

Multi-Agg Limited

Environmental Management System (EMS) Central Document – Shellingford Quarry

Document EMSGEN V2

July 2025

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1 Introduction

1.1 Site Description

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

Shellingford Quarry
Stanford Road
Stanford in the Vale
Faringdon
Oxfordshire
SN7 8HE

National Grid Reference: SU 32700 93600

The activities and procedures documented in this Environmental Management System (EMS) are associated with the operations of the site under Environmental Permits EPR/BP3095EU and EPR/EB3839AA.

1.2 Permit / Authorisations

The Environmental Permits are provided in Appendix 1.

1.3 Planning Permissions

The Planning Permissions are provided in Appendix 2.

1.4 Scope

The Multi-Agg Limited in-house EMS (not accredited to ISO14001 or similar) describes the management system that has been developed to ensure that Multi-Agg Limited sites are operated and maintained by technically competent staff and are managed in such a way that the impact on the environment 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 Limited meets its Environmental Objectives and Policy.

The documented procedures are constructed as standalone reference documents for use by staff and contractors. Multi-Agg Limited ensures that these procedures are kept up to date in accordance with any changes to the Permits, 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
Appendix 1 (Permits)		
<i>Inert landfill</i>		
Environmental Permit dated 22/10/2012	EPR/BP3095EU	
<i>Recycling facility</i>		
Environmental Permit dated 10/09/2019	EPR/EB3839AA	
Appendix 2 (Planning)		
Planning Permission dated 28/04/2011 (existing quarry)	STA/SHE/8554/12-CM	
Planning Permission dated 28/04/2011 (existing quarry)	STA/SHE/8554/11-CM	
Planning Permission dated 24/09/2020 (western extension)	P18/V2610/CM	
Appendix 3 (Policies)		
Environmental Policy	PO1	
Appendix 4 (Procedures)		
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
Washing Procedures – Imported Waste	PR12	V2
Appendix 5 (Registers)		
Inspection / Maintenance Register	RG1	V2
Waste Carrier Registration Details Register	RG2	V2

EMS Central Document Section	Reference	Current Version
Environmental Monitoring Register	RG3	V2
COSHH Substance Register	RG4	V2
Appendix 6 (Master Copy Forms)		
Incident Report Form	FM1	V2
Infrastructure and Plant Inspection Form	FM2	V2
Plant Use Record Form	FM3	V2
Waste Carrier Exemption Declaration Form	FM4	V2
Site Inspection Check List and Record Form	FM5	V2
Audit Form	FM6	V2
Training Record / Form	FM7	V2
Personal Development Review	FM8	V2
Risk Assessment Form	FM9	V2
COSHH Assessment	FM10	V2
Appendix 7 (Environmental Objectives and Implementation Plan)		
Appendix 8 (Annual audits)		
Appendix 9 (Management Plans)		
Appendix 10 (Climate Change Adaptation Risk Assessment)		

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 (Hangers L6-7, Wroughton Airfield, Swindon, SN4 0QZ). This shall contain the EMS Central Document and master copies of forms and registers.

Table 1.2: Filing Arrangements

Document	Folder
EMS Central Document	Central EMS folder
Completed Infrastructure and Plant Inspection Form (FM2)	Site Office folder
Completed Plant Use Record Form (FM3)	Site Office folder
Completed Waste Carrier Exemption Declaration Form (FM4)	Site Office folder
Completed Site Inspection Check List and Record Form (FM5)	Site Office folder
General Correspondence	Head Office folder
Environment Agency (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)	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

2 Organisation, Responsibilities and Management

2.1 Management Structure

The overall responsibility for the development, maintenance and review of the EMS lies with the Site Operator / Technically Competent Person, Philip Coplestone, Director of Multi-Agg Limited.

It is the responsibility, supported by effective training and education, of all employees of Multi-Agg Limited to act in accordance with this EMS and the procedures set out within it. All employees shall carry out their duties and activities in a manner which is supportive of Multi-Agg Limited's Environmental Policy (PO1) and Health and Safety Procedures (PR7).

In addition, contractors entering and operating on the site have a responsibility to act in accordance with all relevant procedures. All contractors operating at the site are expected to be aware of and briefed on relevant procedures. It is the responsibility of the Site Operator / Technically Competent Person to ensure that this is done. Contractors include:

- Drivers delivering waste material to the tipping face
- Contractors carrying out environmental monitoring activities
- Contractors carrying out maintenance and construction works at the site

Figure 1 shows the organisational arrangement of operations at the site.

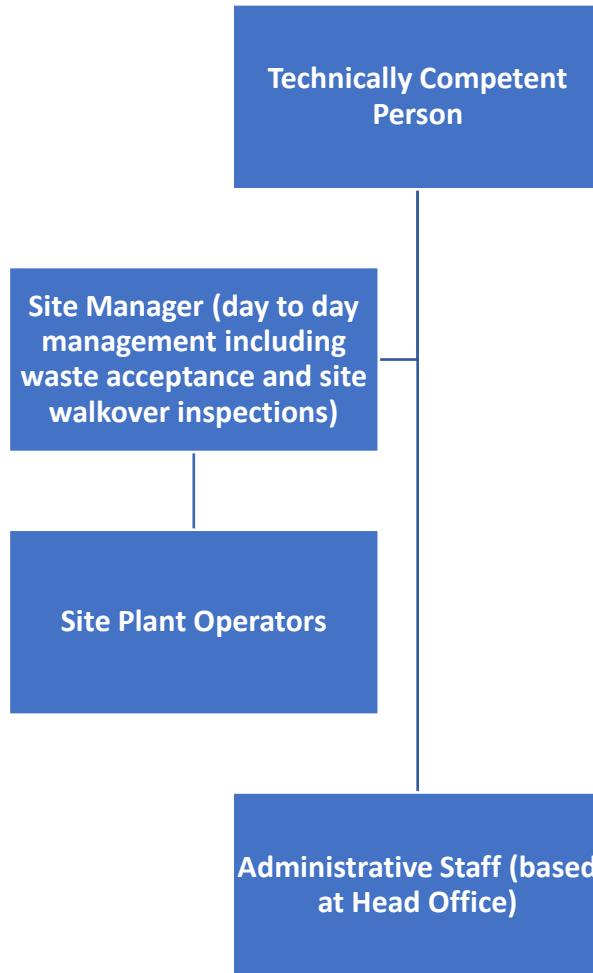
The site shall be managed by the Technically Competent Person with assistance from the Site Manager in accordance with the site's Permit and documented operational procedures. The operational procedures shall include appropriate technical, company, environmental and operational practices. Operational procedures are contained within Appendix 4. As part of the annual EMS review the site operational procedures shall be reviewed and amended as deemed necessary.

A record of the operational activities at the site shall be kept for each day that the site is operational (e.g. Monday-Saturday). This record shall be kept in the Site Diary. The Site Diary should also record any accidents, incidents or complaints. The diary entries should cross reference (by date) with a corresponding incident form (FM1).

2.2 Contact Details

Contact	Name	Telephone Number
Technically Competent Person	Philip Coplestone Dale May	Office 01672 841389 Mobile XXXX
Site Manager	Dale May	Site 01672 841389 Mobile XXXX

Figure 1: Site organisational arrangement



3 Policies

Multi-Agg Limited recognises its responsibilities with respect to the environment and as such, where possible and practical, will undertake management of the site in a manner that minimises its impact on the environment.

In order to help achieve this, Multi-Agg Limited has implemented an Environmental Policy and a Health and Safety Policy.

The Environmental and Health and Safety Policies shall be reviewed on an annual basis as part of the EMS review.

The Environmental Policy is referenced as PO1. This can be found in Appendix 3.

4 Audit / Site Inspection Register

Multi-Agg Limited undertakes internal auditing and site inspections to ensure that activities are carried out in compliance with the environmental policy and programme and to ensure that environmental issues are incorporated into any operational, maintenance or management changes at the site.

There is no external auditing undertaken at the site however management will select a fit and proper person for a particular audit/site inspection and the findings are reported to senior management.

The auditing process will be monitored by maintaining an Audit Programme (Table 4.1) undertaken annually in compliance with the auditing procedure (PR4). Additional unscheduled audits will be undertaken in the event of:

- Senior Management request
- Possible or suspected system failure
- An accident or incident at the site (if deemed necessary).

Table 4.1: Audit Programme

Audit	Frequency	Responsibility
Daily Site Inspection / Site Diary	Daily	Nominated Person
Operating Procedures Audit	Annual	Nominated Person
EMS Audit	Annual	Nominated Person
Environmental Audit	Annual	Nominated Person
Health & Safety Audit	Annual	Nominated Person
Maintenance Systems Audit	Annual	Nominated Person
Training Audit	Annual	Nominated Person

5 Environmental Impacts & Emissions Identification & Evaluation

Table 5.1 details the environmental impacts associated with the site and the control measures and technologies in place to mitigate these impacts. The table also shows where the relevant procedures outlining the control measures can be located. Each impact is also evaluated so that environmental improvements, as a result of the EMS, can be tracked. This table is to be reviewed annually or upon a change in operation at the site.

Table 5.1: Environmental Impacts & Emissions Identification & Evaluation

Impact / Emission	Control Measures	Relevant Procedure	Impact Rating
Impact upon groundwater	Placement of geological barrier	See Permit and PR1	Low
	Waste Acceptance Procedures	PR3	
	Monitoring & EA Reporting	PR6	
Landfill Gas	Monitoring & EA Reporting	PR6	Low
Waste Deposition	Waste Acceptance Procedures	PR3	Low
Dust	Monitoring & bowser if required. Operations to cease in event of high wind/dust	PR1 Dust Emissions Management Plan (Appendix 9 of EMS)	Low
Mud / Debris	Wheel wash & visual inspections	PR1	Low
Noise	Monitoring if required	PR1 Noise Impact Assessment and Management Plan (Appendix 9 of EMS)	Very Low
Pests, Birds and Other Scavengers	Will be considered with EA if required	PR1	Very Low
Litter	Will be considered with EA if required	PR1	Very Low
Fire	Documented Procedure	PR10	Very Low
Oil / Fuel Spills	Documented Procedure	PR11	Very Low

The Technically Competent Person shall, in consultation with the site manager, other relevant employees and information available, set Environmental Objectives / Targets on an annual basis. The objectives should specifically address environmental emissions and impacts associated with the site.

A plan should then be formulated to implement these objectives, to ensure that they are achieved and to ensure that any impacts are appropriately mitigated.

The object of the plan is to ensure that the site continually improves with regard to its Environmental Management. The plan shall be kept in Appendix 7.

An EMS review meeting should be held annually between the site manager and Technically Competent Person to review the EMS and to agree any required improvements to control and mitigate environmental impacts and emissions. An implementation plan for any improvements should be identified and the next year's objectives and targets should be agreed and noted.

Once improvements and changes have been agreed the Technically Competent Person shall incorporate any revisions into the revised EMS. This will include revised targets and objectives for the following year.

It is the responsibility of the Technically Competent Person to ensure that any improvements identified are implemented.

Prior to the annual EMS review the administrative staff shall compile the relevant forms, audit reports, observations and records as required by the relevant EMS procedures for the site manager and the Technically Competent Person to undertake the review. This meeting will cover the following items:

- Minutes of Last Meeting;
- Review of EMS Performance – Audit Results, Training, Incident / Complaints, Environmental Compliance and overall performance;
- Review of Environmental Emissions & Impacts Identification and Evaluation;
- Review of Environmental Objectives Progress;
- Legislation Requirements Review;
- Review of Environmental Policy and Health and Safety Policy;
- EMS Review;
- List of Actions.

The meeting shall be minuted and all actions arising must be clearly noted and assigned to someone who will be responsible for ensuring that actions are carried out within an agreed timescale. The minutes will be distributed to the site manager and Technically Competent Person and filed in Appendix 8. Objectives and targets will be filed in Appendix 7 as detailed in Section 6 of this document.

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APPENDIX 2

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