



NATIONAL
RESOURCE
CONSORTIUM



Compliance Information



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General Information

Company Name

National Resource Consortium

CO. Registration Number

09853387

VAT Registration Number

228397968

Waste Carrier Licence

CBDU78028

Registered Office

20-22 Wenlock Road N1 7GU London

Address for all correspondence

150B Station House, Station Road, Woburn Sands, Milton Keynes, MK17 8SG

Contact Number

0845 299 6292

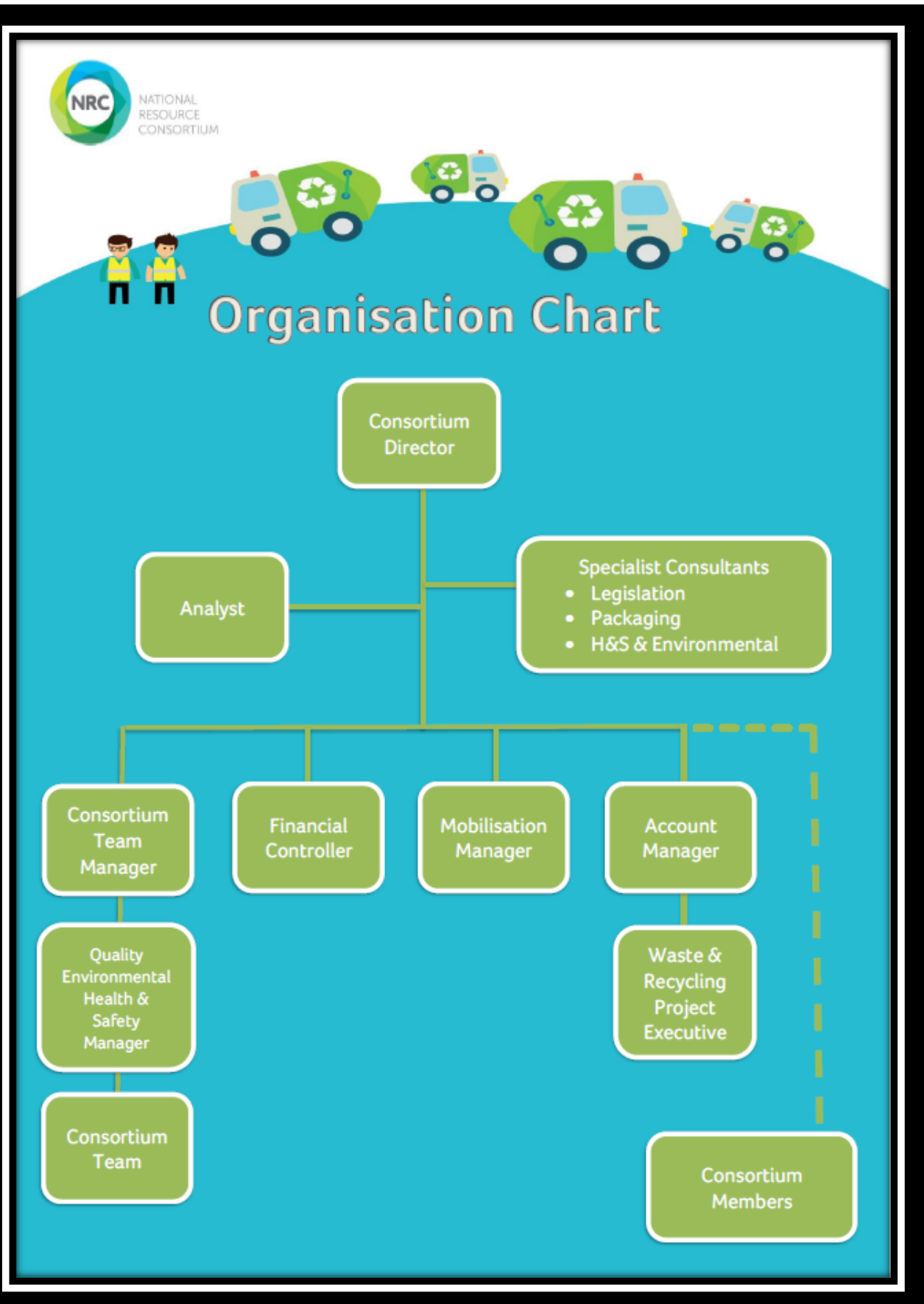
Contact Email

info@uk-nrc.com

Website

www.uknrc.com

Organisation Chart





NATIONAL
RESOURCE
CONSORTIUM

Certificate of Incorporation



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company Number **9853387**

The Registrar of Companies for England and Wales, hereby certifies that

NATIONAL RESOURCE CONSORTIUM LTD

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **3rd November 2015**.

The above information was communicated by electronic means and authenticated by the
Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES




Liability Insurance



MILES SMITH INSURANCE SOLUTIONS

CONFIRMATION OF INSURANCE

CONTRACTOR	National Resource Consortium		
BUSINESS DESCRIPTION	Manage waste and recycling contracts for customers using sub-contractors. Office premises cover only.		
<div style="border: 1px solid black; padding: 5px; text-align: center;">CONTRACTORS' LIABILITY</div>			
(A) AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969			
INSURER / POL. NO. / RNL DATE	Aviva	100605796CCI	17 February 2018
(1)	<u>EMPLOYERS' LIABILITY INCLUDING HEALTH & SAFETY AT WORK, ETC. ACT 1974 – LEGAL COSTS</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP 10,000,000	
(2)	<u>PUBLIC LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP 1,000,000	
EXCESS	: PROPERTY DAMAGE/BODILY INJURY	GBP 500 *	
* Each and Every Claim including Costs and Expenses			
(3)	<u>PRODUCTS LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT & IN ALL	GBP 1,000,000	
EXCESS	: PROPERTY DAMAGE/BODILY INJURY	GBP 500 *	
* Each and Every Claim including Costs and Expenses			
NOTES TO PRINCIPAL 1. All Policies in force up to stated Renewal Dates. 2. General Principals' Clause &/or equivalent included 3. Subject to Policy Terms, Conditions & Exceptions. 4. The above is correct at the date of signing. 5. Alterations/Cancellation may occur during the period. 6. Current position will be confirmed on request. MILES SMITH, ONE AMERICA SQUARE, 17 CROSSWALL, LONDON, EC3N 2LB TELEPHONE: 020-7977-4800		NOTE TO CONTRACTOR This document is sufficient evidence to your Principal of the existence of the above Insurance Arrangements. Do not part with your original Policies. Please retain this original Form and Send photostats to any Principal  SIGNED: DATED: 27 April 2017	



Waste Carrier Licence

View registration CBDU78028

Page 1 of 2

BETA This is a trial service – your feedback (<mailto:enquiries@environment-agency.gov.uk>) will help us to improve it.

[Home \(/public-register/view/index\)](#)

[/ Search waste carriers, brokers and dealers \(/public-register/view/search-waste-carriers-brokers\)](#)

[/ Result from Waste Carriers and Brokers Public Register for England](#)

Registration CBDU78028 – National Resource Consortium

Registration number	CBDU78028
Business name	National Resource Consortium
Company number	09853387 (http://business.data.gov.uk/id/company/09853387)
Registered as	Broker Dealer - Upper Tier
Applicant type	Company
Registration date:	04/12/2015
Expiry date:	04/12/2018

Business address

Address	150B Station Road, Station Road, Woburn Sands, Milton Keynes, MK17 8SG
Postcode	MK17 8SG (http://data.ordnancesurvey.co.uk/id/postcodeunit/MK178SG)

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Support

To contact the Environment Agency, please use [our contacts page](https://www.gov.uk/government/organisations/environment-agency#org-contacts).
(<https://www.gov.uk/government/organisations/environment-agency#org-contacts>)

If you notice a problem with the data provided by this site, please [send us an email](mailto:enquiries@environment-agency.gov.uk).
(<mailto:enquiries@environment-agency.gov.uk>)

[Privacy policy \(/public-register/view/privacy-policy\)](#)



NATIONAL
RESOURCE
CONSORTIUM

ISO 9001 Certificate



ISO 9001 REGISTERED

This document certifies that the quality management systems of

NATIONAL RESOURCE CONSORTIUM LTD

150B Station House, Station Road, Woburn Sands, Milton Keynes, MK17 8SG

have been assessed and approved by QMS International Ltd to the following quality management systems, standards and guidelines:-

ISO 9001 : 2015

The approved quality management systems apply to the following:-
THE PROVISION OF AN INNOVATIVE RESOURCE MANAGEMENT NETWORK FOR WASTE AND RECYCLING SERVICES THROUGHOUT THE UNITED KINGDOM

Original Approval: 13 December 2016

Current Certificate: 13 December 2016

Certificate Expiry: 12 December 2019

Certificate Number: 14133612



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email certificates@qmsuk.com

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation


On behalf of QMS International Ltd ✓



NATIONAL
RESOURCE
CONSORTIUM

ISO 14001 Certificate



ISO 14001 REGISTERED

This document certifies that the environmental management systems of

NATIONAL RESOURCE CONSORTIUM LTD
150B Station Road, Woburn Sands, Milton Keynes MK17 8SG

have been assessed and approved by QMS International Ltd to the following environmental management systems, standards and guidelines:-

ISO 14001 : 2015

The approved environmental management systems apply to the following:-
THE PROVISION OF AN INNOVATIVE RESOURCE MANAGEMENT NETWORK FOR WASTE AND RECYCLING SERVICES THROUGHOUT THE UNITED KINGDOM

Original Approval: 14 November 2017

Current Certificate: 14 November 2017

Certificate Expiry: 13 November 2020

Certificate Number: 14135016



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email certificates@qmsuk.com

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation.


On behalf of QMS International Ltd

QMS International Ltd • Muspole Court • Muspole Street • Norwich NR3 1DJ • T: 01603 630 345
www.qmsuk.com • Registered in England No. 9512735



NATIONAL
RESOURCE
CONSORTIUM

Safe Contractor



Certificate of Accreditation

This is to certify that
National Resource Consortium
has achieved SafeContractor accreditation

Date: 15th January 2018
This certificate is valid until: 15th January 2019
Certificate number: UB2644

Signed:

Martin Smith
Alcumus CEO



Alcumus Group, Axy's House, Heol Crochendy, Parc Nantgarw, Nantgarw, Cardiff, CF15 7TW
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

Quality Policy Statement

NRC is committed to providing a consistently high quality of service to our customers. We pride ourselves on delivering our high service level consistently day after day. Our operating practices underpin all that we do and enable our ability to perform.

We represent our Members and as such look to their policies to inform our own. During the Membership process we review each members Quality Policy Statement. We expect our members to not only comply with their own standards in all their activities but also to demonstrate a continuous process of scrutiny and management of ongoing improvement within their business

We also recognize that the nature of our business, a consortium of many independent companies, can benefit greatly by adopting clearly defined quality practices

When we select a company to invite to become a Member of NRC we establish their performance on quality matters and in particularly:


- ISO 9001 – NRC insists that all members are accredited to 9001 standards
- Reality – by working with our members every day we will gain first-hand experience of how their quality systems are being put into practice. NRC will provide feedback to members in order to help them maintain and improve their own systems
- Audit – If NRC are given reason to be concerned that quality of a member is being compromised then our agreements enable NRC to audit the member's quality system
- Non-Conformances - We are only as good as the reputation of our Members – we therefore monitor the level and type of non-compliant issues our Members generate. Should they have any reason for their quality system accreditation to be revoked our agreements and constitution requires our Members to disclose fully the details of any issue that may affect the reputation of NRC.

Also as a company NRC needs to do its bit too. As a modern, up to date service business we want to stand up to scrutiny. To that end we are committed to managing our business and quality standards as follows;

- ISO 9001 – NRC will gain accreditation within the first six months of winning our first major contract
- Customer Acquisition and Retention – fundamentally NRC acquires and manages customers and their contracts. Our ability to grow NRC is predicated on the delivery of quality services – if our quality falters our customers will demonstrate their dissatisfaction
- Member Network – NRC will use the quality system to enable us to bring together numerous member services, and cultures, and to consolidate them into a single cohesive offering

- Transparency – our values show that we hold transparency as a key differentiator of NRC. To that end we have invested in an operating system that supports the data disclosure we require for customer and member reporting.
- Compliance – with all applicable legislation and to keep abreast of the latest discussion on matters affecting our business and the services we provide to our customers, with whom we will share this information
- Continuous Improvement - reviewing our performance in all areas and engaging customers, employees and members to identify areas for improvement. We review all aspects of our service to seek out marginal gains
- Authenticity – to gain the trust of all stakeholders by living our values and working to the policies that we have set specifically our policies on environment, health and safety, equal opportunities, competition law and quality.
- Policy Review – ensure that NRC implements suitable controls, audits and reviews to ensure that this policy is adhered to and developed inline with the business need

We will keep ourselves informed on emerging trends and legislation to ensure that we are always operating ahead of the minimum requirements. Responsibility for executing the business inline with this policy lies clearly with the Consortium Director and each employee will have specific duties to comply with the letter and spirit of the policy.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Version 1

Health and Safety Policy Statement

Waste and recycling management is a high-risk business with risk of injury experienced by employees in the sector all day, every day. It is the desire of NRC that any person involved in delivering or receiving our services is able to return home, fit and well, at the end of every day – its their right and our obligation.

We represent our Members and as such look to their policies to inform our own. During the Membership process we review each Members Health and Safety Policy Statement. We expect our members to not only comply with legislation in all their activities but also to demonstrate a continuous process of scrutiny and management of employee behaviours that foster better and best health and safety practices.


When we select a company to invite to become a Member of NRC we establish their performance on health and safety matters and in particular:

- Compliance – All members are able to demonstrate compliance with all legislation and regulations
- OHSAS 18001 – we expect that more than 75% of our members be accredited to this standard. Where members are not, we will encourage them to plan accreditation for the future.
- Industry scheme accreditation – NRC support and favours members that gain accreditation to recognized industry schemes for safe working such as the Contractors Health and Safety Assessment Scheme (CHAS)
- Non-Conformances - We are only as good as the reputation of our Members – we therefore monitor the level and type of non-compliant issues our Members generate. Should they have any health and safety related prosecutions our agreements and constitution requires our Members to disclose fully the details of any prosecution. For the more serious matters our Founder Member Shareholders will review the prosecution case and taking into account any mitigating circumstances, they will consider the Member status as part of NRC
- Customer On Site Services – member employees are the physical contact with the customer through the execution of services. NRC encourages all members to identify and report to NRC all and any issues that risk the health and safety of their employees and the customers' employees.
- Right not to service – NRC offers all members the right not to service any location where a safety hazard is experienced that cannot be overcome by the employees onsite. Where this occurs NRC will work with the member and customer to find an acceptable improvement.
- Prevention – NRC and its Members will work with our customers to prevent potential accidents from the most common causes of injury such as struck by, push & pull and trapping injuries. The types of issues we identify are;
 - Damaged container lids and wheels
 - Poor access to containers
 - Severely overweight containers
 - Severely overloaded containers
 - Hazardous waste in general waste containers
 - Poorly maintained container storage areas e.g. doors
 - Ground surface issues – spillages, path condition etc.

Also as a company NRC needs to do its bit too. As a modern, up to date business with people as our primary asset we must meet all the same standards. To that end we are committed to managing health and safety in our business as follows;

- Right to Speak Up – NRC operates a “right to speak up” policy on issues of health and safety. We want to encourage all our staff and stakeholders to identify and raise any issue where they identify a potential risk to other individuals
- Awareness – We will do this by always raising safety questions in our interactions with members over service execution and new site considerations and to solicit feedback on areas for improvement.
- Policy Review – ensure that NRC implements suitable controls, audits and reviews to ensure that this policy is adhered to and developed inline with the business need
- Pressure – in a service business like ours there are times when tight deadlines and work volume come together to require everyone in the business to go the extra mile. NRC see’s this extra gratuitous effort as an exception, not the norm. Therefore we will insist that all staff take their contractual time out to recover. Additionally, through open dialogue, we will identify processes that cause pressure so that we can improve them. Resulting tiredness causes below standard performance and errors – we will insist that our team take time out where necessary so that we can maintain consistently high standards both a work and home
- Work Environment – our work surroundings and the tools we are provided are a big part in helping employees perform at their best. We will engage our team to find the most appropriate set of conditions to make NRC deliver to expectations for customers, members and our families

We will keep ourselves informed on emerging trends and legislation to ensure that we are always operating ahead of the minimum requirements. Responsibility for executing the business inline with this policy lies clearly with the Consortium Director and each employee will have specific duties to comply with the letter and spirit of the policy.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Version 1

Environmental Policy Statement

NRC takes the environment very seriously – after all it's our business

We represent our Members and as such look to their policies to inform our own. During the Membership process we review each Members Environmental Policy Statement – we seek to work with our customers and Members to limit the impact on the environment through their activities by finding ways to reduce, re-use and recycle every tonne we handle

When we select a company to invite to become a Member of NRC we establish their performance on environmental matters and in particularly:

- ISO 14001 – we expect that more than 85% of our members are accredited to this standard. Where members are not, we will encourage them to plan accreditation for the future.
- Zero waste to landfill credentials – it is our aim to develop a membership that can offer zero waste to landfill throughout the UK for commercial waste
- Recycling Level - We select only members who operate or have access to the appropriate technology to manage our customers waste with the minimum of environmental impact and the maximize recycling
- Refuse-Derived Fuel – we support the production of RDF in order to remove waste from landfill. Many of our Members operate RDF production processes that are used as part of a wide range of recycling technologies. RDF is only produced after options to reduce, re-use or recycle have been applied
- Carbon Emissions – we monitor the fleet age profile of our Members fleet looking to develop a service provision using the most modern technology. In addition our approach reduces vehicles on the road by using the fleet capacity of existing operators in local markets. Overall we are minimizing carbon emissions
- Non-Conformances - We are only as good as the reputation of our Members – we therefore monitor the level and type of non compliant issues our Members generate. Should they have any environmental prosecutions our agreements and constitution requires our Members to disclose fully the details of any prosecution. For the more serious matters our Founder Member Shareholders will review the prosecution case and taking into account any mitigating circumstances, they will consider the Member status as part of NRC

Also as a company NRC needs to do its bit too. As a modern, up to date business with a heavy conscience for the environment, we want to stand up to scrutiny. To that end we are committed to minimizing our impact on the environment as follows;

- Commuting Miles – having located our offices adjacent to excellent transport routes, we can attract and recruit local staff who can commute by public transport and not generate unnecessary green house gases

- Modern Facilities - We prioritised the selection of an office with the highest environmental standards and performance in which to locate our operating centre
- Travel Miles - Our Members and Customers are located throughout the UK. NRC will eliminate unnecessary journeys by using online meetings, wherever possible, and when it is unavoidable but to travel we will offer all our staff the option to travel by public transport – and in obvious cases – we will insist on it
- Education – NRC is a network. We have a communication flow for our Members and Customers to share best practice that may inform improvements in managing waste further up the waste hierarchy
- Practice what we preach – in our own small way we make a direct and positive impact on the environment. We are focused on reducing the use of paper, recycle all streams of waste, re-use materials that still have alternative uses and reduce electricity by switching off anything not in use
- Policy Review – ensure that NRC implements suitable controls, audits and reviews to ensure that this policy is adhered to and developed inline with the business need

We will keep ourselves informed on emerging trends and legislation to ensure that we are always operating ahead of the minimum requirements. Responsibility for executing the business inline with this policy lies clearly with the Consortium Director and each employee will have specific duties to comply with the letter and spirit of the policy.

Signature:



Date: 01/01/ 2017

Name: Paul Jackson

Position: Consortium Director

Version 1

Corporate Responsibility Policy

NRC wants to be part of the community in which it operates – we support the concept of supporting local communities.

We will endeavour to create a business that attracts local talent whereby our employees are able to spread value in the communities in which they live – the same one that NRC operates in.


We believe that to retain our license to operate a business in a community we need to be part of that community.

At the very heart of our philosophy we recognize the importance of supporting local businesses. NRC is a Consortium made up of privately owned, independent, businesses. We recognize the vital role they play in the business and community landscape of the UK. NRC exists purely to support these companies to grow in their local markets.

NRC represents its Members who are located throughout the UK – but they are also local businesses, employing local people – each of these Members operate CR policies that give value to their communities – NRC looks to support and emulate the great efforts of our members so that we are able to represent them accordingly.

NRC will encourage its staff to keep an open dialogue about the issues in the local community and where appropriate we will look for opportunities to help and support local initiatives.

As we grow and develop it is our intention to find a way that NRC can make a definitive impact to our local community – something with a lasting impact. We do not know what that is today but we are confident that our team will present us with the opportunities over time.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Version 1

Disaster Recovery Policy Statement

NRC is committed to providing a consistently high quality of service to our customers. We pride ourselves on delivering our high service level consistently day after day. Our operating practices underpin all that we do and enable our ability to perform.

We represent our Members and as such look to their policies to inform our own.

The NRC service to its customers is dependent on three critical areas and we have therefore assessed risk and contingency solutions as follows:

People

Training – it is our policy to ensure that all staff are able to cover other positions. Our training plans, recruitment policies and cover arrangements support the need to ensure that we can cover all positions in the organization

Network – NRC is a consortium. This provides us with a unique advantage of being able to utilize the resources of our members. In the event of a catastrophic interruption to services that affects our people resource we are able to transfer services some of our members. NRC has modeled a number of processes on those of one particular shareholder member that is located close to the NRC offices. We have agreements in place to enable the transition of operations for a limited period

Systems

General – we have selected systems that are cloud and web based in order that we are guaranteed access from any location at any time on a range of hardware

Operating System – we have chosen an operating system deployed by a number of our members. This enables us utilize those members systems and resources should we need to by simply providing access.


Our systems partner has a robust disaster recovery plan to ensure that any server related issues have a series of contingency options enabling uninterrupted service

Members

Member Policies – all members are required to have disaster recovery policies in place and that these are also reviewed in accordance with their own policies. NRC will establish the existence of these plans as part of the membership process. We expect our members to not only comply with their own standards in all their activities but also to demonstrate a continuous process of scrutiny and management of ongoing improvement within their business.

The management team recognizes that continuity risk is an ongoing process. We are building a comprehensive log of all risks that may impact normal operations. This will grow as we do. The NRC management team will review the log annually to ensure that sufficient plans are in place.

Responsibility for executing the business inline with this policy lies clearly with the Consortium Director and each employee will have specific duties to comply with the letter and spirit of the policy.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Anti-Bribery and Corruption Policy Statement

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

We will always act within the UK laws, Bribery Act 2010, and recognize the severity of breaking the law to our personal freedom, commercial business and the reputation to NRC and its Members.

As a Consortium, we represent our Members and we look to their policies inform and influence our own.

NRC defines bribery as:

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

This policy does not prohibit normal and appropriate hospitality (given or received) to or from third parties. This is entirely conditional on the following, that the offer:

- is not made with the intention to reward or gain advantage
- is not in contradiction to their organisations policies
- is not offered secretly
- is entirely appropriate for the circumstances
- is made in the name of NRC not personally
- is recorded and or approved by NRC

Should any employee or Member, acting on behalf of NRC, be unsure of the appropriateness of the offer then it must be passed to the Consortium Director for review.


It is unacceptable for any employee or Member to offer or receive cash or cash equivalents in relation to any NRC activity and must be highlighted to the Consortium Director immediately.

All and any hospitality offered or received by any person acting for and on behalf of NRC must record the offer in the Hospitality Log.

A copy of this policy will be provided to all employees and Members for them to understand and comply with the policy

NRC operates a “right to speak up” policy on issues of non-compliance to company policies. We want to encourage all our staff and stakeholders to identify and raise any issue where they identify a potential non-compliance to this policy.

We will keep ourselves informed on emerging trends and legislation to ensure that we are always operating ahead of the minimum requirements. Responsibility for executing the business inline with this policy lies clearly with the Consortium Director and each employee will have specific duties to comply with the letter and spirit of the policy.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Equality & Diversity Policy Statement

National Resource Consortium (NRC) is committed to providing equality of opportunity for all. The company seeks to employ a workforce that reflects the diverse community at large and values the individual's contribution irrespective of sex, age, marital disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. Each individual has a responsibility to ensure they do not breach this policy and also has a duty to report to Management any individual who does breach this policy.

NRC will not tolerate acts and attitudes which breach this policy and all instances of such behaviour or alleged behaviour will be investigated and if proven, subject to the company disciplinary procedures. This policy also seeks to;

- Provide a working environment that is free from prejudice, discrimination, victimisation, bullying or harassment.
- Ensure all employees/trainees are treated with dignity and respect, encourage harmony and respect amongst individuals, thereby promoting good working practices and maximising individual performance.

This policy covers all aspects of employment from vacancy advertising, recruitment, selection, training, promotion, and continued employment;

- We will not discriminate based on a person's age, disability, family circumstance, gender, political opinion, race, colour, nationality, ethnic or national origin, religion or belief, sexual orientation, trade union membership or other distinctions,
- All employees/trainees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Help and support

Any employee/trainee who has a query regarding the company's Equality & Diversity Policy should, in the first instance contact their Line Manager. If an employee/trainee believes that they may have been subjected to treatment, which breaches this policy, they may use the company's grievance procedure.

This policy will be made available to our employees/trainees, those working for or on behalf of NRC and provided on request to any other interested parties. The policy will be reviewed annually, subject to changes in company procedure or legislation.

Name: Paul Jackson

Position: Consortium Director

Signature:



Date: 01/01/2017

Version 1

Whistleblowing Policy

(Right to speak up)

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns.

This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary.

These concerns could include;

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of the above

National Resource Consortium (NRC) is committed to the highest standards of openness, probity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and others to raise concerns in a responsible and effective manner.

It is a fundamental term of every contract of employment that an employee will not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within NRC then this information should be disclosed internally without fear of reprisal. In the first instance those raising a concern should initially report to their line manager, if the issue relates to their line manager the Consortium Director should be informed.

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company. In exercising this discretion, the factors to be considered will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Where a concern is raised, we will investigate to determine initially what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact him/her and whether your further assistance may be needed.

Where an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information.

If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual,


All disclosures will be treated in a confidential manner. The identity of the individual making the disclosure will be kept confidential and will not be disclosed without their consent for as long as possible provided it is compatible with an effective investigation. However, it may be necessary to reveal the source of the information in certain instances and, if so, this would never be done without the individual's prior knowledge

Although we would hope this policy gives employees the reassurance to report any concerns they may have through the internal channels we recognise that there may be circumstances where individuals feel unable to follow this process and want external advice and support.

If employees are not satisfied with the outcome of the investigation, NRC recognises that employees have a right to make a disclosure about certain matters of concern relating to the matters set out above to prescribed persons, relevant professional bodies or regulatory organisations.

This policy will be made available to our employees and those working for or on behalf of NRC and provided on request to any other interested parties, the policy will be reviewed annually, subject to changes in company procedure or legislation.

We represent our Members and as such look to their policies to inform our own. During the Membership process we review each Members Whistleblowing Policy, where they are required. We expect our members to not only comply with legislation in all their activities but also to demonstrate a continuous process of compliance within their business. Where a Member does not have a Whistleblowing policy NRC will encourage the Member to review this position.

Signature: 

Date: 01/01/2017

Name: Paul Jackson

Position: Consortium Director

Version 1

Sample Membership Compliance Checklist & Certificates

Membership Compliance	Licences			Insurance Certificates				Certification			Policies		
	Waste Carrier Licence	Waste Permits in place	Vehicle Operators Licence	Public Liability Insurance	Products Liability Insurance	Employers Liability Insurance	Motor Insurance	9001	14001	18001	H&S Policy	Quality Policy	Env Policy
	Renew	Y/N	Y/N	Renew	Renew	Renew	Renew	Renew	Renew	Renew	Y/N	Y/N	Y/N
Ahern	16/08/2019	Yes	Yes	31/10/2017	31/10/2017	31/10/2017	01/11/2017	08/01/2018	14/09/2018	N/a	Yes	Yes	Yes
Associated Waste Management Ltd	17/05/2019	Yes	Yes	31/03/2017	31/03/2017	31/03/2017	31/03/2017	02/02/2018	02/02/2018	02/02/2018	Yes	Yes	Yes
Browns	02/04/2019	Yes	Yes	28/02/2017	28/07/2017	28/07/2017	28/02/2017	10/11/2024	09/03/2025	N/a	Yes	Yes	Yes
Chambers	28/02/2019	Yes	Yes	29/06/2017	29/06/2017	29/06/2017	29/06/2017	01/07/2022	01/07/2022	01/07/2022	Yes	Yes	Yes
Countrystyle Recycling Ltd	28/05/2019	Yes	Yes	20/02/2017	20/02/2017	20/02/2017	20/02/2017	21/01/2019	21/01/2019	21/01/2019	Yes	Yes	Yes
Devon Contract Waste Ltd	24/03/2019	Yes	Yes	01/10/2017	01/10/2017	01/10/2017	01/10/2017	11/02/2018	11/02/2018	N/a	Yes	Yes	Yes
Donald Ward Ltd t/a Ward Recycling	28/01/2019	Yes	Yes	30/05/2017	30/05/2017	30/05/2017	30/05/2017	10/02/2018	21/08/2026	12/05/2023	Yes	Yes	Yes
Ellgia	30/06/2017	Yes	Yes	31/12/2017	31/12/2017	31/12/2017	31/12/2017	14/09/2018	14/09/2018	N/a	Yes	Yes	Yes
GD Environmental	Yes	Yes	Yes	09/05/2017	09/05/2017	09/05/2017	06/10/2017	15/09/2018	15/09/2018	12/04/2019	Yes	Yes	Yes
Glazewing Ltd	04/06/2019	Yes	Yes	01/07/2017	01/07/2017	01/07/2017	03/06/2017	08/05/2017	11/10/2017	05/10/2017	Yes	Yes	Yes
Hills	20/03/2019	Yes	Yes	30/04/2017	30/04/2017	30/04/2017	30/04/2017	04/02/2018	15/09/2018	04/02/2018	Yes	Yes	Yes
JWS Waste and Recycling Services Ltd	04/08/2018	Yes	Yes	30/08/2017	30/08/2017	30/08/2017	30/08/2017	05/10/2020	13/08/2017	19/03/2017	Yes	Yes	Yes
Mick George Ltd	28/02/2019	Yes	Yes	31/05/2017	31/05/2017	31/05/2017	31/05/2017	17/07/2017	17/07/2017	17/07/2017	Yes	Yes	Yes
Neales	24/02/2019	Yes	Yes	01/01/2018	01/01/2018	30/06/2017	30/06/2017	11/06/2017	25/06/2017	11/06/2017	Yes	Yes	Yes
Premier Waste Recycling Ltd	20/10/2017	Yes	Yes	20/02/2018	20/02/2018	20/02/2018	20/02/2018	14/07/2017	14/09/2018	17/01/2019	Yes	Yes	Yes
Ribbex	01/09/2018	n/a	Yes	31/01/2018	31/01/2018	31/01/2018	19/05/2017	14/09/2018	07/10/2017	N/a	Yes	Yes	No
Sackers	29/03/2019	Yes	Yes	30/04/2017	30/04/2017	30/04/2017	30/04/2017	15/09/2018	15/09/2018	N/a	Yes	Yes	Yes
Select	14/03/2017	Yes	Yes	31/03/2017	31/03/2017	31/03/2017	01/04/2017	18/07/2017	18/07/2017	15/07/2017	Yes	Yes	Yes
Simply Waste Solutions	01/05/2017	n/a	Yes	06/03/2017	06/03/2017	06/03/2017	06/03/2017	18/08/2017	18/08/2017	18/08/2017	Yes	Yes	Yes
Team Waste - Cox skips	24/02/2018	Yes	Yes	10/08/2017	10/08/2017	10/08/2017	30/04/2017	26/11/2017	25/11/2017	17/09/2017	Yes	Yes	Yes
Weir Waste Services Ltd	16/10/2018	Yes	Yes	31/05/2017	31/05/2017	31/05/2017	31/05/2017	14/09/2018	25/03/2017	12/09/2018	Yes	Yes	Yes



Sample Membership Risk Assessment's

RISK ASSESSMENT				
Company	Devon Contract Waste Limited		Assessor(s)	
Assessment of risk for:	Driving		Reference No:	QMF 49 a
HAZARD	THOSE AT RISK	IS THE RISK ADEQUATELY CONTROLLED?	Residual Risk	WHAT FURTHER ACTION IS REQUIRED TO CONTROL RISK?
<i>List hazards here.</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/ Medium/ Low</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>
Arriving at collection/delivery point	Driver Passenger Consignment Other Road Users and Pedestrians	Please see your specific risk assessment for your task. i.e skip loaders, RCV & van drivers. All drivers are advised when they join the company the basic skills if not already known of manual handling and to seek help or mechanical device and therefore avoid the risk of injury. Office will look at bulky items that have to be manually lifted and enquire if there is help for the driver at both ends, if not, a 2-main crew will be provided. The office will ensure this will be balanced crew (in strength and size).	Medium	Management to review and write to all drivers to observe the safety procedures whilst at the collection/delivery point. Management to review and circulate a guide to manual handling to all drivers.

Assessor Name: C Stone	Location: Ilkeston yard areas	Date: 23/05/15
Activity being assessed: Safe Operation of Rear End Loaders and Refuse collection Vehicles.	Review date: Before 23/05/16	Risk Assessment No: TRA No 007

Risk Matrix		Control Measures (Risk Assessment, Method Statement, Permit to Work, Sequencing)	Instructions for Completion																																									
<table border="1"> <tr> <td>5</td> <td>Facility</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> </tr> <tr> <td>4</td> <td>Major Injury, Dangerous Occurrence</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> <td>4</td> </tr> <tr> <td>3</td> <td>Major Damage</td> <td>15</td> <td>10</td> <td>5</td> <td>4</td> <td>3</td> </tr> <tr> <td>2</td> <td>Minor Injury</td> <td>10</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> </tr> <tr> <td>1</td> <td>Negligible Effect</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td></td> <td>Likelihood</td> <td>Very Likely</td> <td>Probable</td> <td>Occasional</td> <td>Rare</td> <td>Improbable</td> </tr> </table>	5	Facility	25	20	15	10	5	4	Major Injury, Dangerous Occurrence	20	15	10	5	4	3	Major Damage	15	10	5	4	3	2	Minor Injury	10	5	4	3	2	1	Negligible Effect	5	4	3	2	1		Likelihood	Very Likely	Probable	Occasional	Rare	Improbable	<ul style="list-style-type: none"> 15-25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority. 5-12: Reduce risks identified to as low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved. 3-4: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations. 1-2: No further consideration required. 	<ul style="list-style-type: none"> A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced. L = Likelihood S = Severity RR = Risk Rating (i.e. LxS) Risk Improvement requirements should be listed in the Control Measures section in italic print.
5	Facility	25	20	15	10	5																																						
4	Major Injury, Dangerous Occurrence	20	15	10	5	4																																						
3	Major Damage	15	10	5	4	3																																						
2	Minor Injury	10	5	4	3	2																																						
1	Negligible Effect	5	4	3	2	1																																						
	Likelihood	Very Likely	Probable	Occasional	Rare	Improbable																																						

Description of Hazardous Activity, Interface or Work Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures & Risk Improvement requirements	Residual Risk			Responsibility for Implementation	Responsibility for monitoring
			L	S	R		L	S	R		
Bin Collection	Employees Contractors Visitors Members of the Public	Reversing vehicles	4	5	20	All drivers to hold appropriate class of licence for the vehicle. Daily pre-start check completed. Rear view cameras, mirrors, reversing beeperlights and flashing beacon or hazard warning lights All vehicle subject to the appropriate maintenance and inspection regimes	2	5	10	Department Heads	Managers / Supervisors
Bin Collection	Employees Contractors Visitors Members of the Public	Collision with Vehicles/ pedestrians.	4	5	20	As above, ensure TR SOP 006 is drawn to the attention of the driver. No operations to take place if pedestrians are in the area and operations should suspend if unauthorised personnel enter the danger zone (back of vehicle & within a 1.5 meter radius around vehicle)	2	4	8	Department Heads	Managers / Supervisors

TOTAL WASTE
MANAGEMENT



METHOD STATEMENT

Safe System of Work for REL vehicle

1. Report to site manager or reception to inform of arrival
2. Establish location of skip/wheelie bin(s)
3. Adhere to site signage and speed limits
4. When area is clear, reverse vehicle up to skip, or position vehicle in suitable location for