

## SITE WASTE MANAGEMENT PLAN

General Details	
Project Name	53 Fitzroy Park
Project Address & Telephone Number	53 Fitzroy Park, London, N6 6JA
Nature of Project	The proposed project consists of the demolition of an existing property and the development of a new three storey plus basement dwelling, including associated green roofs and landscaping.
Project Value	£ TBC

### Revision Record

This document has been reviewed and where necessary updated as detailed below.

Note – This document shall be reviewed monthly, and updated at intervals no longer than 3 months.

Revision	Date	Purpose	Amendment	Updated By
-	05/1/2015	Draft – Issued for Approval		
A				
B				
C				
D				
E				
F				
G				



**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 Wolff 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	J. Chalmers.
Date of Signature	

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

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### **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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## SITE WASTE MANAGEMENT PLAN (SWMP)

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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:

Technical Manager	1. Considering effective waste elimination and reduction through design and specification (Refer to SWMP Checklist – Appendix A). 2. Producing the first draft of the SWMP
Commercial Manager	1. Considering effective waste management through contractual arrangements with sub-contractors and procurement (Refer to SWMP Checklist – Appendix A) 2. Updating the SWMP
Project Manager	1. Considering effective waste management through segregation and recycling (Refer to SWMP Checklist – Appendix A). 2. Updating and managing the SWMP
Appointed Knight Build Limited Sustainability Advisor	Providing advice, guidance and training where required. Ensuring best practice is transferred across Knight Build Limited
Knight Build Limited OHS&E Advisor	Monitoring the SWMP
All	Adhering to the SWMP

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**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.

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

Design	
-	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 – Monitoring and Forward Planning
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		



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			N/A	
Food waste	Dispose		1m3	
Others			TBC	

**Waste Management On Site**

All skips provided will:

1. Prevent spillages or leakages;
2. Be corrosive resistant (to the weather elements);
3. Prevent materials from being blown away and
4. Will prevent savaging from animals.

The segregation of wastes will be of the following types:

- Timber
- Inert: block work, bricks, rubble and concrete
- Mixed/General Waste (for all other wastes)
- Potentially, additional skips and bins may be provided, depending on the types of waste being produced at a particular time in the work packages. These may include:
  - Plasterboard
  - Polythene / Plastics / Packaging
  - Cardboard / Paper
  - Metals
  - Aluminium Cans
- Where practicable, redundant concrete foundations, paving etc will be crushed on site. This fill will be re-used under roads and parking areas.

Subcontractor operatives will be responsible for putting segregated waste into the skips / bins provided. All bins will be labelled as necessary. Where appropriate, the storage of materials onsite for potential reuse will be at locations agreed by Knight Build Limited. Materials likely to be stored include waste timbers, pallets, cable-drums, bricks and metals.

The waste contractor will collect all of the skips. The segregated skips for metals, inert and timber will be recycled. The waste contractor will aim to recycle a large proportion of the mixed and plastic skips.

Enclosed locked drums or skips will be provided by Knight Build Limited/Waste Management Contractor as will the collection of hazardous wastes. An accredited hazardous waste licensed carrier will collect the hazardous wastes to ensure legal disposal. Any subcontractor caught contaminating any non-hazardous waste skips with hazardous material will be contra-charged appropriately.

This SWMP will be communicated through project meetings and toolbox talks.

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**Monitoring Performance on-Site**

Consideration should be given to gathering waste data on site, and where appropriate setting targets to increase recycling. Waste data can be monitored using the Smartwaste data in appendix C. Targets for waste recycling and reduction can also be set out in appendix C.

**Post Project Review / Lessons Learned**

Review Attendees	Job Titles	Problems Encountered	Possible Solutions for future Projects
Date of Review			

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**APPENDIX A : Site Waste Management Plan Checklist**

Project Stages		Questions to consider	Y or N	Comment: If 'yes', what actions have you taken/do you propose to take? If 'no', why not?
Policy	1	Has your organisation adopted a waste management policy?	Y	Available on request
	2	Has the Principle Contractor signed the SWMP?	N	Draft issue for discussion
	3	Have the relevant sub-contractors signed the SWMP?	N	Draft issue for discussion
Procurement	4	Has a careful evaluation of materials been made so that over-ordering and site wastage is reduced?	Y	Trade contractors should carry out careful evaluation of materials. Knight Build Ltd will ask contractors to demonstrate how they have minimised waste in tender returns. Knight Build Ltd can assist by producing detailed tender drawings. Minimising packaging delivered to site will be a topic covered at pre-order meetings.
	5	Has full consideration been given to the use of secondary and recycled materials?	Y	Use of secondary and recycled materials will be discussed at design team meetings under the 'Sustainability' agenda item.
	6	Has full consideration been given to alternative construction methods e.g. pre-cut plasterboard, off site manufactured bathroom pods, cladding panels, balconies, staircases	Y	Alternative construction methods will be discussed at design team meetings under the 'Sustainability' agenda item.
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	Y	Packaging will be minimised through discussion at pre-order meetings. Knight Build Ltd will insist that trade contractors return all pallets, delivery crates, cable drums and stillage's to their relevant suppliers.
	8	Can unused materials be returned to purchaser or used on another job?	Y	Knight Build Limited will insist that all unused or over ordered materials are removed from site by trade contractors and re-used on other jobs where practicable.
Project planning	9	Has responsibility for waste management been assigned to a named individual at both main contractor and identified sub-contractors?	Y	Responsibility will be assigned to Richard O'Leary, Waste Management Contractors will be Elite Environmental Services and P.B. Donoghue Group Ltd



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	10	Has a project programme been developed to include likely waste arisings (how much, when, and what types)?	N	See Smartwaste Plan
	11	Has an area of the site been designated for waste management facilities i.e. bins or skips, including segregation of waste?	Y	See site Logistics Plan
	12	Have targets been set for the different types of waste likely to arise from the project?	Y	See Smartwaste Plan
	13	Have measures been put in place to deal with expected (and unexpected) hazardous waste?	Y	COSHH bin or skip to be provided and managed by waste management contractor
	14	Has disposal of liquid wastes such as wash-down water and lubricants been considered?	N	To be investigated further as SWMP is updated to incorporate washing facilities for trades.
	15	Where relevant, has discharge consent been obtained from the Agency?	N	To be investigated further as SWMP is updated
	16	Has agreement been sought from the sewerage company for trade effluent discharge?	Y	Welfare facilities connected to Sewage system
	17	Have opportunities been considered for re-use of materials on site?	Y	All materials to be segregated and re used where possible
	18	Have opportunities been considered for re-use of materials off site?	Y	Other materials to be investigated further as SWMP is updated
	19	Have opportunities been considered for on-site processing and re-use of materials?	Y	As above
	20	Have opportunities been considered for reprocessing materials off-site?	Y	To be investigated further as SWMP is updated with Waste Management Company
	21	Have you considered what are the most appropriate sites for disposal of residual waste from the project?	Y	To be investigated further with Waste management companies
	22.	Are there opportunities for reducing disposal costs from waste materials, which may have a commercial value?	Y	To be dealt with by waste carriers/transfer stations
Site operations	24	Has responsibility for waste management on site been assigned to an individual?	Y	Site Manager TBC
	25	Have toolbox talks been planned for all site personnel about waste management on site?	Y	Reviewed and instigated as required. Also included in Site Induction

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	26	Are selected waste materials segregated to allow best value to be obtained from good waste management practices?	Y	Segregation of waste materials to be enforced where possible
	27	Are containers/skips clearly labelled to avoid confusion?	Y	All vessels will have waste group and EWC on them
	28	Is Duty of Care procedures complied with i.e. provision of transfer notes and checking authorisation of registered waste carriers, registered exempt sites and licensed waste management facilities? (See Appendix B Register of Licences and Permits)	Y	Register of Licenses and permits to be held in Appendix B and kept updated.
	29	Are any checks made that excavation waste is received at the intended site?	Y	Documentation confirmation will be obtained and lorries will be followed.
	30	Is implementation of agreed waste management procedures monitored?	Y	Will be regularly monitored by Knight Build Limited and through Internal and external Audits
	31	Are reports regularly produced regarding waste quantities and treatment/disposal routes, and on costs incurred?	Y	Smart waste reports are to be issued monthly.
	32	During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?	Y	Barriers will need to be regularly reviewed and noted by Knight Build Limited.
Post completion	33	Have key waste management issues been considered for action at future projects?	Y	Continual review and improvements made for future projects

*Please feel free to add extra sheets if you wish (e.g. if you wish to include a project site plan showing location of waste management facilities)*

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**APPENDIX B - REGISTER OF PERMITS AND LICENCES**

Waste Description :	Waste Carrier			Transfer Station / Disposal Site	
	Name & Address	Licence Number	Expiry Date	Name and Address	Licence Number / Exemption Ref.
SKIPS	P.B Donoghue Group Ltd	CB/EP309 9PL	04/06/16	Donoghue Buildings 3 Shannon Close Cricklewood London NW2 1RR	WML8029 4
Muck	Elite Environmental Services Ltd	CB/NE59 86WH	15/12/16	Stroud Farm Forest Green Rd Maidenhead Berkshire SL6 2LJ	EAWML10 1002