

**COMPANY**

**CONTRACT TITLE:**

**CONTRACT NO:**

**CONTRACT NAME / SITE:**

**ADDRESS**

**CONSTRUCTION ENVIRONMENTAL  
MANAGEMENT PLAN**

**Original Date:**

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**2. RECORDS OF APPROVAL, ISSUE AND AMENDMENTS**

**Environmental Project Plan Approval:**

	<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Plan compiled by:		SQE Manager		
Plan approved by:		Managing Director		
Plan approved by:		Technical Director		
Plan approved by:		Project Manager		

**Record of issue of Environmental Project Plan:**

Copy No.	Issued to	Location
1	EMS Coordinator	Head Office
2	Managing Director	Head Office
3	Client	Head Office
4	Project Manager	On Site
5	Building Director	Head Office
6	Main File	Head Office

**Record of Issue of Amendments:**

Amendment Ref. No.	Date	Description

**3. PROJECT / SITE DETAILS**

**3.0 Introduction**

This document describes how (COMPANY) shall manage and minimise the environmental impacts associated with this construction project. The specific details and requirements of environmental management shall be assessed during various site visits throughout the bid, construction and handover processes as well as from contract documents.

**3:1 Brief Description of Works**

Location Plan

## 4 ENVIRONMENTAL RISK ASSESSMENT

### 4.1 Company Risk Assessment

The generic environmental issues resultant from project operations with are identified and assessed in accordance with the EMS procedure EP01: Evaluation of Environmental Aspects and Impacts. See also the generic (company) Evaluation of Aspects and Impacts.

### 4.2 Site-Specific Risk Assessment

The environmental risks associated with the project are assessed at various stages from the initial bid through to handover and occupancy in accordance with Procedure: Project Environmental Plans. The pro forma Project Environmental Risk Assessment forms are used for this purpose.

Previous environmental assessment reports are attached – see appendix E.

Comments:

**Note - If no significant site-specific environmental risks have been identified, then generic instructions contained in the EMS Topic Guidance and Emergency Plan will apply.**

### 4.3 Applicable Environmental Permits and Consents

The (company) personnel responsible for the preparation of this Project Environmental Plan will complete the Applicable Legislation Checklist and specify which, if any, Consents, Permits, Licenses and Exemptions will be required during the course of the contract.

All activities will be planned in liaison with the Environment Agency / SEPA, the local Environmental Health Department and/or other interested statutory and non-statutory bodies as appropriate.

Copies of all correspondence, applications forms and consents / permits will be retained as site records – see the Records section below. Copies of such documentation will be forwarded / made available to the Client as stipulated.

Prior Consents required for this work include:

- Section 106 Agreement
- Section 61 Nuisance / Noise Consent from the Local Authority
- Prior Consent for Works Affecting Water Courses
- Prior Consent for Works near to designated nature reserves, SSSIs etc.
- Prior Consent to Abstract Water
- Prior Consent to Discharge to Controlled Waters
- Prior Consent to Discharge to Drains
- Registration of Exempt Waste Management Activities
- Hazardous Materials Storage Consent
- Scheduled Ancient Monuments Cons

(See EMS Topic Guidance Document: Permissions and Consents)

Other legal obligations that may require consideration during the course of the project include:

## 5. SCHEDULE OF KEY ACTIVITIES

The following is a list of the construction activities to be carried out:

- Set up site and welfare facilities
- Tree and shrub protection
- Erection of loading gantry and pedestrian walkway
- Selected demolition.
- Temporary earthworks support.
- Temporary internal propping
- Construction of underpins
- Diversion and construction of existing foul / surface water drainage.
- Bulk excavation
- Installation of water proofing system.
- Construction of lower ground floor slab
- Construction of Insitu concrete liner walls and vertical elements
- Fit out works

Works Programme.

Start date

*(E.g. Grab Lorry 8.5m (L) 2.5m (W) 2.4m (H); 2 visits per day; 20 minutes maximum dwell time).*

TASK	DURATION	Number of Vehicles per Day
Enabling / Demolition Works	Weeks	9 (5)
Underpinning and Piling	Weeks	11 (8)
Basement excavation 2 <sup>nd</sup> Stage underpinning	Weeks	10 (10)
RC Box back to LGF	Weeks	11 (8)
Superstructure to roof	Weeks	12 (8)
Fit Out	Weeks	7 (4)

**(x) Of which are HGV Vehicles (the number of vehicles a day is the maximum in any given day and on some days there will be less deliveries)**

Total: Construction weeks. Fit Out Weeks

Overall Duration = Weeks.

Site Hours will be

Monday – Friday 08.00 – 18.00

Saturday 08.00 – 13.00

No Sunday or Public Holiday working

**(Note we do not intend to work Saturdays but will notify neighbours and residents if the need arises).**

## 6 SITE SPECIFIC ENVIRONMENTAL ISSUES

This section outlines the general precautions to be adopted to minimise any adverse environmental impacts or nuisance effects that may arise from operations essential to the contract. Unless otherwise specified, the Project Manager or Contracts Manager will determine the frequency of specific mitigation activities.

## 6.1 Noise and Vibration

Where the area is likely to be highly sensitive to noise or vibration pollution, (company) shall obtain and comply with a prior Section 61 Consent from the local authority. Where required, the public will be notified of operations in advance and noise levels will be monitored to ensure that limits are not exceeded. Working routines and hours will reflect any sensitivity.

Good relations with the people living and working in the vicinity of the site operations are of particular importance. Noise can have a very disruptive effect on the lives of people particularly if it has an unpleasant tone or character, or if it persists over long periods of time. We have specific requirements under the Control of Pollution Act to control noise from our construction site. Local authorities are able to serve a notice on us should we be creating or be expected to create noise. Serving of such a notice in effect could restrict our hours of work, the plant and machinery used, and the maximum level of noise permitted. Refer to [Guidance on Noise and Application and Working Hours](#) for further information.

Noise and vibration mitigation techniques and procedures to be implemented.

- Where possible slabs and concrete structures will be diamond sawn into manageable sections to be removed off site and crushed at a recycling plant.
- Diamond drilling and hydraulic bursting will be used wherever possible to burst/split concrete in to sizes that can be removed from site.
- Where hand trimming of concrete structures is required this will be done with medium sized electric breakers (not compressors) to reduce the noise.
- All steel reinforcing will be cut and fabricated off site to reduce the cutting of steels.
- A number of acoustic panels will be kept on site so that screens/enclosures can be erected at different around areas of noisy works.
- Due to access restrictions and the size of the project there will be no large construction plant or equipment used on the project

### Plant to be used.

Electric powered conveyors

Mini excavators 1 & 2 ton

Mini Piling Rig (Bored piles not percussion)

Trailer Concrete pump (minimal usage brought to site and taken away the same day).

Electric power tools and equipment only.



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**Site-specific considerations:**

<b>Objective</b>	To appropriately manage noise during construction activities to minimise impact to workers, neighbours and community members.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. all significant noise generating activities will be undertaken between Mon-Sat 08.30am to 5.30pm	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. no complaints regarding noise from workers / neighbours / community members	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. noise monitoring program or complaint based monitoring	e.g. Site Manager	Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.2 Lighting**

Any security or other lighting that is erected during the course of the project shall be specified, located and directed in such a manner as to minimise any intrusion.

**6.3 Dusts and Air Pollution**

Vehicles and mobile plant shall be regularly maintained in order to minimise emissions. Vehicle movements will be kept to the minimum level required and site roads regularly cleaned to remove debris.

During any earthmoving operations or as needed, surfaces will be 'damped down' and stockpiles sprayed as necessary to reduce any wind-blown pollution or dusts. Odours will be minimised through correct management of wastes (covered skips, regular removal, etc.). No burning of waste or other materials is permitted on site.

Dust and Air Pollution mitigation techniques and procedures to be implemented.

- Cutting of reinforcing, steels and as much timber as possible will be carried out off where possible.
- Water spray dust suppression will be used on a daily basis not just on work activities but around the site and the construction area.
- All equipment and tools that can generate dust will have dust extractors/bags fitted if the type of equipment allows.
- It is not intended to form and stockpiles of loose materials or waste on site, everything will be delivered on a just in time basis and waste removed daily.
- Conveyors will be fully sheeted and water suppression set up and used on the belts to damp down materials being moved.
- A full time daily cleaning/sweeping programme will be implemented on this project to ensure that housekeeping across the site is 100%

Note - If there is a risk of asbestos dust, the Company Asbestos Policy and Procedures will apply.

Note – Due to the type of works and the confines of space at (address) there will be minimal plant and the dust suppression methods will be confined to localised areas of the site

**Site-specific considerations:**

<b>Objective</b>	To manage construction activities with the potential to impact on air quality		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. water carts will be used for dust suppression	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. no complaints regarding dust from workers / neighbours / community members	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. air quality monitoring program or complaint based monitoring	e.g. Site Manager	Throughout construction works

<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.4 Working in / near watercourses**

(company) will carefully plan and control any operations within watercourses or on floodplains to ensure that water quality, abstractions, flood defences and flow rates are not compromised in any way. The Environment Agency / SEPA, English Nature and any other interested body shall be notified in advance; prior consent obtained and complied with.

Any operations taking place within the watercourse will be carried out in the shortest possible time within a restricted area and with the minimum number of employees in the water at any one time to minimise the disruption of sediments. The width of the watercourse shall not be reduced without prior approval and permanent markers will be installed on both banks to identify the presence of any concealed works or services.

Note – There are no watercourses or flood plains near or within the area of the site.

**Site-specific considerations:**

<b>Objective</b>	To manage construction activities with the potential to cause contaminated soil.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. all chemicals will be stored in bunded, roofed areas with MSDS's kept nearby	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. no spills	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. chemical storage areas and spill kits will be inspected on a routine basis	e.g. Site Manager	Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.5 Preventing pollution of drains / watercourses / ground water**

(company) will endeavour to ensure that there is no pollution of drains, watercourses or groundwater as a result of its operations. Any operations at risk will be carefully planned and controlled; the Environment Agency / SEPA, the local water utility / sewerage undertaker and any other interested body shall be notified in advance, prior consent obtained and complied with.

The site foreman/supervisor is the responsible person who will normally supervise fuel, oil and chemical deliveries to prevent overfilling and to ensure the correct tank is used. All fuel, oil and chemical stores will be upon an impervious base with adequate secondary containment and spill kit provision. Refuelling, timber treatment, concrete works and vehicle / plant washing will be located in designated areas away from drains and watercourses

Note – All existing drains will be CCTV surveyed before and after the completion of the project.

Note – Any site pumping will be carried out under a Thames Water discharge licence and all pumping will be through a settlement tank.

**Site-specific considerations:**

<b>Objective</b>	To appropriately manage storm water and groundwater quality during construction activities		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. excavation of drains / settlement ponds	e.g. Site Manager	Prior to construction commencing
<b>Performance Indicators</b>	e.g. no untreated storm water leaving site	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. water quality monitoring program or complaint based monitoring		Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.6 Contaminated land**

Where contaminated land has already been identified or in the event that it is discovered during the course of the project, Procedure will apply.

Note – .

**Site-specific considerations:**

<b>Objective</b>	To manage construction activities with the potential to cause or disturb contaminated soil.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. no fill material will be imported to or removed from site	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. no evidence of contaminated soil on site	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. any contamination sampling	e.g. Site Manager / consultant	Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.7 Waste Management and Recycling**

(company) will endeavour to minimise the types and quantities of wastes arising from its site operations. The work shall be carried out by (company) a number of trade subcontractors engaged by and managed by (company). The subcontractors shall normally provide their own plant, labour and materials. (company). will work with the subcontractor to minimise waste and ensure correct disposal. (company) shall be responsible for disposal of any waste they generate from office and welfare facilities.

(company) will ensure that wherever economically feasible wastes will be recycled and not disposed to land fill. For example, recycled aggregates such as stones, sands and clays will be incorporated into the works. In a similar vein, Knight Build Limited will endeavour to maximise the use of sustainable resources such as timber (e.g. sourcing from temperate regions certified under the Forest Stewardship Council scheme), and minimise the use of non-renewable resources such as peat in soil conditioners.

Where recycling is not a realistic option, (company) will also ensure that all its waste materials are managed correctly and in accordance with the Duty of Care:

- Wastes will be segregated wherever practical and stored under suitable conditions
- All wastes arising shall be transferred to a licensed waste carrier, processor or disposal site and documented correctly through Waste Transfer Notes.
- A waste management plan, see Appendix D, will identify the likely generators of waste, the type of waste and the method of disposal:

**Site-specific considerations:**

<b>Objective</b>	To appropriately manage waste during construction activities.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. Appropriate waste receptacles will be provided on site	e.g. Site Manager	Prior to works commencing
<b>Performance Indicators</b>	e.g. No waste deliberately or unintentionally released	e.g. Site Manager	Throughout remediation works
<b>Monitoring</b>	e.g. Waste receptacles will be inspected daily and emptied weekly	e.g. Site Manager	Throughout remediation works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to Department of Environment and Heritage Protection	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

See Section 11 –Waste Management Strategy

**6.8 Traffic**

(company) will plan traffic movements to minimise the number of vehicles arriving and departing to and from the site, ensuring use of designated routes and timing movements in a sensitive manner. Wherever possible off-site parking will not be permitted and both site and access approach roads will be periodically inspected to determine levels of dust, debris, surface damage and congestion. Remedial actions will be implemented as necessary.

**Site-specific considerations:**

<b>Objective</b>	To manage traffic movements to minimise the number of vehicles arriving and departing to and from the site		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	All traffic movements must be as per the approved RBKC CTMP	Site Manager / Contracts Manager	Prior and during the works
<b>Performance Indicators</b>	Construction vehicles turning up at the correct times and one at a time	Site Manager / Contracts Manager	Throughout construction works
<b>Monitoring</b>	Regular review of the CTMP and the requirement of construction vehicles to site.	Site Manager / Contracts Manager	Throughout construction works
<b>Reporting</b>	Weekly reports to Clients team and senior management	Site Manager / Contracts Manager	Throughout construction works
<b>Corrective Actions</b>	All drivers and suppliers not abiding by the CTMP are to receive written warnings and then removed from the project if they do not improve.	Site Manager / Contracts Manager	Throughout construction works

**6.9 Protection of wildlife, ecology, flora and fauna**



(company) will ensure that operations involve the minimum disruption to wildlife and habitats. There will be no removal of vegetation other than fallen trees from or adjacent to any watercourse unless otherwise agreed with the client or other interested parties. There will be no attempt to remove or reduce aquatic weed between May and August and cut vegetation shall be prevented from entering any watercourse.

Any special habitats such as bordering nature reserves or SSSIs will be respected and suitable controls put in place to avoid disruption to any protected species, nesting birds etc. Relevant prior consent will be obtained from the appropriate nature conservation bodies (e.g. English Nature, Scottish Natural Heritage, and Countryside Council for Wales). In addition, due consideration will be given to any Tree Preservation Orders and any trees / ancient hedges within designated conservation areas.

In the event that there are any ‘invasive’ species on site (such as Japanese Knotweed, Giant Hogweed, etc), suitable control/destruction/disposal procedures will be applied.

**Site-specific considerations:**

<b>Objective</b>	To appropriately manage construction activities with the potential to disturb flora and fauna.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. No marine or terrestrial vegetation will be disturbed without prior approval	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. No injury / harm to local flora and fauna	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. Visual monitoring	e.g. Site Manager	Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager	e.g. All staff	Throughout construction works
	e.g. Any reporting to regulators	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**6.10 Archaeological remains**

(company) will liaise with the appropriate bodies with regard to the protection of any listed buildings, conservation areas, or other historical or archaeological features (e.g. Scheduled Ancient Monument consents).

In the event that any damage occurs to such a feature, or that a discovery is made, the incident reporting procedure shall be applied (see above).

**Site-specific considerations:**

<b>Objective</b>	To appropriately manage construction activities with the potential to disturb / uncover cultural heritage sites / artefacts.		
<b>Actions</b>	<b>Requirements</b>	<b>Responsibility</b>	<b>Timing</b>
	e.g. All contractors will be educated on their cultural heritage duty of care	e.g. Site Manager	Throughout construction works
<b>Performance Indicators</b>	e.g. No cultural heritage artefacts uncovered	e.g. Site Manager	Throughout construction works
<b>Monitoring</b>	e.g. Visual monitoring	e.g. Site Manager	Throughout construction works
<b>Reporting</b>	e.g. reporting to site manager and PBPL	e.g. All staff	Throughout construction works
	e.g. Any reporting to regulators	e.g. PBPL	Throughout construction works
<b>Corrective Actions</b>	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**7 ORGANISATION AND RESPONSIBILITIES**

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## 7:1 Project Organisation Chart

Environmental Design Implementation:	Team Member
Develop Environmental plan:	
Implement Plan:	Project Manager
Review Plan:	Project Manager
Monitor Plan:	
Risk Assessments:	
Waste Management:	Site Management
Complaints Monitoring:	Site Management
Sub-Contractors Environmental Compliance:	Site Management
Collation of Project EMS records:	

## 7.2 Key Responsibilities:

### 7.2a) Preparation and Development of the Project Environmental Plan

It is the responsibility of the appointed Health, Safety & Environment Manager to prepare and develop the plan. The plan shall be reviewed every month taking account of the forthcoming work activities, information received from sub-contractors and any incidents which have occurred.

### 7.2b) Implementation

It is the responsibility of Site Management to implement the controls and procedures required by the plan.

### 7.2c) Monitoring

It is the responsibility of the Project or Contracts Manager to monitor the effectiveness of the control measures within the plan. In addition to the daily supervision and (unrecorded) inspections of the site, the Site Manager will carry out a (weekly) inspection and record any findings on the pro forma Site Environmental Inspection Report. These will be considered in the monthly project reviews.

Site inspections by the appointed Health, Safety & Environment Manager, internal EMS audits and the bi-monthly Safety Tour will also contribute to the monitoring of site environmental performance.

### 7.2d) Incident Reporting

(company) shall endeavour to avoid any environmental incidents. It is the responsibility of the Site Manager to ensure that all incidents are duly reported in accordance with procedures. This shall be done using form. The reporting structure shall ensure that the incident is investigated and that any changes to operations or methods are carried out in a timely manner. Client requirements for reporting incidents will supplement the Company protocols.

## **8 MANAGEMENT OF SUBCONTRACTORS /SUPPLIERS**

Subcontractors shall be advised when tendering for work that they shall be responsible for disposal of their own waste and that they should make allowance in their tender for so doing.

Subcontractors shall return with their tender a Sub-Contractors Waste Management Enquiry. This shall give details of the waste that they expect to produce and the method of disposal.

Sub-contractors will submit suitable methods of work to address the risks identified in the Risk Assessment for evaluation by (company), prior to works commencing.

(company) will monitor the segregating and disposing of waste materials by sub-contractors to ensure that they comply in all respects with the agreed proposals set out in method statements.

## **9 OBJECTIVES AND TARGETS**

The Company will maintain an open dialogue with any Statutory or NonStatutory Bodies that have an interest in the site; all method statements and project plans will be submitted as required and any concerns will be taken into account. As necessary, the public and neighbouring businesses will be informed in advance about activities that affect them.

Project specific objectives and targets will normally be finalised by the Managing Director and Project Manager upon contract commencement, taking due account of both Client requirements and (company) environmental objectives:

**A. Avoidance / minimisation of environmental nuisance:**

Noise, Dust, Vibration and Fume

**B. Protection of surface and ground waters against pollution:**

Identify surface drainage, mark and protect

**C. Waste management / minimisation:**

Recycle where possible, control, minimise and segregate

**D. Contaminated land:**

Geotechnical surveys, act upon recommendations

**E. Flora and fauna:**

**F. Other (specify):**

**10 EMERGENCY PLANNING**

(company) will ensure that suitable plans are developed to respond to any potential emergency situations and to minimise any adverse environmental impacts associated with them. Such measures will include the supply of appropriate means for fighting fires, spill kits and personal protective equipment to a level commensurate with the risks.

A site specific Emergency Plan has been developed and will apply to the project. Where site conditions require a more rigorous approach the Project Manager and appointed Health, Safety & Environment Manager are responsible for revising the Emergency Plan accordingly

**11 WASTE MANAGEMENT STRATEGY**

### **11.1 Site waste strategy**

This waste's arising from operations on this site will be managed in the best manner allowed by site conditions. The following applies:

Segregation of waste materials, ensure compliance of waste transfer and that of the EPA. Waste carriers licence, registration and tip licence to be sought.

### **11.2 Procurement**

Waste producing subcontractors shall return with their tender a Sub-Contractors Waste Management Enquiry - see Appendix C. This shall give details of the waste that they expect to produce and the method of disposal. Where possible, this should be quantified.

### **11.3 Site waste plan**

(company) and subcontractor personnel will comply with the requirements of the site waste plan.

## **12 SITE PROCEDURES**

### **12.1 Site Communications**

### **12.2 Complaints / Compliments**

All complaints and compliments received shall be dealt with in accordance with procedure contained within the Quality Procedures Manual.

## **13 ENVIRONMENTAL TRAINING**

### **13.1 Induction**

(company) and subcontract staff will receive an environmental orientation brief upon arrival on the site (introduction to site procedures and layout, key environmental controls and emergency provisions, etc.)

### **13.3 Tool-Box Talks**

As the project progresses, the site environmental manager or a suitable nominee will conduct "tool-box talks" on relevant issues (see agenda attached to Environmental Guidance Notes).

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**14 ENVIRONMENTAL RECORDS**

Staff environmental awareness / training records

Site drainage plans (colour coded – Surface, Foul & Combined)

Prior Consents:

- Section 106 Agreement
- Nuisance Consent form Local Authority
- Prior Consent for Works Affecting Water Courses
- Prior Consent to Abstract Water
- Prior Consent to Discharge to Controlled Waters
- Prior Consent to Discharge to Drains
- Registration of Exempt Waste Management Activities
- Hazardous Materials Storage Consent
- Protected species / protected areas /  
Archaeological remains

List of Subcontractors / contacts (see Project Directory)

Details of Subcontractors' Authorisations:

- Waste transport
- Waste treatment / disposal
- Asbestos
- Gas / CORGI
- Ozone-depleting substances
- Waste Transfer Notes / Consignment Notes
- Waste volume by type
- Air emissions
- Noise level measurements
- Effluent measurements
- Electricity / fuel usage
- Water usage
- Environmental Complaints
- Incident Investigation Reports
- Notices served (e.g. Section 60 Abatement Orders)
- Health and Safety & Environmental Inspections

**APPENDIX A**

**EMERGENCY CONTACTS**

**Environmental Agency**

**Regional Office** 0800 807060

**Environmental Agency**

Emergency Hotline 0800 807060

Local Authority Emergency Response: TBC

Fire: 999

Police: 999

Local Hospital 999

Gas Company: 0800 111999

Electricity Company: 0800 0962255

Water Company: 0845 9200888

Waste Hauliers: TBC

Clean Up Contractor:

Other (list): N/A



**APPENDIX C**

**SUBCONTRACTORS WASTE MANAGEMENT ENQUIRY**

**Subcontractors Name: TBC**

**Date**

**Scope of Works**

(E.g. topsoil strip, bulk excavations, landscaping)

**Schedule of likely waste streams**

<b><u>Description of waste</u></b>	<b><u>Classification</u></b>	<b><u>Responsibility for Disposal</u></b>
------------------------------------	------------------------------	---

E.g. – subsoil and rock	Inert	
E.g. – timber, cardboard, plastic etc	Active	
E.g. – aerosol cans, solvents etc	Special	

**Waste Carrier Details**

For materials disposed of by the subcontractor, details of waste carrier should be provided, including registration details.

**Landfill Details**

For materials disposed of by the subcontractor, details of Disposal and /or Transfer station should be provided, including license number

**Waste Reduction Measures**

What proposals can the subcontractor make that will reduce waste, promote re-use and recycling.

**APPENDIX D**

**Example of Waste Management Plan**

<b>Waste Generator</b>	<b>Type of Waste created</b>	<b>Waste Category</b>	<b>Waste Carrier Name/ registration</b>	<b>Waste Destination (Site/licence details)</b>
(company)	Food Waste Paper Spent Containers Cleaning Products Photocopier/fax toner Aluminium cans Mobile WCs “Sharps” First Aid/Hygiene Waste	Active Special Special Special Active Special Special Special		Registration number and expiry date
Ground Contractors	Timber Concrete Empty paint Aerosols Paper Spent Containers Cleaning Products Sub-Soil Top-Soil	Active Inert Special Active Special  Inert Inert		
Steelwork Contractor*	Scrap Metal Timber Spacers Cardboard Packaging	Active Active Active		
Roof Cladding Contractor*	Cardboard Packaging Timber Packing Polythene Wrapping Expanded Polystyrene Packing Scrap Steel	Active Active Active Active Active		
M&E Contractor*	Scrap Metal Cardboard Packaging Polythene Wrapping Cables	Active Active Active Active		
Masonry Contractor*	Polythene Wrapping Brick/Blocks Cement Bags Mortar	Active Inert Active Inert		

**Waste Minimisation**

All projects will implement the waste hierarchy:

**ELIMINATE > REDUCE > RECYCLE > DISPOSE**

Where waste is produced it should be recycled unless technically and economically not feasible.

If disposal is the only choice then the project must select the disposal option that avoids or reduces an impact on the environment.

**APPENDIX E**  
Environmental Risk Assessments

The project Environmental Risk Assessment considers the aspects and impacts for the project and is retained in the project file. This document will be reviewed throughout the project when significant changes to the work operations take place.

ASPECTS		IMPACTS
Waste Production	- +	Dispose to Landfill
On-Site Power Generation	- +	Emission / Noise / Global Warming
Spillage of Oils / Chemicals	- +	Water / Ground Pollution
Noise & Vibration	- +	Structural / Social Disruption
Landscaping	- +	Improved / degraded Habitat
Demolition: Releases to land – Dust spread on land	- +	Dust / Health nuisance to site operatives / neighbours
<b>DEFENITIONS-ISO 14001:2004</b>		
<b>ASPECT</b> is given : ‘element of an Organization’s activities or products or services that can interact with the environment’		<b>IMPACT</b> is given as: ‘any change to the Environment, whether adverse or beneficial, wholly or partly resulting from an organization’s environmental aspects’

(company) recognises that waste management and the storage / handling of fuels are high risk activities and therefore will be managed with the utmost importance

The interaction between elements of the (company) Construction Environmental management system and the site specific Environmental Management Plan are shown below

**APPENDIX E**

**Schedule of Forms**

**ENVIRONMENTAL INCIDENT INVESTIGATION  
REPORT**

Contract:	Contract No:
Works involved:	
Location of incident:	
Date of incident:	Time of incident AM/PM
Type of incident:	
Potential severity:	<input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor
Probability of recurrence:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Description of how incident occurred:	
Use space to sketch site is necessary	

Immediate causes: what unsafe acts or conditions caused the event?

Secondary causes: what human, organisational or job factors caused the event?

Remedial actions: recommendations to prevent recurrence:

Signature of investigator:

Date:

Name:

Position:

Follow up action/review of recommendations and progress:


Signature of reviewer:	Date:
Name of reviewer:	Position/Title of reviewer:

**PRE-START CHECKLIST**

<b>Project:</b>	<b>Contract Number:</b>	
<b>Check List</b>	<b>Actions &amp; Comments</b>	<b>Action Date</b>
Has proposed development received planning consent? Conditions known and planned for? If not: <ul style="list-style-type: none"> <li>• Pre-submission discussions with planning authority?</li> <li>• Application form completed?</li> <li>• Supporting plans / statements complete?</li> <li>• Fees paid?</li> </ul>		
Is an EIA study required? If so: <ul style="list-style-type: none"> <li>• Pre-submission discussions / scope agreed?</li> <li>• Specialists appointed?</li> <li>• Consultations held?</li> <li>• Statement prepared?</li> </ul>		
Is site is contaminated? Desk top study then if possible contamination: <ul style="list-style-type: none"> <li>• Specialists appointed?</li> <li>• Risk assessment / intrusive studies carried out?</li> <li>• Contractual apportionment of liability?</li> </ul>		
Is Waste Management License needed? If so: <ul style="list-style-type: none"> <li>• Application form complete?</li> <li>• Fees paid?</li> <li>• Exemption from landfill tax obtained?</li> </ul>		
Will site qualify for a WML Exemption? If so: <ul style="list-style-type: none"> <li>• Discussion with EA / SEPA?</li> <li>• Registration of exempt activity confirmed?</li> </ul>		
Have wastes/costs been calculated, approved contractors identified and license details obtained? If so: <ul style="list-style-type: none"> <li>• Waste plan produced? Sufficient?</li> </ul>		
New / amended Discharge Consent to controlled waters required? If so: <ul style="list-style-type: none"> <li>• Application form completed?</li> <li>• Fees paid?</li> </ul>		
New / amended Trade Effluent Consent required? If so: <ul style="list-style-type: none"> <li>• Sewerage undertaker notified?</li> <li>• Fees paid?</li> </ul>		
Project Environmental and Emergency Plans drafted and approved? If so: <ul style="list-style-type: none"> <li>• All site-specific issues identified (drainage plans, watercourses, hazards)</li> <li>• Potential contingencies planned for?</li> <li>• Fire-fighting and spill kits provided</li> <li>• Personnel trained?</li> </ul>		
Adequate insurance cover arranged for duration of contract (and after completion of work where contractually required)?		

Signed:  
Print Name:

Date:  
Position:

**WEEKLY ENVIRONMENTAL INSPECTION**

<b>Project:</b>	<b>Contract Number:</b>	
<b>Check List</b>	<b>Actions &amp; Comments</b>	<b>Action Date</b>
Environmental Policy Statement displayed and up to date?		
Project Environmental Plan available and up to date re current phase of works?		
Site Emergency Plan available and complete with contact numbers?		
Necessary Prior Consents available and complied with?		
Contaminated land / asbestos plans in place and effective?		
Fire precautions in place and in good condition?		
Spill kit(s) available and replenished?		
Wastes being segregated and stored in line with Site Waste Management Plan?		
Waste transfer records complete?		
Fuel and oils properly stored with secondary containment?		
Chemical stores satisfactory?		
No excessive noise or vibrations?		
No dusts, odours or other air pollutants?		
Work in /near water properly managed?		
No evidence of pollution to land, drains or watercourses?		
No traffic / parking problems?		
No issues re nature or heritage?		
Complaints / incidents being dealt with effectively?		
Other comments?		

Signed:

Date:

Print Name:

Position:

**PRE-HANDOVER CHECKLIST**



Project:	Contract Number:	
Check List	Actions & Comments	Action Date
Are there any long term environmental liabilities: <ul style="list-style-type: none"> <li>• Contaminated land?</li> <li>• Presence of hazardous/deleterious substances?</li> <li>• Pollution of controlled waters?</li> <li>• Invasive species?</li> </ul>		
Are there any permits or consents that need to be transferred or surrendered upon handover: <ul style="list-style-type: none"> <li>• Discharges to controlled waters?</li> <li>• Trade effluent consents?</li> <li>• Waste management licencse / exemptions?</li> <li>• Other?</li> </ul>		
Are there any outstanding complaints or abatement orders that are still to be resolved? Details:		
Copy of Project Environmental Plan and other supporting documentation available for handover? <ul style="list-style-type: none"> <li>• Copies of licenses, permits and agreements</li> <li>• Residual environmental liabilities / risks</li> <li>• Complaint log</li> <li>• Installed equipment operating instructions, logs and commissioning reports (boilers, lifts, etc.)</li> </ul>		
Site inspection: <ul style="list-style-type: none"> <li>• Clean and tidy / general housekeeping</li> <li>• No signs of pollution or contamination in drains, watercourses or on land</li> <li>• Waste storage area acceptable • KBL property removed</li> <li>• No lasting adverse effects on wildlife, ecology or heritage features?</li> </ul>		

Signed:

Date:

Print Name:

Position:

## SITE ENVIRONMENTAL RISK ASSESSMENT

Form EP07-B		ENVIRONMENTAL RISKS AND OPPORTUNITIES ASSOCIATED WITH ACTIVITY													
ACTIVITY	Dust And Emissions	Noise	Vibration	Emissions & odours	Pollution of water courses	Pollution of ground water	Ground contamination	Archaeology	Wildlife & countryside	Wastes arisings	Recoverable materials	Use of energy	Use of water	Use of raw materials	Others (state)
Guidance Ref.															
Site survey	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Site set up	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	✓	N/A	✓	✓	✓	
Site clearance	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	
Demolition	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	
Asbestos removal	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	✓	N/A	✓	✓	N/A	
Waste removal & disposal	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	
Piling	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	
Groundwork's	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	
Drainage	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓		✓	
Concrete Activities	✓	✓	✓	✓	N/A	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	
Structural Erection	✓	✓	✓	✓	N/A	✓	N/A	N/A	N/A	✓	✓	✓	✓	✓	
Brickwork	✓	✓	✓	✓	N/A	✓	N/A	N/A	N/A	✓	✓	✓	✓	✓	
Cladding including windows	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Roads & kerbs/external works	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Services-electrical	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Services-mechanical	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Roofing	N/A	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓	
Internal partitions	N/A	✓	✓	✓	N/A	✓	N/A	N/A	N/A	✓	✓	✓	✓	✓	
Ceilings	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Carpentry & joinery	N/A	✓	✓	✓	N/A	✓	N/A	N/A	N/A	✓	✓	✓	✓	✓	
Floor finishes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Decorations	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Personnel, transport to/from site	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓	

## **Relevant Legislation**

### **General**

Environment Agency Pollution Prevention Guidance Notes  
Planning Policy Guidance Notes Town and Country Planning Act 1990 Planning and Compensation Act 1991  
BS 6187: 2000 Code of Practice for Demolition ISO 14001

### **Vehicle Movements** Highways Act 1980

Road Traffic Regulations Act 1984

### **Noise and Vibration**

Environmental Protection Act 1990 (especially Sections 79- 82) Control of Pollution Act 1974 (especially Section 60)  
BS 5228-1:2009 and BS 5228-2:2009, - Noise and Vibration Control on Construction and Open Sites  
BS 7385-2:1993 Evaluation and Measurement for Vibration in Buildings. Part 2 Guide to Damage Levels from Ground borne Vibration  
BS 6472:2008 Guide to Evaluation of Exposure to Vibration in Buildings (1Hz - 80Hz) Noise and Statutory Nuisance Act 1993 Noise at Work Regulations 1989

### **Air Quality**

Environment Act 1995  
Air Quality (England) Regulations 2000  
Building Research Establishment draft Code of Practice on Controlling Particles from Construction and Demolition (2000)  
DEFRA (2001) UK Air Quality Strategy, HMSO, London Clean Air Act 1993  
The City of London Air Quality Strategy 2011-2015

### **Smoke and Fume Nuisance**

Noise and Statutory Nuisance Act 1993