
7	Energy and Resource Use: <i>Facilities Records</i>								
8	Ecology: <i>Protected Sites and Species</i>								
9	Communications: <i>Internal Communications</i>								
10	Communications: <i>External Environmental Correspondence</i>								

v1.2
February 2012

Network Rail Infrastructure Maintenance
Depot Environment Pack

Contents

Section No.	Title
1	Risk Management: <i>Aspects & Impacts Register</i>
2	Environmental Incidents: <i>Environmental Emergency Plan</i>
3	Environmental Incidents: <i>Environmental Incident Reporting</i>
4	Waste: <i>Waste Register</i>
5	Waste: <i>Site Waste Management Plans</i>
6	Water: <i>Drainage and Consents</i>
7	Energy and Resource Use: <i>Facilities Records</i>
8	Ecology: <i>Protected Sites and Species</i>
9	Communications: <i>Internal Communications</i>
10	Communications: <i>External Environmental Correspondence</i>

* We have provided 10 dividers but please feel free to add any additional sections as required

DEP: Section 1

Risk Management: *Aspects & Impacts Register*

Each Delivery Unit (DU) needs to have an Aspects & Impacts Register detailing all environmental risks local to the depot. The register is designed to highlight all local risks and identify what is being done to mitigate against them as well as how to reduce them further. An Excel template is available on which an example is provided. A 'live' Aspects & Impacts Register should be kept on the shared drive for the DU with a separate tab for each depot within the DU. Each tab should then be printed out and a copy kept in the relevant depots DEP.

To complete the Aspects & Impacts Register you may copy and paste risks that are present at each depot within the DU. You must also identify other local risks such as an oil interceptor, oil storage tank, a water course running adjacent to the depot or a discharge consent being in place that needs to be complied with.

Once all risks have been identified each risk should be scored against the most appropriate impact category according to likelihood (i.e. chance of this happening) and impact (i.e. how severe the consequences) using the scoring matrix provided.

Any risks with a score ≥ 7 are considered significant and must be taken forward to be considered in the Risk Review Meeting and entered into ARM if agreed to make sure that the risk is being managed adequately. You may be asked to add additional risks to the Aspects & Impacts register following audit or where there is sufficient evidence to suggest a risk exists.

NOTE. During internal and external audits you may be asked to explain any scores below 7 to ensure significant risks are being captured.

The Aspects & Impacts Register should be reviewed quarterly. At each quarterly review you should print out the current version of the Aspects & Impacts Register for each depot for inclusion in the relevant DEP and fill out the quarterly review table.

The template for the Aspects & Impacts Register can be found on the Infrastructure Maintenance Environment Team's Connect page.

Aspects & Impacts Register Example

Environmental Risk/ Aspect	Depot Risk ID	Impact Consequence	Risk Owner (Name & Job Title)	Impact Category	Risk Score (if no control measures in place)			Existing control / mitigation measures	Risk Score (with existing control/mitigation measures)			Potential future control / mitigation measures	ARM ID (if applicable)
					Impact (1-5)	Likelihood (1-5)	Score (I + L)		Impact (1-5)	Likelihood (1-5)	Score (I + L)		
Resource use - use of electricity	1	CO2 production/Climate change, reputation impacts for wasteful practices and inaction	Logistics co- ordinators/Energy Champion	Use of Natural Resources	2	5	7	Depot has signs up to remind people to switch off lights, computers etc.	2	5	7	Install automatic sensor lights. Install solar panels. Read meters and note times of peak usage to establish trends and potentially efficiencies that could be made.	123456
Stockpiles of overordered stock	2	Impacts of poor resource management such as waste production, landfill, GHG emissions etc	Stores controller/stores coordinator	Resource Management	5	5	10	Stores procedure for signing in/out stock.	5	5	10	Improve stock ordering/handling procedure. More regular stock takes. Send over ordered stock back to supplier to be reused elsewhere.	234567
No recycling bins	3	Poor waste segregation, financial implications	Logistics coordinator/stores controller/stores coordinator	Waste Production	4	5	9	Waste sent via UK Waste (broker) who use a carrier that sorts the waste at its onward location	4	5	9	Liaise with UK Waste to get correct bins to segregate waste.	345678
Releases to land through poor storage of oils/chemicals	4	Poor storage of oils/chemicals e.g. not in bunded area/on drip trays etc. leading to potential for release to land and prosecution	Logistics co- ordinator/stores controller	Pollution	5	4	9	All oils/chemicals kept within bunded units	2	3	5	Minimise oils/chemicals kept on site by improving stock handling procedure.	n/a
Noise generation through plant/machinery testing	5	Risk of legal notice/prosecution	IMDM/MPC	Nuisance	5	2	7	Plant store with ventilated testing area	3	1	4	Test plant only during 'sociable' hours.	n/a