

CONSTRUCTION & ENVIRONMENTAL MANAGEMENT PLAN

Grove Road Burbage Hinkley

19/00743/FUL

Construction & Environmental Management Plan

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Construction & Environmental Management Plan

01 Introduction

The purpose of this plan is to mitigate any construction effects on both the natural environment and the surrounding community.

This document is structured so that we

- Identify stakeholder requirements.
- Ensure current legislation is complied with, address planning conditions and requirements for licences.
- Effectively minimise any potential adverse environmental effects during the construction activities.
- Translate any committed mitigation into site procedures and method statements.
- Communicate with our staff, sub-contractors and neighbours.

The works included in this plan will be undertaken by the main contractor who will assume the role of Principal Contractor. The main contractor will project manage and construct the works in accordance with current best practices & methods of construction.

The Principal Contractor's staff will take their social and environmental responsibilities seriously and aim to minimize the impact of the works on local residents and the surrounding community.

This Construction & Environmental Management Plan (CEMP) is written to ensure that all demolition and construction work does not cause materially harmful effects on nearby land, properties and businesses. The CEMP shall be adhered to throughout the duration of the construction period.

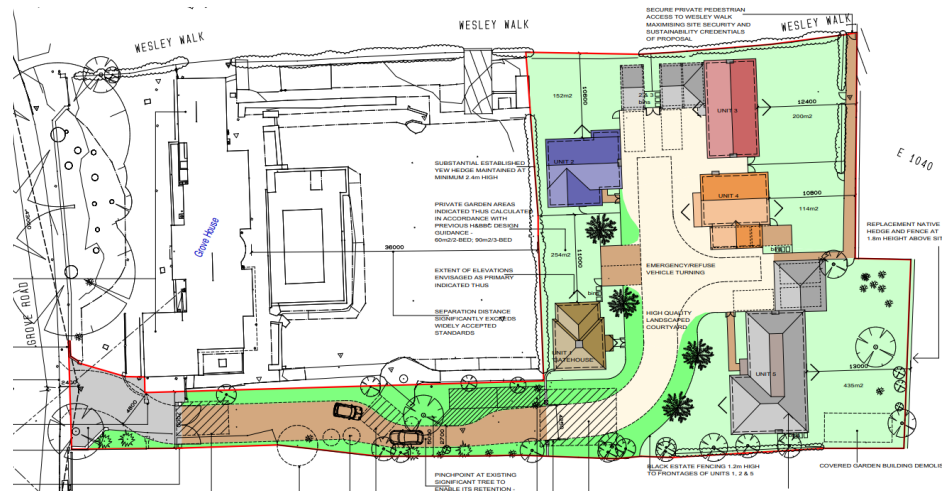
02 Scope of Work

This project involves the construction of 5 private sale dwellings with associated car parking, landscaping and amenities. It is proposed to access the site Grove Road.

The site is located off Grove Road, Hinckley. The surrounding context is residential.

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Site plan



03 Framework

The project shall be carried out in accordance with the policies and objectives listed below and agreed with the Client.

- The Principal Contractor's Environmental Policy

Prior to commencing on site an Environmental Site Visit Checklist shall be developed by The Principal Contractor relating to each activity and included within this CEMP. This information will be drawn on when developing the schedule of significant effects prior to construction.

The schedule should be reviewed and updated at each project phase or where changes are made to the project scope, changes should be reflected in this CEMP.

In line with their Policy, The Principal Contractor shall develop the objectives and targets that shall be applied on this project. Their objectives for this project shall be:

- Zero pollution incidents.
- Minimise waste sent to landfill.
- Minimise disruption to residents (and therefore complaints).
- Protect and where possible enhance biodiversity.

A management structure that includes an organisational chart encompassing all staff responsible for environmental work shall be included within the CEMP. This will set out the respective roles and responsibilities with regard to the environment.

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Managing Director

To determine and lead company environmental policy covering all areas of the wider business

To determine and lead site environmental and construction policy. Also communications with the public and interested parties, outreach and education, where appropriate.

Construction Site Manager

To determine and lead site H&S policy.

To implement, lead and monitor site construction and environmental management plan.

To determine and lead site environmental policy.

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Site staff shall be competent to perform tasks that have the potential to cause a significant environmental impact. Competence is defined in terms of appropriate education, training and experience. Project specific training will be required.

Environmental awareness and training shall be achieved by:

1. Site induction, including relevant environmental issues.
2. Environmental posters and site notices.
3. Method statement and risk assessment briefings.
4. Toolbox talks, including instruction on incident response procedures.
5. Key project specific environmental issues briefings.

All managers and supervisors will be briefed on the CEMP. Staff operatives and sub-contractors shall be trained and provided with toolbox talks on the implementation of the CEMP.

Method Statements will be prepared for specific activities prior to the works commencing and will include environmental protection, mitigation measures and emergency preparedness appropriate to the activity covered.

The Construction Manager will review key Method Statements prior to their issue. Method Statement briefings will be given before personnel carry out key activities for the first time.

The CEMP will be distributed to the project team, including sub-contractors, to ensure that the environmental requirements are communicated effectively. Key activities and environmentally sensitive operations will also be briefed to staff and contractors. Project, client and company environmental policies, where available, should be displayed on site.

The Principal Contractor shall define procedures for internal and external communication. The client may require that any communication with external parties such as environmental regulators or the public is undertaken through a nominated client representative.

Procedures shall be established to facilitate communication within the construction team and with neighbours.

The Principal Contractor site manager shall establish a programme of environmental monitoring if required as part of the Building Contract. This will include monitoring against any consent requirements and objectives and targets. Pre-construction monitoring shall be considered, in order to set a baseline against which construction effects can be assessed.

Procedures for addressing non-conformance and corrective actions shall be provided. These may include, for example:

- A Non Conformance Report (NCR) that will be raised to record any environmental incident and work that has not been carried out in accordance with the CEMP or Method Statement.
- A Corrective Action Report (CAR) that will be raised where a deficiency is identified as a result of monitoring, inspection, surveillance and valid complaints.
- Any actions identified shall nominate an owner to follow through the action to be taken, along with a specified timescale for it to be closed out.

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Constructors should ensure sites appear professional and well managed

- Ensuring that the external appearance of sites enhances the image of the industry.
- Being organised, clean and tidy.
- Enhancing the appearance of facilities, stored materials, vehicles and plant.
- Raising the image of the workforce by their appearance.

Respect the Community

Constructors should give utmost consideration to their impact on neighbours and the public

- Informing, respecting and showing courtesy to those affected by the work.
- Minimising the impact of deliveries, parking and work on the public highway.
- Contributing to and supporting the local community and economy.
- Working to create a positive and enduring impression, and promoting the Code.

Protect the Environment

Constructors should protect and enhance the environment

- Identifying, managing and promoting environmental issues.
- Seeking sustainable solutions, and minimising waste, the carbon footprint and resources.
- Minimising the impact of vibration, and air, light and noise pollution.
- Protecting the ecology, the landscape, wildlife, vegetation and water courses.

Secure everyone's Safety

Constructors should attain the highest levels of safety performance

- Having systems that care for the safety of the public, visitors and the workforce.
- Minimising security risks to neighbours.
- Having initiatives for continuous safety improvement.
- Embedding attitudes and behaviours that enhance safety performance.

Value their Workforce

Constructors should provide a supportive and caring working environment

- Providing a workplace where everyone is respected, treated fairly, encouraged and supported.
- Identifying personal development needs and promoting training.
- Caring for the health and wellbeing of the workforce.
- Providing and maintaining high standards of welfare.

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04 Legal Requirements

A schedule of appropriate environmental legislation is contained in the appendices. The Principal Contractor shall meet their obligations and also apply good practice as it relates to the specifics of this project.

05 Site Context and Key Constraints

The site was previously a garden to the property Grove House and had no development noted.

The surface water from the development is to be attenuated on site, discharged to the local sewer network at a discharge rate agreed with the water authority.

The foul water from the development is to be connected to the existing local foul drainage network and drains.

06 Protection of Environmental Features

Watercourses and drains

The site is adjacent to the public highway, which has its own surface water drainage provision, and surrounded by domestic gardens.

The siting of potential sources of pollution such as fuel and chemicals storage, refuelling areas for plant, mortar silos and the like, will be located as far from the existing and new drainage as practicable, and the best practice guidance in PPG6 followed at all times.

Appropriate spill kits will be available for the duration of the project and members of the workforce will be briefed in their appropriate use.

Bird Species

Works affecting trees, hedges and scrub are to be undertaken outside of the nesting season March-August inclusive. If this is not possible, a check of nesting birds will be undertaken by a suitably qualified ecologist immediately prior to removal of such habitats. Consideration to the use of exclusion zones around active nests should be considered to avoid disturbance and chances of predation.

Hedgerows are of value to nesting and foraging birds and wherever possible retention of hedgerows should be considered with connectivity to the wider habitat. The Landscape consultant has considered the retention (where possible) of existing habitats as part of the proposal.

Measures to protect wildlife

No excavations and foundation trenches to be left overnight without means of escape for animals, such as a sloping rough sawn board angled out.

Should non-protected animals such as hedgehog, frog, smooth newt or toad be found during the works these must be moved carefully by hand to an area to be left undisturbed by the works.

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Should evidence of protected species be discovered during the works, works must temporarily stop in the area where the protected species is located, and a suitably qualified ecologist or Natural England contacted for advice on the best way to proceed.

Lighting during the works, and permanent lighting once the development has been completed, must be cowed to direct the light towards the ground and away from bat, badger or otter foraging, commuting and roosting areas, and, in particular, the northern embankment and boundary hedgerows.

07 Roles and Responsibilities - Contacts

Contact details for key site and emergency response personnel with responsibilities relating to the protection of the environment will be kept and publicised in key locations on site. Key contacts will include:

- The Principal Contractor Contracts Manager
 - The Principal Contractor Construction Project Manager
 - Community Liaison Officer
 - Fire, Police, Ambulance
- Emergency 999
Police non-emergency 101
Local Fire Station
Ambulance service 111
-
- HSE (for fatal & major injuries only – Mon to Fri 8.30am to 5pm)
 - National Grid (Electricity Emergency)
 - Local Water Company
 - Gas (National Gas Emergency Service)
 - BT (Openreach)

The following people shall be appointed for this project:

- *Construction Manager*, responsible for management of the construction phase of the project and has overall responsibility for the environmental performance of the project. Compliance with environmental legislation, consents, objectives, targets and other environmental commitments, including those arising from the Schedule of Significant Environmental Effects.
- *Site staff*, who shall receive general environmental awareness training, and undertake work in accordance with Method Statement Briefings and toolbox talks. Trained personnel to manage particular tasks such as refuelling plant and equipment, managing the stores, water quality monitoring, implementation of the Site Waste Management Plan (when required) and supervising the segregation and collection of waste.
- *Designer*, to provide information relevant to construction that may assist The Principal Contractor to manage environmental aspects of the scheme.
- *Community Liaison Officer*, communications with the public and interested parties, outreach and education, where appropriate.

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08 Communication and Complaints Procedure

During the construction phase, internal communication will include regular progress meetings, which should cover:

- Training undertaken
- Progress reports
- Inspections, audits and non-conformance
- Complaints received
- Visits by external bodies and the outcome or feedback from such visits
- Objective / target achievement, including reporting on environmental performance.

External communication, including letter drops or meetings, and liaison with statutory authorities will be undertaken by The Principal Contractor staff & overseen by the Client Project Manager to suit the specific requirements of the project works. We shall liaise with the contractors on adjoining or nearby sites to coordinate any matters that arise out of our respective activities.

Site staff will be available and a telephone number will be published for use by members of the public wishing to complain, provide other feedback, or make enquiries.

All complaints or information requests will be made aware to the Client Project Manager and will be logged promptly.

The local authority environmental health team may also be the first to be contacted by residents affected by noise and will require to be kept apprised of progress, programme and upcoming phases of works that may give rise to disturbance in order that they can respond to complainants.

Careful monitoring of complaints received by the Principal Contractor, including recording details of the location of the affected party, time of the disturbance and nature of the noise can assist with managing the works to reduce the likelihood of further complaint.

The Principal Contractor is to operate a definitive in-depth complaint procedure, with 'Problem Report Templates' and 'Problems & Improvements Procedure', which refers to 'Company Complaints Procedure'. The procedure does stipulate that all complaints are passed to the Construction Manager.

The managing director will be required for more serious complaints. Minor complaints can be dealt with via Head Office at Senior Management level.

Responses to complaints shall include: investigation and response necessary with an appropriate apology, explanation, mitigation measure, and change in operational method. If necessary, the Local Authority shall act as Mediator in relation to any unresolved dispute.

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10 Construction sequence

Will be in accordance with the Contract Programme which is owned, monitored and updated by the Project Team.

The overarching sequence of activities is anticipated to be as follows:

- Site demolition/clearance, and preparation
- Road and sewer construction
- Substructure, foundations and floor slab
- Superstructure walls
- Masonry to external facades
- Roof works
- Fit out spread across all floors
- Final clean, testing and commissioning

11 Construction Activities – Risk Assessment

Risk assessment of potentially damaging construction activities shall be provided by The Principal Contractor, including:

- Heavy machinery
- General equipment and tools
- equipment cleaning,
- chemical and building material storage,
- waste arisings

In respect of heavy plant and machinery, low noise equipment shall be sourced, with an indication of proposed noise where possible, in line with Environmental objectives. Hydraulic plant being favoured over pneumatic. Operatives will be asked to switch off machinery when not in use. Also idling shall be restricted and engines shut off to reduce noise and emissions. Where possible vehicles will be parked away from the site boundary to mitigate noise impact on neighbours.

Battery powered equipment and tools shall be used where possible. Silencers shall be used where possible.

Since the site hours of operation are limited, noise generation will be restricted to the daytime and so have least impact on the neighbours.

Vehicles shall be sourced that limit emissions and are well maintained whenever feasible.

Vibration is both a health & safety risk and source of nuisance to both construction personnel site neighbours, and as such as reasonable measures will be taken to reduce this at source. The removal of any buried concrete or relic foundations will be undertaken by excavator, should this require the use of a hydraulic breaker attachment this will be of the low vibration type.

No ground engineering works are proposed that would cause vibration (such as piling or the installation of stone columns for ground improvement)

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12 Health and safety

The Principal Contractor's approach should enable and recognise openness, transparent communication, mutual trust and sharing of information as key to working well together. They should encourage and lead staff and partners through behaviours and joint training to ensure their teams are populated by motivated individuals and governed by highly visible directors.

Key processes would include developing a hazard and impact assessment to prioritise effort and submit detailed proposals that recognise the specific constraints and challenges of the site.

The Principal Contractor shall ensure that the project is managed to the requirements of the Health and Safety at Work Act 1974 and the current Construction (Design and Management) Regulations as well as all other regulations that apply to construction activity.

Fire safety should be of paramount importance to The Principal Contractor and to that end, the project is built with the minimum of risk to personnel. To ensure this they will produce a detailed fire safety plan which will identify and address any potential fire risks in the workplace.

Adequate actions and procedures will be put in place to minimise these risks.

A detailed health and safety plan will be produced using detail from the pre-construction information pack and any investigations and reports accumulated during the detailed design process which will be in place prior to commencement on site. This plan will identify all potential hazards which may be associated with the project which will allow us to plan their works safely and effectively throughout the course of the project.

The Principal Contractor's Design Supply Chain members shall be Constructionline (or equivalent) accredited. This ensures that the requirements of CDM regulations are satisfied by all of their supply chain. The Principal Contractor should recognise the importance of maintaining a consistent and transparent approach to subcontractor and supplier selection. The support provided by Constructionline ensures that we are inviting suppliers of a similar nature and ethos to work with us, safe in the knowledge they have been vetted for financial viability, equality & diversity, environmental and health and safety competence and performance.

They should write and communicate specific risk assessments and method statements for the works and manage the provision by our sub-contractors. Attendance at site meetings during the construction works is a requirement for all subcontractors. Site managers will ensure that subcontractors provide details of the training they have given to those involved on the project. Copies of training certificates must be submitted to the Site manager and are held on site, available for examination.

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As the work progresses, The Principal Contractor will obtain information from suppliers and sub-contractors to build up the Health and Safety File, finalise the File prior to the end of the works and submit documentation to the client when training and instruction is carried out.

The site will be inspected by the Site Manager on a weekly basis and by senior management and Health & Safety leader on a monthly basis. Subcontractor performance is monitored and reported at the project progress meetings and feeds the supplier database and future opportunities.

They will review procedures and effectiveness on site and will report to the client at regular meetings on performance.

On site staff would report to The Principal Contractor senior management and implement recommendations from their Health and Safety Advisor and their senior management.

The Principal Contractor will carry-out regular safety audits by senior management team members to ensure compliance with current legislation and best practices and also compliance with the company's policies and procedures.

13 Site Establishment, Traffic Management, Parking and Security

The site boundary will be established and marked out by an engineer. Herras fencing will be erected first to secure the site. Barriers for protection of trees shall be erected

During the site clearance and demolition phase, the existing access off grove Road will be used. During this phase of the works a mobile self-contained welfare unit will be utilised to provide facilities for personnel working on site.

For the construction phase of the project, it is proposed to establish the site compound / welfare area to the opposite gatehouse/ plot 1

Site Setup – Construction Phase

The site will be fenced and gated to protect against accidental or unauthorised access. The accommodation will consist of stacked units to provide a site office, canteen/drying room, a toilet block and storage.

A temporary electricity supply will be connected as soon as it is available. Water will be obtained from a temporary water supply obtained from the local provider until such time as a piped service can be provided.

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The compound will include safety barriers to segregate operatives from vehicles. Compound Lighting to be mounted/installed overlooking the Welfare and Site Cabins areas. We will illuminate the compound areas when necessary as the seasonal nights draw in. These lights will only be operating during working hours.

There is currently no intention to provide full-time “out of hours” security, however the provision will be reviewed according to perceived risk.

It is not anticipated that any construction operations will need to be undertaken outside of the site boundary, except for the following:

- New drainage connections into existing sewers
- New Road Connection
- Making good of surfaces / hardstandings as necessary on completion
- Statutory undertaker’s service connections

Any works undertaken outside of the site boundary will be subject to pre-agreed risk assessments and method statements, as well as consultation with the relevant statutory & highways authorities. The relevant Section 50 Licence, Section 38 and Section 278 Agreements shall be sought in advance of work.

The Principal Contractor will monitor the considerate parking of vehicles regularly in line with the proposed EMP document and with their own supervisory staff and utilise a red / yellow card warning system for offenders that has proved successful on other schemes.

The Principal Contractor will also carry out regular checks to ensure footpaths and driveways are not blocked at any time and that large deliveries are scheduled to avoid peak congestion times i.e. school / nursery runs.

During pre-start meetings and when pricing the work, Sub contractors and suppliers will be informed that any inconsiderate parking (including double parking, and obstructing footways or private driveways will result in yellow and red cards being utilised, barring the offender from site.

This message shall be repeated at site inductions. This shall be reinforced using their site disciplinary procedure and offenders will not be allowed on site again. This is part of The Principal Contractor’s recommended practices; Sub-contractors shall be continually notified of this requirement at ‘Pre-construction Meetings’ and ‘Toolbox Talks’

Deliveries will be booked in with the site team to ensure that a banksman is ready to open gates and supervise driving on and off site, and to ensure that any waiting of vehicles outside the site is minimised so far as is practicable.

Security and CCTV may be provided out of hours to minimise the risk of arson, theft, vandalism and unauthorized access. The Principal Contractor will also liaise with local Crime Prevention Officers as it has been found to be an extremely beneficial relationship to assist in the security of site and equipment.

They will encourage car sharing, use of public transport and wherever possible, seek to employ local labour and subcontractors.

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14 Material Storage and Distribution

Materials shall be stored in the appropriate place provided on site, with all necessary protective measures in place, to avoid damage, theft, or contamination.

Fuels, oils, chemicals and paints especially shall be stored away from drains and the edge of site to prevent them entering waterways. Prior notification must be given to The Principal Contractor Management Team, by individuals, third parties or sub-contractor of any hazardous substances due to be used on the Site, with strict adherence to manufacturers/suppliers' instructions on handling, storage, and use.

Each sub-contractor will maintain a task specific COSHH (Control of Substances Hazardous to Health) Assessment along with material data sheets for such substances. Copies of all such related documents MUST be submitted for approval by the Principal Contractor at least 7 days prior to works commencing, with up to date copies retained in the site offices for inspection and record purposes.

Small materials will be stored in the vicinity of the main office set up which will be controlled by the Site Management Team, who will log in and coordinate deliveries so as to minimise the impact on the surrounding area.

Larger bulk materials will be delivered on a "just in time" basis due to the lack of storage space on site. They will be stored closer to the work area reducing the need for double handling. It is important that clear areas are kept for crane positions and lorry access. The site management team will coordinate and agree the location where materials will be dropped off and stored.

Loading and unloading will generally be undertaken by the mobile crane, lorry mounted cranes (HIAB), or the use of a telehandler (forklift) operated by a fully certified operative, briefed in the site restrictions. Specific areas relevant to progress on site will be identified for storage of any materials that are not directly fixed.

15 Working Hours

The Principal Contractor shall typically work standard working hours and limit work in evenings, weekends and bank holidays. Hours are 0730 to 1800hrs weekdays, 0830 to 1300hrs Saturdays and no work Sundays or Bank Holidays

Staff and operatives shall arrive and leave site outside these times but not carry out construction work on site. Managers, consultants and client representatives may carry out inspections and surveys outside these times.

In the case of work required in response to an emergency or which if not completed would be unsafe or harmful to the works, staff, public or local environment, the relevant local authority and those residents affected, will be informed as soon as reasonably practicable of the reasons for, and likely duration of, the works.

Examples of the type of work envisaged includes: where pouring concrete takes longer than planned due to equipment failure or where unexpectedly poor ground conditions, encountered whilst excavating, require immediate stabilisation.

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16 Timing of Sensitive Works

The location and timing of sensitive works shall be considered in the method statements. This work will be carried out during working hours and timed to suit local residents. Local residents shall be consulted prior to the commencement of any works as deemed 'sensitive'.

17 Perimeter Fencing and other barriers

The site shall be secured during the construction period with a combination of fencing and solid hoarding:

- Existing shrubs and trees shall be maintained as shown in the landscaping plan, with Heras fencing installed along all boundaries.
- Vehicular gates shall be established at the permanent access point off Grove Road.
- Heras fencing shall be deployed around the majority of the site and within the site to delineate areas of work and the areas of tree protection. To minimise dust, boundary Heras fencing to open areas (not already covered by solid fencing or structures) shall be sheeted.
- Internal safe walk ways will be provided using pedestrian barriers and all welfare areas will be separated from traffic areas.

18 Tree Protection

Tree protection shall be provided in accordance with the Tree Report recommendations for the duration of the works and maintained as required.

19 Earthworks

During the earthworks, drainage and foundation works, the arisings will be stockpiled for short periods on site and removed at regular intervals to suit programme. During this period should there be a need for wheel washing then this will be carried out prior to vehicles leaving site (via labour with jet wash). Should there be the need to assist with this; a road sweeper will be employed on a 'call off' arrangement to ensure the surrounding highway is kept clean at all times.

The earthworks for this project comprise the 'site strip' and levelling of the site to suit the building design and landscape proposals. Any excavated soils will be reused within the confines of the site, so far as practicable. The material that is surplus to requirements shall be carted off site, by the Waste Sub-contractor, where Waste Transfer Notes will record the quantities of Spoil and also its final destination.

As an integral part of this work, spoil heaps shall be formed and material disposed of to meet obligations set out above in relation to dust suppression and minimizing the impact on the ecology of the site and surrounding area. Dust suppression shall incorporate misting/wetting during dry periods.

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20 Waste

Where possible, site waste is to be recycled, reused or reduced. All sub-contractors are responsible for the regular removal of their own waste to the appropriate waste stream receptacle. Waste materials must then be carried by an authorised and licensed waste carrier, with fully traceable waste transfer notes tracking the journey, whether that be to a recycling centre or for final disposal. Waste transfer documentation is also to be retained on site for record purposes. Supporting documentation shall include:

- Waste carriers licence – for all waste removal contractors
- Waste management licence – for waste transfer stations and final destination
- Controlled waste transfer note – required each time for non-hazardous waste removal
- Hazardous waste consignment notes – required each time for hazardous waste removal

Whenever possible, waste materials will be segregated into different streams, so they can be disposed of in the most environmentally-friendly way. The following categories will be implemented:

- Clean, untreated timber
- Inert (soils, concrete, blockwork)
- Plasterboard
- Scrap metals
- General non-specific site waste
- Cardboard & paper

Site waste and rubbish is to be removed from site on a daily basis to avoid hazards, including fire, vermin and slips, trips & falls. We expect the highest level of house-keeping from sub-contractors, especially around access / egress and emergency escape routes. The burning of materials or rubbish on site is prohibited. Skips will be located in an appropriate place adjacent to the Site Entrance.

For more details on how waste is to be managed on this project, please consult the Site Waste Management Plan.

21 Ground Contamination

Following review of the initial Ground Investigation for this project, further site investigations are to be undertaken post demolition to determine if there is any contamination to be found on the site.

The survey information shall be circulated to the sub-contractors prior to carrying out earthwork and excavations. Should any potentially contaminated material be found during the course of the works, the operatives shall stand down and seek guidance and instruction from the client project manager.

Any contaminated materials shall be removed in accordance with legislation and local regulations.

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22 Contamination of watercourses and drainage

The Principal Contractor shall develop and implement appropriate measures to control the risk of pollution due to construction works, materials and extreme weather events. This will include a pollution incident control plan, which recognises the risk of pollution from construction activities and presents pro-active management practices to ensure that any pollution incident that may occur, such as a diesel spillage, is minimised, controlled, reported to relevant parties and remediated. The plan will define the criteria for implementing the relevant measures.

The following measures shall be adopted to manage the risk of pollution incidents:

- statement of appropriate information to be provided in the event of any incident such as a spillage or release of a potentially hazardous material;
- notification of appropriate emergency services, authorities and personnel on the construction site;
- notification of relevant statutory bodies, environmental regulatory bodies, local authorities and local water and sewer providers of pollution incidents, where required;
- provision of maps showing the locations, together with address and contact details, of local emergency services facilities such as police stations, fire authorities, medical facilities and other relevant authorities;
- ensure that site drainage plans and flood risk management plans are available on site and are kept up-to-date;
- ensure staff competence and awareness in implementing plans and using pollution response kit;
- provision of contact details for the relevant authorities, such as the EA, and the persons responsible on the construction site and within the contractors' organisation for pollution incident response; and
- provision of contacts with a competent spill response company which can be contacted at short notice for an immediate response (where appropriate).

23 Outline Pollution Control and Contingency Plan

A pollution control and contingency plan will be developed to provide details of the measures to be implemented to prevent pollution and the actions to be taken in the event of an environmental incident or emergency.

An 'environmental incident' is defined as any event, activity or condition that causes, or has the potential to cause harm to people, or damage to property or the environment. 'Pollution' is defined as any harmful impact on the local atmospheric, aquatic or land environment caused by release of hazardous or nuisance-causing substances or excessive noise and vibration.

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Pollution Prevention

Potential pollutants from the works include:

- Silt
- Cement and concrete
- Oils and fuels
- Waste materials
- Effluent/waste water from site accommodation
- Dust generated from construction processes

Concrete and cement are very alkaline and can cause serious pollution. To minimise the risk of run-off entering any watercourse, concrete and cement mixing will be sited at least 10m away from any watercourse and plant cleaned within designated washout areas. Wash water from concrete and cement works will never be discharged into a watercourse.

To minimise the risk of pollution from oils on site, measures are required in relation to their storage, use and disposal. Environmentally considerate lubricants, such as synthetic, non-toxic biodegradable hydraulic fluids are available and may be used at sensitive locations.

'Temporary Containment' & 'Spillage Isolation Measures' will be introduced as well as monitoring, by way of mitigation, all as listed below. These Measures will be developed to control site run-off and prevent contamination. Account will be taken of the Environment Agency Pollution Prevention Guidelines:

- PPG 1 'General guide to the prevention of pollution'
- PPG 5 'Works and maintenance in or near water'
- PPG 6 'Working at construction and demolition sites'
- PPG 18 'Managing fire-water and major spillages'
- PPG 21 'Pollution Incident Response Planning'
- PPG 22 'Dealing with spillages on highways'

Fuel and Oil Handling

All fuel and oil will be stored in accordance with the Control of Pollution (Oil Storage) (England) Regulations 2001 and they will be handled in such a way that risk of pollution is minimised, this will include:

- Fuel and oil storage tanks will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 and will be locked when not in use.
- Storage areas will not be located within 10m of the watercourse or highway gully.
- Mobile bowsers will be bunded and will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 and will be locked when not in use.
- Drums will be stored in bunded areas with a minimum capacity of 25% of the total volume contained within the bund, or 110% of the largest container, whichever is greater.
- Drums will be maintained in good condition, fitted with lids and labelled to indicate the contents.
- Trained operatives only will carry out refuelling of plant and equipment.
- Static combustion engine plant (e.g. compressors, lighting sets) will be integrally bunded or placed on drip trays.
- Plant will be regularly checked for leaks and will be regularly maintained.

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- Spill kits will be provided within close proximity to fuel and oil storage areas and operatives will be trained in their use.

Maintenance of Plant

Where possible, any maintenance of plant and equipment will be carried out away from any watercourse or drain, with mitigation measures undertaken as best practice, such as leakage tests following maintenance. Appropriate spill kits will be available during all plant maintenance operations and drip trays, to be used to contain any leakage of oil.

Any plant or equipment considered to be a pollution risk will either be repaired or removed from site.

Concrete Washout

A designated concrete washout area will be provided for washing out concrete delivery lorries, concrete pumps and grout lines.

Dust

All dust producing process such as cutting, drilling etc will be reduced as far as practicable, with dust extraction or wet suppression methods being employed. For large scale earthworks, damping down methods shall be employed as appropriate

Notification Procedure

Procedures for reporting any spillages, or pollution incidents, in the first instance, to the Site Management Team, shall be set out, for the initial containment actions, by bunding and isolation, of any spillage. Spill kits being available on site in line with The Principal Contractor's isolation policy. Monitoring and Risk assessments will be made on the severity of the leakage incident. If circumstances demand more, then a telephone call to the appropriate agencies will be made.

The procedure will include the recording of all incidents in a progress report and providing details to the Clients Project Manager. Contact details for key Site and emergency response personnel with responsibilities relating to the protection of the environment will be kept and publicised in key locations on site.

24 Managing Flood Risk

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All managers and staff should be made aware of the health risk associated with contaminated flood water. Water should not be waded through or touched if at all possible.

Safety inspections should be carried out by buildings managers to ensure that there is no dangerous debris or lift manhole covers etc.

Buildings should be inspected to ensure that there is no structural damage.

Power should only be reinstated by professional electricians.

Flood water clean-up operations should only be undertaken with suitable personal protective equipment to avoid contact with sewerage and contamination.

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25 Mud on the Highway

Appropriate advance warning signs will be put in place before work commences.

The section of highway adjacent to the site entrance will be kept clean, both during and at the end of the working day so as to prevent a build-up of mud.

All cleaning operations will be carried out safely and any equipment used will not damage the highway surface.

A. Environmental legislation

Primary Legislation (Acts or Orders)

- Clean Air Act.
- Clean Neighbourhoods and Environment Act.
- Climate Change Act.
- Energy Act.
- Environment Act.
- Environmental Protection Act.
- Flood and Water Management Act.
- Localism Act.
- Natural Environment and Rural Communities Act.
- Protection of Badgers Act.
- Water Act.
- Water Resources Act.
- Wildlife and Countryside Act.

Secondary Legislation (Regulations)

- Building Regulations.
- Conservation of Habitats and Species Regulations.
- Contaminated Land (England) Regulations.
- Control of Asbestos Regulations.
- Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order.
- Control of Substances Hazardous to Health Regulations.
- Controlled Waste Regulations Energy Efficiency (Refrigerators and Freezers) Regulations.
- Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations.
- Energy Related Products Regulations.
- Environmental Permitting (England and Wales) Regulations.
- Environmental Protection (Controls on Ozone-Depleting Substances) Regulations.
- Fluorinated Greenhouse Gas Regulations.
- Hazardous Waste (England and Wales) Regulations.
- Notification of Cooling Towers and Evaporative Condensers Regulations.
- Packaging (Essential Requirements) Regulations.
- Site Waste Management Plan Regulations.
- Town and Country Planning (environmental impact assessment) (England and Wales) Regulations.
- Waste (England and Wales) Regulations.
- Waste Management Licensing Regulations.
- Waste Management (England and Wales) Regulations.
- Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations.

SITE INDUCTION **Site Location**

The following points must be adhered to whilst working on this site.

1. All persons working on site must sign on and off site at all times.
2. All persons working on site (or visiting site) must be made aware of all the site rules and be offered the opportunity to examine the relevant parts of the Construction Phase Plan and Company Health & Safety Policy
3. All accidents must be reported to the Site Manager as soon as is reasonably practical.
4. Personal protective equipment (PPE) must be worn when required. The PPE must be worn and used correctly.
5. All persons using or operating plant and equipment must be trained in the use of that equipment, the relevant documentation must be made available on request to the site management or their representatives.
6. All persons working on site must only work to agreed method statements, any changes of working procedures must be agreed in writing with the site management.
7. Plant and equipment supplied by the Principal Contractor must not be interfered with or any configurations changed without agreement in writing from the site management.
8. Any persons found to be misusing plant and equipment or not complying with the site rules, method statements or safe systems of work will be dismissed from the site immediately.
9. All contractors must clear-up their work areas and dispose of their waste in the appropriate skip for each particular waste stream at the end of the working day or shift.
10. All persons working on site must bring to the attention of the site management any matters that may affect the Health & Safety and Welfare of themselves or others working on the site.
11. In addition to the above the emergency procedures must be read and complied with and clearly displayed within the site office.
12. All personnel will be made aware of areas out of bounds and must remain within the site boundary unless otherwise authorised to do so by the Site Manager / Client.
13. The appointed Manager/Foreman working on behalf of the contractors on site must sign this form prior to commencing work on site.

Construction & Environmental Management Plan

14. All site operatives are to be aware of the local ecology of this site and any incidents effecting local wildlife must be immediately to be brought to the site manager's attention.
15. Vehicles must be parked on site wherever possible. All other parking must be carried out in a considerate fashion with no obstruction of footways or driveways permitted. Yellow and Red card will be used to enforce this requirement.

16. Details of CSCS and / or other training to be recorded here

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CSCS card to be placed here and photocopied

I the undersigned agree to work to the conditions laid out above, I understand that as an appointed representative of the named contractor, it is my responsibility to ensure that all persons working for or on behalf of the contractor are aware of the conditions for working on this site

Your Name (print)..... Sign.....

Company Name..... Today's Date.....

Details of any illness or injury

Details of medication currently being used

Details of next of kin Name Contact Number.....

Relationship to yourself