



MITCHELL DRAINAGE
AND ENVIRONMENTAL SOLUTIONS
LIMITED

DUTY OF CARE

Unit 5 Barberry Court, Callister Way, Centrum 100, Burton-on-Trent, Staffordshire, DE14 2UE

Telephone: 01283 533686 Fax: 01283 743950

Website: www.mitchelldrainsage.co.uk

E-mail: info@mitchelldrainsage.co.uk

Waste Carriers Licence: CB/SN5918VU Registered in England No. 3636184



INDEX

Introduction.....	3
Services.....	3
Quality & Environmental policy.....	4
Health & safety policy.....	5
Registration of Waste carriers licence.....	6
FORS Bronze Accreditation.....	7
BAB ISO 9001:2015 certification.....	8
BAB ISO 14001:2015 certification.....	9
Alcumus Safe Contractor certification.....	10
Certificate of Motor Insurance.....	11
Certificate of Employers' Liability Insurance.....	12
Combined Insurance Letter.....	13
Logistics UK (FTA).....	14



INTRODUCTION

Mitchell Drainage and Environmental Solutions Limited was established in 1998. Based in Burton-on-Trent, we offer a complete management of waste streams including chemical and recyclable materials, but primarily waste generated from Interceptor servicing. We employ 18 members of staff and work closely with a network of partners to offer legal disposal of industrial and commercial waste nationwide, as well as providing bespoke services such as High-pressure jetting and CCTV drainage surveys.

We service large and small customers contractually and on an ad-hoc basis using our fleet of modern and well equipped Vacuum-tanker trucks, High pressure jetting vans and our box body truck capable of transporting waste mattresses.

The company holds the latest 2015 revision of ISO9001 and ISO14001, as well as being certified for the Safe Contractor scheme. These accreditations are evidence of our ongoing efforts in achieving a superior service. Copies of the relevant certifications are included within this Duty of Care package alongside all of our current Insurance policies.

SERVICES

Below is an extensive list of services Mitchell Drainage can provide, these are our primary areas of work, although we are always happy to discuss anything that falls out of this scope.

- Interceptor cleaning and servicing
- Interceptor integrity testing
- Liquid waste removal
- Sewage removal
- Septic tank emptying
- Cesspit emptying
- Grease trap emptying
- High pressure jetting
- Blocked drainage servicing
- Gully pot cleaning
- Gully waste treatment
- Aco channel cleaning
- CCTV drainage surveying
- Site drainage planning
- Pump station cleaning
- Spillage cleaning response
- Confined space entry
- Industrial cleaning
- Hazardous waste collection & removal
- Workshop waste collection & removal
- Total Waste management
- Mattress recycling

As a well-established company in the field of Waste Management, we have the advantage of a large contractor base who can assist us in some of these areas of work. All contractors undergo annual review for suitability and compliance and only those who strive for professionalism and high customer standards are selected to work for us. Our partner contractors aid us in servicing customers we sometimes cannot reach ourselves.

CIVIL & BUILDING WORKS

Mitchell Drainage can undertake a multitude of civils engineering works that include but not limited to:

- Drainage installation & Repairs
- Groundworks
- Pump Installations
- Washbay Modifications & Installations



1.3 QUALITY & ENVIRONMENTAL POLICY

(9001 14001 : 2015 Integrated)(BM17)

It is the policy of Mitchell Drainage to maintain a Business Management system designed to monitor and maintain all inputs, procedures and outputs of the business. By achieving the commitments, we ensure all activity achieves out expected Quality & Environmental standard commitments.

We will:

- Ensure satisfaction is achieved from our customers and interested organisations with the products we supply and to the standards we work to. This will be achieved by regular feedback from customers, Internal Audits, Management meetings and constant drive to ensure accreditation and promote continuous improvement.
- Fulfil all obligations to practice our work in a manner which takes into account an Environmental responsibility to reduce pollution and ensure legislative compliance. This ethos shall be expected of staff and suppliers and the culture driven from our Top Management.
- Provide Standard Operating Procedures for all work carried out, as well as indexed documentation and regular review of both to ensure a uniform standard. All Equipment used in the scope of our work shall be tested for accuracy and efficiency to ensure we can provide accurate measurements in any aspect.
- Be proactive in our methods to source all products and services which comply with the expected Quality and Environmental standard of the business. This will include, but not be limited to; Purchasing ethically sourced products, ensuring any work carried out externally is being done so by approved contractors, and ensuring the principle of 'sustainable development' is applied in the workplace.
- Provide technology and equipment, with systematic training, to ensure all duties are completed being mindful of their potential Environmental Impact and to a correct standard. Mitchell Drainage will monitor training and performance of all staff continuously.
- Expect all staff and contractors to be aware of their own duties to comply with the outlined policy and standard laid out in the ISO 9001 14001 : 2015 framework and understand Non-Compliance to this policy will be highlighted as a training and/or disciplinary issues.
- Record and act upon all non-conformances and regularly measure the performance and standard of our own work by means of Internal and external auditing, and staff appraisals. These are carried out to ensure all work is completed to an expected standard and allows us to continually improve on the service we provide.

This combined Quality & Environmental Policy encapsulates the core values and aims Mitchell Drainage will apply to the workplace. Continual monitoring, reviewing and mentoring will ensure we achieve our aims and objectives within our workplace.

Naomi Mitchell

Managing Director

Signed:

Date: 14/01/2022



HEALTH & SAFETY POLICY

It is the policy of Mitchell Drainage to provide and maintain a safe and healthy workplace for all employees. We strive to ensure all company activities will meet the expected level of Health & Safety to fulfil all legal obligations and ensure all staff are provided a safe, controlled workspace. So far as is reasonably practicable, Mitchell Drainage will identify all risks and hazards and implement control measures to mitigate the consequence or harm of such.

The company shall:

- Ensure all equipment to be used in the duty of work is regularly tested to ensure it meets requirements and is safe to use. There shall be Safe Operating procedures for the use of all equipment to ensure all employees are safe during its operation.
- Provide sufficient Personal Protective Equipment and training in line with the job specifications as well as providing sanitary working conditions, welfare amenities and regular health surveillance of all employees to ensure fitness and wellbeing.
- Ensure all employees work in a safe manner as not to cause harm to themselves, others or the business. The company shall have a zero tolerance approach to any persons breaching site rules, Safe Operating Procedures or any Legislation surrounding their duties.
- Provide a duty of care to all employees as well as contractors and visitors who work on the company premises but are not in our employment. Suitable information and instruction are provided to all employees and visitors alike, as well as any Personal Protective Equipment, Risk Assessments and Safe systems of Work in line with the nature of their presence. Contractors will be controlled in a way as not to cause harm to themselves or others whilst under the care of the business.
- Ensure all staff are subject to regular performance appraisals, toolbox talks and training and certification in line with their job role. Any inductions, procedural discussions or correspondence regarding Safe Working documents/assessments and personal development are to be recorded on the delegates personnel file.
- Ensure this Health & Safety policy is implemented and maintained in conjunction with the combined ISO 9001 14001 : 2015 certification to standardise working documents and procedures which are distributed and displayed to all staff. This policy shall ensure the requirements of the Health and Safety at Work Act 1974 are adhered to and any financial, time or training commitments are offered to all members of staff within the business to allow development and continuous performance.

This Health & Safety policy encapsulates the core values and aims of Mitchell Drainage will apply to the workplace. We will ensure any legislative changes are distributed to all staff and this policy and its values and aims will be updated annually or sooner if required, to ensure the Health and Safety of all staff remains paramount in all that we do.

Mitchell Drainage are committed to a Top Management buy-in to provide and drive forward the Health and Safety of all staff members and the business in all that it does. Top Management by means of enforcement and behavioural development promote and maintain a safe working environment for all.

Naomi Mitchell

Managing Director

Signed:

Date: 14/01/2022



Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name	 Environment Agency
Address	National Customer Contact Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	MITCHELL DRAINAGE AND ENVIRONMENTAL SOLUTIONS LTD
Registered as	An upper tier waste carrier, broker and dealer
Registration number	CBDU126783
Address of place of business	Unit 5 Barberry Court Callister Way BURTON-ON-TRENT DE14 2UE
Telephone number	01283533686
Date of registration	11 September 2022
Expiry date of registration (unless revoked)	23 October 2025

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.



FORS
FLEET OPERATOR
RECOGNITION SCHEME

FORS Bronze

Mitchell Drainage and Environmental Solutions Ltd

has been assessed and has met the Bronze level requirements of the Fleet Operator Recognition Scheme (FORS).

Single Operating Centre Accreditation applies to the following location only: DE14 2UE

This certificate is valid from 23/11/2022 to 22/11/2023 and remains valid as long as FORS requirements continue to be maintained.

Ian Henderson
on behalf of the Fleet Operator Recognition Scheme

FORS ID : 010098



Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY

The management system of Certificate Number **196006**
Mitchell Drainage and Environmental Solutions Ltd
Unit 5 Barberry Court, Centrum 100, Burton-Upon-Trent, Staffordshire, DE14 2UE

has been assessed and certified as meeting the requirements of

ISO 9001:2015
for the following activities

Tanker services specialising in Interceptor clearance, Hazardous Waste removal, High Pressure Jetting,
Pump Installation and maintenance for a UK Client Base

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



Valid from
Initial Certification: 18 June 2014
Latest Issue: 28 June 2021
Expiry Date: 17 June 2023
subject to annual assessments

Authorised by

Mike Tims
Chief Executive
Officer

www.british-assessment.co.uk

Certificate issued by Amtivo Group Limited, trading as British Assessment Bureau

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk



Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY

The management system of Certificate Number **196361**
Mitchell Drainage and Environmental Solutions Ltd
Unit 5 Barberry Court, Centrum 100, Burton-Upon-Trent, Staffordshire, DE14 2UE

has been assessed and certified as meeting the requirements of

ISO 14001:2015

for the following activities

Tanker services specialising in Interceptor clearance, Hazardous Waste removal, High Pressure Jetting,
Pump Installation and maintenance for a UK Client Base

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



8289



Valid from
Initial Certification: 18 June 2014
Latest Issue: 28 June 2021
Expiry Date: 17 June 2023
subject to annual assessments

Authorised by

Mike Tims
Chief Executive
Officer

www.british-assessment.co.uk

Certificate issued by Amtivo Group Limited, trading as British Assessment Bureau

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk



Certificate of Accreditation

This is to certify that

Mitchell Drainage and Environmental Solutions Ltd

has achieved SafeContractor accreditation

Date: 7th April 2022

This certificate is valid until: 7th April 2023

Certificate number: SZ9519

Signed:

**Alyn Franklin
Alcumus CEO**



Alcumus SafeContractor, Alys House, Parc Nantgarw, Cardiff, CF15 7QX

T: 029 2026 6749 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com This

certificate is the property of Alcumus SafeContractor and must be returned on request




Certificate of Motor Insurance

MS&AD Aioi Nissay Dowa Insurance UK

Certificate Number	284221273		
1. Description of Vehicle	C - Any Motor Vehicle the property of the policyholder or in their custody or control or for which they are legally responsible.		
2. Name of Policyholder	Mitchell Drainage and Environmental Solutions Limited		
3. Effective date of the commencement of insurance for the purposes of the relevant law.	01/08/2022 00:00:01	4. Date of expiry of insurance	31/07/2023 MIDNIGHT
5. Person or classes of person entitled to drive.	D - Any person who is driving with the policyholder's consent		
6. Limitations to use	Use in connection with the policyholder's business excluding use for hire and/or reward Use for social domestic and pleasure purposes only		
The policy does not cover	Carriage of passengers for hire and/or reward Racing, pace-setting, speed trials, motor rallies, competitions or trials In connection with the Motor Trade Towing for reward a mechanically propelled vehicle Semi-Trailer being part of an articulated vehicle		

I hereby certify that the document to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Gurnsey, the Island of Jersey and the Island of Alderney.

For and on behalf of the Insurers



Warren Hetz - Aioi Nissay Insurance UK Limited, Authorised Insurer

Aioi Nissay Dowa Insurance UK Limited, Authorised by the Financial Conduct Authority, and authorised and regulated by the Prudential Regulation Authority, Financial Services Register number 816870. Aioi Nissay Dowa Insurance UK Limited is registered in England and Wales (Company Number 11105885), registered office: 52-56 Leadenhall Street, London, EC3A 2BJ.

Advice to Third Parties
Nothing contained in this certificate affects your rights as Third Party to make a claim.

NOTE: For full details of the insurance cover reference should be made to the policy.

FL-COMI 200316 1.0

Aioi Nissay Dowa Insurance UK Limited, Authorised by the Financial Conduct Authority, and authorised and regulated by the Prudential Regulation Authority, Financial Services Register number 816870. Aioi Nissay Dowa Insurance UK Limited is registered in England and Wales (Company Number 11105885), registered office: 52-56 Leadenhall Street, London, EC3A 2BJ. A member of the MS&AD Insurance Group.



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

[Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy]

Policy Number:	P/CCO/10105
Name of Policy Holder:	Mitchell Drainage and Environmental Solutions Ltd
Date of Commencement of Insurance Policy:	01 August 2022
Date of Expiry of Insurance Policy:	31 July 2023

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney, or any offshore installations in territorial waters around Great Britain and its Continental Shelf (b); and;
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c); ~~or~~
(b) the cover provided under this policy relates to claims in excess of [£] but not exceeding [£];
3. The policy covers the holding company and all its subsidiaries

Signed on behalf of QBE UK Limited (Authorised Insurer)

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

QBE UK Limited, (registered in England number 1761561; Home State - United Kingdom. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority; registration number 202842). The registered address is for this entity is; 30 Fenchurch Street, London, EC3M 3BD. Tel: +44(0) 20 7105 4000.

Pen Underwriting Limited is authorised and regulated by the Financial Conduct Authority (FCA number 314493). Registered Office: The Walbrook Building, 25 Walbrook, London EC4N 8AW. Registered in England and Wales. Company Number: 5172311. www.penunderwriting.co.uk



PENCCO-LC 2.0



Inbro House, Commercial Gate, Mansfield
Notts, NG18 1EU
Tel 01623 649931 Fax 01623 633504
Email info@cowensgroup.co.uk
www.cowensgroup.co.uk
Authorised and regulated by the Financial Conduct Authority

TO WHOM IT MAY CONCERN

27th July 2022

Insurance Cover Confirmation

Name of Insured: Mitchell Drainage and Environmental Solutions Ltd

Business Description: Waste Management Services including Interceptor Cleaning and Servicing, Mattress Reprocessing, Drainage Maintenance, Drainage CCTV Surveys & Drainage Plans, High Pressure Jetting, Spill Response & Clean up, Sewage Removal (Septic Tank & Cesspit), Pump Station Cleaning & Servicing, Tank Cleaning & Disposal / Decommissioning, Fat & Grease Trap Emptying, Workshop Waste & Oil Recovery, Hazardous Waste (Asbestos, Sharps, Lab Waste, Fly Tipping), Small Civils Works.

Public/Products Liability

Name of Insurer: Pen Underwriting
Policy Number: P/CCO/10105
Next Renewal Date: 01/08/2023
Indemnity Limit: £5,000,000
Indemnity to Principal: Included
Policy Excess: £500 In Respect of Third-Party Property Damage

Employers Liability

Name of Insurer: Pen Underwriting
Policy Number: P/CCO/10105
Next Renewal Date: 01/08/2023
Indemnity Limit: £10,000,000
Indemnity to Principal: Included

Professional Indemnity

Name of Insurer: Market UK Ltd
Policy Number: A63623/0721
Next Renewal Date: 01/08/2023
Indemnity Limit: £1,000,000 in the period of insurance including costs and expenses
Policy Excess: £1,000

We confirm that the information contained above is correct to the best of our knowledge

Signed: **R. Yeomans** Position: **Account Manager**

For & on behalf of R A Cowen & Partners Ltd t/as Cowens Survival Capability

Please contact us for further details or clarification of the above information if required



LOGISTICS UK

Certificate of Membership

**This is to certify that the company named
below is currently a member of
Logistics UK**

Mitchell Drainage and Environmental Solutions Ltd

Member number: 191104

Member since: 2012

Renewal date: December 2022



Founded at the
Mansion House in the
City of London on
26th day of July 1689

David Wells
Chief Executive