

# Multi-Agg Limited

## Environmental Management System (EMS) Central Document



Aerial view of site

### Site address

Multi-Agg Limited  
Kempsford Quarry  
Stubbs Farm  
Washpool Lane  
Kempsford  
Gloucestershire  
GL7 4NJ

### Permit Numbers

EPR/QP3038LL

EPR/HP3199EY

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Environmental Permits

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Environmental Objectives and Implementation Plan

## **Appendix 8**

Annual Audits and Reviews

# 1 Introduction

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## 1.1 Site Description

These documented procedures relate to the activities of Multi-Agg Ltd at:

Multi-Agg Ltd  
Kempsford Quarry  
Stubbs Farm  
Washpool Lane  
Kempsford  
Gloucestershire GL7 4NJ

National Grid Reference: SU 16900 97000

The activities and procedures documented in this Environmental Management System (EMS) are associated with the operations of the site under extant Environmental Permits EPR/QP3038LL and EPR/HP3199EY and extant Planning Permission 15/0071/CWMAJM.

## 1.2 Environmental Permits

The Environmental Permits are provided in Appendix 1.

## 1.3 Planning Permissions

The Planning Permissions are provided in Appendix 2.

## 1.4 Scope

Multi-Agg Ltd operates an Environmental Management System (EMS) which describes the system that has been developed to ensure that Multi-Agg sites are operated and maintained by technically competent staff and are managed in such a way that the potential for environmental impact is minimised. The management system also seeks to provide a framework for minimising the potential for any accidents or incidents, which may occur, to impact on the environment.

## 1.5 EMS Structure

The management system is broken down into a series of sections that includes authorisations and permissions, permits, policies, procedures, registers and forms.

To aid navigation of this EMS, Table 1.1 provides documentation references for the various sections of the EMS Central Document and Table 1.2 details filing arrangements. This Document Control System shall ensure that documents relating to the management system can be easily filed and retrieved.

The documented procedures identify the activities for which environmental considerations and hence environmental impacts can be identified and mitigated using Environmental Targets to ensure that Multi-Agg Ltd meets its Environmental Objectives and Policy.

The documented procedures are constructed as stand alone reference documents for use by staff and contractors. Multi-Agg Ltd ensures that these procedures are kept up to date in accordance with any changes to the Permit, planning permission, appropriate legislation or changes in activities or staff at the site. Only the most up-to-date version of each procedure is kept in the management system.

**Table 1.1: EMS Central Document**

EMS Central Document Section	Reference	Current Version
<b>Appendix 1 (Environmental Permits)</b>		
<i>Inert landfill</i>		
Environmental Permit issued to Multi-Agg Ltd (26/02/07)	EPR/QP3038LL	
<i>Waste treatment</i>		
Original Permit issued to Multi-Agg Ltd (08/06/92)	EPR/HP3199EY	
Permit Variation issued to Multi-Agg Ltd (17/01/03)	EPR/HP3199EY	
<b>Appendix 2 (Planning Permissions)</b>		
Planning Permission (20/08/15)	15/0071/CWMAJM	
Variation		
<b>Appendix 3 (Policies)</b>		
Environmental Policy	PO1	V4
<b>Appendix 4 (Procedures)</b>		
Site Operation	PR1	V2
Inspection & Maintenance Procedures	PR2	V2
Waste Acceptance Procedures	PR3	V2
Auditing Procedures	PR4	V2
Training Procedures	PR5	V2
Environmental Monitoring Procedures	PR6	V2
Health and Safety Procedures	PR7	V2
Complaints Procedures	PR8	V2
Accident, Incident and Emergency Procedures	PR9	V2
Fire Procedures	PR10	V2
Oil / Fuel Spill Procedures	PR11	V2
<b>Appendix 5 (Registers)</b>		
Inspection/ Maintenance Register	RG1	V2
Waste Carrier Registration Details Register	RG2	V2
Environmental Monitoring Register	RG3	V2
COSHH Substance Register	RG4	V2

EMS Central Document Section	Reference	Current Version
<b>Appendix 6 (Master Copy Forms)</b>		
Incident Near Hit Form V3 Form	FM1	V3
Infrastructure & Inspection Form	FM2	V9
Excavator-Dozer-Shovel Inspection Form	FM3	V10
Waste Carrier Exemption Form	FM4	V1
Trained Plant Operators Matrix Form	FM5	V13
Audit Form	FM6	V1
Trained Competent Management Matrix Form	FM7	V5
NPVSL-NVQ Training Operators Matrix Form	FM8	V6
Risk Assessment Form	FM9	V2
COSHH Assessment	FM10	V2
Training Competent Management Matrix Form	FM11	V5
Crushers & Screeners Inspection Form	FM12	V10
<b>Appendix 7 (Environmental Objectives and Implementation Plan)</b>		
<b>Appendix 8 (Annual audits)</b>		

Once the forms and registers, cross referenced in Table 1.1, have been filled out they will be stored in either the Site Office folder or the Head Office folder as referenced in Table 1.2.

The folders are used to keep documentation that requires continual updating. One Site Office folder and one Head Office folder is to be used per year. The Central EMS folder is a third folder to be kept at the Head Office in Ogbourne St. George with a copy kept at the site. This shall contain the EMS Central document and master copies of forms and registers.

**Table 1.2: Filing Arrangements**

<b>Document</b>	<b>Folder</b>
EMS Central Document	Central EMS folder
Completed Infrastructure and Site Inspection Form (FM2)	Site Office folder
Completed Plant Use Record Form (FM3) & (FM12)	Site Office folder
Completed Waste Carrier Exemption Declaration Form (FM4)	Site Office folder
General Correspondence	Head Office folder
EA Inspection reports	Head Office folder
Groundwater Monitoring Reports	Head Office folder
Landfill Gas Monitoring Reports	Head Office folder
Completed Incident Report Form (FM1)	Head Office folder
Completed Audit Form (FM6)	Head Office folder
Completed Training Record / Form (FM7) & (FM12)	Head Office folder
Completed Personal Development Review (FM8)	Head Office folder
Completed Risk Assessment Form (FM9)	Head Office folder
Completed COSHH Assessment (FM10)	Head Office folder

