

BRE SMARTWaste Plan: SWMP template -

This template will form the basis of the site waste management plan which will be developed as the scheme progresses. Waste and Reduction Action Programme (WRAP) guidance will also be used where applicable.

Project information

Project name

Project Location

Project cost (estimated)*

Floor area (m²)

Project start date Year

Project end date Year

The new project is locatedThe neighbouring properties are all residential. The Site location (description). Access to the site.....

Client

Principal Contractor

Version Number and Date	

** The cost should be the price of the accepted tender, if there is no tender then it should be the estimated cost of labour, plant, materials, overhead and profit but exclude VAT.*

Preparing your plan



1. Responsibilities

	Name	Company	Company Type (e.g. Client, Designer, Principal Contractor)	Contact details
Who is responsible for drafting the SWMP?			Lead Consultant	
Who is responsible for implementing the SWMP?	Project Manager (TBA)		Principal Contractor	
Who is the waste champion?	TBA		Principal Contractor	
Who is the person in charge of the project?			Clients Rep.	

Where will this SWMP be kept? (a copy should be on site)

Electronic based document

Paper based document

Declaration statement: We agree that the 'Client' and the 'Principal contractor' will take reasonable steps to ensure waste duty of care is complied with, materials are handled efficiently and waste is managed appropriately. **Signature**

Print name

Date



Preparing your plan

2. Waste minimisation

Use the table below to record decisions taken before the plan was drafted on the nature of the project, design, construction methods and materials to plan waste minimisation i.e. reducing the amount of waste produced

Type	Waste Minimisation decision taken	By whom	Intended results
Trees	Recycle	Contractor	Re-use of material in other wood products.
Spoil from excavations	Re use	Contractor	Backfill under ground floor slab. Th make up levels to sports pitches.
Envelope (including Concrete and steel)	Reduction in site waste	Contractor	External walls will include section of dry wall construction which will be made off site. Concrete from quality local supplier. Steel recycled in skips on site.
Heart space roof	Re cycle	Specialist contractor	The ETFE roof material can be recycled
Dry wall construction	Recycle	Contractor	Recycling of material on site.
Top Soil	Re use	Contractor	If space is available store on site for reuse. If removed from site re use on approved site.
General Building Waste	Reuse and recycling	Contractors	Segregate waste & dispose of in skips by specialist sub-contractor.
Plaster Board	Recycle	Contractor	Recycling of plaster board by manufacturer.
Food waste	Waste	Contractor	Remove from site by licensed carrier.



Paper	Recycle	Contractor	Segregated selection and recycling.
Timber	Recycle	Contractor	Segregation of waste. Re-use of material in other wood products.

Preparing your plan

3. Forecast

Estimate the types and amounts of waste you expect to generate on this project.

Work Package (if known)	Subcontractor (if known)	Type of waste (as a minimum this should be inert, non-hazardous)	Estimate amount (m ³ or tonnes)
Ground works		Spoil	
Carpentry		Timber	
Dry Liner		Plasterboard	
Site Catering		Food Waste	
Sealant		Hazardous materials – mastic tubes	
All		General building waste	



If you do not know then you can use benchmarks to predict you waste; which are available on

<http://www.smartwaste.co.uk/page.jsp?id=37>



Overall target						
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Sections 1-4 should be completed before construction work commences onsite; the client is responsible for the SWMP before construction work commences



5. Duty of care

It is mandatory to include Duty of Care in your SWMP. The client and principal contractor must take reasonable steps to ensure waste duty of care and materials are handled efficiently, and waste is managed appropriately.

Please use the table to log relevant details:

Waste Management Contractor Name	Waste Management Contractor Address	Waste carrier license number; date of issue and expiry	Waste management license number, date of issue and expiry	Waste Transfer notes storage location

Have you registered with the Environment Agency as a hazardous waste producer?

Yes No

If yes, please provide your hazardous waste registration number; date of issue and expiry

If further assistance is needed to find local waste management contractors use BRE's free online tool at www.bremap.co.uk
For more information on Duty of Care and Hazardous Waste go to: www.netregs.gov.uk



Implementing your plan Implementing your plan

6. Waste Records

It is mandatory to record the identity of the person removing the waste (i.e. waste management contractor), types of waste removed and where the waste is being taken to and if it has a waste management license or exemption and the waste carrier registration number. Links or references should be provided to waste transfer notes and hazardous waste consignment notes

Please use the table to log relevant details:

Date waste removed	Type of waste	Who removed the waste	Site the waste has gone to	Does the site have a license or an exemption?	Waste Carrier License Number	Evidence e.g. waste transfer note location/reference



7. Waste Log

It is mandatory to record at least every six months the type and quantities of waste produced and what has happened to this waste. You will need to obtain information from your waste management contractor. It is recommended that you use a measurement system such as SMARTStart which is part of SMARTWaste Plan. Please use the same definitions as you have done in Step 4 (defining your waste management options)

You can use this table to update your records

Date:		Quantity m ³ or tonnes (delete as appropriate)						
Type of waste	Re-use on site	Re-use off site	Recycling on site	Recycling off site	Recovery on site	Recovery offsite	Sent to landfill	Other disposal



Implementing your plan



8. Training / communication

Training

Everyone on site should receive relevant training which should include:

- The SWMP
- Roles and responsibilities
- Waste procedures on site
- Hazardous waste
- Duty of care / responsibilities
- Materials storage
- Roles and responsibilities

What forms of training are you using on site? (please tick all that apply)

- Induction Tool box
 talks
 Work shops
 Other (please state)

Do you have a training log? Yes

No

If no, please use the attached table to create a training log

If yes where is it kept?

Communication

How are you communicating the SWMP on site? (Please tick all that apply) Meetings

- Posters
 Feedback from staff
 Other (Please state)

12



Implementing your plan

Sections 5-9 should be completed during the construction project, this is the responsibility of the principal contractor



Reviewing your plan

10. Actual versus forecast waste

It is mandatory to compare the estimated quantities with the actual quantities. Waste type and forecast amount will need to be copied from the forecasts in step 3 and the actual quantities will need to be calculated and entered (from step 7). You can also compare the waste management routes

You can use this table for the comparison

Type of waste	Total waste estimated	Quantity m ³ or tonnes (delete as appropriate)							
		Re-use on site	Re-use off site	Recycling on site	Recycling off site	Recovery on site	Recovery offsite	Sent to landfill	Other disposal



Reviewing your plan

11. Completion review

This section must be filled in within 3 months of the work being completed on this project (i.e. project finish) :

We confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated

Signature

Print name

Date

This stage is designed to help you evaluate the success of your SWMP, and to identify key 'lessons learnt' to use on your future projects, it is helping you strive for continual improvement.

Please explain any deviation from the original plan:



Reviewing your plan

11. Completion review continued

Please review how successful you believe the implementation of the SWMP was:

If project value in excess of £500,000 estimate of cost savings achieved:

£

Actions planned for next project:



Sections 10 – 11 should be completed within 3 months of the project finishing, this is the responsibility of the principal contractor

This plan should be kept at either the principal contractor's place of business or at the site of the project for 2 years

