

Which?

Site Waste Management Plan

2 Marylebone Road

& 1- 9 Albany Street

London NW1 4DF

Which?

INTRODUCTION

The site waste management plan (SWMP) should be read in conjunction with the Construction Management Plan (CMP). The SWMP should be kept onsite of the approved works readily available for inspection at the request of an Authorized Officer of the London Borough of Camden Council.

This SWMP and CMP shall be reviewed as necessary and all revisions shall be signed and dated in an addendum format forming part of the original Construction Management Plan.

The SWMP shall contain the following information:

- Name and address of the main contractors company;
- Address where the main contractors company accept receipt of legal documents;
- Full contact details of main office and of the site for the proposed works;
- Full contact details including name and telephone number of the Site and Project Manager;
- The contents of the SWMP shall provide full details on the : -
 1. How these operations are intended to be carried out and its timescale from starting date to its completion;
 2. Mitigation measures to be incorporated during the works to prevent noise and disturbances, creation of dust nuisance and prevention of rodent spreading out from the site;
 3. Monitoring of noise and dust levels;
 4. Abatement techniques to prevent noise and dust nuisances;
 5. Community liaison.

TIME OF OPERATIONS

Time of operations and ancillary works which are audible at the site boundary shall be carried out between the hours specified in the CMP that apply to this site.

Mon - Fri 0800 - 1700

Saturday 0800 - 1200

Sunday/Bank Hols: No Work permitted

Noisey Works 1000 - 1400 Only

NB The above are the Crown Estate Paving Commission (CEPC) working hours

NOISE OPERATIONS

Any noisy operations outside the standard hours cannot be undertaken without prior written approval of the Local Authority. The permitted times of working may be reduced in the case of noisy schedules

NOISE AND NOISE ABATEMENT TECHNIQUES

The quietest and newest vehicles /plant and waste management machinery shall be used at all times. All vehicles and mechanical handling plant used for the purpose of the waste management shall be fitted with effective exhaust silencers, shall be maintained in good and efficient working order and operated in such a manner as to minimize noise emissions.

The Best Practical means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, shall be employed at all times to reduce noise from the waste disposal activities (including vibration) to a minimum, with reference to the general principles of British Standard BS5228: 2009.

MONITORING NOISE LEVELS

The main contractor shall carry out prediction/s of noise and vibration levels before any waste management work is carried out on site. These predicted noise and vibration levels shall be registered in the Construction/Deconstruction Management Plan.

Noise attenuation screening is to be used if deemed appropriate and noise monitoring to be carried out at the start and at regular intervals during each task period. Any mobile screens shall have sufficient mass so as to be able to resist the passage of sound across the barrier and be free of significant holes and gaps between or under any acoustic panels or board materials as far as reasonably practical.

Noise monitoring shall be undertaken using a combination of semi-permanent (continuous) and attended monitoring methods. The locations of the semi-permanent (continuous) and attended monitoring and the frequency of the sampling have previously been agreed with London Borough of Camden in writing.

Where the measured noise levels are more than 3 dB (A) above predicted noise levels or in the event of a complaint of noise an investigation shall be carried out to ascertain the cause of the exceedance for the complaint and to check that Best Practicable Means are being used to control the noise in accordance with the steps set out in the application for prior consent. Noise levels shall be reduced further if it is reasonably practicable to do so.

DUST LEVELS

The Waste Management Plan and CMP shall identify all the dusty operations resulting from the waste management plan and establish the best available techniques required to control dust emissions. Any dusty operations shall be recorded in the Fugitive dust emissions record and should be prevented whenever practicable. When this is not practicable emissions should be controlled at source. Examples include correct storage and organizing the process in such a way as to avoid spillage, and maintain high standards of internal and external housekeeping.

Consideration should be given to the siting of any aggregate or materials stockpiled, based upon such factor as the prevailing winds, proximity of site boundary and proximity of residents. The minimization of drop height is very important in the stockpiling to reduce wind whipping of particulates. The main principles for preventing dust emissions are containment of dusty processes and suppression of dust using water or proprietary suppressants.

Where there is evidence of any airborne dust from the works and building construction/deconstruction activities from the site, the main contractor should make their own inspection and assessment, and where necessary undertake ambient monitoring with the aim of identifying those process operations giving rise to the dust. Once the source of the emission is known, corrective action should be taken without delay.

Effective preventative maintenance should be employed on all aspects of the construction/deconstruction works including all plant, vehicles, buildings and the equipment concerned with the control of emissions to air. Important management techniques for effective control of emissions include; proper management, supervision and training for process operations; proper use of equipment; effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air; and it is good practice to ensure that spares and consumables are available at short notice in order to rectify breakdowns rapidly. This is important with respect to arrestment plant and other necessary environmental controls. It is useful to have an audited list of essential items.

RODENT CONTROL

Where the site has been previously developed the contractors shall take the necessary measures to ensure proper control of rodents.

28 days prior to any building works being carried out the contractors shall submit a method statement on how the dispersion of rodents will be controlled during any stage of the building deconstruction works. The method statement shall be forwarded to the Local Authority Building Control Services for their approval. Regard shall be had to Part H of the Building Regulations (Drainage & Waste Disposal).

COMMUNITY LIASON

Contractors shall keep residents and others informed about unavoidable disturbances such as from unavoidable noise, dust, or disruption of traffic. Clear information shall be given well in advance and in writing.

At all sites a Contact Board shall be displayed prominently; this is to ensure that problems can be rectified quickly, and that residents and others can channel their questions and complaints to a member of staff who is designated and has the authority to take action.

All Contact Boards shall include the following materials:

1. The title "Contact Board"
2. Name of the main contractor, address and person to whom correspondence should be addressed.
3. Name of the site manager.
4. Month and year of completion of works.
5. Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.

Occupiers in the vicinity who may be affected by noise from these works shall be notified of the nature of the works, a contact name, telephone number (including that to be used outside normal working hours), and address to which any enquiries should be directed. Such notification shall take place, where possible within, 2 weeks but, in any event, at least a week prior to the works commencing.

The applicant shall ensure that a staffed telephone enquiry line is maintained at all times when site works are in progress to deal with enquiries and complaints from the local community. The telephone number (and any changes to it) shall be publicized widely in the local community affected by the works. It shall be notified to the Noise and Licensing Enforcement Team on 0207 974 4444

Should noise /vibration/dust complaints arise from the removal of waste from construction building works, these complaints must be recorded in a complaint's register and be made available to the Local Authority, if requested. The complaint register shall provide information on day, time, details of complaint, details of monitoring carried out and any additional mitigation works.

Should complaints be received concerning waste works/activities, then all waste works/activities being the cause of complaint must cease (Tasks in progress accepted due to structural integrity issues), until such time as further agreement to work is negotiated.

Purpose Scope and Description of the Project Responsibilities and Declarations

- Description of Waste Management Roles Waste Management Policy, Targets and
- Objectives Proposals for Waste Minimization;
- Identification of Waste and Proposals for Reuse and Re-cycling Demolition;
- Organization/s which may be used to facilitate the re-use of Waste Storage Arrangements;
- Office Waste Arrangements;
- Details of Waste Management Carriers for Transporting waste Details of Permitted, Licensed or Exempt Sites;
- Log of Waste Removal Duty of Care Waste Transfer Note;
- Disposal of Hazardous Waste/ Special Waste;
- Training Posters;
- Management of Subcontractors;
- Illustration of Type A and Type B Subcontractors Expectations in relation to Subcontractors Waste Removal;
- Management of Waste Management Contractors;
- Measurement and Recording of Actual Waste Quantities/ Data Site Waste Management Plan Data Sheet;

The Site Waste Management Procedural Review:

The Procedural Review Shall Include:

Description of the Project Responsibilities and Declarations Description of waste Management Roles:

- Waste Management Policy, Targets and Objectives Proposals for Waste Minimisation;
- Identification of Waste and Proposals for Reuse and Recycling Demolition;
- Organisations which may be used to facilitate Reuse Waste Storage Arrangements;

Which? Site Waste Management Plan

- Office Waste Arrangements;
- Details of Waste Management Carriers for Transporting;
- Waste Details of Permitted, Licensed or Exempt Sites;
- Duty of Care and Waste Transfer Procedures;
- Log of Waste Removal;
- Duty of Care Waste Transfer Note;
- Disposal of Hazardous Waste/ Special Waste;
- Training;
- Posters;
- Management of Subcontractors;
- Illustration of Type A and Type B Subcontractors;
- Expectations in relation to Subcontractors Waste Removal;
- Management of Waste Management Contractors;
- Measurement and Recording of Actual Waste Quantities/ Data Site Waste Management Plan Data Sheet;
- End of Project Waste Management Procedural Review.

DESCRIPTION OF WASTE MANAGEMENT ROLES

Project Manager/ Site Manager:	<ul style="list-style-type: none"> ● Implementing and managing the plan on site ● Arranging for full details of all arisings, movements and treatment of waste discards to be recorded during the Works ● Distinguish reusable materials from materials suitable for recycling ● Ensure maximum segregation at the source and separate materials for recovery ● Appointment of a suitable "Waste Champion" for the site
Environmental Manager:	<ul style="list-style-type: none"> ● Implementing the plan within the company ● Providing training ● Providing advice and guidance to the Site Manager and ensure that best practice is transferred across the organization ● Conducting waste audits
Procurement Manager:	<ul style="list-style-type: none"> ● Ensure that materials are ordered so that the quantity delivered, the timing of the delivery and the storage is not conducive to the creation of unnecessary waste ● Ensure that the waste management requirements within the Graham procurement documents are communicated to our supply chain ● To undertake early engagement with our Waste Management Contractor in order to discuss our waste forecasts and to ensure an optimal skip strategy which maximizes recycling.
Waste Champion:	<ul style="list-style-type: none"> ● Overseeing Management of waste records ● Periodic reviews of SWMP ● Regular inspection of waste recycling areas on site ● Ensuring that regular toolbox talks on waste management and minimization are carried out ● Encourage and motivate site personnel to implement

WASTE MANAGEMENT POLICY, TARGETS AND OBJECTIVES

The Contractor/s will operate an Environmental Management System which is certified by National Quality Assurance (NQA) against the requirements of BS EN ISO 14001:2004 (see appendix 1). Our EMS will be utilized to assist in the employment of waste reduction techniques on the Project.

This Site Waste Management plan has been prepared in accordance with the Environmental policy, Waste Management policy and Waste Management procedures.

Which? Site Waste Management Plan

The Contractors commitment to waste reduction and recycling has been underlined by our sign up and commitment to the joint government/ industry sustainable construction strategy to half waste to landfill by 2012. As part of this strategy we are committed to using the WRAP Reporting web based Portal in order to monitor and manage the reduction of our waste to landfill and to monitor our progress against the government-industry target for halving waste to landfill by 2012.

PROPOSALS FOR WASTE MINIMISATION

WASTE STORAGE ARRANGEMENTS

In line with best practice for the recycling of waste, we will segregate waste on site and to facilitate this, an appropriate number of waste handling and segregation areas will be set up. At these areas, waste streams will be segregated into separate skips and then removed to an approved materials recycling facility. Each skip will be clearly labelled as to the type of waste contained within.

The segregation of wastes will be of the following types:

- Canteen (Enclosed skip);
- Metal;
- Timber;
- Inert;
- Mixed/ General Waste (for all other wastes).

Additional skips and bins will also be provided for office derived waste including:

- Paper & cardboard;
- Aluminium Cans;
- Plastic bottles and cups; and,
- Batteries.

All skips utilised on site will:

- Prevent spillages or leakages;
- Be corrosive resistant (to the weather elements);
- Prevent materials from being blown away;
- Will prevent scavenging from animals.

OFFICE WASTE ARRANGEMENTS

Site offices and canteens often generate a significant quantity of wastes, many of which are recyclable.

Opportunities should be sought to recycle as many of these items as possible and separate waste bins should be available in the site offices to facilitate collection of re-cycleables such as paper, cardboard, aluminum cans and plastic bottles. Site Operatives should be regularly reminded of the office/ canteen waste recycling procedures and bins should be labelled to assist in their correct usage.

DETAILS OF WASTE MANAGEMENT CARRIERS FOR TRANSPORTING WASTE

Only registered carriers of waste will be employed for transport purposes. As site activities commence, the table below will be updated as appropriate, to include any new waste carriers.

Waste Management Contractor Name	Waste Management Contractor Address	Waste carrier license number; date of issue and expiry

As site activities commence, this table must be updated as appropriate, to include any new waste carriers.

Only licensed or exempt off-site waste disposal sites will be utilized.

As site activities commence, the table below will be updated as appropriate, to include any new disposal sites.

DUTY OF CARE & WASTE TRANSFER PROCEDURES

Throughout construction of the Project, it will be ensured that all site staff, subcontractors and waste management contractors will act in accordance with all environmental legislation in relation to waste management. All movements of waste will be accompanied by waste transfer notes. Graham site staff will ensure that the waste is described as accurately as possible and that the waste transfer note is signed by both the waste producer and the waste

carrier. The waste carrier will hand over a copy of the note to a member of Graham site staff prior to leaving the site.

Only registered carriers of waste will be employed for transport purposes and copies of all waste management licenses and exemptions will also be obtained and held on site prior to any movement of waste taking place.

For all waste transfers, the contractor will obtain a copy of the receipt, or a copy of the invoice, from the authorized disposal site as proof that the waste reached the proposed destination.

Which? Will retain all controlled waste transfer notes for a minimum of two years and special waste transfer notes for a minimum of three years. Waste transfer notes will initially be retained on site and upon project completion will be transferred to a document store in head office. Each consignment of waste taken from the site will be subject to documentation, which will conform to the table below to ensure full traceability of the material to its final destination.

MINIMISATION AND DISPOSAL OF HAZARDOUS/ SPECIAL WASTE

Hazardous Waste Minimization

Eliminating the use of hazardous materials will eliminate the generation of hazardous waste from these products. Therefore it is important that designers and architects are involved in any plan to reduce hazardous waste as they may specify materials which we (as a contractor) are bound by. However contractors also have an element of choice in the products we purchase, and we also have further opportunities to reduce the amount of hazardous waste produced through better handling, segregation and identification of re-use and recycling options.

Oily rags, oil filters etc. from maintenance of plant and machinery; waste oil; spent batteries; greases and lubricants; spent COSHH materials; oil contaminated absorbent spill material; contaminated PPE; oil contaminated water from bunds etc.

MINIMISATION AND DISPOSAL OF HAZARDOUS/ SPECIAL WASTE

How to determine if waste is Hazardous

To determine whether waste is hazardous or not, the European List of Wastes (LoW) should be consulted. Within the LoW, Hazardous waste is classified as "Absolute, Mirror or non-hazardous". Absolute (A*) is considered hazardous

Which? Site Waste Management Plan

irrespective of the concentration of levels of dangerous substances present. A Mirror entry (*) can be either hazardous or not, depending on whether it contains "*dangerous substances*" at or above certain levels.

Unexpected discovery of hazardous waste

Unexpected hazardous waste not previously anticipated will be identified as early as possible into the duration of the project. Appropriate facilities and remediation or disposal arrangements will be made at the earliest possible opportunity. Examples of unexpected hazardous wastes include discovery of contaminated land.

Moving and Transporting Hazardous Waste

Hazardous wastes must be:

- Transported by a registered or exempt waste carrier;
- Accompanied by a consignment note;
- Transferred to a facility that holds a suitable environmental permit or pollution prevention and control (PPC) permit.

Consignment Notes

A consignment note should be completed every time hazardous waste is removed from the site. The consignment note will then accompany the hazardous waste whilst it is being moved or transferred. In line with our legal requirements copies of completed hazardous waste consignment notes should be kept for three years. Consignment notes can be purchased/obtained from the relevant statutory authority. The type of consignment note you need to complete depends on how and where the waste is transported. You can use single or multiple collection forms.

Premises Registration

Where the site will be producing more than 500kg of waste per annum, the premises (or site) need to be registered with the Environment Agency. Registration can be carried out online, by paper or on the phone and costs £18.00. Once registered, you will receive a unique "premises code" which is valid for 12 months from the date of registration. If hazardous waste continues to be produced or removed from the premises (or site) after the expiry then the premises code must be renewed.

POSTERS

In an effort to reinforce the commitment toward effective waste minimisation, reuse and recycling, posters should be displayed on the site "Environmental Notice Board" and in Canteens and offices.

Posters available overleaf:

- Use the correct skip;
- Follow the colour coding system.

MANAGEMENT OF SUBCONTRACTORS

Subcontractor Requirements

All Subcontractors are required to fulfil the following responsibilities in relation to waste management:

- Provide to the project team a forecast of the key waste streams that you will create and an identification of what actions you plan to take to reduce waste;
- Minimise the use of materials and the production of waste through, efficient design, handling, transportation, stock control, the use of prefabricated / pre-sized materials, minimise packaging and efficient construction techniques;
- Segregate waste, use specific waste containers and waste management areas;
- Fulfil all statutory waste handling requirements such as Duty of Care Regulations;
- Manage the collection, storage, segregation and treatment/disposal of the different types of waste you produce. A small number of subcontract work packages may be responsible for the disposal of their own waste. Where this is the case, the Site Team will ensure that these.

Subcontractors undertake the following responsibilities:

- Complete the "Expectations in relation to Subcontractors waste removal" sheet;
- Provide the waste carriers licence for the haulier removing the waste;
- Provide the waste permit/ exemption certificate for the site receiving the waste;
- Provide any other relevant licence/ exemption such as that required for reprocessing or waste storage;

Which? Site Waste Management Plan

- Provide a monthly report (using the standard GRAHAM format) with the quantities of the different types of waste removed from site. This must be provided with the split of each different type of waste managed, according to waste management method - re-use, recycling, recovery, landfill and other, and, in the case of re-use, recycling and recovery, whether this has taken place on- or off- site; and the quantity of waste materials sent to landfill.

Illustration of Type A and Type B Subcontractors

The nature of Subcontractor work activities will assist in determining whether a Subcontractor should be responsible for their own wastes (as illustrated below). This arrangement can only be finalised following receipt of relevant documentation illustrated below. Where relevant documentation has not been provided, Graham will arrange the waste removal and contra-charge the Subcontractor as appropriate.

Expectations in Relation to Subcontractors Waste Removal

Only authorised vehicles will be used to remove waste from the project for prompt transport to an appropriately licensed facility. All relevant waste, environmental, and safety legislation must be adhered to. A full copy of a Waste Carriers Licence and a Waste Permit or Exemption must be submitted to the Site/ Project Manager for each waste type BEFORE it is removed from site.

WASTE - REMOVAL COMPANY DETAILS

Company Trading Name(s):

Postal Address:

Sales Contact:

Mobile No.

WASTE REMOVAL -

DESTINATION DETAIL -

Which? Site Waste Management Plan

MANAGEMENT OF WASTE MANAGEMENT CONTRACTORS

The Waste Management Contractor is to provide suitable waste containers, plant, equipment and personnel as necessary to meet the requirements set out in this Site Waste Management Plan.

Reporting and Documentation

The Waste Management Contractor shall provide the following information:

- Waste Transfer Notes and Special Waste Consignment Notes
- Copies of the Carriers Licence for all carriers used;
- Copies of the Waste Management Permits (or exemptions) for all destinations of waste;
- A register of containers logged.

On a monthly basis the Waste Management Contractor will supply the following information:

- The quantity (weight) of waste produced for each waste type together with the destination of that waste (reused, recycled, land filled, etc.)
- Recommendations for improved waste management/minimisation

MEASUREMENT AND RECORDING OF ACTUAL WASTE QUANTITIES/ DATA

What to record

Whenever waste is removed from the site the following information must be recorded:

- The identity of the person removing the waste;
- The waste carrier registration number of the waste carrier;
- A copy of, or reference to, the written description of the waste;
- The site that the waste is being taken to;
- Whether it is a permitted or exempt site must also be recorded.

Where to record

Actual waste quantities/ data should be recorded within the excel spreadsheet (SWMP data sheet). This is sent out (for return) each quarter by the SHEQ

Which? Site Waste Management Plan

department and is also available on livelink by following the link below:

<http://gks.graham.co.uk/Livelink/livelink.exe?func-ll&objaction-overview&objid-2731307>

Guidance

Use the drop down menus to input project data (headings in blue) and waste data (headings in green). The red boxes will then automatically calculate the total waste and waste to landfill.

All construction, demolition and excavation wastes- including that generated by subcontractors (where this is part of the main contract of works):

- Record wastes in Tonnes only. Volumes of waste should be converted using standardised conversion factors;
- For skip wastes- find out from your waste management contractor, the total tonnage of waste generated and the percentage that has been recycled and record this within the spreadsheet.

END OF PROJECT WASTE MANAGEMENT REVIEW

Requirement

Within *three months* of the work being completed it is mandatory that the "End of Project Waste Management Review" is completed.

This includes:

- Confirmation that the plan was monitored on a regular basis to ensure that work progressed according to the plan and that the plan was regularly updated;
- An explanation of any deviation from the plan.

Purpose of review

The "End of Project Waste Management Review" allows reconciliation of the SWMP against what was planned before work began. Regular updating during the construction phase should make this a relatively straightforward process. This final review allows us to identify where forecasts were exceeded or missed, and to learn for the next project.

Note - In regions where SWMPs are a legal requirement, failure to comply with

this regulation is an offence.