CONSTRUCTION ENVIRONMENTAL PLAN

Camden Street Project
16/719

Authorised By:	Name:	Signature:
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REGISTER OF AMENDMENTS

Version No.	Amendment Date	Author	Comments
01	14.09.16	Warren Bragg	None
02	07-11-16	Sian Holtam	Various – complete Review

***Note: The** latest issue will be retained by the Project Manager. All signatures must be collected on a hard copy of this document & kept in the Site Safety Files. Acceptance sheets issued by the client or principal contractor are to be attached to the hard cop*

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1. INTRODUCTION

Quinn London Ltd is committed to undertaking the construction/refurbishment works in an environmentally responsible manner to current industry best practice standards as a minimum in order to minimise disruption and impact to the surrounding environment. Our Environmental Management System is maintained in line with the requirements of ISO 14001.

This document provides a framework within which the environmental aspects of construction works on this project will be managed. It sets out the arrangements for the identification, management, monitoring and control of the environmental impacts of this project.

Project environmental requirements are communicated to our designers, subcontractors and suppliers in the early stages of the project. The Construction Environmental Plan will be distributed to our supply chain to ensure that any potential environmental issues, which may be caused by their activities on site, can be addressed and eliminated where possible or relevant controls put in place in order to minimise their impact.

Relevant information is communicated to the workforce during site induction and one-to-one training.

1.1 Environmental Policy

Quinn London's Environmental Policy has been developed in accordance with the nature, scale and environmental impacts of the company's activities. This policy provides a broad framework for setting environmental objectives and targets and delivering sustainable development and has the full support and commitment of the Management Board.

The environmental policy is updated on an annual basis & includes a commitment to continual improvement in the prevention of pollution and to compliance with the relevant environmental legislation, regulations and requirements.

1.2 Environmental Compliance

The Project team will ensure that all elements of the project fully comply with environmental legislation, as well as any other legal contractual requirements. In addition, they are responsible for ensuring that additional local by-laws or special preservation requirements, e.g. protection for any endangered species, flora and fauna, protected building or heritage site, etc. are fully complied with and adhered to. A Legislation Register (PRO008) is maintained & available for reference on Huddle.

The table below shows the site's environmental contractual requirements:

Client Requirements	• The Contractor shall carry out detailed investigation of subsoil conditions and design its proposal to produce predictable, stable foundations/groundwork. Copies of all reports to be provided to the Employer. • The Contractor is to comply with all environmental and control of pollution legislation in respect of the Works. • The Contractor will protect & maintain all trees (including roots), shrubs & grassed areas. • The Contractor is to appoint an accredited licensed code assessor for the scheme and is to register the sites with the BRE.
Contractual Obligations	• The Contractor shall register with CCS, ensure a score of at least '32' and obtain the maximum number if available credits for the same under the Code for Sustainable Homes scheme. • Archaeology **-** The Contractor shall observe and implement the requirements of the Local Authority and English Heritage.

	Any item of interest discovered shall be reported to the Employer. • The Contractor is to be responsible for neighbourhood liaison and promotion of good relations with neighbours. • Be mindful of the following: Clean Air Act 1993 Control of Pollution Act 1974 Environmental Protection Act 1990 Environmental Protection (duty of care) Regulations 1991
Specific local authority agreements	• Tree Preservation Orders will be acknowledged. • Cycle safety measures and Fleet Operators Recognition scheme (FORS) will be required from all delivery companies.
Requirements from previous studies or/and reports	N/A

1.3 Regulatory Agencies and Interested Parties

The Project team will ensure that any communications from or with any enforcement agencies in relation to this project are dealt and actions taken as recommended.

The following enforcement agencies have been identified as having an interest in this particular project:

Enforcement Agency	Contact Details	Interest
Environment Agency	08708 506 506 (General Enquires) 0800 807 060 (Emergency Only)	▪ Pollution, waste management. ▪ Protection of protected flora and fauna ▪ Protection of protected species ▪ Protection of listed properties ▪ Protection of heritage sites and site of special interest
HSE	0845 345 0055 (General Enquires)	▪ Site management. ▪ COSHH. ▪ Waste management and removal of substances harmful to the environment / health.
Local Water Authority:	0800 316 9800 (General Enquires)	▪ Uncontrolled pollution to drainage systems ▪ Uncontrolled pollution of local water courses and ponds
Local Authority/ Borough:	020 7974 4444 (General Enquires)	▪ Noise pollution ▪ Planning permission ▪ Management of public (pedestrian) thoroughfares ▪ Traffic management
Police	999	▪ Breaches of legislation
Other interested parties:		

1.4 Public Relations and Complaints

As Principal Contractor, we will manage public relations proactively through liaison with neighbours via attendance at regular residents meetings, through newsletters and letters. Residents will be notified a minimum of 7 days in advance of noisy or dusty work activities.

Contact details will be provided on the site boundary fence for the public to contact us with any concerns or queries. Any complaints will be logged and investigated. In the event of a complaint, the person should be directed to the most senior member of the Project team on site & details logged on *FOR060 Complaints Log*.

If possible, the cause of the complaint will be dealt with immediately. Actions taken and confirmation of responses will be recorded on *FOR060 Complaints Log*.

2 PROJECT DETAILS

2.1 Scope of Work

The Works comprise the demolition of the existing community centre & design and construction of 14 No. new build residential dwellings for affordable housing.

In addition, minor works of refurbishment to the two existing blocks at Camden Studios will also be undertaken to the rear of the new block.

2.2 Site Location and History

Access to the site is heavily restricted and surrounded on all sides by existing residential accommodation. Site access is only available from Camden Street, which is a one-way Transport for London 'red-route'.

The overall scope of the project is to demolish the existing community center and build 14 No. new apartments, there is also a requirement to re-weather the existing roof to the studios at the rear of the property.

The existing community center is approx. 400 sq/m in footprint, it consists of a basement that has an area of 150 sq/m. The buildings super structure consists of a concrete foundations and slab, masonry brickwork makes up the external envelope, the structural roof consists of timber and is weathered in zinc.

Having served as a community center for decades, it is evident that the building is past its sell by date. A new purpose built center has been built in Pender street to serve the community.

The new apartment block will be constructed once the community center has been completed. The block will consist of 14 Units, 5 No. 2 beds, 5 No. 1 beds and 4 No. 3 beds.The existing basement will be filled in as part of the groundworks. The foundation will consist of a raft foundation supported on concrete piles. The main elevelope will be masonry brickwork to match the new community center at Plender st, The main frame will be RC construction. A green roof will complete the superstructure. There will be 1 No. passenger lift, a plant room, bin store and also bicycle.

Running parallel to the main development is the requirement to re-weather the studios at the rear of the community center. There are 10 No. studio Units, 9 of which are occupied. The construction of these are as per the existing community center. The scope of work to these units is to replace the existing zinc roof membrane and replacing it with a similar approved finish. Rainwater good will also be replaced where required.

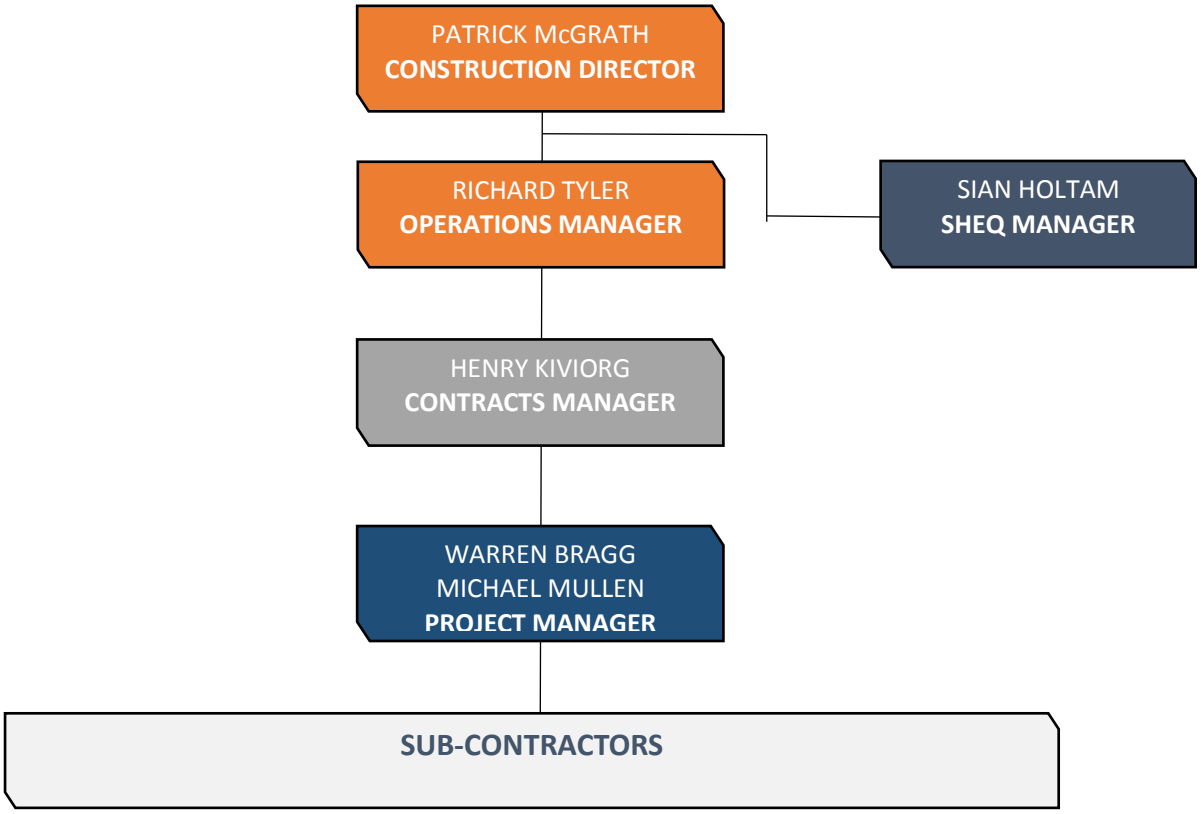
- The southern block abuts the community centre & contains 5 No. studios with a mix of private and social tenants.

- The northern block is stand-alone containing a further 4 No. studio apartments, again with mixed tenure users.

Access to the inner courtyard and rear garages must be maintained at all times throughout the new build construction.

Site working hours: **0800 – 1730 hrs**

2.3 Project Team Organisation Chart



2.4 Project Team Roles and Responsibilities

All members of the Project team are responsible for the effective planning, implementation, management, monitoring & review of environmental control measures identified in this plan.

As and when applicable, assigned members of the Project team will be given the responsibility for the timely and effective communication of any environmental data and information to all interested parties, e.g. client, subcontractor and members of the professional team, e.g. architect and designers etc.

It is the responsibility of the Project Manager to ensure that team members are aware of their environmental responsibilities and that they are suitably trained as necessary.

The table below describes the roles and responsibilities of the Project team within this plan:

Name	Responsibilities
Project Manager	To write and maintain the CEP. To complete an Environmental Aspects and Impacts Register & carry out regular environmental inspections. To inform subcontractors and suppliers of significant environmental impacts and control measures required to minimise them. To request, review and comment on subcontractors' method statements. To enforce environmental procedures identified in the plan e.g. waste segregation. To check waste carriers licences, environmental permits and landfill licences.

	To manage and control all the environmental documentation produced on this project.
SHEQ Team	To carry out regular site inspections & audits. To investigate environmental accidents or incidents.

3 SITE ENVIRONMENTAL MANAGEMENT

3.1 Environmental Aspects and Impacts Register

In order to reduce the environmental impact of our activities, the Project team create a *'FOR061: Environmental Aspects and Impacts Register'* for this project.

The Environmental Aspects and Impacts Register is predictive. The register lists the site activities and their impact on the environment. It also includes a description of the control measures to be implemented on site to minimise the project environmental impacts.

The significant impacts can be summarised under the following headings in no particular order of significance;

- Waste management
- Water Pollution
- Noise and Vibration
- Air quality/Dust Management
- Hazardous waste
- Fuel and Energy consumption
- Light Pollution

The Project Manager is responsible for ensuring that the control measures are fully implemented and monitored.

3.2 Waste Management

3.2.1 Site Waste Management Plan

Although it is no longer a legal requirement to create a Site Waste Management Plan, Quinn London believe that identifying how resources will be managed and waste controlled at all stages during the construction project is an important practice & will continue.

The Project team will manage the Waste Reports will be provided by the Waste Carriers on a monthly basis which will include:

- European Waste Code (EWC)
- Waste description
- Weight in tonnes
- Percentage of waste recycled

The details of waste carriers hired to transport non-hazardous waste are:

Waste Carrier Name:	PB Donoghue
Carrier Licence Number:	CB/WM3546FM
Transfer Station Name:	Colne Way, Watford, WD25 9WY

Waste Management Licence Number: EPR/CP3293LZ

The details of waste carrier hired to transport hazardous waste are:

Waste Carrier Name: *N/K*
Carrier Licence Number: *N/K*
Transfer Station Name: *N/K*
Pollution Prevention and Control Permit Number: *N/K*

The details of sub-contractors waste carrier(s) hired to transport hazardous waste are to be provided by the subcontractors when this is part of their remit and as agreed at the sub-contractors pre-start meeting.

Details of the project's performance will be reported to the client at regular progress meetings.

The Project Manager is fully responsible for ensuring compliance with current waste management legislation. All documents are to be retained for a minimum of 3 years.

In order to comply with current legislation the Project Manager will:

- Identify the types and quantities of waste that the project will produce.
- Ensure that the SWMP is updated on a monthly basis, to reference all waste that has been produced and removed from site.
- Ensure that the SWMP is communicated to everyone working on site.
- Ensure that waste management companies responsible for removing the waste provide copies of their carrier licences and environmental permits & copies retained on site.
- Ensure that copies of all relevant hazardous waste consignments notes and duty of care waste transfer notes are readily available on site for reference and review.
- Ensure that the SWMP is subject to a final review before project handover.

3.2.2 The Waste Hierarchy

Quinn London Ltd recognises that waste management starts with resource efficiency, using the raw goods purchased wisely. Our waste management incorporates The Waste Hierarchy and prioritises all such measures to:

- Minimise the generation of waste and minimise waste to landfill.
- Increase the use of recycled and recovered materials.
- Reuse materials on site, wherever possible.
- Segregate non-hazardous waste for recycling, wherever possible.
- Segregate hazardous waste e.g. batteries, oil, CFCs PCBs & asbestos..
- Ensure the waste collected on site is efficiently managed to enable recycling, recovery or the best disposal option.

In order to manage waste effectively on site we also will:

- Order the correct amount of materials to be delivered when needed.
- Ensure that materials delivered to site are not damaged or unusable.
- Reduce the amount of packaging, wherever possible.
- Ensure that waste is handled and stored correctly.

3.2.3 Segregation on site

Where possible, the Project team will segregate non-hazardous waste material into separate waste streams on site. When segregating waste, the Project Team will:

- Use appropriate containers.
- Label container clearly using appropriate signage.
- Allocate designated areas for container in suitable locations.
- Empty containers regularly to prevent lack of space and possible contamination.
- Monitor waste containers to ensure that contamination of segregated waste does not occur.
- Train site personnel via toolbox talks and the site induction programme.
- Enforce the segregation scheme using appropriate personnel, waste champion.

If a lack of space on site means segregation is not possible, the Project team will ensure that mixed containers are sorted for recycling at the waste facility and that high recycling rates are subsequently achieved.

3.2.4 Hazardous Waste

The Project Manager will ensure that hazardous waste is segregated, stored safely and that measures are implemented to avoid contamination of other waste.

Hazardous waste consignment notes will be collected & retained for all hazardous waste removed from our sites.

All electrical equipment such as fridges, microwaves, computers and Visual Display Units (VDU) will be tested and disposed of according to the WEEE Directive and current legislation.

3.2.5 Duty of Care Requirements

The Duty of Care is set out in section 34 of the Environmental Protection Act 1990 and associated regulations. It applies to anyone who is the holder of controlled waste.

In order to ensure compliance with the Duty of Care the following practices will be followed:

- Obtain copy of the waste carrier licence of the waste carrier company,
- Obtain copy of the environmental permit or waste management licence of the Waste Transfer Stations (WTS) where waste is segregated.
- Obtain copy of the environmental permit for landfills where the waste from the WTS is finally disposed.
- Ensure that waste transfer notes and hazardous consignments notes are completed, signed and include:
  - ✓ Producer of the waste.
  - ✓ Premises code.
  - ✓ Name, address and postcode where the waste is going to be taken to.
  - ✓ Description of the waste.
  - ✓ The appropriate six-digit European Waste Code (EWC), e.g. Construction Mixed Waste 17 09 04.

- ✓ Quantity (total weight) in kilograms.
- ✓ The chemical/biological components of the waste.
- ✓ Physical form (gas, liquid, solid, powder, etc).
- ✓ Container type, number and size.
- ✓ Time, date and place site address of collection.

- Keep copies of waste transfer notes and hazardous consignment notes for 3 and 5 years respectively.
- Ensure staff receive appropriate training.
- Make subcontractors aware of the waste site procedures.

3.3 Prevention of sewage pollution

Many of the materials used in construction operations, such as oil, chemicals, cement, cleaning materials and paint have the potential to cause serious pollution. To prevent the pollution of the sewage our Project Team will follow best practice:

- In developed areas where there are two types of drainage on site, manholes will be colour coded, for example using blue for surface water and red for foul.
- Measures will be implemented on site to ensure that nothing enters the surface water drains.
- The boundary of the site will be highlighted on a drawing and show all drains crossing the site boundary.
- All fuel, oil and chemical storage will be sited on an impervious base within a bund and secured. All fuels and oils are to be stored on an impervious base within an oil-tight secondary containment system such as a bund or interceptor drip tray. As a minimum, this containment system should be large enough to contain 110% of its volume, when the container is over 200 litres, and when more than one container in a bund, the bund must be able to hold whichever of the following is greater:
    - 25% of the total storage capacity.
    - 110% of the largest container's volume.
- Obtain consent from the Local Authorities to discharge trade effluent to public foul sewer, when required.
- Ensure that washings from concrete vehicles, mixers or pumps do not flow into any drain or watercourse.
- Washing down facilities e.g. jet wash & washing down procedures will be implemented at the site gates to minimise & control debris & mud leaving the site on delivery vehicles. Drain guards will be used for surface run-off.

3.4 Dust and Emissions

Dust and emissions arising from site may annoy our neighbours and can cause air pollution. Dust blowing onto watercourses can also damage the ecology, affecting plant growth and light levels.

Predictions of dust generation are very unreliable but a qualitative evaluation has been undertaken of the likelihood that emissions may give rise to some perceptible nuisance & the assessment of risk posed by the works indicated a 'low risk' of dust impacts (Appendix IV). Suitable mitigation measures appropriate to this level of risk will be:

- Identify sensitive receptors and inform the authorities of any likely nuisance that could occur (refer to Appendix IV).
- Damp down work areas / materials / equipment with water to suppress the dust, ensuring that the application does not create excessive mud that could runoff into watercourses. Use non-potable water where possible.
- Ensure stockpiles of materials do not exceed height of boundary hoarding.
- Plan machinery & dust causing activities to be located away from receptors as far as possible.
- Use dust screening when dust-generating activities can not be avoided and other measures do not guarantee the reduction of dust in the air.
- Avoid the use of diesel powered generators& use mains electricity or battery powered equipment where practical.
- Carry out daily pre-use inspections to mechanical plant on site to ensure that they are in good working order.
- Minimise cutting and grinding on site where possible.
- Use equipment and techniques such as dust extractors to minimise dust when using cutters and saws.
- Maintain vehicles in good repair and conform to the manufacturers or legislative/British Standard emission standards.
- Ensure that engines are switched off when they are not in use.
- Take account of the wind conditions when arranging activities that are likely to emit aerosols, fumes, odours and smoke & frequently review work activities.
- Regular inspection and cleaning of local highways and site boundaries for dust deposits, including keeping the hoarding clean.
- Sheeting of trucks & skips leaving site carrying loose demolition debris.
- Consideration will be given by QLL to TfL's Construction Logistics Programme & in particular the use of the Construction Consolidation Centres, which may assist with reducing the number of deliveries to site. The closest being at Avondale Construction, NW1 8NS, less than 1 mile away.
- As a major development site within Greater London, all non-road mobile machinery (NRMM) will be required to meet Stage IIIA of the NRMM EU Directive 97/68/EC.

The Project Manager will monitor & manage dust emissions undertaking additional remedial actions where necessary. Refer to section 1.4 regarding dealing with complaints.

3.5 Depletion of Natural Resources

During work activities, the project will increase the local and global pollution associated with the production of energy from fossil fuels. The use of non-renewable materials also contributes to the depletion of the natural resources. To minimise this impact our Project Manager will implement the following best practices on site:

- Switch off the site and office equipment and lights when not in use.
- Switch off tasks lights on site when not in use.
- Minimise the use of printers.
- Maximise the use of natural light.
- Where possible, propose and use alternative materials to non-renewable materials.
- Promote the use of sustainable materials.
- Where possible, use of more sustainable sources of energy.

3.6 Ground Contamination

Contamination identified on site does not necessarily pose a threat to those on site or areas surrounding the site if left undisturbed. Work activities can mobilise contaminants e.g. excavation, which can caused a pollution incident away from site.

When working on contaminated land, our Project Team will:

- Obtain a copy of the site investigation report to ensure that the history of the site and requirements of the remedial plan are understood.
- Try to leave the contaminants in situ and/or encapsulate them, wherever possible.
- Ensure that subcontractors undertake best working practices to prevent disturbance.
- Do not stockpile contaminated soil unless it cannot be avoided.
- Cover stockpile materials to prevent wind-blows dust and to prevent ingress of rainwater.

Please also refer to the reports available in the pre-construction information pack and site files.

3.7 Noise and Vibration

Excessive noise on site can represent a major impact to site workers, neighbours and adjacent wildlife. In line with BS5228-1:2009 & to avoid detrimental impacts our sites will:

- Select equipment, construction methods and programming to reduce noise and vibration as far as possible e.g.
    - Piling activities minimised, non-percussive methods selected.
    - Equipment for breaking out concrete by bending rather than percussive methods.
    - Rotary drills & bursters used for excavating hard material.
    - Attenuators &/or screens considered for temporary ventilation equipment.
    - Materials whose handling creates significant noise e.g. track & steelwork will be located to minimise noise to neighbours.
    - Resilient matting will be considered.
- Maintain all plans to comply with relevant national or international standards, including the NRMM Scheme.
- Use hoardings or acoustic screens as noise barriers wherever practical. Local enclosures & acoustic equipment covers will be kept closed when machinery is in use.
- Locate plant as far as reasonably practicable from residential properties.
- Ensure that plant is shut down when they are not in use.
- Noisy works will be restricted to between 8.00am - 12.00pm & 2.00pm - 5.00pm wherever possible, to minimise nuisance to local residents & general public. QLL has designated a two hour period in the middle of the day as a ‘quiet’ period, where no noisy works will be undertaken. QLL will be open to alter working patterns to accommodate residents wherever possible.
- Construct temporary infrastructure (e.g. haul roads) of materials that minimise noise and vibration.
- For projects in residential areas, make an application for consent under Section 61 of CoPA 1974 to the relevant local authority before works begin.
- Monitor the noise & vibration levels regularly to confirm levels from site activities do not exceed the Noise at Work Regulations & other relevant legislation.

- Include noise minimisation practices in the site induction.
- Liaise with the community & housing associations to provide information of noisy work activities and their durations.
- Arrange delivery times to suit the area, for example not before 8am or after 4pm.
- Reduce the need for noisy assembly activities on site wherever possible.
- Ensure neighbourhood liaison e.g. bi-monthly newsletters, 7 day 'look ahead' notices posted on hoarding, attendance to regular residents association meetings.

Refer to the project's Construction Phase Plan for further restrictions & control measures. Refer to section 1.4 regarding dealing with complaints.

These measures, although not exhaustive, are considered to be the 'Best Practicable Means' as identified in BS5228 & the over-riding principle of BPM will apply to all works wherever possible.

3.8 Traffic Management

Traffic must be managed efficiently on site to avoid causing nuisance to local residents in terms of noise, dust, congestion and road closures. Most of the best practices that must be followed to minimise these impacts have been already covered in the previous sections, however there are some actions that are directly related to traffic management such as:

- Schedule site deliveries, limited to 4 per day, in pre allocated time slots.
- Ensuring that deliveries are co-ordinated to arrive on a 'just in time' basis & drivers keep to their allocated time slots.
- No parking in residential streets surrounding the site.
- While on site, the drivers will be asked to remain in their cabs at all times, unless operating vehicle mechanisms for loading / off-loading or using welfare facilities.
- All loaded vehicles leaving site must be sheeted.
- Ensure that there are designated walkways on and around site.
- The site delivery access route will be via gated access from Camden Street, where vehicles will reverse onto site by banksman/gateman in order to off-load of load, ensuring that public footpaths are maintained & gates closed to ensure site security.

3.9 Wildlife and Natural Features

The protection of wildlife and natural features must be adopted on site to ensure that construction activities cause the least damage to the surrounding natural environment. Our Project Team will:

- Liaise with subcontractors to ensure that their activities will not be damaging the flora and fauna on site.
- If protected species are discovered during construction, work will be stopped immediately.
- Install bat & bird boxes as required under planning conditions.
- Ensure that a Tree Protection Plan (Appendix V) is implemented & activities monitored for the duration of the Works.

3.10 Archaeology and Built Heritage

Archaeological remains and built heritage are an irreplaceable and valuable part of our national heritage; therefore efforts must be made to preserve these important assets.

Archaeological considerations should be considered as early as possible in the project plan; the Project team will:

- Pursue the contractual obligations.
- Protect known archaeological and heritage areas.
- Report significant finds arising during construction.
- Ensure that the method of working complies with any stipulated contractual obligations.
- If any unexpected finds are encountered, contact the local archaeological officer at the local authority.

4 SUB-CONTRACTORS ENVIRONMENTAL CONSIDERATIONS

Quinn London is moving towards working only with registered companies that have been 'approved' as a result of a detailed health, safety & environmental assessment. As part of this assessment, each sub-contractor must commit to our health, safety and environmental standards as detailed within '*PRO007: Sub-Contractors Health, Safety and Environmental Standards'* and complete a '*FOR001: Sub-Contractors SHEQ Questionnaire'*.

Each sub-contractor will also provide documentary evidence of their environmental impacts as a result of operational activities and what environmental controls will be implemented on site to manage this e.g. environmental plan, environmental assessments, method statements, risk assessments.

Our subcontractors will be issued with the CEP and SWMP for the project where necessary, to ensure that specific environmental requirements are understood.

Each subcontractor is required to provide evidence to verify their level of environmental training, qualification, awareness and competence to support their activities on site.

All subcontractors will be responsible for using designated waste bins or alternatively, where it has been contractually agreed to do so, the contractor will remove their own waste from their workplace. In this situation, they will be required to provide details of volumes and types of waste that have been removed to support periodic updates to the SWMP.

Subcontractors shall provide pollution prevention measures especially in regards to oil storage and the storage of hazardous materials.

5 ENVIRONMENTAL TRAINING NEEDS

Specific training requirements will be identified and recorded, in line with the company's training procedure.

Site-specific Inductions and Toolbox Talks will include environmental risks and associated precautions identified for this project.

As a minimum the induction will include details of:

- Considerate Constructor Scheme.
- Noise management including working hours and quiet times.
- Waste management including segregation on site.
- Control of environmental incidents.

Records of training will be kept in the Site Safety Filing system.

6 ENVIRONMENTAL MONITORING

The Project Manager or nominated team member will carry out weekly site inspections using *FOR014 Manager's Weekly Site Inspection*.

Safety personnel will regularly undertake Site SHE Inspections to monitor compliance with company procedures, legal requirements & client's requirements. Corrective and preventive measures will be agreed as necessary, to minimise the risk of occurrence and to provide opportunities for future improvements. The Project Manager will assist with any internal inspections or external audits and carry out any corrective actions as agreed.

Where noise, vibration or dust monitoring is undertaken in response to complaints, monitors will be used, installed, calibrated &/or maintained by QLL. Refer to CPP for more details.

Environmental issues will also be raised at the project's Monthly SHE Meetings.

Copies of all inspections, meeting minutes etc. will be held in the Site Safety Filing System on site.

7 DOCUMENT & DATA MANAGEMENT

The Project Manager will develop a site safety filing system to contain all the Health and Safety and Environmental documentation to be retained on site. Electronic documents will be filed on Huddle or the internal server.

Typical examples of environmental records and data include:

- Construction Environmental Plan
- Environmental Aspects and Impacts Register
- Waste Reports
- Copy of carriers licences
- Copy of waste management licences
- Copy of waste transfer notes/ consignments notes
- Environmental complaints
- Weekly Site Managers Inspections
- SHE Inspections by Safety personnel

On completion of the contract all of the HSE Files will be archived with the site files.

8 EMERGENCIES & ACCIDENTS

8.1 Environmental Emergency Plan

The Project Manager is responsible for ensuring that *FOR062: Environmental Emergency Plan* is prepared and communicated to all parties (Appendix III).

The Environmental Emergency Plan, together with the locations of Spill Kits etc. will be displayed on the Site Notice Boards and/or included in induction talks.

8.2 Incident Response and Investigation

A contingency plan covering accidental spillage or release of liquids or solids will be in place prior to commencement of the works & all personnel informed at site induction.

An investigation will be carried out if an incident occurs in order to ascertain the cause and to prevent a reoccurrence e.g. by amending the Environmental Emergency Plan, notifying all staff of incident/lessons learnt.

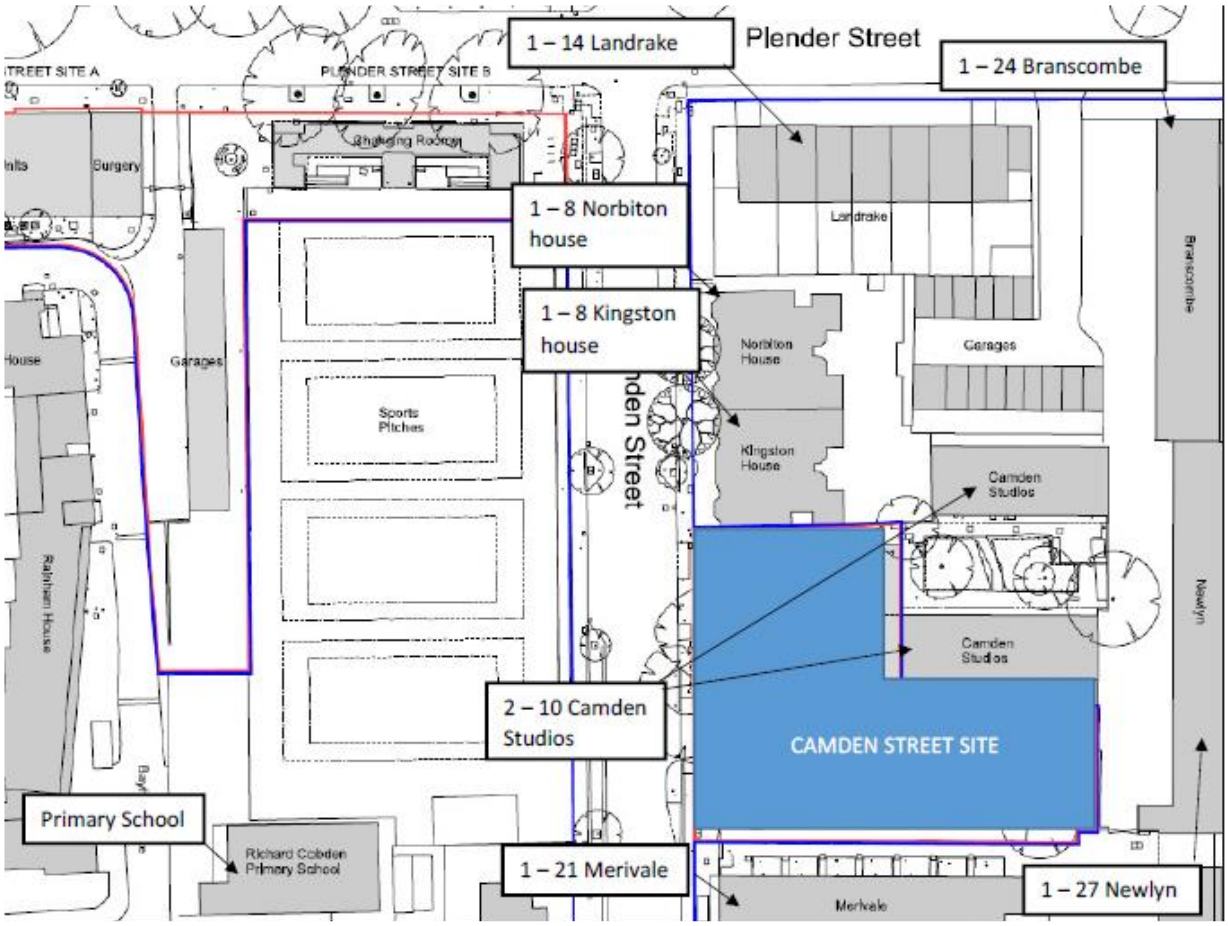
Incidents will be recorded on *FOR010: Accident Incident Report Form*.

APPENDICES

I. Environmental Policy
II. Environmental Aspects and Impacts Register
III. Environmental Emergency Plan
IV. Sensitive Receptors Assessment
V. Tree Protection Plan
VI. Fire & Logistics Plan

IV. SENSITIVE RECEPTORS

The sensitive receptors closest to the site have been identified as per map below. All listed properties are residential properties.



Dust Assessment

Demolition: The project involves demolition of a single storey community centre with mezzanine level & adjacent garages. It is expected to have a low to medium potential for dust release. Magnitude: Small.

Earthworks: The new building works is considered small with an area of 420m2 approx & numbers of earth moving vehicles will be low. Magnitude: Small.

Construction: Activities are not expected to create high levels of dust & the primary building materials have a low to medium potential for dust release. The volume of the proposed building is below the IAQM's 20,000m3 category. Magnitude: Small.

Trackout: Less than 25 vehicles accessing site per day. Magnitude: Small.

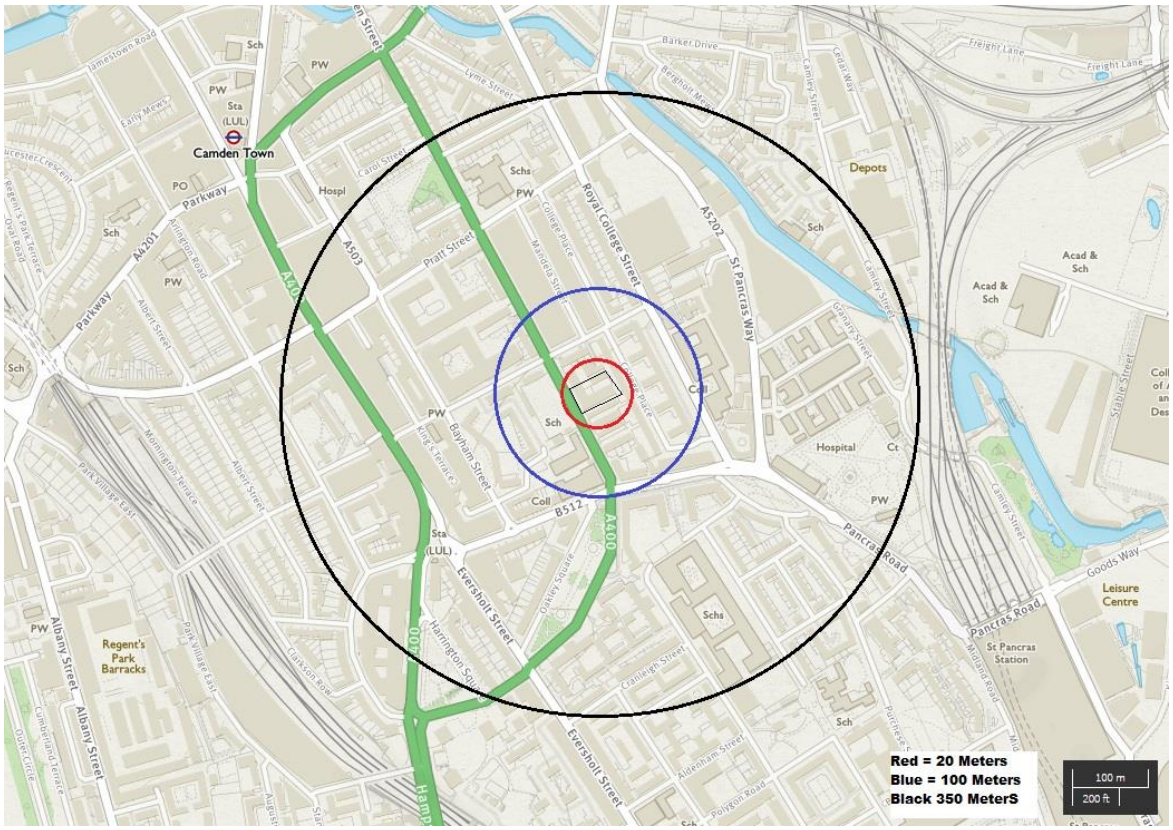
Sensitivity of the Area

Any high sensitive receptors within 350m of the site (residential dwellings, schools, nursing homes, hospitals) could potentially be affected by nuisance dust impacts as identified in the map below.

With the exponential decline of dust with distance from dust generating activities, it is considered that for receptors more than 350m away from the site boundary, the risk is negligible.

The risks at over 100m only have the potential to be significant in certain weather conditions.

Within 20m of the site boundary there is a high risk of dust impacts.



Being in a densely populated area of London, there are numerous sensitive receptors in all directions, including the Richard Cobden Primary School. However, given the site's small area & short boundary there are relatively few sensitive receptors within close proximity to the site. Wind direction is not likely to have any significant impact.

The sensitivity of the site is therefore considered to be Medium.

Risk of Impact

The assessment of risk posed by the works indicated a 'low risk' of dust impacts & suitable mitigation measures have been identified that are appropriate to this level of risk.