



**SITE WASTE MANAGEMENT PLAN (SWMP)**

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL

5<sup>th</sup> January 2015

**SIGNATORIES FOR THE SWMP:**

Client Name, Address and Telephone number	Smarter Building and Construction Ltd 17 Willifield Way London, NW11 7XU
Name of Client Director for this SWMP	Adrian Gamble c/o Wolf Architects, MARK SUMRAY
Client Directors signature	
Date of Signature	

Principle / Main Contractor Address and Telephone Number (Head Office)	Knight Build Ltd Unit 22 Childerditch Industrial Park Childerditch Hall Drive Brentwood Essex CM13 3HD
Project Managers Name	James Chalmers
Project Managers Signature	
Date of Signature	

Name, trade, address and telephone number of identified sub-contractor	
Sub-contractor signature	
Date of signature	

### **Introduction**

Knight Build Limited will adhere to the waste hierarchy and minimise its impact on the environment. As much waste as practicable will be segregated on site for recycling. Waste generation will be monitored to obtain a baseline so targets can be set.

Good waste management ensures that any potential value in the waste is realised whilst taking care of the environment. Good waste practice should follow the waste hierarchy. The hierarchy has five levels, providing a framework for decision making and reflecting the environmental and cost issues surrounding waste:

- Prevention – not creating waste in the first place
- Minimisation – reducing the amount of waste created
- Reuse – reusing materials for the same purpose (either on or off site)
- Recycling/recovery – reprocess or recycle waste into new products e.g. timber into chipboard
- Disposal – dispose to landfill, least desirable option.

### **Minimum standards to be adopted on all Knight Build Limited Projects**

On all Knight Build Limited Projects a high quality controlled waste management system encompassing a controlled waste-recycling scheme will be set up. It is hoped that these systems will be both cost effective and progressively more sustainable in environmental terms.

- All Projects will be audited at design stage to assess the potential for waste prevention, reduction, re-use and recycling during demolition and construction phases.
  - Waste Management will be planned at the earliest stage of the Project design (e.g. where to site mini skips, skips and roll on roll offs where applicable and at which stages of construction they will be required).
  - Waste Re-use and recycling schemes will be considered. As a minimum timber and inert hardcore (concrete, sand, rubble, masonry and bricks) should be recycled on all sites.
  - Pre-cut plasterboard should be used on all sites.
  - Waste will only be removed by registered carriers, in accordance with waste transfer notes and disposed of at a licensed transfer station for sorting and recycling. Mixed waste will only be disposed of at a licensed landfill.
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**Project Aim**

On all projects Knight Build Limited are committed to implementing this SWMP so that it is effective, accurate and economical, we will ensure that the procedures put into place are working and are maintained.

**Responsibilities**

Knight Build Limited has defined the specific responsibilities for producing and monitoring the SWMP as follows:

<b>Technical Manager</b>	<ol style="list-style-type: none"> <li>1. Considering effective waste elimination and reduction through design and specification (Refer to SWMP Checklist – Appendix A).</li> <li>2. Producing the first draft of the SWMP</li> </ol>
<b>Commercial Manager</b>	<ol style="list-style-type: none"> <li>1. Considering effective waste management through contractual arrangements with sub-contractors and procurement (Refer to SWMP Checklist – Appendix A)</li> <li>2. Updating the SWMP</li> </ol>
<b>Project Manager</b>	<ol style="list-style-type: none"> <li>1. Considering effective waste management through segregation and recycling (Refer to SWMP Checklist – Appendix A).</li> <li>2. Updating and managing the SWMP</li> </ol>
<b>Appointed Knight Build Limited Sustainability Advisor</b>	Providing advice, guidance and training where required. Ensuring best practice is transferred across Knight Build Limited
<b>Knight Build Limited OHS&amp;E Advisor</b>	Monitoring the SWMP
<b>All</b>	Adhering to the SWMP

### **Waste Minimization**

Waste minimization means reducing the amount and environmental impact of waste generated. Senior Site Management shall ensure that the following are addressed on this project.

#### **All**

The monthly project meetings arranged with representatives from the technical, construction and commercial departments will review the SWMP and the data produced by the Smartwaste auditing tool in order to drive improvements in waste minimisation.

#### **Technical Manager**

Design teams will be instructed to consider the waste hierarchy during the design process at every design team meeting and advise on any opportunities to prevent, minimise and re-use waste.

Waste minimisation will be a topic of discussion under the 'Sustainability' agenda item of all design team meetings.

#### **Commercial Manager**

The Site Waste Management Plan will be sent out as a formal tender document and sub-contractors will be asked to add their signature to confirm that it has been read and understood.

A document explaining Knight Build Limited commitment to waste minimisation and the waste hierarchy will be sent out with all tender enquiries and contractors will be invited to demonstrate how wastage can be reduced through value engineering the design solution, reducing packaging waste and through good waste minimisation practices on site in tender returns.

Waste minimisation will be discussed at all pre-order meetings to ensure packaging waste is minimised and all other waste minimisation measures are considered.

#### **Construction Manager**

An effective strategy will be designed to manage waste on site, maximising opportunities for material segregation for re-use and recycling. This will include the identification of waste management areas on site, ensuring that all contractors and contracts are in place for sorting and removing wastes and ensuring compliance with legal responsibilities such as Duty of Care.

Up to date records of all waste carrier licences, waste management licenses and waste transfer notes for all waste leaving the site will be kept for a period of two years.

An update on waste management will be required to be covered in contractor progress reports and will form an item on the agenda of production meeting minutes.

Where the site is so small mixed waste skips shall be used and sent to redistribution centres for sorting and recycling where possible. Monthly records of waste recycled to landfill shall be issued by the licensed waste contractor and records maintained on site.



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Following project completion, a post project review will be organized to review how well the SWMP worked, share good practice, and identify solutions to any problems so these can be implemented on future sites.

**Identified Waste Streams**

The contents of this table should be amended to reflect the waste streams that will be generated from the Project.

<b>Preparatory Works</b>	Inert bricks and rubble, concrete, soils
<b>Demolition</b>	Bricks, rubble, timber, insulation, glass, plasterboard.
<b>Substructure</b>	Concrete, metal, packaging, timber, insulation, glass, soils.
<b>Internal Superstructure</b>	Blocks, plasterboard, hazardous materials, paint, plaster, packaging, timber, carpet, vinyl, metal
<b>Externals / Drainage</b>	Plastic, soils, inert bricks and rubble, timber, packaging, concrete, metals
<b>Others</b>	Cable, Trunking, Ducting

**WASTE MANAGEMENT – DESIGN AND PROCUREMENT - GENERAL**

In order for a waste management scheme to be effective it is important to minimise waste arisings at all stages of a project from design through demolition, construction and future maintenance. The following issues have been identified:

<b>Design</b>	
-	Brief description of activity on site prior to construction stage i.e. demolition, ground contamination (some history) In addition- An audit at

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	the design stage to assess the potential for waste prevention, reduction, re-use and recycling during demolition was not required.
Prevention	Detailed tender drawings have been and will continue to be prepared to ensure competitive tendering and to help avoid the over ordering of materials by contractors.
Prevention Minimisation	Brief description of any activity that could have prevented wastage etc – <b>Monitoring and Forward Planning</b>
Minimization	Correct volumes of concrete ordered, material ordered when required and not stockpiled.
Prevention	Materials once on site, stored in the correct environment so as not to cause wastage due to weather damage.
Prevention	As above
Prevention Minimisation	Opportunities to minimize wastage and specify recycled/secondary materials will be discussed at design team meetings under the ‘Sustainability’ agenda item. Future revisions of the SWMP will be updated with any further waste minimization methods employed.
<b>Procurement</b>	
Prevention Minimisation Reuse Recycle Dispose	The Approved SWMP will be sent out with all tender documents and contracts placed prior to this document being agreed. Future revisions to the SWMP will be sent out with tender documents and sub-contractors will be asked to add their signature to confirm that it has been read and understood.
Prevention Minimisation	Contractors and suppliers have been and will continue to be made aware that we want to minimize the amount of unnecessary packaging delivered to site. This will generally be a topic of discussion in pre-order meetings or through other means as appropriate.
Reuse	Knight Build Limited insists that contractor’s remove all over ordered materials from site for reuse in another job wherever practicable.
Reuse	Opportunities to return reusable packaging materials to suppliers will be discussed and encouraged. Any measures employed will be recorded in future updates to the SWMP.
Prevention Minimisation Recycle Dispose	A document explaining Knight Build Limited’s commitment to waste minimisation and the waste hierarchy will be sent out with all tender enquiries and contractors will be invited to demonstrate how wastage can be reduced through value engineering the design solution, reducing packaging waste and through good waste minimisation practices on site.

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**Waste Management Options**

Based on the waste stream identified, the contents of this table should be amended to reflect how the waste streams from the project will be managed.

Waste Type	Re-Use / Recycle / Dispose	Waste Facilities Required	Estimated Volume of Waste (At Project Outset)	Actual Volume of Waste (As of current revision date)
Inert - masonry, brick, rubble, hardcore, hardened concrete, paving slabs, ceramic tiles	Recycle – Segregate and crush on site or off site	Skip, Crusher *	100m3	
Soils (Uncontaminated)	Re-Use on site		1000m3	
Soils (Contaminated)	Dispose		N/A	
Ferrous metals	Recycle - Segregate	Bin / Skip	1 Tn	
Non ferrous metals	Recycle - Segregate	Bin / Skip	1 Tn	
Casing off cuts / Sheet Pile off cuts	Recycle - Segregate	Bin / Skip	N/A	
Shuttering	Re-use on each floor then recycled Offcuts re-used for boarding riser holes	Skip	8m3	
Render	Dispose	Compactor	2m3	
Insulation	Dispose	Compactor	N/A	
Cement Board	Dispose	Compactor	N/A	
Timber	Recycle	Bin / Skip	See shuttering	
Stone	Recycle	Bin / Skip	N/A	
Glazing	Return to supplier or recycle	Bin / Skip	N/A	
Plastic / Packaging	Recycle	Bin / Skip, Compactor	2m3	
Hazardous wastes	Dispose	Skip / Store area	0.5m3	
Ducting	Recycle	Bin / Skip	N/A	
Vinyl	Dispose		N/A	
Plasterboard	Recycle	Skip	2m3	
Materials	Dispose		TBC	
Paper	Recycle	Bin	TBC	
Printer Cartridges	Recycle	Bin	N/A	
Aluminum cans	Recycle	Bin		