

Devonshire House School

Construction Environmental Management Programme

69 Fitzjohn's Avenue NW3

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3/16/2015

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## RECORDS OF APPROVAL, ISSUE AND AMENDMENTS

### Environmental Project Plan Approval:

	Name	Title	Signature	Date
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:

[illegible]

## **PROJECT / SITE DETAILS**

### **Introduction**

This document describes how Hawkespur Ltd 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.

### **Brief Description of Works**

- The extension of the existing basement under the existing raised terrace and to the south of the existing toilets (involving basement excavation of approximately 168sqm).
- Enlarging the light wells
- The replacement of the non-original full width pitched roof rear extensions with a new glazed flat roofed extension. The existing extension projects approximately 2.22m from the rear elevation with a staff room projecting 6.07m from the rear elevation. The proposed replacement extension would project 3.9m from the existing rear elevation increasing to 5.83m to incorporate a staff room.

### **Site Location**

No. 69 Avenue NW3 lies within the Fitzjohns/ Netherall Conservation Area of London Borough of Camden and is part of the Devonshire House School, a co-educational school, taking pupils from nursery age through to 13. It is housed in a series of Victorian buildings around the top of Fitzjohn's Avenue and Arkwright Roads with long established educational use.

A 1:1250 scale site location map could be found in Appendix A.

## **ENVIRONMENTAL RISK ASSESSMENT**

### **Company Risk Assessment**

The generic environmental issues resultant from project operations which are identified and assessed in accordance with the EMS procedure EP01: Evaluation of Environmental Aspects and Impacts. See also the generic HAWKESPUR LTD Evaluation of Aspects and Impacts (EP07-A).

### **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 EP07: Project Environmental Plans. The pro forma Project Environmental Risk Assessment forms are used for this purpose. Previous environmental assessment reports are attached – see appendix F.

### **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.

### **Applicable Environmental Permits and Consents**

The HAWKESPUR LTD 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 EGN02: Permissions and Consents)

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

## **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
- 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
- Construction of a single storey extension and open loggia
- Fit out works

Works Programme:

Start date not known at present. At present it is envisaged that the total project duration will be approximately 21-25 weeks.

Task	Duration (weeks)
Site Set Up / Enabling Works	2
Substructure	15-19
Fit Out	4
Overall Duration	21-25 weeks

Site Hours will be

Monday – Friday 08.00 – 18.00

Saturday 08.00 – 13.00

No Sunday or Public Holiday working

## **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.

### **Noise and Vibration**

Where the area is likely to be highly sensitive to noise or vibration pollution, HAWKESPUR LTD 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 EGN002 - Section 60 & 61 Guidance on Noise and Application and EGN006 Working Hours for further information.

The following measures shall be applied to all HAWKESPUR LTD and subcontractor plant used on site in order to minimise noise emissions:

- Plant shall be fitted with suitable silencers and will be correctly maintained in accordance with manufacturers' recommendations;
- Compressors and generators shall be fitted with acoustic covers and located on site so as to minimise noise disturbance;
- Machines in intermittent use shall be set to 'idling' or preferably switched off.



### *Site-specific considerations:*

Objective	To appropriately manage noise during construction activities to minimise impact to workers, neighbours and community members		
	Requirements	Responsibility	Timing
Actions	e.g. all significant noise generating activities will be undertaken between Mon-Fri 8.00am to 18.00pm, Sat 8.00am to 13.00pm	e.g. Site Manager	Throughout construction works
Performance Indicators	e.g. no complaints regarding noise from workers / neighbours / community members	e.g. Site Manager	Throughout construction works
Monitoring	e.g. noise monitoring program or complaint based monitoring	e.g. Site Manager	Throughout construction works
Reporting	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
Corrective Actions	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

### **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.

### **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.

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 Devonshire House 69 Fitzjohns Avenue there will be minimal plant and the dust suppression methods will be confined to localised areas of the site.

***Site-specific considerations:***

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

***Working in / near watercourses***

HAWKESPUR LTD 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:*

Objective	To manage construction activities with the potential to cause contaminated soil.		
	Requirements	Responsibility	Timing
Actions	e.g. all chemicals will be stored in bundled, roofed areas with MSDS's kept nearby	e.g. Site Manager	Throughout construction works
Performance Indicators	e.g. no spills	e.g. Site Manager	Throughout construction works
Monitoring	e.g. chemical storage areas and spill kits will be inspected on a routine basis	e.g. Site Manager	Throughout construction works
Reporting	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
Corrective Actions	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

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

HAWKESPUR LTD 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:*

Objective	To appropriately manage storm water and groundwater quality during construction activities		
	Requirement	Responsibility	Timing
Actions	e.g. excavation of drains / settlement ponds	e.g. Site Manager	Prior to construction commencing
Performance Indicators	e.g. no untreated storm water leaving site	e.g. Site Manager	Throughout construction works
Monitoring	e.g. water quality monitoring program or complaint based monitoring	e.g. Site Manager	Throughout construction works
Reporting	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
Corrective Actions	e.g. corrective actions and implementation time frame	e.g. Site Manager	Throughout construction works

**Contaminated land**

Where contaminated land has already been identified or in the event that it is discovered during the course of the project, Procedure EP09 will apply. Note – There is no contaminated land within the boundary of Devonshire House 69 Fitzjohns Avenue.

*Site-specific considerations:*

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

## Waste Management and Recycling

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

HAWKESPUR LTD 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, HAWKESPUR LTD 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, HAWKESPUR LTD 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

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

Also see Waste Management Strategy Section

## Traffic

HAWKESPUR LTD 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*

Objective	To manage traffic movements to minimise the number of vehicles arriving and departing to and from the site		
	Requirements	Responsibility	Timing
Actions	All traffic movements must be as per the approved LB of Camden CTMP.	Site Manager	Prior and during works
Performance Indicators	Construction vehicles turning up at the correct times and one at a time.	Site Manager /Contracts Manager	Throughout construction works
Monitoring	Regular review of the CTMP and the requirement of construction vehicles to site.	Site Manager / Contracts manager	Throughout construction works
Reporting	Weekly reports to Clients team and HAWKESPUR LTD senior management .	Site Manager / Contracts manager	Throughout Construction works
Corrective Actions	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

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

HAWKESPUR LTD 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:*

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

**Archaeological remains**

HAWKESPUR LTD 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:*

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

## ORGANISATION AND RESPONSIBILITIES

### Project Organisation Chart

Environmental Design Implementation: Team Member

Develop Environmental plan: Health, Safety & Environment Manager

Implement Plan: Project Manager

Review Plan: Project Manager/Health, Safety & Environment Manager

Monitor Plan: Health, Safety & Environment Manager

Risk Assessments: Health, Safety & Environment Manager

Waste Management: Site Management

Complaints Monitoring: Site Management

Sub-Contractors Environmental Compliance: Site Management

Collation of Project EMS records: Health, Safety & Environment Manager

### Key Responsibilities:

#### *a) 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.

#### *b) Implementation*

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

#### *c) 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 (see Appendix E). 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.

#### *d) Incident Reporting*

HAWKESPUR LTD 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 FMS027 in Appendix E. 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 Hawkespur Ltd protocols.

## **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 - see Appendix C. This shall give details of the waste that they expect to produce and the method of disposal.

Subcontractors will submit suitable methods of work to address the risks identified in the Risk Assessment for evaluation by HAWKESPUR LTD, prior to works commencing. HAWKESPUR LTD will monitor the segregating and disposing of waste materials by subcontractors to ensure that they comply in all respects with the agreed proposals set out in method statements.

## **OBJECTIVES AND TARGETS**

HAWKESPUR LTD will maintain an open dialogue with any Statutory or Non-Statutory 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 HAWKESPUR LTD 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):**

## **EMERGENCY PLANNING**

HAWKESPUR LTD 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 Devonchire House School on 69 Fitzjohn's Avenue NW3 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

## **WASTE MANAGEMENT STRATEGY**

### **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 Environmental Protection Agency. Waste carriers licence, registration and tip licence to be sought.

### **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.

### **Site waste plan**

All HAWKESPUR LTD and subcontractor personnel will comply with the requirements of the site waste plan contained in Appendix D.

## **SITE PROCEDURES**

Site Communications: See Project Directory in Appendix B.

Complaints / Compliments: All complaints and compliments received shall be dealt with in accordance with procedure QP09 contained within the Quality Procedures Manual.

## **ENVIRONMENTAL TRAINING**

### **Induction**

All HAWKESPUR LTD 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.)

### **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).

## ENVIRONMENTAL RECORDS

Staff environmental awareness / training records	<input type="checkbox"/>
Site drainage plans (colour coded – Surface, Foul & Combined)	<input type="checkbox"/>
Prior Consents:	
• Section 106 Agreement	<input type="checkbox"/>
• Nuisance Consent form Local Authority	<input type="checkbox"/>
• Prior Consent for Works Affecting Water Courses	<input type="checkbox"/>
• Prior Consent to Abstract Water	<input type="checkbox"/>
• Prior Consent to Discharge to Controlled Waters	<input type="checkbox"/>
• Prior Consent to Discharge to Drains	<input type="checkbox"/>
• Registration of Exempt Waste Management Activities	<input type="checkbox"/>
• Hazardous Materials Storage Consent	<input type="checkbox"/>
• Protected species / protected areas /	<input type="checkbox"/>
• Archaeological remains	<input type="checkbox"/>
List of Subcontractors / contacts (see Project Directory)	<input type="checkbox"/>
Details of Subcontractors' Authorisations:	
• Waste transport	<input type="checkbox"/>
• Waste treatment / disposal	<input type="checkbox"/>
• Asbestos	<input type="checkbox"/>
• Gas / CORGI	<input type="checkbox"/>
• Ozone-depleting substances	<input type="checkbox"/>
Waste Transfer Notes / Consignment Notes	<input type="checkbox"/>
Waste volume by type	<input type="checkbox"/>
Air emissions	<input type="checkbox"/>
Noise level measurements	<input type="checkbox"/>
Effluent measurements	<input type="checkbox"/>
Electricity / fuel usage	<input type="checkbox"/>
Water usage	<input type="checkbox"/>
Environmental Complaints	<input type="checkbox"/>
Incident Investigation Reports	<input type="checkbox"/>
Notices served (e.g. Section 60 Abatement Orders)	<input type="checkbox"/>
Health and Safety & Environmental Inspections	<input type="checkbox"/>
Environmental Audits	<input type="checkbox"/>
Handover records	<input type="checkbox"/>

## APPENDIX A: Site Location

Devonshire House 69 Fitzjohns Avenue, London, NW3 6PD



Source: © Crown Copyright and database right 2014

Scale: 1:1250

## APPENDIX B: Project Directory

### GENERAL INFORMATION

Project: Devonshire House 69 Fitzjohns Avenue

Address: Devonshire House 69 Fitzjohns Avenue, London, NW3 6PD

### CLIENT CONTACTS

Main Client: Devonshire House School,  
Devonshire House 2-4 Arkwright Road  
NW36AE

Local Client Contact: Crawford and Gray Architects Ltd,  
7 Marylebone Lane, London,  
W1U 1DFW  
www.crawfordandgray.co.uk | T: 020 7221 5966

### HAWKESPUR LTD CONTACTS

Name	Title	Telephone
	Managing Director	
	Commercial Director	
	Project Manager	TBA
	Site Emergency Manager	TBA
	Nominated Deputy	TBA
	SQE Manager	TBA

### 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:	Hawkespur Ltd

## APPENDIX C: Subcontractors Waste Management Time

### HAWKESPUR LTD

#### SUBCONTRACTORS WASTE MANAGEMENT ENQUIRY

**Subcontractors Name**

**Date**

**Scope of Works**

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

**Schedule of likely waste streams**

Description of waste	Classification	Responsibility for Disposal
E.g. – subsoil and rock	Inert	Subcontractor/HAWKESPUR LTD
E.g. – timber, cardboard, plastic etc	Active	Subcontractor/HAWKESPUR LTD
E.g. – aerosol cans, solvents etc	Special	Subcontractor/HAWKESPUR LTD

**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

Waste Generator	Type of Waste created	Waste Category	Waste Carrier Name/registration	Waste Destination (Site/licence details)
Hawkespur Ltd	Food Waste Paper Spent Containers Cleaning Products Photocopier/fax toner Aluminium cans Mobile WCs "Sharps" First Aid/Hygiene Waste	Active Active Special Special Special Active Special Special Special		Registration number and expiry date
Hawkespur Ltd 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		

\*or Hawkespur Ltd depending on contract

### 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

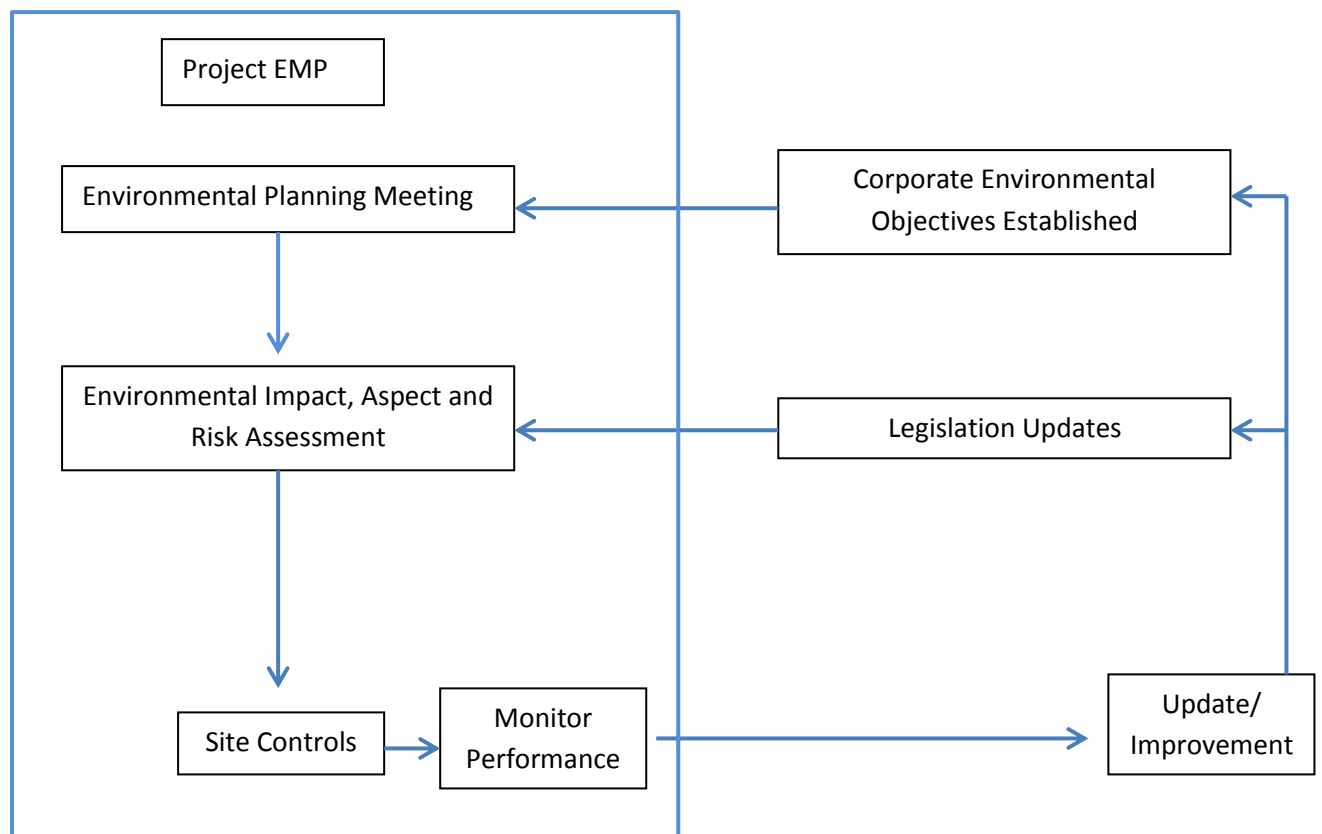
DEFINITIONS-ISO 14001:2004		
<b>ASPECT</b> is given : ‘element of an Organization’s activities or products or services that can interact with the environment		<b>IMPACT</b> is given as: ‘any change to the Environment, whether adverse or beneficial, wholly or partly resulting from an organization’s environmental aspects

HAWKESPUR LTD 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 HAWKESPUR LTD Construction Environmental management system and the site specific Environmental Management Plan are shown below



## Interaction of Environmental Systems



## **APPENDIX F: Environmental Assessment Report**

Refer to Environmental Assessment Report submitted with the Planning Application