



Hurn Quarry – Inert Recycling Facility

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## Environmental Management System

### Summary

Summary 24 February 2022

Updated 12 12 2022



## Notice

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## Document Control

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## Contents

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
<b>2</b>	<b>Site Details .....</b>	<b>2</b>
	Site Location .....	2
	Operator Details .....	2
	Emergency Contact Details .....	2
	Site Plan .....	2
<b>3</b>	<b>Waste Acceptance Procedures .....</b>	<b>3</b>
	The order process .....	3
	Waste Characterisation .....	5
	Site acceptance criteria for the incoming waste .....	5
	Site Waste Acceptance Procedure .....	5
	Non-conforming waste .....	5
	Routine Training .....	6
<b>4</b>	<b>Method of Operation .....</b>	<b>7</b>
	Daily Site Inspection .....	7
	Weekly site inspection: .....	7
<b>5</b>	<b>Environmental Control Measures .....</b>	<b>8</b>
	Dust .....	8
	Pests & Vermin .....	8
	Noise .....	8
	Odour .....	8
	Litter .....	8
	Water Management .....	8
	Mud & Debris leaving the site .....	9
<b>6</b>	<b>Contingency Provisions .....</b>	<b>12</b>
	Investigation of Incidents .....	12
<b>7</b>	<b>Emergency Procedures .....</b>	<b>13</b>
	Immediate Response .....	13

Secondary Actions .....	13
Reporting .....	13
Investigation of Accident.....	13
Likelihood of Unmitigated Risks .....	13
Review .....	13
<b>8 Environmental Accidents .....</b>	<b>14</b>
<b>9 Communications and Record Keeping .....</b>	<b>15</b>
Site Diary.....	15
Other Record Keeping.....	15
Complaints .....	15
Management, Site Staff and Training.....	15

## Drawings

PB-002 15 01 2022                      Permit Boundary Plan – not in summary, provided separately

## Appendices (not included with Summary)

Appendix A                      Emergency Contact Details (not in summary)  
Appendix B                      Inventory of Equipment and Stores (not in summary)  
Appendix C                      Waste Acceptance detail on previous or existing land uses  
Appendix D                      Organisation Responsibility Structure (not in summary)

## Separately Bound Appendices

Hurn Quarry Recycling Noise Management Plan  
Hurn Quarry Recycling Dust Management Plan

# 1 Introduction

- 1.1 This Management System is a summary for the recycling operation at Hurn Quarry submitted as part of a Bespoke Permit application. The table of contents reflects all the headings that will be populated and within the EMS all paragraphs will be expanded as necessary.
- 1.2 This Management System also includes operating techniques. It is a working document and is subject to regular management review and updates. The contents of this summary management system are those which have recently been reviewed by the EA in connection with an identical Permit application at another NMSB site and are therefore considered to meet EA requirements.
- 1.3 The washing of primary aggregate has been an activity at Hurn Quarry since its inception. The decision has been made to process inert waste at this site, and therefore this Permit is needed to support that operation. The activities on site, operational measures and mitigation in place will not be significantly different to the long established operations.
- 1.4 The facility receives inert waste and uses a range of treatments including crushing, screening and washing to form both recycled soils and recycled aggregates. The annual permitted tonnage will be 50,000 tonnes.
- 1.5 An Environmental Permit requires operators to prepare a written management system that identifies and minimise risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints. The permitted activity is to be carried out in accordance with the written management scheme. This document is an outline or summary of the EMS that will be in place when the facility is operational.
- 1.6 NMSB accepts responsibility for the environmental management and maintenance of the operations at Hurn Quarry recycling facility. The Company is committed to the prevention of pollution whenever and wherever this is practicable and will seek to integrate environmental consideration in future business policy decisions
- 1.7 NMSB will regularly review all environmental aspects of the to achieve best environmental practice at this site acknowledge the responsibility of managing their environmental impacts of their activities, products and services and is committed to meeting all legislative requirements and standards which relate to environmental aspects.

## 2 Site Details

### Site Location

### Operator Details

NMSB, Caird Avenue, New Milton tel no. 01452 610566

Competent Person - to be appointed prior to commencement.

Site Staff

- 

### Emergency Contact Details

2.1 A full list of emergency contact details for the site is provided in Appendix A.

### Site Plan

2.2 Site Plan ref: PB-002 15 01 2022

2.3 The Site is accessed from Hurn Court Lane.

2.4 A site identification board will be provided.

2.5 The fixed site infrastructure is as follows:

- Fixed Wash Recycle Plant (CDE)

2.6 The mobile plant used in connection with the recycling area will be subject to change and may operate on a campaign basis.

2.7 An inventory of Equipment and Stores is included in Appendix B.

### 3 Waste Acceptance Procedures

3.1 The Environmental Permit (as currently being sought), allows the receipt of up to 50,000 tonnes of inert waste per annum. The waste types accepted at the Site are set out in the document accompanying the Permit application, although this may be subject to updating through the Permitting process therefore hence forth the Permit will be the reference point for the wastes to be accepted.

#### Waste Acceptance Procedure

3.2 The following procedure gives guidance on how NMSB accept inert waste at their Hurn Quarry site for recycling in line with the “Guidance on the classification and assessment of waste, Technical Guidance WM3”.

3.3 The procedure MUST be followed and covers the following main areas;

- Order process including WIF forms
- Waste Classification
- Site acceptance procedure
- Staff training

#### The order process

- The customer will ring the sales team to place an order.
  - The customer will be asked a series of questions:
  - Site address and contact details:
  - Existing site use (e.g. greenfield or residential etc.) determined by asking the following:
    - Question: ‘What is the current use of the site?’
    - Select one option from the drop-down menu, see Appendix B.
  - Previous site use (e.g. industrial etc.) determined by asking the following;
    - Question: ‘What was the sites previous use?’
    - Select one option from the drop-down menu.
    - Description of the type of material (e.g. soil, brick, concrete) confirming LoW code
- 3.4 A WIF form will be completed either at the time the order is taken or by the driver when they arrive on site. The driver will be instructed to not accept the load if the WIF is not completed or signed by the waste producer.

- 3.5 The customer will then sign the declaration on the WIF form. If the WIF is filled in beforehand, the lorry driver will be given this or a copy at the start of their working day for the customer to sign. The completed WIF form and approved LoW code will be given into the Weighbridge Operator prior to the load being tipped. The WIF form and the Waste Transfer Note will be cross referenced and sent to Head Office at the end of the day.
- 3.6 If the material is from a site listed in Appendix C which has an asterisk, or from the information provided it is not possible to determine a LoW code then the site will be locked on our sales team system. An email will be automatically sent to the Commercial Team with the site details who will then contact the customer to arrange for a Site Investigation Report to be carried out if there is not one done already, this should be sent to the Environmental Manager for review prior to the job commencing.
- 3.7 The customer will be asked to produce a Site Investigation report or provide waste material testing in line with WM3 Technical Guidance. The site will be permitted to accept inert wastes only. The report and/or the testing will be sent to the Environmental Manager for review and authorisation to proceed.
- 3.8 NMS operate a number of builders provisions sites where inert waste is deposited, bulked and then brought to Hurn. This procedure applies there, as well as loads arriving directly to Hurn by third parties.
- 3.9 Any customer arriving on site to tip inert waste will read the following declaration prior to signing. If the waste does not conform, then the load will be rejected and will not be permitted on site.

*I confirm that the waste is inert and is not from a site which could be potentially contaminated due to the existing or previous use of the site. The waste contains no biodegradable material, potentially hazardous materials or any invasive weeds. I understand it is my responsibility to ensure the waste is correctly classified and that any liability incurred by New Milton Sand & Ballast Ltd that arises from the provision of false or misleading information on this form will be directed at the producer of the waste. In signing the Waste Transfer Ticket, I accept that I have given the correct EWC code for the waste I am transferring to New Milton Sand & Ballast Ltd for processing/disposal.*



## Waste Characterisation

- 3.10 Where the waste which has a mirror entry code, e.g. 17 05 04, it will be characterised as to whether it is non-hazardous or hazardous. All waste will either have a completed WIF form or a declaration signed by the customer prior to being accepted on site.
- 3.11 The WIF form also confirms the correct characterisation of a waste in relation to potential properties that the waste may have as a result of its source. The processes detailed in this WAP including the producer's affirmation recorded on the WIF or declaration, make up a formal characterization process for the purpose of waste acceptance of mirror entry codes.

## Site acceptance criteria for the incoming waste

- 3.12 The waste acceptance criteria for the material arriving on site will follow the strict licensing guidelines documented in the site Environmental Permit. The permitted LoW waste codes that are acceptable are listed in Permit for the operations and not duplicated here to avoid confusion.

## Site Waste Acceptance Procedure

- 3.13 The site waste acceptance procedure is as follows:
- 3.14 The vehicle carrying the waste arrives on the weighbridge. If the waste is from another NMSB site, the Weighbridge Clerk will check the Waste Transfer Note details against the waste on the vehicle. The waste is inspected with the aid of a CCTV camera looking into the body of the vehicle to ensure the waste is permitted on site.
- 3.15 If all is correct a NMSB weighbridge ticket is issued, the details on the ticket are:
- Date
  - Description & LoW
  - Place of origin
  - Quantity of weight
  - Carrier details if appropriate
  - Supplier/customer details
- 3.16 The vehicle will then be directed to put the load in the appropriate location. The delivered waste will again be inspected for contamination by the site staff. Any more than incidental amounts of contaminated/unsuitable materials noted will be removed and put into a skip for removal from site.

## Non-conforming waste

- 3.17 If the waste on the vehicle does not conform, then the Weighbridge Clerk will not permit the load to be tipped and instruct the driver to wait whilst the Commercial Team is contacted. The Weighbridge Clerk will also take a photograph of the load and complete a copy of the NMSB in-house EMS-02 Duty of Care/Non-Compliance Record, a copy of which will be kept on site and another forwarded to the Environmental Manager in Head Office.
- 3.18 The waste should then be returned to the customers site at their expense.
- 3.19 The only exception will be for any loads which cannot be returned to their source from site (e.g. a single load that cannot be returned as the site has been completed) they will be placed in a secured quarantine area on the floor of the plant site (hardstanding) and a sample will be collected and analysed under WAC and will remain in the area, and covered if deemed necessary, until the results from the testing are received from the laboratory. If the results are acceptable then the load can be accepted, if not then the load must be removed from the facility and taken to an alternative permitted site following their confirmation of acceptance based upon the available results. The Weighbridge Clerk will also take a photograph of the load and complete a copy of the NMS- EMS-02 Duty of Care/Non-Compliance Record. A copy of which will be kept on site and another forwarded to the Environmental Manager in Head Office.
- 3.20 If there is a circumstance where a load is found to be unacceptable after it has been tipped within the Permitted area, the first response will be to re-load it and refuse acceptance. If this isn't possible then as above, the load will be isolated until either a WAC sample is confirmed, or items such as tree branches or similar which cause it to be not acceptable are picked and put into a skip for removal from site.

### **Routine Training**

- 3.21 The Sale Team, Commercial Team and Environmental Manager will undergo training so they will be fully aware of how the procedure works.
- 3.22 There will also be regular toolbox talks for all the operatives on the site regarding the identification of unsuitable material, LoW codes and all aspects of managing the day to day operations at the facility. Also, within the site office and canteen areas posters will be displayed to support the training sessions showing photographs of different waste types (acceptable and unacceptable) and their corresponding LoW codes

## 4 Method of Operation

- 4.1 The Site is run by technically competent management with a Certificate of Technical Competence (COTC) to an appropriate level, or above.

### Daily Site Inspection

- 4.2 Upon arriving at the start of each day, the staff will inspect the Site to ensure that there have been no incidents overnight.
- 4.3 Any defects identified by the initial inspection will be appropriately rectified by the staff
- 4.4 On arrival at Site, vehicles are checked in accordance with the procedures in Section 3.

### Weekly site inspection:

- 4.5 This will be carried out by the Site Manager or in his absence his appointed nominee.

## 5 Environmental Control Measures

### Dust

- 5.1 Overall dust emissions associated with the handling and processing operations are not expected to occur given the inherent damp nature of the inert materials. The ERA for this site has assessed the risk to be low based on the site's long history of processing minerals through a washing plant which has not given rise to any regular or substantiated dust complaints. It is considered that the inert materials passing through the same plant will not be any higher risk than the aggregates processing. Without prejudice to the low risk assessed, a Dust Management Plan is included with this outline EMS. This will be subject to regular review and will be updated if necessary.

### Pests & Vermin

- 5.2 Problems arising from pests and vermin are highly unlikely as no food wastes are stored on Site.

### Noise

- 5.3 Noise is not an issue for this operation as the plant and equipment is already operational for aggregate processing and the operations have not given rise to any regular or substantiated noise complaints. It is considered that the inert materials passing through the same plant will not be any higher risk than the aggregates processing. This has been verified by the conclusions of a BS4142 assessment of noise. Without prejudice to the low risk assessed, a Noise Management Plan is included with this EMS. This will be subject to regular review and will be updated if necessary.

### Odour

- 5.4 Due to the nature of the waste, odour nuisance is considered to be a very low risk. Site management will however record any issues with odour.

### Litter

- 5.5 Site staff will maintain a visual assessment throughout the working day for windblown litter, although the risk is low due to the nature of the materials accepted. Any litter in the site area will be picked and disposed of appropriately.

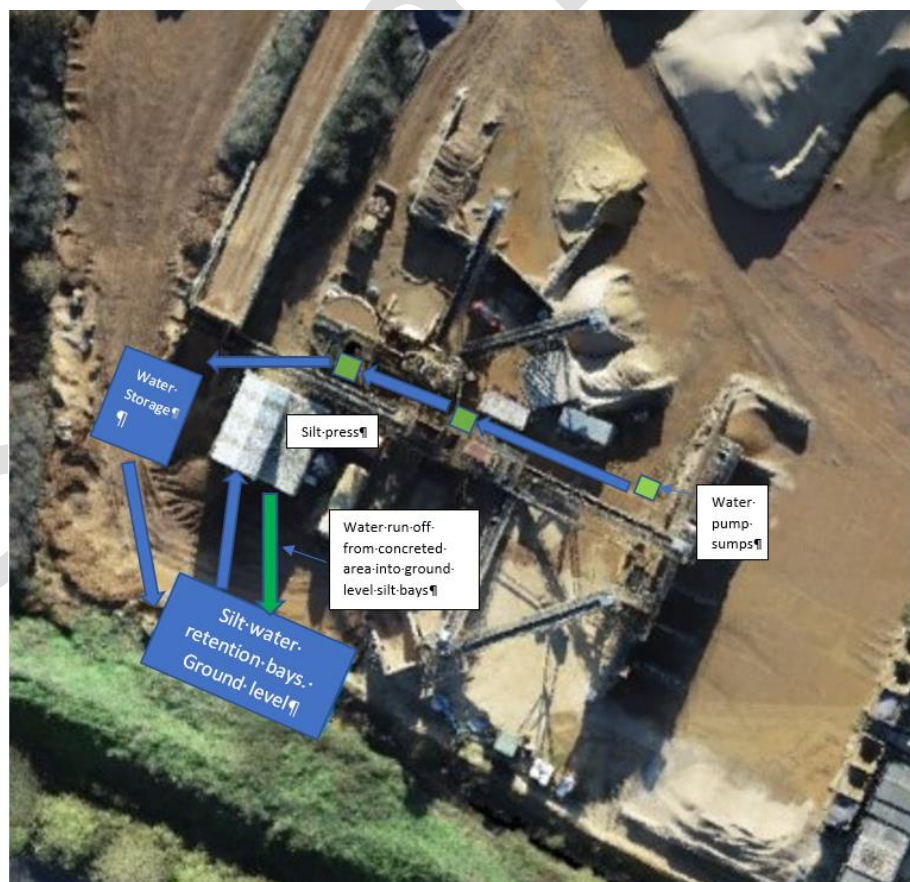
### Water Management

- 5.6 The facility will only accept inert material, therefore no additional impermeable surfacing is proposed for the operation of the recycling facility. The wastes will be stored on the same

surface as the quarry operations take place on, ie a hardstanding, and surface water will naturally percolate away.

5.7 The processing of the inert waste in the washing plant is the same process as already established for primary materials processing. It is placed into the washing plant, via a screen having first been re-sized by crushing if necessary. The washing operation works on a closed circuit with the water being recirculated as far as possible. Silt presses are part of the design of the washing plant to minimise the water leaving the process when the silt is removed. Any risk from contaminated materials is addressed in the ERA which accompanied the Permit application.

5.8 The washing plant is built on concrete. All surface water collects in the water pump sumps and is pumped into the water storage tank. The silty water is then pumped into the silt retention bays and allowed to settle out. This silt is then pumped back to the silt press for processing. The area between the silt press and the retention bay is concreted. The water storage is a tank on the ground, the retention bays are concrete bays at ground level allowing the run off from the concreted area around the silt press to enter into it.



**Mud & Debris leaving the site**

5.9 The site lies within an extensive operational quarry and there are measures in place to ensure that mud or other debris is not tracked onto the public highway. These include regular inspections, surfacing, sweepers and a bowser. This is additionally addressed in the DMP.

*General*

5.10 The prevention of mud being tracked out on to the public highway will be the overall responsibility of the Site Manager. If the Site Manager is not on site or is on holiday/off sick, this falls to the Deputy Manager or Area Manager.

5.11 NMSB will ensure that any mud control equipment is designed, operated and maintained such that it operates effectively to control mud at the site. The mitigation measures will include:

- All mud control equipment (i.e. road sweepers and bowzers) to be maintained and operated in accordance with manufacturer's instructions;
  - Daily inspections of visible mud being tracked out onto the public highway recording results on EMS Form 17 Site Mud Log;
  - Unmade access roads to be kept in good repair;
  - Road sweeping equipment is available at all times, with access road swept at least twice a week and as and when required;
  - A speed limit of 10mph strictly enforced on both made and unmade roads;
  - All loaded vehicles to be properly sheeted and inspected prior to leaving site to avoid unacceptable track out;
  - General good housekeeping on site; and
  - Modification and / or cessation of operations in extreme conditions.
- Adoption of a mud complaint procedure.

*Haul Roads*

5.12 The site operator ensures that unacceptable track-out is avoided by ensuring that vehicles are properly sheeted and inspected prior to leaving the site and loose material removed.

5.13 Unmade access roads are kept in good repair.

- 5.14 To minimise mud generation by vehicle traffic a site speed limit of 10 mph is strictly enforced.

*Water Bowser*

- 5.15 A water bowser will be available at all times and will be used if further control measures are required or a substantial amount of mud is generated.

*Drivers*

- 5.16 To control mud being deposited on the public highway drivers will be instructed to ensure that before leaving the Site or the internal haul road, the wheels and chassis of their vehicle are clean and, if necessary, to remove all mud or detritus from the wheels and chassis before joining any public highway. The waste types are typically not liable to spillage and should be contained within the vehicles transporting the waste.

*Monitoring*

- 5.17 Daily inspections for visible tracking of mud onto the public highway will be carried out. The results of the inspections will be recorded on the Site Mud Log. It is the responsibility of the Site Manager to appoint a competent person to carry out this task and ensure it is completed.
- 5.18 It is the duty of all site staff to remain constantly vigilant to mud being tracked out of the site during normal operations and raise awareness of this issue should it arise to the Site Manager. Any activities causing excessive mud on the site and therefore resulting in it reaching the public highway, will be immediately suspended until the appropriate measures are implemented and the mud is brought under control.

## 6 Contingency Provisions

- 6.1 The Site pause processing material if conditions prevent normal working methods leading to a unacceptable as risk of pollution or emergency situations, until normal working conditions can be resumed.

### Investigation of Incidents

- 6.2 Any incident or shutdown will be investigated by the site management team to establish the reasons and, where possible, instigate measures to prevent repeat occurrences.

Summary



## **7 Emergency Procedures**

### **Immediate Response**

7.1 Where appropriate to an accident, the immediate actions shall include:

- Raising the alarm if human health or safety is at risk;
- Contacting Emergency Services; and
- Contacting the Environment Agency in the case of an environmental accident.

### **Secondary Actions**

7.2 The appropriate procedures will depend on the nature of the accident and the potential events / failures that could lead to an environmental accident and their possible consequences, together with the secondary actions to be taken to deal with the accident.

### **Reporting**

7.3 All accidents on Site are immediately reported to the Site management within 30 minutes of occurrence as per the Near Hit / Accident report policy. Full details of any accident which causes, or could cause damage to human health and / or the environment are recorded in the Site Diary.

### **Investigation of Accident**

7.4 The accident / shutdown will be investigated by management to establish the reason(s) for the accident and review the appropriateness of the actions taken. The investigation will, where possible, instigate measures to prevent repeat accidents.

### **Likelihood of Unmitigated Risks**

7.5 Given the nature of the operations and the mitigation and response measures that are in place at the Site, the likelihood of an accident occurring that would impact the environment is low.

### **Review**

7.6 This Management System, including all procedures herein, will be reviewed by Management on an annual basis. Its next review is due in August 2023.

## 8 Environmental Accidents

8.1 Although the likelihood of occurrence is deemed low, potential accidents that could lead to pollution to water or land include:

- Run off from unintentionally accepted hazardous wastes;
- Failure of vehicles and plant e.g. oil spill and fuel leak;
- Inappropriate repair, maintenance and fuelling of vehicles and plant.

8.2 The potential consequences of these accidents could cause pollution of:

- Adjacent water courses;
- Surrounding land;
- Groundwater.

8.3 In response to an accident, the following actions will be instigated by the site staff as appropriate to the incident:

- Isolate and remove hazardous waste as per waste acceptance procedures;
- Immediate use of spill kits with measures taken to stop any leakage. Cleaning up using the appropriate oil spill material and disposing of as Hazardous Waste. The incident will be reported with an after spill analysis occurring which will help find out the cause of the spill & prevent it happening again.

8.4 The accident shall be fully recorded and, if appropriate, the accident will be reported to the Environment Agency immediately.

8.5 The risk of fire at a facility only handling inert material is very low.

## 9 Communications and Record Keeping

- 9.1 Senior Management will ensure that the Management System, and any updates or reviews, are communicated to all staff and contractors involved in the operation of the site.
- 9.2 The Site Manager will ensure a full and up to date copy of this Management System and Environmental Permit is available in the Site office

### Site Diary

- 9.3 The Site Diary, being a combination of both a paper diary and electronic, is maintained by Site staff, recording:
- Locations of activity;
  - Description of activities;
  - Weather;
  - Complaints
- 9.4 The Site Diary will be available for inspection to authorised Environment Agency officers.

### Other Record Keeping

- 9.5 In addition to the Site Diary, records will also be kept of:
- All waste transfer notes of the waste accepted and associated details of the delivery;
  - Details of mobile plant maintenance and inspection records;
  - Complaint details including investigations and outcomes;
  - Reviews, audits and amendments of management system;
  - Records of staff training and review of training requirements; and
  - Environment Agency Compliance Assessment Reports and actions.

### Complaints

- 9.6 Following receipt of an external complaint, EMS Form 01 Environmental Complaint, Appendix D, will be completed by the Site Manager and sent to the Compliance Manager. The complaint will be investigated within 5 days noting cause and action to prevent it arising again. The complainant will be kept informed throughout the investigation. This information will be made available to the Environment Agency as required.

### Management, Site Staff and Training

#### Management

- 9.7 An organogram illustrating the management of the recycling site will be appended in a full version of this EMS.
- 9.8 An audit of the site's performance against the Management System will be carried out by the Environmental Manager.

#### Site Management

- 9.9 Direct responsibility for implementing the Management System is held by the Technically Competent Management.

#### Operational Staff

- 9.10 All Site staff receive a Site Induction when they commence on Site.

#### Training

- 9.11 The Site staff will be suitable trained in their roles and responsibilities with on-site training by the Technically Competent Management, to ensure that they conduct their duties in compliance with the Management System.
- 9.12 The training programme will ensure that all relevant staff will be aware of the following:
- 9.13 Management will periodically review the Company's environmental policy and objectives.

Summary

<b>Previous/existing use of site</b> <b>*To be flagged up, increased risk of contamination</b>
Airport buildings*
Arts, cultural or leisure facilities buildings
Car parks*
Commercial/industrial*
Current or former military land* – except greenfield areas well away from potential sources of contamination
Demolished buildings (wholesale)
Dry cleaners*
Gas works*
Greenfield/farm
Hospital*
Lakes/ponds
Landfill/tip*
Manufacturing works for – vehicles, aircraft, cement, asphalt, pesticides, fertilisers, chemicals*
Office buildings
Oil or chemical storage areas*
Outdoor sports facilities (except buildings)
Outdoor swimming pools
Petrol stations*
Railway land or railway engineering works*
Residential buildings
Schools
Sewage disposal plants*
Sewer systems*
Unknown
Vehicular and pedestrian ways

Summary