EMERY BROTHERS LIMITED

ENVIRONMENTAL MANAGEMENT SYSTEM

2025

DOCUMENT CONTROL

Document issue and change

This document is subject to formal change and control procedures amendments.

Amendment history

Revision	Nature of Change	Reviewed by	Review Date	Approved by	Approval Date
01					
02					
03					
04					
05					

Contents

Section 1

ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY STATEMENT

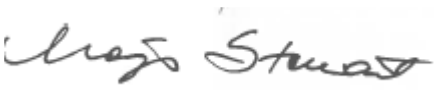
Emery Brothers Ltd recognises that its activities have an impact on the environment and is committed to improve its environmental performance and minimise the harmful effects through caring policies and effective management.

Emery Brothers Ltd accepts and acknowledges its obligations and responsibilities under legislation and guidance dealing with environmental issues that effect or arise in consequence of its business.

Emery Brothers Ltd will apply the methodology of its Environmental Management System (EMS) to identify and determine the environmental issues requiring attention and implementation of the measures to achieve continuous improvement. In particular, attention will be given to:

- Environmental awareness and understanding of our business amongst those working for or on behalf of the company, providing training as necessary and encouraging contractors and suppliers to adopt sound environmental practices;
- The considerate use of land undergoing development having special regard to archaeology finds and the storage, treatment and disposal of any waste, hazardous or potentially toxic materials to avoid environmental harm;
- The use and re-use of materials to minimise and curtail creating waste and, whenever practicable, using materials and products from sustainable sources;
- Control the emission of pollutants, noise and dust, and the use of potentially harmful substances and treatments during construction activities;
- Conserve energy through sensible selection, use and management of resources, equipment, plant and transport;
- The continued development, monitoring and investigation of systems, practices and procedures at each stage of construction to ensure the environment remains a foremost consideration.

Signed on behalf of Emery Brothers Limited



Merja Stewart

Director

Reviewed: 20/01/2025

Section 2

PLANNING

2.1 INITIAL ENVIRONMENTAL REVIEW

Environmental Impacts and Aspects

Identification of environmental aspects and impacts

An organisation's policy, objectives and targets should be based on knowledge about the environmental aspects and significant environmental impacts associated with its activities, products or services. This can ensure that the significant environmental impacts associated with these aspects are taken into account in setting the environmental objectives. The relation between environmental aspects and impacts is one of cause and effect. An environmental aspect refers to an element of an organisation's activity, which can have a beneficial or adverse effect on the environment. For example, it could involve a discharge, an emission, consumption or reuse of a material, or noise. An impact refers to the change which takes place in the environment as a result of the aspect. Examples of impacts might include contamination of water or depletion of a natural resource.

The identification and assessment of all environmental aspects of a project must start from the initial design and continue through any subsequent review. It is a process that must be addressed and recorded. Refer to: ***(Appendix Form 2)***

This section is intended to provide a process for an organisation to identify significant environmental aspects that should be addressed as a priority by the organisation's environmental management system. This process should take into account the cost and time of undertaking the analysis and the availability of reliable data. Information already developed for regulatory or other purposes may be used in this process. Organisations may also take into account the degree of practical control they may have over the environmental aspects being considered.

Organisations determine what their environmental aspects are taking into account the inputs and outputs associated with their current and relevant past activities, products and services.

2.2 REGISTER OF ENVIRONMENTAL EFFECTS

Example of Environmental Risk Assessment

Core subjects and guidance

The site issues listed below are for consideration, this list is not exhaustive and some topics may overlap.

1. Site Set-up
2. Site drainage
3. Treatment of site water
4. Water disposal
5. Material Storage
6. Silt
7. Fuel/oil storage and use
8. Concrete, cement and bentonite
9. Working near watercourse
10. Demolition
11. Emergency response

Each topic is covered on a single sheet and found in (***Appendix Form 3)***. One side gives a brief list of points summarising issues you need to consider. It is recommended that you give all points due consideration and act upon them. On the other side is a checklist that will jog your memory, help monitor the day to day performance of the site and alert you to areas where actions may be required. The three columns on the right hand side allows for quantification to be recorded if appropriate. Consider photocopying the checklists and completing them during regular site walkovers to ensure your site remains pollution and prosecution free.

The guidance given is intended to point out the best practice for managing environmental issues on site including site set-up, determining where and how to dispose of site water, and taking appropriate action in the event of a spillage. It is intended to support and not replace established contractual procedures or method statements.

Terms and Definitions

The term **environmental regulator** includes the Environment Agency, Natural Resources Wales, Scottish Environmental Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA), The Department of Public Services in Guernsey and The Department of The Environment in Jersey.

Where Environment Agency Pollution Guidelines (**PPG**) are referred to, similar versions may be obtained from the Scottish Environment Protection Agency.

Where guidance refers to **asking permission** this includes obtaining permits to work, regulatory consents, approvals or verbal agreement as required, and should be sought from the person in control of the site eg main contractor, and/or the environmental regulator as required.

2.3 REGISTER OF LEGISLATION AND GUIDANCE

Environmental Law applicable in England, Scotland, Northern Ireland

Developing a register of legislation is the key to identifying where the companies activities are affected by the aspects and impacts already identified.

(Appendix Form 4) lists the relevant construction related environmental legislative requirements. Each company must understand how the legislation applies to its activities in addition to incorporating any local requirements.

NOTE – It is important that the register is kept current and up to date. The company will need to establish its own sources to meet their requirements

2.4 HAZARDOUS WASTE

Introduction

Under the Duty of Care, waste producers have a duty to classify and describe their waste correctly; this includes selecting the most appropriate six-digit code from the List of Waste (LoW).

The List of Waste (LoW) lists all wastes, grouped according to generic industry or process. Each waste has a six digit code.

A waste is hazardous if it is classified as such in the LoW. Hazardous Wastes are identified in the LoW with an (*).

Some wastes are classed as hazardous outright. Other wastes require separate assessments to determine whether they are hazardous or not, depending on the amount of dangerous substances present above threshold concentrations.

Information contained on the SAFETY DATA SHEET that should accompany materials/chemicals received at site and should assist in determining if your waste is hazardous.

This section provides a practical approach to classifying hazardous waste by:

- outlining the methodology for assessing wastes based on the current LoW; and
- highlighting where to find more detailed advice in the Technical Guidance Note.

Hazardous Waste Assessment Methodology

There is a series of steps involved in determining if a waste is hazardous or non-hazardous.

Step 1: Is the Waste a Directive Waste?

Step 2: Does the domestic legislation contain specific provisions that relate to the waste in question?
This should be determined prior to proceeding to step 3

Step 3: How is the waste coded and classified in the LoW?

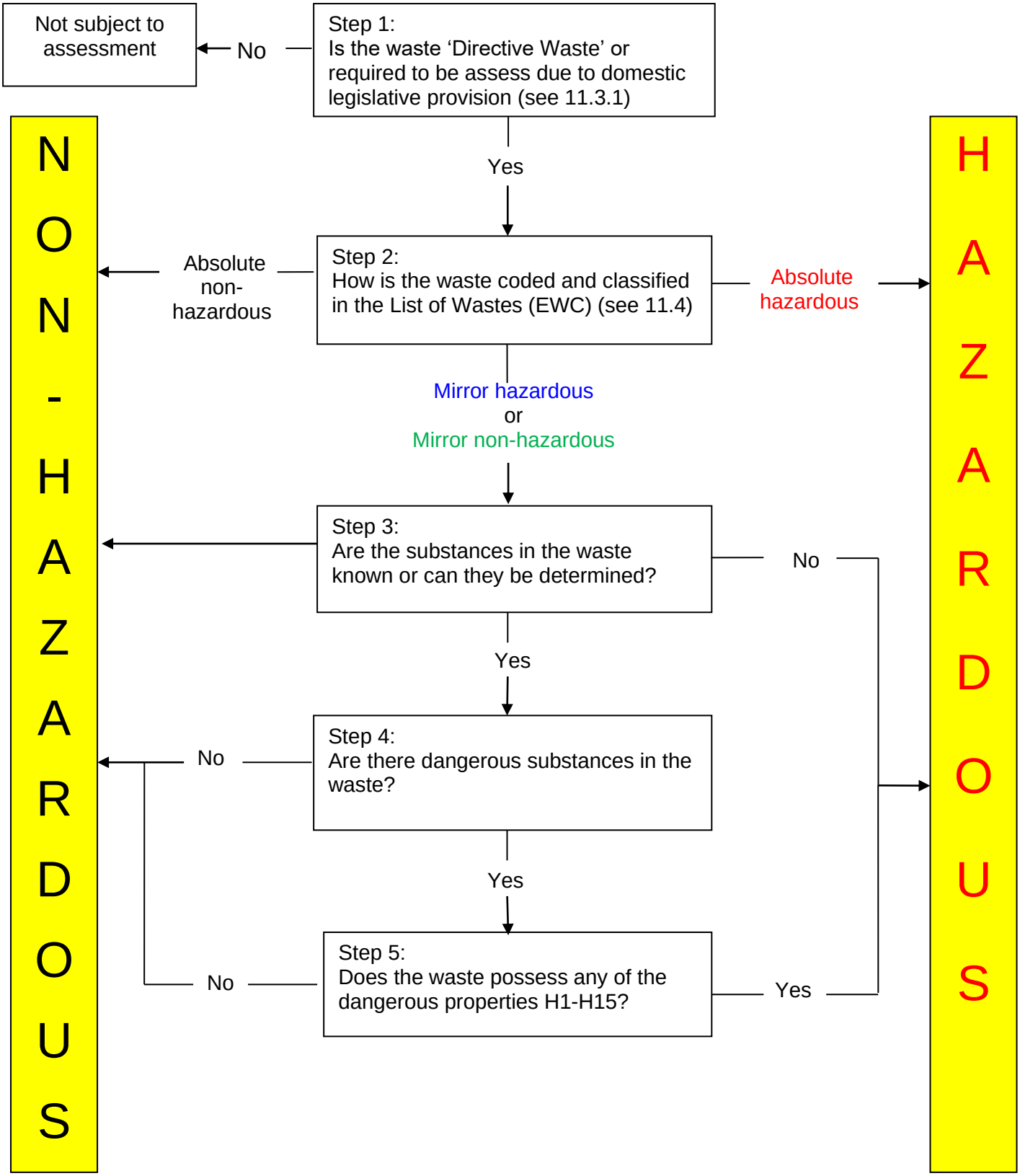
Step 4: Is the composition of the waste known or can it be determined?

Step 5a: Does the waste contain dangerous substances?

Step 5b: Is there any reason to indicate the waste may be hazardous (e.g. test results)?

Step 6: Does the waste possess any of the hazardous properties H1 to H14? (Refer to data sheets).

THE DEFINITION AND CLASSIFICATION OF HAZARDOUS WASTE



Hazardous Waste

Interpretation of the definition of the classification of hazardous waste

The EWC refers to three types of entry

"Absolute Entries" A number of wastes marked with an asterisk (*) are always deemed to be hazardous regardless of their composition or concentration of any "dangerous substance" within the waste. Such entries have been termed "absolute entries" and are coloured red in this document for clarity.

"Mirror Entries" Some wastes have the potential to be either hazardous or not, depending on whether they contain "dangerous substances" at or above certain thresholds. These wastes are covered by linked (usually paired) entries, collectively called "mirror entries" that comprise:

a hazardous waste entry marked with an asterisk (*), coloured blue in this document, and

an alternative non-hazardous waste entry (or entries) not marked with an asterisk.

"Non-Hazardous Entries" Where a waste is not listed in the EWC 2002 with an asterisk, then it is not hazardous. However where the non-hazardous entry forms part of a "mirror entry" assessment is required to determine whether the hazardous or non-hazardous waste entry is applicable.

An extract from the European Waste Catalogue is provided in (Appendix Form 5)

Hazardous Waste Regulations 2005

Advice on the Notification of premises

This section sets out some factors to be taken into account in determining what premises are and gives some examples. It particularly focuses on buildings / sites that have multiple occupiers.

- General requirement to notify
- What is a premises?
- Mobile Services
- Yards/Waste Transfer/Contaminated Land

Requirement to Notify

Producers of hazardous waste are required to notify premises at which they produce hazardous waste. Some premises are exempt from notification. Those are premises:

- listed in regulation 23(3) of the Hazardous Waste (England and Wales) Regulations 2005 (HWR); and
- at which less than 500kg (in total) of hazardous waste is produced in any twelve months period; and
- any hazardous waste produced there is removed by a registered carrier (under the Control of Pollution (Amendment) Act 1989) or a person exempt from registration.

It is an offence not to notify premises at which hazardous waste is produced (unless they are exempt premises) or to remove hazardous waste from premises, which are not notified (or exempt from notification).

Premises

Premises for the purposes of the HWR include any ship and any other means of transport from which a mobile service is operated.

Thus premises should be given its ordinary meaning but recognising that they can include ships and other vehicles such as road vehicles, trains, barges, aircraft etc. from which a mobile service is operated.

It will be a question of fact what premises are. All the circumstances need to be considered but the following factors are likely to be relevant (though this is not an exhaustive list – all the facts must be considered):

- is an area used exclusively by an operating unit;
- is there a specific area in which a particular activity is carried out separate from other activities occurring at the site;
- is there clear demarcation between areas – this could be physical separation such as walls or boundaries or if not physical a clear understanding that an area is for one operator's use;
- does an operator have the right to exclude others from their work area; and
- is there a legal interest in a particular space – a legal interest should be given a wide meaning and can include a license – we should not be asking to see those documents it is enough to know that use of a particular area is controlled by some form of legal agreement between parties.

Premises in England producing more than 500kg of hazardous waste within a 12 month period must register with the Environment Agency. Premises in Wales must register with Natural Resources Wales. Premises in Scotland and Northern Ireland do not need to register. More information may be found at https://www.gov.uk/hazardous-waste-producer-registration where you may also register online.

Mobile services and premises at which >500kg hazardous waste will be produced

Regulation 21 requires that a producer must notify relevant premises. Regulation 29 provides that where a producer operates a mobile service the relevant premises are the service premises. If a person operates a mobile service premises they must notify their service premises. They are not entitled to operate under any exemption applicable to site premises.

Mobile service operators should notify the premises from which they operate their service (referred to in the HWR as service premises) where they produce hazardous waste at premises, which they do not own or occupy, (referred to in the HWR as the site premises or related premises) and the quantity of hazardous waste they produce is less than 500kg in any twelve month period.

The less than 500kg limitation relates to each site at which the mobile service operator produces hazardous waste. Thus the notification for the mobile service operator can be used for any number of premises at which that operator produces less than 500kg of hazardous waste in any twelve-month period. If the mobile service provider visits the same premises several times during a twelve-month period, they must ensure that the less than 500kg qualifying limitation for those premises is not exceeded. Where the mobile service operator produces more than 500kg at a particular site during a twelve month period, *that* site must be notified to the Environment Agency, but the mobile service operator can continue to use the notification for the mobile service at other premises visited where less than 500kg of hazardous waste is produced.

If more than one service provider produces hazardous waste at specific premises, each of them can rely upon the less than 500kg limit because the qualifying limit applies the "hazardous waste produced in the course of that service". For example, there could be five mobile service producers attending a set of premises.

Each of them could produce up to 500kg of hazardous waste in any twelve-month period and each of them could rely on their service premises notification.

If any mobile service provider produces 500kg or more of hazardous waste at any site premises they must notify the site premises (see regulation 24(1)(d)).

Business units producing their own hazardous waste (as opposed to any produced by a visiting mobile service) cannot rely on the mobile service notification for their own waste and would need to notify unless exempt.

Generally, a mobile service provider will have to comply with the consignment note requirements under the HWR when the waste is moved from the site premises their depot or another facility.

Where there is an **open yard and several operators** each have responsibility for and use of a clearly defined part of that yard each part should be notified. Where there is no clear distinction the entire premises should be notified.

The total amount of hazardous waste produced by all the producers at the site should be taken into account in deciding whether the premises are exempt or not. If there is any doubt whether the premises are exempt or not, it is open to any of the operators of the yard to notify the premises. If the premises are not notified and the exemption limit is exceeded, all the producers will be liable to prosecution.

Waste transfer stations or collection points will be required to notify because they will be premises from which hazardous waste will be removed as provided for by regulation 21 HWR

Contaminated land site where more than one producer may be operating at any one time (unless there is a genuinely discrete area operated as separate premises from the contaminated land site) should be treated as single premises and notified once. The obligation for the notification should generally be arranged by the main contractor for the site. There is no requirement to expect each contractor to notify the premises separately.

2.5 SITE WASTE MANAGEMENT PLAN

Design phase requirements

Although no longer required by Law since December 2013 any efforts to improve resource efficiency and minimise waste during the design phase of a construction project can be described in a site waste management plan. This would allow the source of any cost-savings to be more easily traced as the plan would encompass the entire design-build process.

Pre-commencement

For all projects over £300,000 a SWMP may be prepared which may include the following information:

The identity of:

- the person who drafted the Plan;
- the person in charge of the project; and
- the contractor used (if there is more than one contractor, the principal contractor);

A description of the works proposed including the:

- location of the site; and
- the estimated value of the project;
- a description of the waste type that will be produced in the course of the project;
- an estimate of the volume of each different waste produced;
- the waste management action proposed for each waste type ie reuse, recycling, recovery or disposal; and
- a declaration that the person in charge of the project and the principal contractor will take all reasonable steps to ensure that waste management controls eg the duty of care, will be observed.

Commencement of work

Projects that are over £300,000 and less than £500,000 in value

Once work begins, certain levels of monitoring and recording may be carried out.

The person in charge or the contractor would record:

- the identity of the waste management contractor removing the waste;
- the types of waste removed; and
- the site that the contractor is taking the waste to.

Projects over £500,000

More details of what actually happens are detailed and the Plan itself may be regularly reviewed.

The person in charge or the contractor would need to record:

When any waste is removed from the construction site:

- the identity of the waste management contractor removing the waste;
- a copy of, or reference to, the waste carrier registration of the carrier; and
- a copy of, or reference to, the waste transfer note.

As often as necessary to ensure that the plan accurately reflects the progress of the project, and in any event not less than every six months, may:

- assess the plan;
- record the types and quantities of waste produced;
- record the types and quantities of waste that have been—
    a. re-used on-site,
    b. re-used off-site;
    c. recycled for use on-site;
    d. recycled for use off-site;
    e. sent to recycling facility;
    f. sent to waste management licence exempt site; or
    g. sent to landfill site for disposal; and
    h. produce a further plan, if it is necessary to do so, making changes necessary to reflect the progress of the project.

(A Site Waste Management Plan Pro-forma is provided in the Appendix Form 7)

SECTION 3

IMPLEMENTATION AND OPERATION

3.1 DEFINE ORGANISATION AND PERSONNEL

Guidance

The successful implementation of an environmental management system calls for the commitment of all employees of the organisation. Environmental responsibilities therefore should not be seen as confined to the environmental function, but may also include other areas of an organisation, such as operational management or staff functions other than environmental.

Responsibilities and Accountabilities

The commitment of all employees to the successful implementation of an environmental management system should begin at the highest levels of management. Top management should establish the organisation's environmental policy and ensure that the environmental management system is implemented. As part of this commitment, top management should designate (a) specific management representative(s) with defined responsibility and authority for implementing the environmental management system. In large or complex organisations there may be more than one designated representative. In small or medium sized enterprises, these responsibilities may be undertaken by one individual.

It is also important that the key environmental management system responsibilities are well defined and communicated to personnel. People should know whose job it is to do what. The organisational structure usually consists of four main elements: the organisational chart, job descriptions, clear reporting lines and procedures, and performance targets. The organisational chart visualizes the organisational structure, main responsibilities and reporting lines. Issues that could be considered in developing the organisational structure are:

- provision of resources;
- action to prevent non-compliance;
- identifying potential problems;
- recommending solutions to problems and verifying their implementation; and
- acting in emergency situations.

It is often recommended that the environmental management responsibilities should follow the operational hierarchy, so that it becomes part of the everyday management of running the enterprise. The environmental manager should be responsible, either directly or by managing others, for ensuring that the environmental management system is established, implemented and effective. Top management should ensure that appropriate levels of resources are provided to ensure that the environmental management system is implemented and maintained.

For an organisation implementing an EMS simultaneously at head office and at site level defining responsibility is critical in often complicated situations. The following example shows clearly the structure and responsibilities.

Organisation and Personnel - Responsibility for Environmental Management

Company Director

The Director, who is responsible for implementing the requirements of the Environmental Policy Statement, the Director is also responsible for providing adequate resources for effective environmental management including specific environmental management within the company.

The EHS Director is responsible for the application, maintenance and improvement of the EMS in accordance with organisation, contractual and legislative requirements. He is responsible for reporting to senior management on the performance and effectiveness of the EMS via the Management Review.

Line Management

Line Managers are responsible for the implementation of the EMS through their actions and those of their staff under the guidance and assistance of the controlling Department. Line management is responsible for ensuring that all processes under their control which have an environmental impact are assessed and control measures put in place, managed and recorded.

Environmental Practitioners

Environmental practitioners are responsible for implementing and maintaining the EMS, assisting and advising Project staff on environmental documentation, planning, training and awareness and operational control. They are responsible for carrying out environmental inspections and audits and report performance of the EMS via the Management Review Procedure.

Site Staff

Site staff have day-to-day responsibility to ensure that site operations are carried out according to documented requirements of the EMS and the Client as directed by senior site staff.

Specialist Assistance

Where necessary, specialist environmental consultants are consulted where expertise is not available in-house to assist in planning and operational control of significant environmental impacts.

Contractors

Contractor's responsibilities for environmental management are defined in the site/project/contract Environmental Management Plans and are agreed under contract.

(A Contractors Environmental Policy Declaration Pro-forma is provided in the Appendix Form 6)

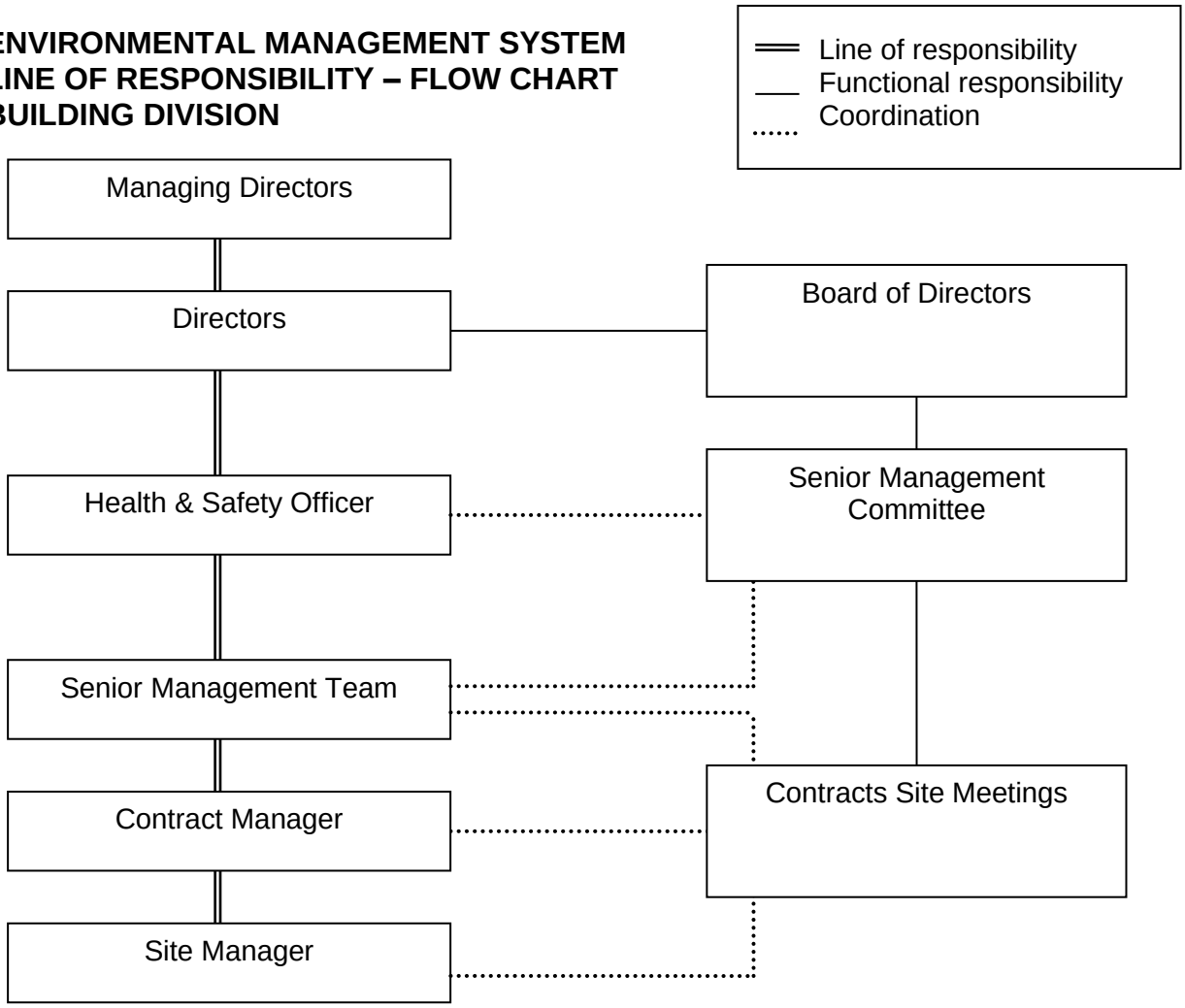
Documentation and Communication of Environmental Responsibility

Specific environmental practitioners' responsibility for environmental management is documented in individual job descriptions.

Site/project/contract environmental responsibility will be documented in site/project/contract environmental plans and are briefed out at project start-up and ongoing as required.

ORGANISATIONAL CHART

ENVIRONMENTAL MANAGEMENT SYSTEM
LINE OF RESPONSIBILITY – FLOW CHART
BUILDING DIVISION



An example of an Environmental Management flowchart provides clear routes of responsibility and roles within the overall management system and demonstrates how the policy will be implemented.

(Any replication of this organisational chart must be adapted to reflect the environmental management structure of the company)

3.2 TRAINING AND COMMUNICATIONS

To be successful, responsibilities should be supported by the necessary authority and training to enable the individuals to carry out their tasks effectively. An effective and on-going training program is necessary for all levels of the organisation to ensure awareness of environmental issues. Training needs have to be assessed taking into account the job to be carried out, and the skills, education and experience of the individuals in charge.

Training should instruct on the organisation's environmental policy, objectives and action program. It should address the significant environmental impacts, actual or potential, and the environmental benefits of improved personal performance. Equally, it should highlight the potential consequences of departure from specified operating procedures. A successful training program is an interactive process that provides the participants with information, awareness, knowledge, understanding and motivation. This interactive process requires managers to respond to suggestions and initiatives raised pursuant to the training sessions. Even if the suggestions are not appropriate, they need to be treated seriously so that the initiative and impetus of the training is maintained. The benefits of training can be quickly lost if the employees feel that the training is carried out in a vacuum, and that other sections of the organisation are not fulfilling there roles.

Environmental Training

Environmental training needs are addressed at recruitment and appraisal, according to the company Performance Management Process. Selection and implementation of training material is managed by the company Training Manager.

Environmental Awareness

The Environmental Policy is briefed out to at induction.

Environmental awareness is provided by:

- Environmental Risk Assessments: and
- Toolbox Talks.

Further environmental briefings on topical issues are carried out as required.

Environmental Competence

Environmental competencies are stated in individuals' job descriptions and reflect the role and significance of specific tasks to impacts on the environment. Records of environmental competencies are retained with the company Training Manager.

Communication

Third Party Liaison and Complaints.

Other documentation *(e.g. environmental aspects, internal procedures, etc.)* shall not be made publicly available except by express permission of the *Senior Manager* on site.

Environmental Management System

BS8555: 2016 Environmental Management System has been introduced by the British Standards Institution. This enables smaller companies to develop an environmental management system in stages over a period of time. This route can lead to a full ISO 14001 accreditation.

All sites/projects/contracts must document their arrangements for environmental management by producing a Site Environmental Plan.

Local procedures are created for environmental aspects that require specific arrangements and instruction.

Document control

Control of the EMS documentation will be managed by:

Hard copy files of EMS documents will be kept and archived. Electronic information will be stored on the company database for future retrieval.

Operational control

Significant environmental impacts are identified using Risk Assessment and Control. Management of significant environmental impacts is documented according to the Site Environmental Plan, and site-specific risk assessments. These documents are briefed out at site level during site inductions.

Guidance on operational controls is provided in the following documentation:

- Register of Environmental Aspects and Impacts
- Environmental Risk Assessments: Pollution Prevention and Control Guidance
- Site Waste Management Plan

Contractors must produce risk assessments and method statements which include identification of environmental control requirements for review, they will be accepted once environmental controls are sufficiently in place.

Procedures relevant to suppliers and contractors are communicated via site/project/contract management or delegated representatives.

Emergency preparedness and response

Emergency response to environmental incidents is carried out in accordance with Procedures and includes a requirement to test the procedure.

SECTION 4

CHECKING AND CORRECTIVE ACTION

4.1 MONITORING

Measuring, monitoring and evaluating are key activities of an environmental management system, to ensure that the organisation is performing in accordance with the environmental policy, objectives and action program.

In establishing and maintaining procedures for investigating and correcting non-conformance, the organisation should include the following basic elements:

- identifying the cause of the non-conformance;
- identifying and implementing the necessary corrective action;
- implementing or modifying controls necessary to avoid repetition of the non-conformance;
- recording any changes in written procedures resulting from corrective action.

Audits may be performed by personnel from within the organisation or by external persons selected by the organisation. In either case the persons conducting the audit should be in a position to do so impartially and objectively. A timetable for planning audits is shown in ***(appendix form 8)***

Regular inspections should be carried out to see the correct management procedures are adopted and implemented at all levels throughout the organisation.

4.2 RECORDS

Records will be filed and archived as part of the system and in compliance with the Data Protection Act 1998. It is important that records are retained to validate. Consideration will be given to the following

- Reported incidents
- Incidents
- Insurance Claims
- Audit Reports
- Minutes
- Inspections
- Non-Compliances
- Contractor Incidents
- Contractor Info
- Publication of results

4.3 MANAGEMENT REVIEW

The organisation will review and continually improve its environment management system, to achieve overall improvement in environmental performance. At regular intervals management will carry out a review of the environmental management system to ensure its continuing suitability and effectiveness.

The scope of the review will be comprehensive, though not all elements of the environmental management system will be reviewed at once and the review process may well take place over a period of time.

Some issues to be considered in the review are:

- review of the environmental objectives and targets;
- audit findings;
- concerns amongst relevant interested parties; and
- evaluation of the effectiveness of the environmental management system;
- evaluation of the suitability of the environmental policy and the need for changes in the light of changing legislation, changing expectations and requirements of interested parties, changes in the products or activities of the organisation, developments in technology, lessons learned from environmental incidents, market preferences, reporting and communication.

Any audits planned and regular inspections will be recorded on ***(Appendix forms 8 and 9)***

Appendices

APPENDICES

Appendix Form1

Glossary

Best available techniques/technology (BAT)

The techniques/technology most effective in preventing, minimising or rendering harmless polluting releases and that are economically and technically viable. The techniques/technology should be procurable by operators of the process in question, and while they do not have to be in general use, they should be generally accessible. Availability can include techniques/technology still at the pilot stage. 'Technique' includes both the plant in which the process is carried out and how the process is operated. It includes the numbers and competencies of staff, working methods and supervision, and the design, construction, layout and maintenance of buildings.

Best practicable environmental option (BPEO)

The option which provides the most benefit or least damage to the environment as a whole, at an acceptable cost in both the long and short term. Emissions and wastes should be minimised and re-used, recovered or recycled, or directed to the environmental medium (air, water, land) where the least environmental harm will occur.

Clean technology

Technology which is designed to reduce environmental impacts (often waster material) from equipment or processes.

Continual improvement

Process of enhancing the EMS to achieve improvements in overall environmental performance in line with the organisation's environmental policy.

Environmental aspect

An element of an organisation's activities, products and services which can interact with the environment viz. 'causes'.

Environmental impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services viz. 'effects'.

Environmental Management System (EMS)

The part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmental Policy Statement

The organisations statement of intent in response to environmental matters.

Environmental supply chain management (ESCM)

The supply chain relates to the stream of activities involved in providing goods or services to customers. ESCM is where an organisation exercises control or influence over that stream of activities.

Mass Balancing

The measurement of the total inputs of a substance into a process, and the total outputs of that substance from the process, in order to assess the extent and nature of any losses of that substance at various stages in the process. Once assessed, a plan can be implemented to reduce these losses.

Objectives

An objective is a long-term goal that defines what is to be achieved in a particular area e.g. reduce energy consumption. Objectives should illustrate a commitment to environmental improvement and can be set for investigation or ongoing management of environmental issues. New objectives need to be set once original objectives have been met.

Prevention of pollution

Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process change, control mechanisms, efficient use of resources and material substitution.

Register of legislation

Documentation that demonstrates the organisation has access to, and understanding of its environmental legal requirements.

Significant environmental aspect

An environmental aspect that has or can have a significant environmental impact.

Sustainable development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development requires the maintenance or improvement of social, economic and environmental standards.

Targets/KPIs

Set environmental objectives are normally supported by shorter-term targets, achievement of which results in the achievement of the overall objective. A target quantifies an element of an objective, e.g. “reduce energy consumption by 20% within two years”. Targets usually focus on environmental compliance and reducing risk

Appendix Form 2

Environmental Aspects & Impacts Register

Organisation Name:		**Site:**	

Plant / vehicles					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
1	CO_2, SOx, NOx and particulates released to atmosphere.	Air pollution, local community, public health.	☐ Vehicles to have stop/start technology where possible to minimise emissions when in traffic queues. ☐ Vehicles switched off when not in use.	Normal	
2	Use of fossil fuels.	Resource depletion.	☐ Selection of fuel efficient models of vehicles with stop/start technology. ☐ Vehicles to have stop/start technology to minimise emissions when in traffic queues. ☐ Switch off vehicles when not in use.	Normal	
3	Noise, dust & vibration from plant.	Nuisance.	☐ Regular servicing ☐ Traffic routes damped down or sweeper operating regularly	Normal	
4	Spillage of fuel/oil from plant or vehicles.	Pollution of watercourse, surface water drainage or land contamination.	☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	

Storage of materials					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
5	Spillage of fuel into controlled waters, surface water drainage, or onto land.	Pollution of watercourse, surface water drainage or land contamination. Risk of fire and consequently pollution from hose-down water.	☐ Double bunded tanks/bowsers. ☐ Spill kits. ☐ Regular inspections of tanks/bowsers. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	

Storage of materials					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
6	Spillage of chemical/solvent into controlled waters, surface water drainage, or onto land.	Pollution of watercourse, surface water drainage or land contamination. Risk of fire and consequently pollution from hose-down water.	☐ Bunded storage cabinets/containers. ☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
7	Spillage of loose stone/ soil.	Pollution of watercourse or surface water drainage.	☐ Dedicated storage areas away from watercourses/drainage channels.	Abnormal	
8	Leakage from gas bottles.	Emissions to atmosphere.	☐ Stored in locked gas cage until required.	Emergency	
9	Damaged materials/unnecessary wastage of materials.	Resource depletion. Disposal of waste.	☐ Minimise wastage of materials. ☐ Follow waste hierarchy.	Abnormal	
10	Cross-contamination of loose materials	Resource depletion. Disposal of waste.	☐ Segregated, labelled storage bays. ☐ Follow waste hierarchy.	Abnormal	

Site activities					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
11	Disruption of potentially contaminated ground when excavating.	Pollution of watercourse, surface water drainage or land contamination.	☐ Ground investigation/survey. ☐ Testing of soil.	Abnormal	
12	Spillage of oil/fuel from plant.	Potential pollution of groundwater.	☐ Secondary containment of fuels/oils. ☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
13	Disposal of silty water from excavations.	Pollution of watercourse, surface water drainage or land contamination.	☐ Use of filtration systems (e.g. siltbuster). ☐ Discharge to grassland where possible (with permission/approval).	Abnormal	
14	Disposal of unwanted excavation arisings.	Incorrect disposal of waste material.	☐ Use only approved waste contractors. ☐ Regularly check licences.	Normal	
15	Disturbance of archaeological	Loss of archaeological	☐ Ground investigation/survey.	Abnormal	

Site activities					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
	artefacts.	artefacts.	☐ Archaeologist on site if needed.		
16	Crushing/screening and re-use of materials on site.	Contamination of material prior to re-use.	☐ Testing of materials for re-use. ☐ Use of waste exemptions and permits where necessary.	Normal	
17	Spillage of waste and washing effluent (concrete mixed on site).	Pollution of watercourse, surface water drainage or land contamination.	☐ Dedicated mixing/washout area. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
18	Concrete washout (ready mixed concrete vehicles).	Pollution of watercourse, surface water drainage or land contamination.	☐ Dedicated bunded washout area. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Normal	
19	Spillage of waste and washing effluent (mortar silo area)	Pollution of watercourse, surface water drainage or land contamination.	☐ Bunded silo area ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
20	Spillage of waste and washing effluent (mortar mixing area)	Pollution of watercourse, surface water drainage or land contamination.	☐ Dedicated mixing/washout area. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
21	Use of materials.	Resource depletion.	☐ Minimise wastage of materials. ☐ Follow waste hierarchy.	Normal	
22	Creation of dust, noise when wet cutting concrete, asphalt, bricks etc.	Nuisance	☐ Set up cutting area away from public areas/other work areas. ☐ Use water to suppress dust. Use screening to suppress noise and spray from wet cutting.	Normal	
23	Silty water from dust suppression when wet cutting materials.	Pollution of watercourse or surface water drainage.	☐ Set up cutting area away from drainage system. ☐ Sand bags/drain covers available.	Normal	
24	Creation of dust, noise from demolition or refurbishment work.	Nuisance/disruption to neighbours and/or local community.	☐ Use water spray to suppress dust. ☐ Restrict to sociable working hours.	Normal	
25	Re-use of materials from demolition or refurbishment work.	Resource depletion.	☐ Implement/use waste management plan.	Normal	
26	Waste disposal from demolition or refurbishment work.	Incorrect disposal of waste material.	☐ Use only approved waste contractors. ☐ Regularly check licences.	Normal	

Site activities					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
27	Disturbance of protected species i.e. bats.	Disturbance or destruction of natural habitat of the bats.	☐ Ecological survey before work starts. ☐ Liaison with Environment Agency/Natural England etc.	Abnormal	
28	Spillage of materials/ substances when Working, near, over or under a watercourse.	Pollution of water courses or surface water drainage.	☐ Dedicated storage areas away from watercourses/drainage channels. ☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	
29	Mud/silt on roads inside and outside the site entrance.	Nuisance/disruption to road users, neighbours and/or local community.	☐ Sweeper used regularly. ☐ Wheel wash or jet wash at site entrance for vehicles leaving site.	Normal	
30	Noise/dust pollution visual impact when working in a public area.	Nuisance/disruption to neighbours and/or local community.	☐ Restrict to sociable working hours where possible. ☐ Use screening to suppress noise where possible	Normal	
31	Noise/dust/light when working out of hours.	Nuisance/disruption to neighbours and/or local community.	☐ Restrict to sociable working hours where possible. ☐ Minimise light pollution where possible. ☐ Minimise reversing of vehicles/plant.	Abnormal	

Wildlife, trees and vegetation					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
32	Physical damage to root system when working near trees.	Disturbance or destruction of natural habitat.	☐ Tree protection zones. ☐ Safe digging procedure.	Abnormal	
33	Treatment of identified invasive weeds.	Spreading of invasive weeds.	☐ Awareness training/TBTs for operatives. ☐ Use only competent/approved treatment contractors. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	
34	Disposal of identified invasive weeds.	Incorrect waste disposal.	☐ Use only approved waste contractors. ☐ Regularly check licences.	Abnormal	
35	Disturbing/treatment of identified invasive species.	Spreading of invasive species.	☐ Awareness training/TBTs for operatives. ☐ Liaison with Environment Agency/Natural England etc. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	

Wildlife, trees and vegetation					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
36	Disturbing of identified protected species.	Disturbance or destruction of natural habitat of the protected species.	☐ Ecological survey before work starts. ☐ Liaison with Environment Agency/Natural England etc.	Abnormal	
37	Pruning, tree works or vegetation trimming.	Disturbance or destruction of natural habitat.	☐ Arboricultural survey before work starts. ☐ Avoidance of nesting season. ☐ Use of competent/approved arboricultural contractors.	Abnormal	
38	Removal of trees or vegetation.	Effect on soil and erosion resulting in landscape changes.	☐ Arboricultural survey before work starts. ☐ Avoidance of nesting season. ☐ Use of competent/approved arboricultural contractors.	Abnormal	
39	Disposal of tree and vegetation waste.	Incorrect waste disposal.	☐ Use only approved waste contractors. ☐ Regularly check licences.	Abnormal	

Waste					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
40	Damaged materials/unnecessary wastage of materials.	Resource depletion.	☐ Minimise wastage of materials. ☐ Follow waste hierarchy.	Abnormal	
41	Waste storage.	Pollution of water courses, surface water drainage or land contamination.	☐ Segregation/labelling of waste skips and hazardous waste bins. ☐ Regular housekeeping checks and clean-up.	Normal	
42	Escape of liquid wastes.	Pollution of water courses, surface water drainage or land contamination.	☐ Store liquid waste bins in a bunded area. ☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	
43	Run-off from solid waste.	Pollution of water courses, surface water drainage or land contamination.	☐ Use covered skips where possible to prevent rainwater ingress. ☐ Ensure skips do not have holes in base. ☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	

Waste					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
44	Wind-blown waste on/off site	Nuisance/visual impact on neighbours and/or local community.	☐ Use covered skips where possible to prevent waste being blown from skips. ☐ Wooden hoarding or netted heras fencing around site perimeter/work areas. ☐ Regular housekeeping checks and clean-up.	Normal	
45	Disposal of waste.	Incorrect disposal, potential for fly tipping and land/ water contamination.	☐ Implement/use waste management plan. ☐ Segregation/labelling of waste skips and hazardous waste bins. ☐ Use only approved waste contractors. Regularly check licences.	Normal	

Welfare facilities / site offices					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
46	Release of detergent, bleach etc. into drainage system.	Pollution of water courses or surface water drainage.	☐ Cabins/toilets connected to the foul water system where possible. ☐ If not - effluent tanks emptied regularly.	Emergency	
47	Disposal of CFC's in fridges.	Incorrect disposal. Air pollution from leakage if damaged.	☐ Correct disposal of fridge via hazardous waste contractor when necessary.	Abnormal	
48	Use of boilers/heating systems.	Emissions to atmosphere. Resource depletion. Use of energy. Use of fossil fuels.	☐ Use of energy efficient equipment. ☐ Regular maintenance.	Normal	
49	Generation/use of electricity.	Resource depletion. Use of energy. Use of fossil fuels.	☐ Automatic lighting in cabins. ☐ Computers/monitors turned off at night. ☐ Raising awareness amongst staff.	Normal	
50	Water consumption.	Resource depletion. Use of resources needed to treat water.	☐ Automatic or push-top taps. ☐ Water usage minimised.	Normal	
51	Generation of waste water/effluent.	Pollution of water courses, surface water drainage or land contamination.	☐ Automatic or push-top taps. ☐ Water usage minimised. ☐ Cabins/toilets connected to the foul water system where	Normal	

Welfare facilities / site offices					
No.	**Aspect**	**Impact**	**Control measures**	**Condition** (Normal/ Abnormal/ Emergency)	**Residual risk after mitigation** MEDIUM LOW
			☐ possible. If not - effluent tanks emptied regularly.		
52	Disposal of waste water/effluent.	Incorrect waste disposal.	☐ Implement/use waste management plan. ☐ Use only approved waste contractors. ☐ Regularly check licences.	Normal	
53	Use of office consumables.	Resource depletion.	☐ Follow waste hierarchy.	Normal	
54	Disposal of office waste.	Waste disposal.	☐ Implement/use waste management plan. ☐ Use only approved waste contractors. ☐ Regularly check licences.	Normal	
55	Risk of leakage of fuel or oil from parked vehicles.	Pollution of water courses, surface water drainage or land contamination.	☐ Spill kits. ☐ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	

Assessment carried out by:		**Date:**	

Appendix Form 3

Environmental Risk Assessments

Site Location..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Have environmental issues been included on a site set up risk assessment?	☐	☐	☐
☐	Has permission been granted by the environmental regulator or relevant body to discharge water and effluent from the site?	☐	☐	☐
☐	Is drainage identifying foul and surface water drainage accessible?	☐	☐	☐
☐	Have nearby rivers, streams or groundwater etc, been identified?	☐	☐	☐
☐	Are drains, etc, appropriately marked to distinguish them?	☐	☐	☐
☐	Are fuel bunds and/or double skinned tanks provided?	☐	☐	☐
☐	Is a waste storage area provided?	☐	☐	☐
☐	Has dewatering and disposal of water been considered?	☐	☐	☐
☐	Is the site adequately protected against vandalism, theft and breakage?	☐	☐	☐
☐	Is a wheel wash or road cleaning equipment provided?	☐	☐	☐
☐	Is/are a designated haul route(s) indicated?	☐	☐	☐
☐	Have environmental issues been included in the site induction?	☐	☐	☐
☐	Are site personnel aware of the spill response procedure and storage issues?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider for site drainage:

- Seek advice from the environmental regulator:

There are generally three types of drainage on site:

1. Surface water drains are designed to carry uncontaminated rainwater directly to a stream, river or soakaway, which may be some distance from the site.
2. Foul water drains are designed to carry foul water directly to a sewage works for treatment before being discharged to a watercourse.
3. Soakaways
    - Existing and constructed site drainage plans should be readily accessible.
    - Clearly distinguished between the surface and foul manhole covers and gullies on site and mark them appropriately.
    - **Nothing** should be allowed to enter surface water drains, except clean rainwater. Material and plant should not be stored near drains (eg stockpiles, fuel, paint, pumps, and generations).
    - Even if described as bio-degradable, detergents are not suitable for discharge to surface water drains. Use of detergents should be carried out in designated areas draining to the foul sewer.
    - It is ILLEGAL to discharge into foul sewers without agreement from the sewerage undertaker.

REDUCE WATER USAGE

- Construct temporary and permanent drainage works as early as possible to divert surface water away from the earth works operations.
- Divert clean surface water away from bare ground using trench drains.
- Prevent surface water entering excavations – use sand bags or similar.
- Minimise groundwater ingress into excavations.

REUSE WATER

- If settlement facilities are being used on site, use water from them to damp down haul roads in dusty conditions.
- Use water from settlement facilities to wash out concrete lorries.

RECYCLE WATER

- Recycle water used in concrete batching plants.
- Recycle water in wheel washes.

(Continued overleaf)

Site Location..... Date .....

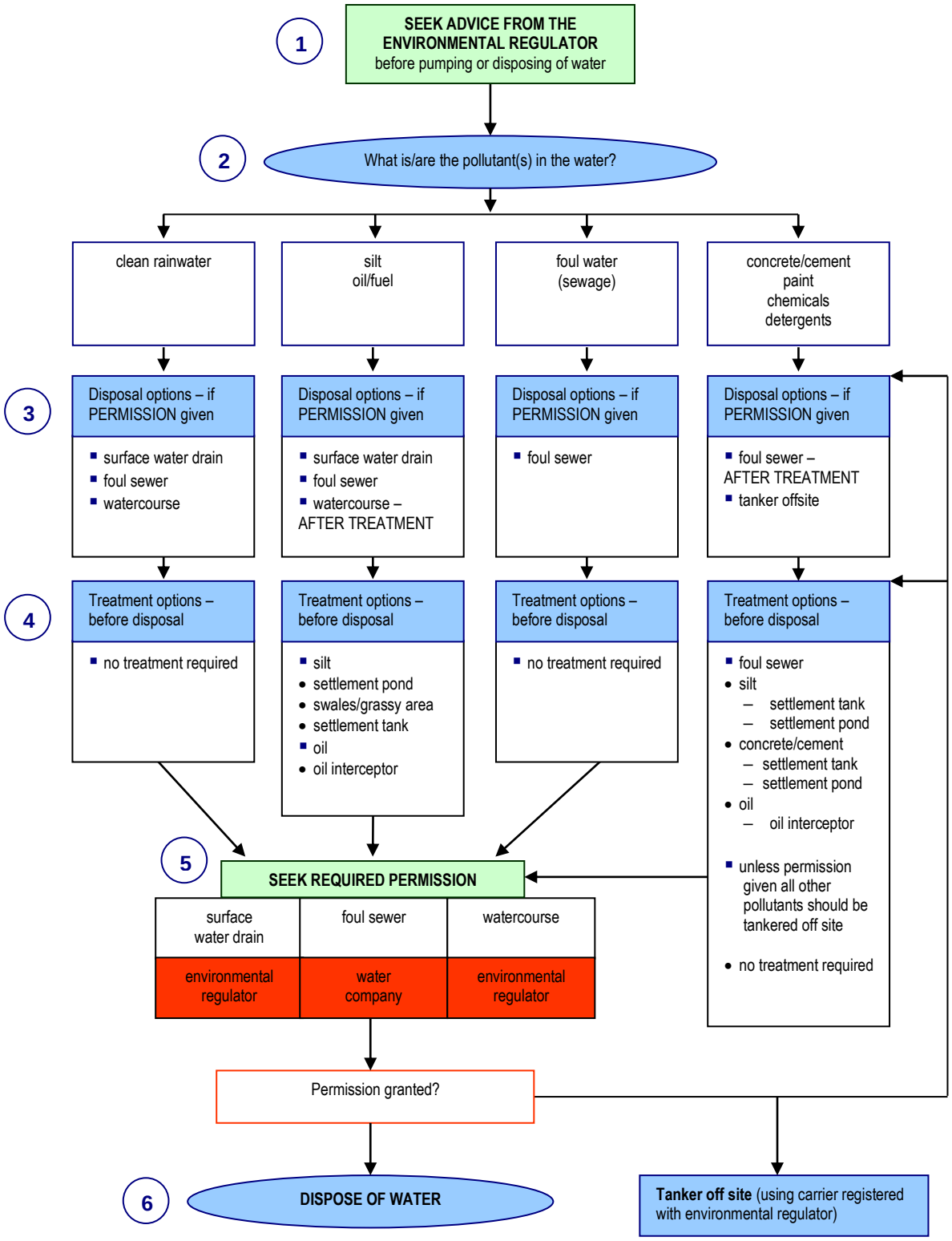
	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Is the site drainage plan up to date and accessible?	☐	☐	☐
☐	Are foul and surface drain types appropriately marked and known to site personnel?	☐	☐	☐
☐	In wet weather is site runoff contained and not directly entering a watercourse or surface water drain?	☐	☐	☐
☐	Are materials and plant stored away from all drains? (eg stockpiles, fuel, paint, pumps, generators).	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when treating on-site water:

- Seek advice from the environmental regulator:
- The main pollutants from construction are SILT, Fuel/OIL, CONCRETE and CHEMICALS. These could come from general site runoff, pumping out excavations and spills for example.
- It is ILLEGAL to put any polluting matter into controlled waters without obtaining permission from the environmental regulator. Controlled waters include rivers, streams, coastal waters, ponds, lakes, lochs, docks, and groundwater.
- Prior to discharge, even to foul sewer, ALL site water may require treatment by one or a combination of simple methods.
- Silt can be removed by:-
    - settling out in a tank, ponds or lagoons, AND/OR
    - allowing it to infiltrate through a large area a grassy ground, geotextile filters, straw bales or a skip containing fine aggregate.
    - Chemical treatment with flocculants
- Where sustainable draining systems (SUDS) such as ponds are to be part of the completed construction, consider installing these at the outset and utilising them as a means of treating silt laden waters during construction.
- Use a silt removal method that will cope with the volume of water, concentration and type of silt (chalk/clay etc) – water should be kept as still as possible. Around two or three hours retention time is generally required to reduce suspended solids. Finer materials will take longer to settle.
- Oil and concrete should NOT enter site water in the first place.
- Prevent oil pollution by using:
    - Suitable bunded storage of fuel/oil, and use of drip trays under plant AND
    - An oil separator (if a permanent interceptor is required, consider installing it as early in the works as possible, or install a temporary one), AND/OR
    - Commercially available absorbent granules, pads or booms.
- Wet concrete pollution is silty and very alkaline (high pH), which can have a serious effect on watercourses, consider treating by the following before disposal:
    - Settling out in settlement tank, pond or lagoon, AND/OR
    - Chemical treatment to adjust the pH prior to disposal – specialist advice is required as the treatment itself can cause harm to the receiving watercourse.
    - Diluting with clean rainwater from site cabin or building roofs can also adjust pH.
    - Chemical testing is likely to be required to confirm the pH before disposal. Simple paper pH kits are readily available, cheap and easy to use.
- Follow the flowchart overleaf to determine how to treat and dispose of site water.
- Inspect discharges regularly to check treatment is effective.
- Clean out settlement facilities and outlets etc regularly – consider implementing a maintenance scheme.

Treatment of site water checklist



Things to consider when disposing of site water:

- Seek advice from the environmental regulator:
- Where contamination waters are to be disposed of from construction sites the operator should consider the availability and access to foul sewers as a first option.
- It is ILLEGAL to discharge to the foul sewer without permission (see the flowchart on treatment of site water to determine who permission is required from).
- Clean water ONLY can be discharged to surface water drains/sewers, as they may outfall into a watercourse, possibly some distance from the site. The source can easily be traced back. Permission is required from the sewerage undertaker first to check that surface water sewers and pumping stations have capacity to take the volume.
- It is ILLEGAL to put any polluting matter into controlled waters without obtaining permission from the environmental regulator. Controlled waters include rivers, streams, coastal waters, ponds, lakes, lochs, docks, and groundwater.
- DO NOT discharge anything to a watercourse without an Environmental Water Discharge Permit from the environmental regulator.
- Care should be taken to discharge to watercourses at a rate that DOES NOT ERODE the bank or bed of the watercourse mobilising silt. Consider more than one discharge point. If a settlement tank is being used to treat water, ensure that the flow rate of the water will allow settlement.
- Prior to discharge, even to foul sewer, ALL site water may require treatment by one or a combination of simple methods.
- Follow the flowchart provided in the treatment of site water section to determine appropriate treatment and disposal routes.
- Inspect discharges regularly to check for signs of pollution, monitor flow rates and check that the correct disposal route is being used (foul sewer/surface drain/designated disposal point). You may need to carry out monitoring of sediment/chemical loads to ensure that the discharge complies with the consent(s) or permit(s).
- Where not connected to foul sewer, sewage (from portable toilets, etc) should be disposed of under Duty of Care and not through site surface drainage (unless a consent has been given) or direct to a watercourse.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Is there any visible sign or smell of pollution in watercourses at or near the site (if applicable)?	☐	☐	☐
☐	Is the water treatment method effective?	☐	☐	☐
☐	Is the water discharged from the site silty or discoloured?	☐	☐	☐
☐	Is there an oily sheen visible on site discharge?	☐	☐	☐
☐	Is there oil visible in water storage areas, eg pond/lagoon?	☐	☐	☐
☐	If a settlement tank is used, is water moving too fast and/or is it overflowing?	☐	☐	☐
☐	Are straw bales and/or oil absorbent materials securely fixed, if used?	☐	☐	☐
☐	Do any oil absorbent materials require replacing, if used?	☐	☐	☐
☐	Is any sediment/chemical monitoring required to comply with discharge consents?	☐	☐	☐
☐	Are outfalls and pipework clean and clear of litter etc?	☐	☐	☐
☐	If a flow meter is required to monitor discharge or dewatered volumes what is the reading?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when storing materials and waste on site:

- Seek advice from the environmental regulator:
- Has the requirements of site waste management plan legislation been complied with
- Consider whether large volumes of polluting materials need to be stored on the site. Can the material be delivered to site in quantities that can be used on the day delivered, or delivered at a rate that prevents a large volume building up on site?
- Consider whether potentially polluting materials can be eliminated from the process, for example work such as painting or stripping beams could be undertaken off site or alternative processes may be suitable.
- Use material safety data sheets to identify potentially polluting materials, this information will also identify how these materials should be stored.
- Make sure that appropriate spill response equipment is proportionate to fuel quantities and located near to the material should containment fail or material be spilled and ensure site staff know how to use it.
- Consider the correct disposal route for waste materials (Duty of Care), check to see if they can be reused or recycled but ensure they are stored safely on site prior to disposal. Cover skips to prevent litter being blown out. Label skips.
- Consider establishing a central store location away from sensitive areas of the site such as rivers, streams, drainage or settlement facilities. Identify how pollution could occur and what measurers should be implemented to reduce the likelihood of water pollution. Protect stores from flooding where required (eg if the site is near a river or on the floor plain).
- Ensure stores are adequately protected and secured against trespassers and vandalism.
- Regularly check to see what materials are in stock. Store drums, oil and chemicals on an impervious base and within a secured bund. Keep lids on. Always store containers upright unless using flow control taps for controlled pouring from barrels and drums.
- Consider protecting the drum storage bund from rainwater.
- Raise the awareness of safe storage and disposal of materials on site using the toolbox talk type training method.
- Consider appointing a site champion to give out instructions on the safe storage of materials to personnel booking out material from the store compound and the implementation of the site waste management plan.
- Ensure topsoil and/or soil heaps are located at least 10m away from water courses (regulator may vary this distance), consider seeding them or covering with a tarpaulin to prevent silty runoff and losses due to wind. Consider constructing a stilt fence at the base of the pile using a suitable geotextile.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Are all containers of materials eg, oils, paints, chemicals etc stored in a bunded area?	☐	☐	☐
☐	Is the bund covered to prevent excessive rainwater and debris build-up?	☐	☐	☐
☐	Is/are the areas(s) clearly marked?	☐	☐	☐
☐	Are materials stored in suitable containers that are appropriately labelled with fitted lids, taps and tops in good condition?	☐	☐	☐
☐	Are there control measurers and/or spill response kits/material located near to bulk store, accessible and in appropriate quantities?	☐	☐	☐
☐	Is material stored so as to guard against breakage or vandalism (vehicle movements, corrosion or theft)?	☐	☐	☐
☐	Are stores protected against flood damage or inundation (eg is site within flood plain etc)?	☐	☐	☐
☐	Is waste stored in a designated area?	☐	☐	☐
☐	Is the waste storage area in good condition and contained to prevent rainwater infiltration?	☐	☐	☐
☐	Are stockpiles causing silty run off?	☐	☐	☐
☐	Are stockpiles too steep and/or stored near drains or watercourses?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when managing silt:

- Seek advice from the environmental regulator:
- The most common form of water pollution from construction is suspended sediments – more commonly known as silty water, muddy water, or dirty water.
- Silt also carries other contaminants such as oil and chemicals.
- Silt pollution is easily identified by discoloration of the water.
- Do not pump silty water to watercourse.
- Do not strip more land than is needed.
- Divert clean water away from bare ground.
- Divert silty water away from drains and watercourses using sand bags for example.
- Consider alternative de-watering methods eg sump pumping.
- Plan for the treatment of silty water when pumping out excavations or managing surface water runoff.
- Regularly check nearby water courses for silt pollution.
- Silt can be removed by:
- Setting out in settlement tank, pond or lagoon, AND/OR
- Allowing it to infiltrate through a large area of grassy ground, geotextile filters, straw bales or a skip containing fine aggregate
- Chemical treatment with flocculants (advice from a specialist and environmental regulator required)
- Use a silt removal method which will cope with the volume of water, silt concentration and silt type (chalk, clay etc) – water should be kept as still as possible. Around two to three hours retention time is generally required to reduce suspended solids, finer materials will take longer to settle. Ensure that water flowing through these systems is moving slowly enough to allow the sediment to settle out and that the systems do not overflow.
- Consider providing wheel wash facilities and/or methods to keep haul routes and accesses free from mud and dust to minimise silty runoff. Contain the water and dispose of it correctly.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Is there a regular check of water courses being done (if applicable)?	☐	☐	☐
☐	Is there any visible sign of discolouration in watercourses (if applicable) at or near the site?	☐	☐	☐
☐	Is water discharged from the site silty or discoloured?	☐	☐	☐
☐	Is the surface water runoff directly entering a watercourse or drain?	☐	☐	☐
☐	Is any water treatment method (if applicable) effective?	☐	☐	☐
☐	If a settlement tank is used, is water moving too fast and/or is it overflowing?	☐	☐	☐
☐	Are straw bales securely fixed, if used?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when storing and using fuel and oil:

- Seek advice from the environmental regulator:
- Work activities which include the use of fuels need to conform to The Control of Pollution (Oil Storage) Regulations 2001
- Consider whether fuel storage is needed on site, how much is to be stored and how in large tanks, small stores or a mobile-bowser.
- Check whether the main contractor, if applicable, has fuel storage requirements, and ensure your procedures follow them.
- Risk/CoSHH assess the fuel/oil storage location identifying potential routes for pollution should containment fail.
- Fuel/oil stores must be located away from the site drainage system and the edge of watercourses. If this is not possible, ensure adequate measures are identified to prevent or contain any spillage such as creating a fall away from any drainage grid or blocking drainage points.
- Fuel/oil stores must be located in an area away from vehicle movement to prevent collision.
- Fuel/oil storage must be sited on an impermeable base within a bund to contain at least 110per cent of the maximum capacity. All ancillary equipment (valves, hoses, etc) should be contained securely within the bund when not in use. Ensure that tanks are properly labelled as to their contents and capacities.
- Keep a store of spill response equipment at the fuel facility and bowsers, if necessary locate a sign telling the operator what to do in the event of a spillage and where the nearest spill response kit is located (see the section on spill response for further advice).
- Consider protecting the fuel bund from rainwater – this can be achieved by building a scaffold lean-to or other appropriate sheeted or enclosed structure.
- Guard facilities against vandalism and theft, ensure that hoses are not vulnerable to being tampered with or cut for unauthorised access; the facility should be locked off when not in use.
- Use drip trays under all static plant such as pumps and generators and during refuelling from mobile plant and empty them regularly into an appropriately contained area (main fuel bund or designated bowser) for disposal off-site.
- Ensure that the facilities are checked on a regular basis to ensure any leaks or drips are fixed to prevent loss and pollution, also consider small plant such as petrol cutters and plate compactors
- Fuel/oil deliveries should be supervised by a designated person.
- Bulk fuel stores must be clearly marked as to their content to help prevent delivery personnel mixing fuel types. Check there is enough capacity in the tank before a fuel delivery.
- Consider made up ground, re-fuel areas with membrane protection to act as a secondary guard against ground contamination, the aggregate used in these areas must be treated as contaminated. When disposed an entry must be made in the site waste management plan if applicable.

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Is the bund in good condition with no cracks or evidence of leakage, particularly at corner points?	☐	☐	☐
☐	Is the bund free from excessive rainwater and debris build-up?	☐	☐	☐
☐	Are all tank components (hose, valves etc) contained within the bund?	☐	☐	☐
☐	Are there any leaks from the hoses, joints or valves on the facility?	☐	☐	☐
☐	Is the facility locked off when not is use?	☐	☐	☐
☐	Is the fuel/oil facility appropriately labelled as to its content and capacity?	☐	☐	☐
☐	Is the fuel/oil facility guarded against vehicle damage?	☐	☐	☐
☐	Are spill response material and emergency instructions located nearby and readily accessible by the operator?	☐	☐	☐
☐	Is the spill response material in good condition?	☐	☐	☐
☐	Have spills been effectively managed, if necessary, including disposal of absorbent materials?	☐	☐	☐
☐	Are drip trays in place beneath all un-enclosed plant?	☐	☐	☐
☐	Do the drip-trays need emptying / do they overflow in rainy weather?	☐	☐	☐
Control measures:				

Signed: ……

Things to consider then using concrete, cement or bentonite:

- Seek advice from the environmental regulator:
- Concrete, cement and bentonite are highly alkaline and corrosive and can have a devastating impact on watercourses.
- Take particular care with all works involving production, transport and placement of concrete, cement or bentonite especially if working near a river, stream or surface water drain an ensure operations are planned and supervised.
- Use methods to minimise grout loss during shuttered pours.
- Place covers over freshly poured concrete to prevent the surface washing away in heavy rain.
- Do not hose down spills of concrete, cement or bentonite into surface water drains.
- Washout of concrete, cement or bentonite mixing plant or ready-mix lorries and equipment should be carried out in a designated impermeable contained area.
- Washout water must not be allowed to flow into any drain or watercourse. If necessary protect nearby drains from receiving washout water.
- Try to reuse washout water as much as possible, and then dispose of it by tinkering off site in accordance with Duty of Care or discharging to foul sewer with agreement from the sewerage undertaker.
- Washout water, surface water, runoff and water from excavations may require adjustment of the pH in a lagoon prior to discharge due to the alkaline cement – obtain specialist advice from the environmental regulator as acid conditions can also have serious effect on watercourses.
- If a concrete or bentonite batching plant is used, re-circulate the water used in it.
- Ensure bentonite lagoons are adequately contained to avoid leakage.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Are measures being used to protect drains and watercourses from liquid concrete, cement or bentonite?	☐	☐	☐
☐	Are concrete lorries washing out in the designated area?	☐	☐	☐
☐	Is the designated area away from drains and watercourses?	☐	☐	☐
☐	Is the washout being suitably contained?	☐	☐	☐
☐	Does the washout area require pumping out to taker (or foul sewer if agreement from sewerage undertaker is given)?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when working in or near watercourses:

- Seek advice from the environmental regulator
- Working over or near to watercourses carries additional concerns due to the risk of pollutants directly affecting water quality.
- Avoid entry into water where possible. Stabilise routes used for construction traffic or construct a temporary bridge or culverted crossing.
- Plant work in or near the watercourse should be well maintained and regularly checked.
- Consider erecting barriers on crossings or around working areas, eg bridge cleaning, to prevent excessive amounts of dust and spray entering the watercourse.
- An impervious bund (i.e. cofferdam) should be constructed around works in a watercourse to prevent water entering the area of works. Additionally, no water should be allowed to escape from the cofferdam into the watercourse during works.
- If working adjacent to a watercourse, ensure that a suitable method for containing any surface water is provided (eg cut off ditches and interceptors).
- Avoid siting cabins, containers, workshops, plant materials stores and storage tanks on the floodplain of watercourses.
- The risk of fuel spillage is greatest during refuelling activities. No refuelling should be undertaken in, over, or adjacent to watercourse. Refuel plant in a designated area at least 10m away from the watercourse.
- Consider using biodegradable oils when working in or near watercourses.
- Adequate stocks of absorbent materials, such as sand or commercially available spill kits and booms, should be available at all times. Establish spill response stations.
- Use of wet concrete and cement in or close to any watercourse should be carefully controlled. The use of quick setting mixes may be appropriate. Prevent concrete pumps, lorries and skips from slewing over water while placing concrete.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Is any material, plant, plant movement etc within **10m** "buffer zone" (environmental regulator may vary this distance) from edge of watercourse (where NOT undertaking works on the banks eg bridge works)?	☐	☐	☐
☐	If using a cofferdam to retain water, it is in good condition and working effectively?	☐	☐	☐
☐	Is the watercourse silty or discoloured downstream of the works? Is there an oily sheen visible on water?	☐	☐	☐
☐	Is enough emergency spill response material nearby?	☐	☐	☐
☐	Are all staff aware of the location of spill kits and know how to use the kits properly.	☐	☐	☐
☐	Are approach ways to the watercourse kept free from build up of mud?	☐	☐	☐
☐	Are the banks or bed of the watercourse being affected outside the area of works due to water pumping or vehicle movements etc?	☐	☐	☐
☐	Are any spray, dust or other airborne materials entering the watercourse?	☐	☐	☐
Control measures:				

Signed: .....

Things to consider when working on demolition sites:

- Seek advice from the environmental regulator
- Can materials be reused as part of the site waste management plan
- Identify all tanks and pipelines both above and below ground before work begins.
- Identify and mark out all existing live/redundant services (eg water mains, sewers and storm drains). Be aware of the routes for surface water, foul water, and trade effluent.
- Before removing or perforating tanks or pipelines check that all of their contents and residues have been emptied by a competent operator for sale disposal (Duty of Care). Pipes may contain significant quantities of oil or chemicals, and should be capped, or valves closed to prevent spillage.
- Identify and label all drums and containers of waste materials.
- Consider establishing a bunded central store location for waste materials away from sensitive receptors such as watercourses, drainage or settlement facilities.
- Store drums, oils and chemicals on an impervious base and within a secure bund.
- Consider protecting the drum storage bund from rainwater.
- Consider the correct disposal route for waste materials (Duty of Care), check if they can be reused or recycled but ensure they are stored safely on site prior to disposal.
- Cover skips to prevent litter being blown out. Label skips to distinguish general and hazardous (eg oily) wastes.
- Identify any contaminated ground and/or groundwater at the site. Ensure it is controlled and handled appropriately (Health and Safety, Duty of Care).
- If contaminated materials are encountered seek specialist advice before carrying on.
- Consider damping down the site to prevent dust blowing into watercourses. Prevent silty runoff due to damping down or rainfall from entering watercourses (see the section on silt).
- Ensure all plant and equipment is well maintained to prevent leakage and store away from watercourses.
- Ensure you have sufficient types and quantities of spill response equipment available on site.

(Continued overleaf)

Site Location ..... Date .....

	Use the left-hand box to indicate whether the question is relevant i.e. Yes, No, N/A If the question is relevant, quantify the level of risk by checking the appropriate box i.e. Minimal, Moderate or Significant.	Minimal	Moderate	Significant
☐	Have all underground tanks, pipes and services been located and their locations marked?	☐	☐	☐
☐	Are tanks etc appropriately labelled as to their content and capacity?	☐	☐	☐
☐	Is there any visible sign of leaking tanks or pipes etc?	☐	☐	☐
☐	Is there any visible sign of contaminated ground or ground water?	☐	☐	☐
☐	Are all containers of materials eg, oils, paints, chemicals etc. stored in a bunded area?	☐	☐	☐
☐	Is the bund covered to prevent excessive rainwater and debris build-ip?	☐	☐	☐
☐	Are all waste materials being stored in suitable labelled containers in designated area?	☐	☐	☐
☐	Is dust being generated by site activities? If so, is a bowser or other source of water available?	☐	☐	☐
☐	Is dust or other materials entering a watercourse, (if applicable)?	☐	☐	☐
☐	Is runoff from the site adequately prevented from entering watercourses or soakaways?	☐	☐	☐
☐	Are spill response materials and emergency instructions located nearby and readily accessible?	☐	☐	☐
Control measures:				

Signed: .....

SPILL RESPONSE

Things to consider for spillage response procedure:

- Seek advice from the environmental regulator
- Follow the response procedure overleaf. If the client or main contractor already has a spill response procedure in operation, integrate into that. An Emergency Response Plan is provided in (Appendix 10) and a further example Emergency Response Procedure is provided in (Appendix 11).
- Inform all personnel about the spill response procedure through toolbox talks and/or construction projects.
- Use reminder posters identifying the key essential elements of the spill response procedure, located in appropriate areas such as fuel storage areas, mess cabins, security points or on the back of toilet doors.
- In the event of a significant spill contact the hotline for the Environment Agency, Natural Resources Wales, Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA) 0800 807060.
- Know names and telephone numbers of others you need to inform (includes alerting people out of hours) and who should contact them:
    - Client
    - Regulators
    - Water Company`
    - Neighbours
    - Other stakeholders
- Consider a professional 24 hour call-out clean-up service. Names and numbers of companies are available from the local environmental regulator.
- Ensure you have sufficient types and quantities of spill response equipment available on site. Keep spill kits where spills may occur, eg at refuelling points or on plant working near a watercourse.
- The material safety data sheets and COSHH assessments will assist in identifying appropriate spill measures for dealing with hazardous materials.
- Dispose of used response material appropriately, eg oily granules or pads should be bagged up and placed in the designated special waste skip.
- Test the spill response procedure regularly (at least once a year – more frequently for larger sites where there are more contractors on site), record the findings and carry out any necessary corrective actions.

	Pollutants				
	Concrete/ Cement	**Paints**	**Oils**	**Silt**	**Detergents**
Spill on ground					
Sand	✓	✓	✓	x	✓
Straw bales	x	x	✓	✓	x
Absorbent granules	x	x	✓	x	x
Geotextile fence	✓	x	x	✓	x
Drip Trays	x	✓	✓	x	x
Pad rolls	x	x	✓	x	x
Drain seat	✓	✓	✓	✓	✓
Earth bunds	✓	✓	✓	✓	✓
Spill in Water					
Straw bales	x	x	✓	✓	x
Pads/rolls	x	x	✓	x	x
Booms	x	x	✓	x	x
Stop further spill contain and inform environmental regulator immediately	✓	✓	✓	✓	✓

Checklist

Site Name:

Spillage Response Procedure

What to do if you find a spillage of any substance on site:

STOP **CONTAIN** **NOTIFY**

STOP work immediately and, if safe to do so, prevent any more material spilling, eg. right an oil drum, close valves.

→ **Eliminate any source of ignition, eg switch off plant and extinguish cigarettes.**

CONTAIN the spillage using bunds of earth or sand, drip tray etc, immediately. Correct PPE worn

→ **Check the spill has not reached any nearby drains/manholes, watercourses, ponds and other sensitive areas. Bund drains/manholes to stop the substance entering the drainage system.**

NOTIFY your foreman/supervisor immediately giving the following information:

- **Whether material has entered the drain/watercourse or is affecting the environment.**
- **Material involved.**
- **Location.**
- **Reason for the incident.**
- **Quantity involved.**

MAJOR	**Cannot be controlled; pollution has entered, or could enter a drain or watercourse. Report to foreman/supervisor immediately.**
MINOR	**Can be controlled; pollution has not entered, and cannot enter a drain or watercourse.**

MAJOR	**Contain and report immediately to contact detailed below**
MINOR	**Clean up immediately using appropriate materials (granules, pads etc)**

Environment Agency, Natural Resources Wales, Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA)

Appendix Form 4

Register of Legislation

Environmental Law Applicable in England and Wales, Scotland, and Northern Ireland

Note – The Register of Legislation is current as at February 2018 and can be downloaded from BSG Online Services/Documents at www.bsgonlineservices.co.uk.

Appendix Form 5

EXTRACTS FROM THE LIST OF WASTES (EWC) MOST LIKELY TO BE ENCOUNTERED DURING CONSTRUCTION WORK

Although the List of Wastes does not refer to 'Absolute' and 'Mirror' entries they are shown here for convenience thus:-

"Absolute Hazardous entry"	automatically hazardous waste, threshold assessment not required
"Mirror Hazardous entry"	threshold assessment required – other entry or entries, usually but not exclusively, non-hazardous entries concentrations
"Mirror non-hazardous entry"	non-hazardous entry usually linked to a mirror hazardous waste
"Absolute non-hazardous entry"	

03	**WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD**
03 01	**wastes from wood processing and the production of panels and furniture**
03 01 01	waste bark and cork
03 01 04*	sawdust, shavings, cuttings, wood, particle board and veneer containing hazardous substances
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 01 99	wastes not otherwise specified
03 02	**wastes from wood preservation**
03 02 01*	non-halogenated organic wood preservatives
03 02 02*	organochlorinated wood preservatives
03 02 03*	organometallic wood preservatives
03 02 04*	in organic wood preservatives
03 02 05	other wood preservatives containing hazardous substances
03 02 99	wood preservatives not otherwise specified

08	**WASTES FROM THE MANUFACTURE, FORMULATION, SUPPLY AND USE (MFSU) OF COATINGS (PAINTS, VARNISHES AND VITREOUS ENAMELS), ADHESIVES, SEALANTS AND PRINTING INKS**
08 01	**wastes from MFSU and removal of paint and varnish**
08 01 11*	waste paint and varnish containing organic solvents or other hazardous substances
08 01 12	waste paint and varnish other than those mentioned in 08 01 11
08 01 13*	sludges from paint or varnish containing organic solvents or other hazardous substances
08 01 14	sludges from paint or varnish other than those mentioned in 08 01 13
08 01 15*	aqueous sludges containing paint or varnish containing organic solvents or other hazardous substances
08 01 16	aqueous sludges containing paint or varnish other than those mentioned in 08 01 15
08 01 17*	wastes from paint or varnish removal containing organic solvents or other hazardous substances
08 01 18	wastes from paint or varnish removal other than those mentioned in 08 01 17
08 01 19*	aqueous suspensions containing paint or varnish containing organic solvents or other hazardous substances

08 01 20	aqueous suspensions containing paint or varnish other than those mentioned in 08 01 19
08 01 21*	waste paint or varnish remover
08 01 99	wastes not otherwise specified
08 04	**wastes from MFSU of adhesives and sealants (including waterproofing products)**
08 04 09*	waste adhesives and sealants containing organic solvents or other hazardous substances
08 04 10	waste adhesives and sealants other than those mentioned in 08 04 09
08 04 11*	adhesive and sealant sludges containing organic solvents or other hazardous substances
08 04 12	adhesive and sealant sludges other than those mentioned in 08 04 11
08 04 13*	aqueous sludges containing adhesives or sealants containing organic solvents or other hazardous substances
08 04 14	aqueous sludges containing adhesives or sealants other than those mentioned in 08 04 13
08 04 15*	aqueous liquid waste containing adhesives or sealants containing organic solvents or other hazardous substances
08 04 16	aqueous liquid waste containing adhesives or sealants other than those mentioned in 08 04 15
08 04 17*	rosin oil
08 04 99	wastes not otherwise specified
08 05	**wastes not otherwise specified in 08**
08 05 01*	waste isocyanates
11	**WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS, NON FERROUS HYDRO-METALLURGY**
11 01	**wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphatising, alkaline degreasing, anodising)**
11 01 13*	degreasing waste containing hazardous substances
12	**WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS**
12 01	**wastes from shaping and physical and mechanical surface treatment of metals and plastics**
12 01 09*	machining emulsions and solutions free of halogens
13	**OIL WASTES AND WASTES OF LIQUID FUELS (except edible oils, and those in chapters 05, 12 and 19)**
13 01	**waste hydraulic oils**
13 01 01*	hydraulic oils, containing PCBs (Note A)
13 01 04*	chlorinated emulsions
13 01 05*	non-chlorinated emulsions
13 01 09*	mineral-based chlorinated hydraulic oils
13 01 10*	mineral-based non-chlorinated hydraulic oils
13 01 11*	synthetic hydraulic oils
13 01 12*	readily biodegradable hydraulic oils
13 01 13*	other hydraulic oils

13 02	**waste engine, gear and lubricating oils**
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
13 02 08*	other engine, gear and lubricating oils
13 03	**waste insulating and heat transmission oils**
13 03 01*	insulating or heat transmission oils containing PCBS (Note A)
13 03 06*	mineral-based chlorinated insulating and heat transmission oils other than those mentioned in 13 03 01
13 03 07*	mineral-based non-chlorinated insulating and heat transmission oils
13 03 08*	synthetic insulating and heat transmission oils
13 03 09*	readily biodegradable insulating and heat transmission oils
13 03 10*	other insulating and heat transmission oils
13 05	**oil/water separator contents**
13 05 01*	solids from grit chambers and oil/water separators
13 05 02*	sludges from oil/water separators
13 05 03*	interceptor sludges
13 05 06*	oil from oil/water separators
13 05 07*	oily water from oil/water separators
13 05 08*	mixtures of wastes from grit and oil/water separators
13 07	**wastes of liquid fuels**
13 07 01*	fuel oil and diesel
13 07 02*	petrol
13 07 03*	other fuels (including mixtures)
13 08	**oil wastes not otherwise specified**
13 08 02*	other emulsions
14	**WASTE ORGANIC SOLVENTS, REFRIGERANTS AND PROPELLANTS (except 07 and 08)**
14 06	**waste organic solvents, refrigerants and foam/aerosol propellants**
14 06 03*	other solvents and solvents mixtures
15	**WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED**
15 01	**packaging (including separately collected municipal packaging waste)**
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 01 10*	packaging containing residues of or contaminated by hazardous substances
15 01 11*	metallic packaging containing a hazardous solid porous matrix (for example asbestos), including empty pressure containers
15 02	**absorbents, filter materials, wiping cloths and protective clothing**
15 02 02*	absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by hazardous substances

15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	**WASTES NOT OTHEWISE SPECIFIED IN THE LIST**
16 01	**end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 6 06 and 16 08)**
16 01 03	end-of-life tyres
16 01 04*	end-of-life vehicles
16 01 06	end-of-life vehicles, containing neither liquids nor other hazardous components
16 01 07*	oil filters
16 01 08*	components containing mercury
16 01 09*	components containing PCBs
16 01 10*	explosive components (for example air bags)
16 01 11*	brake pads containing asbestos
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 13*	brake fluids
16 01 14*	antifreeze fluids containing hazardous substances
16 01 15	antifreeze fluids other than those mentioned in 16 01 14
16 01 16	tanks for liquefied gas
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 20	glass
16 01 21*	hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14
16 01 22	components not otherwise specified
16 01 99	wastes not otherwise specified
16 02	**wastes from electrical and electronic equipment**
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing free asbestos (Note B)
16 03	**off-specification batches and unused products**
16 03 03*	inorganic wastes containing hazardous substances
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 05*	organic wastes containing hazardous substances
16 03 06	organic wastes other than those mentioned in 16 03 05
16 03 07	metallic mercury
16 04	**waste explosives**
16 04 01*	waste ammunition
16 05	**gases in pressure containers and discarded chemicals**
16 05 04*	gases in pressure containers (including halons) containing hazardous substances
16 06	**batteries and accumulators**
16 06 01*	lead batteries
16 06 02*	Ni-Cd batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 06 06*	separately collected electrolyte from batteries and accumulators
16 07	**wastes from transport tank, storage tank and barrel cleaning (except 05 and 13)**

16 07 08*	wastes containing oil
16 10	**aqueous liquid wastes destined for off-site treatment**
16 10 01*	aqueous liquid wastes containing hazardous substances
17	**CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**
17 01	**concrete, bricks, tiles and ceramics**
17 01 01	concrete
17 01 02	bricks
17 01 02	tiles and ceramics
17 01 06*	mixtures of, or separate fractions of concrete, bricks, tiles and ceramics containing hazardous substances
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	**wood, glass and plastic**
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 02 04*	glass, plastic and wood containing or contaminated with hazardous substances
17 03	**bituminous mixtures, coal tar and tarred products**
17 03 01*	bituminous mixtures containing coal tar
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 03 03*	coal tar and tarred products
17 04	**metals (including their alloys)**
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 09*	metal waste contaminated with hazardous substances
17 04 10*	cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10
17 05	**soil (including excavated soil from contaminated sites), stones and dredging spoil**
17 05 03*	soil and stones containing hazardous substances
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 05*	dredging spoil containing hazardous substances
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 07*	track ballast containing hazardous substances
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	**insulation materials and asbestos-containing construction materials**
17 06 01*	insulation materials containing asbestos
17 06 03*	other insulation materials consisting of or containing hazardous substances
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos
17 08	**gypsum-based construction material**

17 08 01*	gypsum-based construction materials contaminated with hazardous substances
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	**other construction and demolition wastes**
17 09 01*	construction and demolition wastes containing mercury
17 09 02*	construction and demolition wastes containing PCB (for example PCB-containing resin-based floorings, PCB-containing sealed glazing units, PCB-containing capacitors)
17 09 03*	other construction and demolition wastes (including mixed wastes) containing hazardous substances
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	**separately collected fractions (except 15 01)**
20 01 01	**paper and cardboard**
20 01 08	**biodegradable kitchen and canteen waste**
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 27*	paint, inks, adhesives and resins containing hazardous substances
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components [Note B]

Notes to the LoW from Council Decision 200/532/EC:

Note A: For the purpose of this list of wastes, PCBS will be defined as in Directive 96/59/EC

Note B: Hazardous components from electrical and electronic equipment may include accumulators and batteries mentioned in 16 06 and marked as hazardous; mercury switches, glass from cathode ray tubes and other activated glass, and other similar items.

Appendix Form 6

CONTRACTORS ENVIRONMENTAL POLICY DECLARATION

Company name recognises that its activities have an impact on the environment and is committed to improve its environmental performance and minimise the harmful effects through caring policies and effective management.

Company name accepts and acknowledges its obligations and responsibilities under legislation and guidance dealing with environmental issues that effect or arise in consequence of its business.

Company name will apply, identify and determine the environmental issues requiring attention and implementation of the measures to achieve continuous improvement. In particular attention will be given to:

- Environmental awareness and understanding of our business amongst those working for or on behalf of the company, providing training as necessary
- Compliance with all environmental legislation, regulations and codes of practice such as site waste management plans
- Whenever practicable, using materials and products from sustainable sources;
- Control the emission of pollutants, noise and dust, and the use of potentially harmful substances and treatments during construction activities;
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency, promote vehicle sharing
- As far as possible purchase products that do the least damage to the environment
- Company name will encourage the adoption of similar principles by its suppliers.

Company name will make this policy available when requested to interested parties including members of the public.

This statement is fully supported by the Chairman/Managing Director/Safety Director*

Dated: Signed:

*Delete as appropriate.

Appendix Form 7

SWMP template - this template is suitable for projects over £500,000 *(No longer required by Law from December 2013)*

Project information

Project name						
Project Location						
Project cost (estimated)*						
Floor area (m^2)						
Project start date	Date		Month		Year	
Project end date	Date		Month		Year	
Site location description						
Client						
Principal Contractor						
Version Number and Date						

** The cost should be the price of the accepted tender, if there is no tender then it should be the estimated cost of labour, plant, materials, overhead and profit but exclude VAT.*

Preparing your plan

1. Responsibilities

	Name	Company	Company Type (e.g. Client, Designer, Principal Contractor)	Contact details
Who is responsible for drafting the SWMP?				
Who is responsible for implementing the SWMP?				
Who is the waste champion?				
Who is the person in charge of the project?				

Where will this SWMP be kept? (a copy should be on site)

Electronic based document	
Paper based document	

Declaration statement: We agree that the 'Client' and the 'Principal contractor' will take reasonable steps to ensure waste duty of care is complied with, materials are handled efficiently and waste is managed appropriately.

Signature	
Print name	
Date	

Preparing your plan

2. Waste minimisation

Use the table below to record decisions taken before the plan was drafted on the nature of the project, design, construction methods and materials to plan waste minimisation i.e. reducing the amount of waste produced

Type	Waste Minimisation decision taken	By whom	Intended results

Preparing your plan

3. Forecast

Estimate the types and amounts of waste you expect to generate on this project.

Work Package (if known)	Contractor (if known)	Type of waste (as a minimum this should be inert, non-hazardous)	Estimate amount (m^3 or tonnes)

If you do not know then you can use benchmarks to predict you waste; which are available on http://www.smartwaste.co.uk/wastebenchmarking/about.jsp

Preparing your plan

4. Waste Management options

For each waste type identify what waste management action is proposed and if you have set any targets.

- *As a minimum this information should be split into inert, hazardous and non-hazardous waste*
- *For Waste Plan waste needs to be recorded in the following categories Bricks, Tiles and Ceramics Concrete, Inert, Insulation, Metals, Packaging, Gypsum, Binders, Plastics, Timber, Floor coverings (soft), Electrical and electronic equipment, Furniture, Canteen/office/adhoc, Liquids, Oils, Soils, Asphalt and tar, Mixed, Hazardous & Other*
- *Reduction = reducing the quantity of the waste; reuse = reuse of materials/products for same process; recycle = processing of material ; recover =composting, energy recovery, remedial treatment of soil, physical sorting of waste (when one or more components of the waste is recovered)*

Waste type	Reduce (%)	Reuse (%)	Recover (%)	Recycle (%)	Dispose (%)	Container/ Equipment required	Waste Management contractor	Any relevant exemptions/ licenses
Overall target								

Sections 1 -4 should be completed before construction work commences onsite; the client is responsible for the SWMP before construction work commences

Implementing your plan

5. Duty of care

It is mandatory to include Duty of Care in your SWMP. The client and principal contractor must take reasonable steps to ensure waste duty of care and materials are handled efficiently, and waste is managed appropriately.

Please use the table to log relevant details:

Waste Management Contractor Name	Waste Management Contractor Address	Waste carrier license number; date of issue and expiry	Waste management license number, date of issue and expiry	Waste Transfer notes storage location

Have you registered with the Environment Agency as a hazardous waste producer? Yes ☐ No ☐

If yes, please provide your hazardous waste registration number; date of issue and expiry

If further assistance is needed to find local waste management contractors use BRE's free online tool at www.bremap.co.uk
For more information on Duty of Care and Hazardous Waste in England go to: https://www.gov.uk, for Wales go to https://naturalresources.wales and for Scotland and Northern Ireland go to http://www.netregs.gov.uk.

Implementing your plan

6. Waste Records

It is mandatory to record the identity of the person removing the waste (i.e. waste management contractor), types of waste removed and where the waste is being taken to and if it has a waste management license or exemption and the waste carrier registration number. Links or references should be provided to waste transfer notes and hazardous waste consignment notes

Please use the table to log relevant details:

Date waste removed	Type of waste	Who removed the waste	Site the waste has gone to	Does the site have a license or an exemption?	Waste Carrier License Number	Evidence e.g. waste transfer note location/reference

Implementing your plan

7. Waste Log

It is mandatory to record at least every six months the type and quantities of waste produced and what has happened to this waste. You will need to obtain information from your waste management contractor. It is recommended that you use a measurement system such as SMARTStart which is part of Waste Plan. Please use the same definitions as you have done in Step 4 (defining your waste management options)

You can use this table to update your records

Date:	Quantity m^3 or tonnes (delete as appropriate)							
Type of waste	Re-use on site	Re-use off site	Recycling on site	Recycling off site	Recovery on site	Recovery offsite	Sent to landfill	Other disposal

Implementing your plan

8. Training / communication

Training

Everyone on site should receive relevant training which should include:

- The SWMP
- Roles and responsibilities
- Waste procedures on site
- Hazardous waste
- Duty of care / responsibilities
- Materials storage
- Roles and responsibilities

What forms of training are you using on site? *(please tick all that apply)*

- ☐ Induction
- ☐ Tool box talks
- ☐ Work shops
- ☐ Other (please state) _____

Do you have a training log? Yes ☐ No ☐ **If no, please use the attached table to create a training log**

If yes where is it kept? _____

Communication

How are you communicating the SWMP on site? *(Please tick all that apply)*

- ☐ Meetings
- ☐ Posters
- ☐ Feedback from staff
- ☐ Other (Please state) _____

8. Training / communication continued

Training log

Name	Company	Date	Who trained by	Type of training	Date next training due

Reviewing your plan

9. Ongoing review of implementation

The SWMP should be checked regularly - use the table below to keep a log of when the plan was monitored and the outcomes. The plan must be reviewed not less than 6 months frequency.

Date	Name	Summary / Action carried out

Sections 5 -9 should be completed during the construction project, this is the responsibility of the principal contractor

Reviewing your plan

10. Actual versus forecast waste

It is mandatory to compare the estimated quantities with the actual quantities. Waste type and forecast amount will need to be copied from the forecasts in step 3 and the actual quantities will need to be calculated and entered (from step 7). You can also compare the waste management routes

You can use this table for the comparison

Quantity m^3 or tonnes (delete as appropriate)									
Type of waste	**Total waste estimated**	Re-use on site	Re-use off site	Recycling on site	Recycling off site	Recovery on site	Recovery offsite	Sent to landfill	Other disposal

Type of waste	**Actual waste estimated**	Re-use on site	Re-use off site	Recycling on site	Recycling off site	Recovery on site	Recovery offsite	Sent to landfill	Other disposal
Differences									

Reviewing your plan

11. Completion review

This section must be filled in within 3 months of the work being completed on this project (i.e. project finish) :

We confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated

Signature	
Print name	
Date	

This stage is designed to help you evaluate the success of your SWMP, and to identify key ‘lessons learnt’ to use on your future projects, it is helping you strive for continual improvement.

Please explain any deviation from the original plan:

Reviewing your plan

11. Completion review continued

Please review how successful you believe the implementation of the SWMP was:

If project value in excess of £500,000 estimate of cost savings achieved: £

Actions planned for next project:

Sections 10 – 11 should be completed within 3 months of the project finishing, this it the responsibility of the principal contractor

This plan should be kept at either the principal contractor's place of business or at the site of the project for 2 years

Appendix Form 8

Planned Audit Schedule

Planned Audit Schedule												
Company	**Internal audit schedule**											
Activity/Month	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**
Environmental policy												
Environmental aspects												
Legal & other requirements												
Objectives and targets												
Environmental management programmes												
Structure and responsibility												
Training awareness and competence												
Communication												
EMS documentation												
Document control												
Operational control												
Emergency preparedness and response												
Monitoring and measurement												
Non-conformance and corrective etc												
Records												
EMS audit												
Management review												

Appendix Form 9

Audit Report Form

ACTIVITY	REFERENCES	CHECKLIST NO	REV PAGE OF

Item	Requirement	Reference	Compliance	Observations

A copy of the Emergency Response Plan should be displayed on the site notice board. An out of hours copy for emergency services also needs to be made available without having to enter a building.

Emergency Response Plan

All accidents and environmental incidents should be reported immediately to the Site Manager, who will then provide further information and guidance.

COSHH sheets must be made available to the emergency services if requested

Hose-down water from a fire and silty water from excavations should be treated as for a spill.

7 steps to spill response

1. Identify substance & determine the risk

Identify the substance without endangering yourself and assess the quantity. Is the spill life threatening? Shout/communicate to others in the vicinity.

2. Protect yourself

Put on appropriate PPE to deal with the next steps.

3. Stop the spill

Stop the spill at source if possible e.g. turning off a tap (if left open).

4. Contain the spill

Limit the spread and exposure of the spill by properly containing the liquid using spill socks/booms or placing a container under a broken pipe/tap. Prevent liquid from entering drains and surface water ditches using drain covers, sand bags etc.

5. Clean up the spill

Absorb the liquid using absorbent granules, sand, absorbent mats, socks, booms etc. Specialist clean-up may be required using vacuum method.

6. Decontaminate

Clean up the area, people and equipment used and dispose of the PPE and absorbent materials as hazardous waste.

7. Report the spill

Follow the site/company reporting procedure and report to the Environment Agency if it is a large spillage, or has entered a watercourse, drainage ditch or has contaminated land.

1 Site Details

Company Name			
Client Name			
Address (Including Postcode)			
Date Completed		**Completed by**	
Date Reviewed		**Reviewed by**	
Date Reviewed		**Reviewed by**	
Date Reviewed		**Reviewed by**	
Date Reviewed		**Reviewed by**	
Date Reviewed		**Reviewed by**	
Location of copies	1	2	3

2 Emergency Contact Details

	Landline	**Out of hours**
Emergency services		999
Environment Agency		0800 80 70 60
Health Safety Executive		
Electricity		
Gas		
Water		
Sewerage Undertaker		
Local Authority		

	Mobile	**Landline**	**Out of hours**
On Call Manager			
Hazardous Waste Contractor			
Client			

3 Site Plan

Description	Labelling on plan
Foul & surface water drainage (including flow directions)	
Environmentally sensitive areas (e.g. river including flow direction/nature reserve etc)	
Cabin/office location	
Waste management	
Fuel storage	
Materials/COSHH storage	
Gas Cages	
Spill Kits	
Fire and First Aid locations	

(Insert site layout here of include on a separate sheet)

4 Materials Inventory

Chemical	Trade Name	Form (Solid/Liquid/Gas)	Contained in	Maximum Quantity	Storage location

5 Incident Response Test

	1	2	3	4
Date of test				
Test type				
Carried out by				
Signature				

Test Number/Type	Details of Test
Test 1 – Fire/Spillage	
Test 2 – Fire/Spillage	
Test 3 – Fire/Spillage	
Test 4 – Fire/Spillage	

Emergency Procedure: **Spill**

Actions on Spill

In the event of a spill on site (including hose-down water from a fire and silty water from excavations) the following procedure is to be followed:

1. **Identify substance & determine the risk**
   Identify the substance without endangering yourself and assess the quantity. Is the spill life threatening? Shout/communicate to others in the vicinity.
2. **Protect yourself**
   Put on appropriate PPE to deal with the next 2 steps.
3. **Stop the spill**
   Stop the spill at source if possible e.g. turning off a tap (if left open).
4. **Contain the spill**
   Limit the spread and exposure of the spill by properly containing the liquid using spill socks/booms or placing a container under a broken pipe/tap. Prevent liquid from entering drains and surface water ditches using drain covers, sand bags etc.
5. **Clean up the spill**
   Absorb the liquid using absorbent granules, sand, absorbent mats, socks, booms etc. Specialist clean-up may be required using vacuum method.
6. **Decontaminate**
   Clean up the area, people and equipment used and dispose of the PPE and absorbent materials as hazardous waste.
7. **Report the spillage**
   Follow the site/company reporting procedure and report to the Environment Agency if it is a large spillage, or has entered a watercourse, drainage ditch or has contaminated land.

Site Address:

Your nearest spill kit is: