Ellis Close

Arundel

Proposed Three Dwellings

Construction and Environmental Management Plan (CEMP)

20/12/2021

Project Number: EW/ew/9506-2

Revision: C

ARUN DISTRICT COUNCIL AB/150/21/PL

Contents

Introduction 2
Management and Training 3
External Reporting and Community Relations 4
Contact List 5
Construction Site Rules 6
Complaints Procedure 8
Environmental Aspects and Impacts 10
Emergency Preparedness Plan 13
Ecology Calendar and Weekly Environment Form 15
Management of the Site 17
Temporary Contractor Buildings 17
Plant and Stacks (Storage) of Materials 17
Temporary Parking of Vehicles of Contractors and Visitors 19
Loading and Unloading Vehicles 19
Noise Mitigation and Control Measures 21
Monitoring and Inspections 23
Appendix A: Site Waste Management Plan i

**Please note items in yellow will be populated / updated as the scheme evolves.

ARUN DISTRICT COUNCIL AB/150/21/PL

Introduction

Planning Context

This CEMP aims to cover both the construction phases of the project, satisfying Condition 3 of the consented planning application AB/39/18/PL.

Project Overview

Clearance including the remove of the existing hardstanding parking area, and the construction of three new dwellings (as detailed below) across two sites, together with all hard and soft landscaping works, infrastructure works, mains services and drainage, on and offsite highways works and new parking areas and site access:

3 Nr 2 Bedroom 4 Person Houses



1 Site location aerial view (red site boundary line for indicative purposes only)

ARUN DISTRICT COUNCIL AB/150/21/PL

Management and Training

Responsibilities and Management Structure

The Construction (Design and Management) Regulations 2015 (CDM Regulations) require the Client to appoint a Principal Designer and Principal Contractor prior to the commencement of works on site.

Training

Requirements for training, including site inductions and toolbox talks and method statement briefings, emergency training and training records will be provided in the Construction Phase Plan prior to works commencing.

Communications and Site Rules

The requirements for regular progress meetings will be set out with our subcontractors upon appointment to the scheme.

A full contact list containing names, job titles and contact numbers of the project team members will be before the works commence and be maintained and kept up to date throughout the project.

A set of site rules is detailed in this document, although this will be kept under review and updated by the Principal Contractor, as necessary.

Welfare facilities will be provided as described in our Construction Phase Plan (CPP). Due to the current circumstances surrounding coronavirus (COVID-19), Government Guidelines must also be followed.

- ¿ COVID-19 risk assessment to be completed
- ¿ Clean more often, including shared equipment
- ¿ Enforce social distancing and work with the same team every day
- ¿ Increase ventilation where possible
- ¿ Do not come into work with coronavirus symptoms
- ¿ Additional checks may be made for operatives and site visitors including additional questions at induction.

ARUN DISTRICT COUNCIL AB/150/21/PL

External Reporting and Community Relations

Statutory Authorities and Interested Parties

The Contracts Manager in conjunction with the Client and with the support of the Environment Manager/Representative or any appointed specialists are responsible for the liaison on environmental matters with statutory and non-statutory authorities.

Consultation will be established and maintained with several regulatory bodies about the environmental aspects of this project. These should at least include:

- Environmental Health Officer
- Environment Agency (EA)
- Health and Safety Executive (regarding Asbestos)
- Arboriculturist
- Ecologist
- Emergency Services

Responsibility: Contracts Manager / Project Manager

Action: Establish and maintain consultation with the customer, their appointed consultants and other interested parties about the status of the project, potential impacts, mitigation measures, predicted time scales of activities etc.

A record of all discussions and corrective actions required will be kept electronically.

Local Community Engagement

The Principal Contractor will provide community relations personnel who will be the first line of response to resolve issues of concern or complaints.

Reasonable steps will be taken to engage with residents local to the area during each phase of the development. Occupiers of neighbouring properties will be informed in advance of works taking place. Site boards and regular newsletters outlining information on the project and forthcoming works will be erected at the entrance to the site. Site contact numbers will be displayed as appropriate, along with the complaint's procedure.

Responsibility: Contracts Manager / Project Manager

ARUN DISTRICT COUNCIL AB/150/21/PL

Action: Establish and maintain consultation with residents, and other interested parties about the status of the project, potential impacts, mitigation measures and predicted time scales of activities. Bi-Monthly newsletters provide an informative medium to distribute this information.

Complaints Management

A formal complaints procedure will be agreed with ADC, the Project Manager will be responsible for receiving, recording and responding to external complaints.

The Project Manager will have their telephone number displayed for quick response to complaints. The complaints will be logged, together with a record of the responses and action taken.

Contact List

Role	Individual	Contact details
Client Arun District Council		
Principal Designer Welling		
Project Manager Welling		
Principal Contractor		
Community Relations		
On-site Environmental Manager/Representative		
Environmental Specialist		
Health and Safety Advisor (1)		
Health and Safety Advisor (2)		

ARUN DISTRICT COUNCIL AB/150/21/PL

Construction Site Rules

The site rules shall be developed to include environmental controls wherever applicable. Site rules should be displayed in all on-site offices and welfare facilities.

A list of :Site Rules˘specific to this phase for implementation is provided below, these will be updated and developed further by the Principal Contractor, as necessary:

- ¿ All personnel visiting or working on site must complete induction training prior to accessing the site;
- ¿ All plant/equipment used during the construction activities must be compliant with the Provision and Use of Work Equipment Regulations 1998 (PUWER), maintenance and relevant certificates must be retained on site;
- ¿ All substances to be used or handled on site must have the Control of Substances Hazardous to Health (COSHH) assessment available on site for staff members to consult;
- ¿ At the end of each working day all means of access, e.g. steps, ladders left in position must be secured/removed to prevent unauthorised persons (especially children) accessing the site and hazardous areas;
- ¿ Smoking is prohibited on site, except in designated areas, and the possession or use of alcohol and drugs is prohibited;
- ¿ Excavation to be covered or have a ramped means of escape, should any animal fall in overnight;
- ¿ Staff members must maintain the site welfare facilities for the duration of the works;
- ¿ A qualified First Aider/ Emergency First Aider to be present on site at all times;
- ¿ Standard Personal Protective Equipment (PPE) is always required on site, as well as additional Protective Equipment as required for specific works;
- ¿ Use of audio equipment is not permitted on site, except in designated areas;
- ¿ All staff members must comply with the correct Demolition, Construction and Phasing Strategy, work to their safety method statements and abide by all safety signs at all times;
- ¿ The Principal Contractor and all Subcontractors on site must co-operate in the interest of health and safety;
- ¿ All Principal Contractor and Subcontractors staff members must conduct themselves and perform their duties on site in a safe manner;
- ¿ All work areas must have clear, well maintained signage;

ARUN DISTRICT COUNCIL AB/150/21/PL

- ¿ Firefighting equipment as reasonably required shall be maintained on site;
- ¿ No fires are permitted on site;
- ¿ All waste materials must be collected and removed from site at regular intervals; and
- ¿ Acts of threat or violence will not be tolerated and any offender will be removed and permanently excluded from the site.

ARUN DISTRICT COUNCIL AB/150/21/PL

Complaints Procedure

All complaints received from any source, regarding the site company, or subcontractor, are recorded.

All complaints are put into one of the following categories, in accordance with our considerate constructors scheme:

Noise, Dirt and Dust; Parking; Safety; Inconsiderate Behaviour; Road Conditions and Vehicle Movements; Environmental Concerns; Pedestrian Access Obstruction; Property Damage; Site Lighting; Working Hours; and Other.

The Project team has designated staff experienced to deal with any type of complaint.

If the complaint does not relate to an issue directly with the site activities for that phase, the complainant will be pointed in the appropriate direction.

The Project team is authorised to take action to resolve matters causing complaints immediately and will use their best endeavours to swiftly close out issues.

The principal contractor will also be registered to the Considerate Constructors Scheme (CCS), where complaints and comments can be forwarded directly to the considerate constructors˘ scheme should the person not be satisfied with the first response from the contractor˘s representative.

Considerate Constructors Scheme;

When a complaint is received that is relevant to the Scheme˘s Code of Considerate Practice, the site manager or company contact will be told what the complaint is about and given the name and contact details of the complainant (with the complainant˘s permission). Advice might also be offered as to how they might deal with the complaint.

The Scheme will stay in contact with the complainant until the site or company has investigated and responded to the complaint and until the Scheme is satisfied that the site is adhering to the Code of Considerate Practice, at which point the complaint will be taken off the :active˘ list.

If the site manager or company contact does not deal with a complaint in a satisfactory manner, the complaint will be passed to the Scheme˘s Chief Executive, who will refer the matter to the construction company˘s head office contact (as listed on the registration form). If the response is still unsatisfactory, and the contact is not a director, then the complaint will be taken to company director level.

The Scheme may attempt to mediate between the parties during this process. If, at any time, the Scheme˘s Chief Executive considers that a reasonable agreement has been reached,

ARUN DISTRICT COUNCIL AB/150/21/PL

the complaint will be taken off the active list. Where necessary, an experienced Scheme Monitor may visit the complainant and the site manager or company contact to seek resolution.

If a registered site or company fails to deal with a problem in an effective manner or if the Scheme's Chief Executive believes them to be in breach of the Code of Considerate Practice, the Chief Executive will provide a report of the incident(s) to the Chairman of the Scheme's Board for a decision.

Where the Chairman's decision is to remove the site or company from the Scheme, the company and the client will be informed.

To complain about a site or company registered with the Scheme, you can email us at complaints@ccscheme.org.uk or call 0800 783 1423.

ARUN DISTRICT COUNCIL AB/150/21/PL

Environmental Aspects and Impacts

Prior to commencement of the project a review of environmental aspects and impacts shall be carried out.

This will review the following activities:

- ¿ Emissions to land, air and water.
- ¿ Waste generation
- ¿ Nuisance (noise, light, and dust)
- ¿ Ecology and biodiversity
- ¿ Tree / root protection
- ¿ Ecology requirements
- ¿ Cultural heritage
- ¿ Use of natural resources
- ¿ Use of raw materials
- ¿ Energy use
- ¿ Fuel Consumption

Any control measures that are required will be clearly defined and communicated to relevant parties throughout the project.

Unexploded ordnance

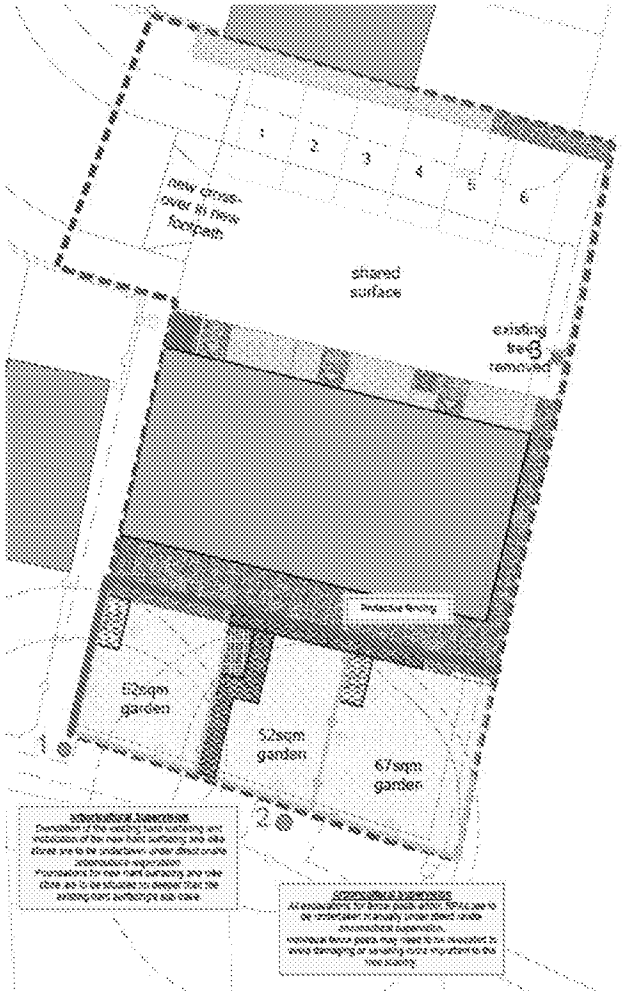
A full survey will be completed during the preconstruction phase, this CEMP will be updated when the survey, and recommendations are received.

Tree Protection

All trees to be retained will be suitably protected in line with the Tree Protection Plan (TPP) and BS5837. This includes tree protective fencing creating Construction Exclusion Zones (CEZ), suitable signage and ground protection, as necessary.

No access is permitted within areas designated as an CEZ without prior permission from the local planning authority. Within Construction Working Zones, as identified on the TPP, all operations will be carried out in accordance with recommendations set out in the Arboricultural Impact Assessment Report and any Arboricultural Method Statement and under supervision by an Arboricultural consultant.

ARUN DISTRICT COUNCIL AB/150/21/PL



2 Tree Protection Plan (TTP) identifies two trees to be protected (1) (2) within the site boundary

ARUN DISTRICT COUNCIL AB/150/21/PL

Watercourse Protection

All existing drainage and watercourses will be investigated and detailed in the CPP, hazardous liquids will be stored in appropriate and secured containers and refuelling is to take place in the appropriate zone. Any temporary requirement to discharge into existing or new drainage is to have the consent of the appropriate authority.

Ecology Requirements

Features suitable to support bats and reptiles are not expected to be present within the site, however before works commence an ecologist is to be employed to ensure compliance throughout with regards to timing of works and precautionary working methods.

Should the construction team have any questions or issues works are to cease until the appropriate direction has been given, the ecology calendar shall be reviewed at regular intervals and shared with the supply chain.

Emissions:

All efforts are to be made to reduce emissions throughout the construction period, and when stationary or practicable, all engines are to be switched off.

All temporary power and water supplies will be metred throughout the construction period, where possible technology such as percussion taps, and motion sensors will be utilised in the temporary accommodation.

ARUN DISTRICT COUNCIL AB/150/21/PL

Emergency Preparedness Plan

Pollution Response Plan – Awareness Poster

Controlling a Spillage – What You Should Do

Assess it

Has anyone been injured?
Is spillage safe to approach? Have you got the correct PPE?

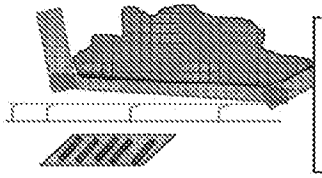
Report injuries or dangerous situations to site management immediately! If you are unsure ask

Remember Safety First!!!

Contain it

Use spill kits to contain spillage





Stop source of spillage
Turn off all sources of ignition
Use absorbent to stop spillage entering drains or open water Put absorbent material down at edges of spill first

Report it

All spills leaks or accidents must be reported to site management



Things to report:

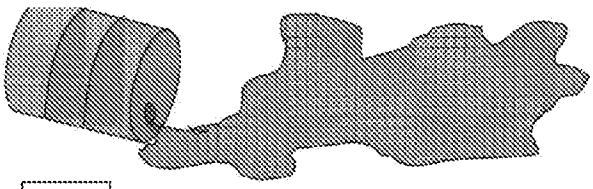
- Source and reason of spillage
- Material involved
- Any escape to drains or open water
- Action taken so far

Clean it up

Do not wash spillage down drains
Put used absorbent material in correct disposal bags or bins

Chapter 2 NEVER TRY TO COVER UP OR DISPERSE SPILLAGE!

ARUN DISTRICT COUNCIL AB/150/21/PL



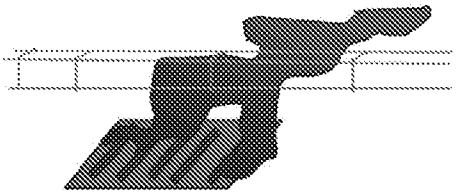
Step 1 → Assess the situation

No	Is anyone injured?	Yes
Yes	Is spillage safe to approach?	No
Yes	Do you have correct PPE?	No

Yes / No → Contact site staff immediately

Don't Know → See advice from site staff or other competent person

Step 2 → **Contain**



Stop source of spillage

Turn off machinery or other sources of ignition

No ← Has spillage entered open water (river, ditch) or drain? → Yes → Use absorbent material to block off drains or route to open water

Use absorbent material to contain spillage and prevent spread

Step 3 → Report incident to site management

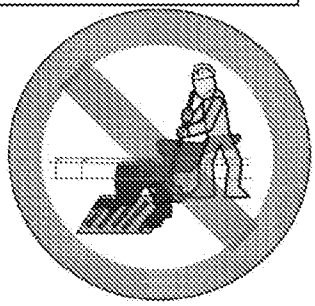
Things to report:
- Source and reason of spillage
- Material involved
- Escape to drains or open water
- Action taken so far

Step 4

Do not wash a spillage away down the drain

Clean up as directed

Use correct disposal facilities- Oil contaminated material is **Special Waste!**

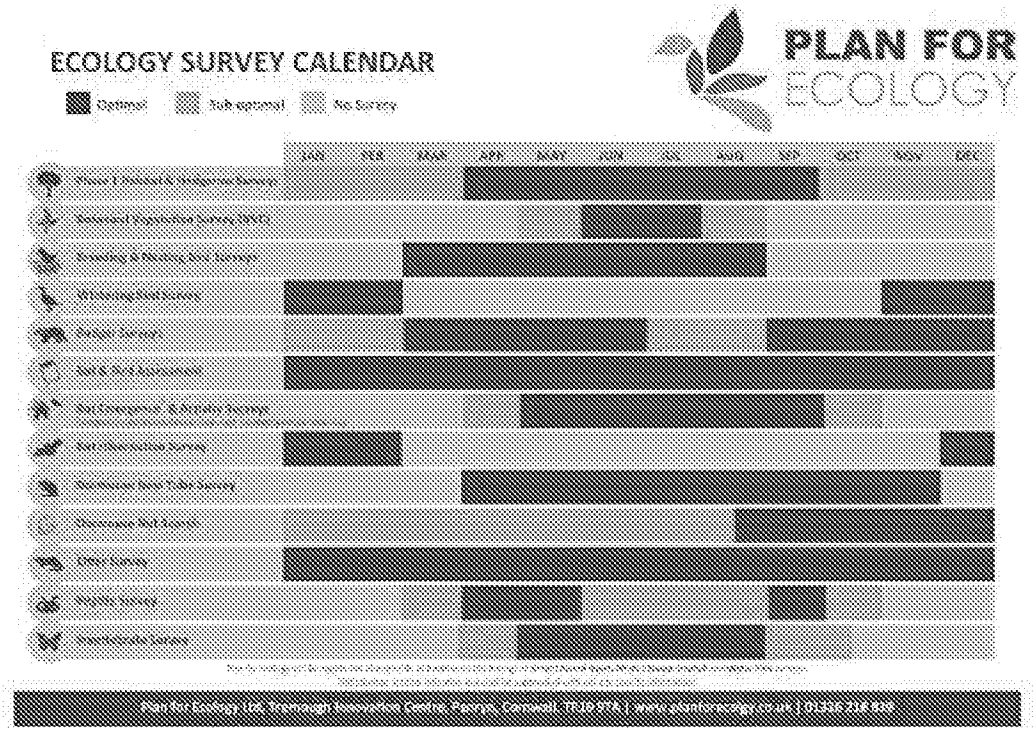


Remember Safety First!

Chapter 3 NEVER TRY TO COVER UP OR DISPERSE SPILLAGE!

ARUN DISTRICT COUNCIL AB/150/21/PL

Ecology Calendar and Weekly Environment Form



To be edited as necessary and completed by the Project Manager and retained on site within the Environmental File for submission with the Monthly Client Report.

Date Action	Mon	Tue	Wed	Thu	Fri	Sat	Week Ending / / Comments
Noise and Vibration							
Traffic/Transportation							
Air Quality							
Construction Dust							
Archaeology and Built Heritage							
Ecology and Biodiversity							
Water Resources and Flood Risk							
Ground Conditions and Contamination							
Soil and Water Management							
Sediment Controls							
Off Site Disposal							
Roads clean of dirt/mud							
Stockpiles							
Waste Management: Hazardous Waste							

ARUN DISTRICT COUNCIL AB/150/21/PL

Asbestos							
Hydrocarbon							
Other							
Waste Management: Non-hazardous Waste							
Soil							
Steel							
Demo Waste							
General							
Weather							
Rain (mm)							
Wind max (km/hr)							
Other							
Maximum Trip							
Complaints Received							
Refuelling							
Other (as required)							
Additional Comments:							

Project / Site Manager	Contracts Manager
Name:	Name:
Sign:	Sign:
Date:	Date:

ARUN DISTRICT COUNCIL AB/150/21/PL

Management of the Site

Temporary Contractor Buildings

The compound shall have units to accommodate the Site Management Team, comprising; site office, meeting room, canteen / drying room and suitable toilet facilities, which will be connected directly to the foul drainage system if possible.

Material unloading and waste removal has been considered in our compound planning, with a lifting zone established for unloading materials and separate skips being provided for segregated waste.

Plant and Stacks (Storage) of Materials

The storage area will be divided into separate zones, allocated appropriately to the main subcontractors. By allocating areas, subcontractors have a secure area to store their materials, ensuring general workspaces are kept clear.

The storage space available within the site compound areas will assist in ensuring materials currently being experienced on long lead in / procurement time, can be ordered early, and stored on site in advance of being required.

Materials will generally be distributed around the site in the first instance by the delivery vehicle being directed to the primary storage area on site. An appropriately sized all-terrain telehandler may also be used for further movement of materials around site and onto loading platforms on perimeter scaffolds.

Distribution of the smaller material items for the works will be manually handled from the compounds utilising lifting aids where practical. A secure metal container will be established adjacent to the site offices for smaller materials such as sanitary ware, ironmongery, and light fittings.

All deliveries will be unloaded within the segregated site compound areas, located away from the public highway and residential areas.

ARUN DISTRICT COUNCIL AB/150/21/PL


Ellis Close, Arundel
Site Setup and Logistics
Key
Site Boundary
Heras Hoarding
CEZ (Construction Exclusion Zone)
Construction Site
Extent of Stopping Up
Welfare/Accommodation
Access/Egress
Waste Storage
Material Storage

Temporary Parking of Vehicles of Contractors and Visitors

Due to restrictions on site, parking will be off site until formation of the permanent car parking area is completed. Once complete, this will facilitate on-site parking within the site boundary. Contractors will park considerately, and site management will monitor arrangements as the project progresses.

Contractors and visitors to site will be encouraged to take alternative methods of travelling to work, such as car sharing, use of the local car parks and cycling with secure cycle areas being made available.

Loading and Unloading Vehicles

Vehicular movements onto and off site will be required in the construction process of the construction works. Every effort will be made to minimise the traffic impact on the local area by implementing several management processes: Clear directional signage, limited delivery times, regular highway inspection (and cleaning if necessary) and wheel washing facilities on site for departing vehicles.

Furthermore, the careful management of vehicles on entering site and off the public highway will be met by a banksman to ensure a safe and efficient site. Once on site, all vehicles will be directed to the storage area adjacent to the works. Temporary hardstanding will be installed during the enabling period to provide adequate storage areas.

All construction access to the site will be through Ellis Close from Canada Road, and the access signage for construction traffic will be formed at the start of the construction programme.

Details of Site Compound and Boundary Fence

The site compound shall be established with a robust, secure and tidy :Heras ˇfencing to the perimeter to ensure a good image during the construction period, which will be projected to the construction staff and local neighbours. All fencing will be inspected on a routine daily basis for safety, security, and graffiti. Any issues will be rectified immediately.

Within the site construction compound, the proposed car turning areas will be utilised as a temporary hardstanding for the construction works. This enables vehicles to leave the highway and exit in 1st gear. The adjacent roads will be preserved in a clean condition and checked daily.

ARUN DISTRICT COUNCIL AB/150/21/PL

Lighting

There will be a requirement to attach external lighting to the site welfare cabins / office for security and way finding purposes. Lighting must not be directed at the retained building that supports a bat roost, or any features suitable to support roosting bats on retained trees. Disturbing man-made or natural structures or trees with the potential for roosting bats, including with light, is an offence under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended).

To avoid disturbance to foraging bats, only luminaires with an upward light ratio of 0% will be used, with hoods and cowls used where necessary to achieve this. LED technology should be used where possible to enable the wavelength to be controlled. A warm white spectrum (ideally <2700 Kelvin) will be adopted, and luminaires should feature peak wavelengths higher than 550 nm to avoid the component of light most disturbing to bats. All luminaires should lack UV elements when manufactured. Metal halide and fluorescent sources will not be used. Security lighting will be set on a motion sensor with a short (1 minute) timer.

Measures to Control the Emission of Construction Dust, Dirt, Noise and Odour

With the exception of wheel washing (a description of which is provided below), measures to be adopted are set out in this section.

Measures to mitigate dust impacts are as follows:

- ¿ Activities such as cutting, drilling demolition etc. will be carried out in a manner which minimises the generation of dust, this will include enclosed cutting zones, dampening down works areas and ensuring vehicular movements are kept to a minimum and at low speed.
- ¿ Material stockpiling will be within enclosures and will be covered by an appropriate sheet to prevent dust deposition.
- ¿ A water bowser will be available onsite during periods of extended dry weather, this will be used to damp down roadways and walkways.
- ¿ Any vehicles used to remove spoil from site will have sheeting available to cover the open back, this will be the same for any importing of materials to site.

ARUN DISTRICT COUNCIL AB/150/21/PL

Measures to mitigate, monitor and report noise and vibration impacts are as follows:

- We will seek to minimise the overall noise generated from our construction activities by adopting the best practice to all construction activities, to ensure disruption and inconvenience is eliminated as far as reasonably practical.
- Regular noise monitoring will be carried out at set points to the site, to ensure acceptable noise limits are not exceeded.
- Should at any time the result of monitoring result in exceeded noise level limits, site will ensure measures are put in place to reduce noise levels so far as is practicable.

Noise Mitigation and Control Measures

- Choice of construction methods will be reviewed to ensure minimal disturbance to sensitive receptors.
- Plant and equipment will be regularly serviced and maintained to high standards.
- All plant will be used in an efficient manner by trained personnel.
- Silencers will be fitted to plant where possible.
- Stationary plant will be sited with consideration to the local environment.
- All plant and equipment not in use will always be switched off.
- Site management will manage and control all activities and personnel on site.
- All personnel are inducted prior to starting work on site and will be aware of all requirements.
- We do not permit any radios to be used externally on site.

We will ensure regular communication with the local residents to ensure any planned activities are co-ordinated to not occur at times of planned outside of peak hours.

ARUN DISTRICT COUNCIL AB/150/21/PL

Construction and Demolition Working and Delivery Hours

The standard working hours for all construction activities will be:

- 08.00 ¯ 18.00 Monday to Friday; and
- 08.00 ¯ 13.00 Saturdays.

No continuous 24-hour activities are envisaged for works and any working on Sundays or Bank Holidays will be subject to agreement with Arun District Council. Any change to working hours will be agreed in advance with ADC.

These hours will be strictly adhered to unless or in the event of:

- An emergency demands continuation of works on the grounds of safety.
- Minor internal works are being carried out within the confines of the building envelope.
- Completion of an operation that would otherwise cause greater interference with the environment or the public if left unfinished.

Heavy Goods Vehicle (HGV) movements will be restricted as far as reasonably possible to avoid peak traffic flow periods noting the residential nature of the local neighbourhood, we propose all deliveries are scheduled between 09:00 - 15:00.

Refuelling of Site Plant / Machinery

All refuelling of site plant and machinery will take place within a segregated area onsite; this area will be bunded and only a limited amount of fuel / oil will be kept onsite at any time, all Hazardous substances will be managed under the COSHH regulations.

Details of Wheel Washing Facilities

Wheel washing facilities will consist of a high-pressure spray wash system at the site entrance and egress with further measures if necessary, to maintain the public roads.

A high-pressure spray system comprises of a manual washing of the vehicle, by a site staff member in a designated wash area.

Measures to Minimise, Re-use and Recycle Construction Waste

A Site Waste Management Plan (SWMP) will be prepared. These set out measures by which the waste hierarchy will be applied.

ARUN DISTRICT COUNCIL AB/150/21/PL

Monitoring and Inspections

Details of a Monitoring Regime to Demonstrate Compliance with the CEMP

The monitoring regime proposed under this CEMP includes daily event and monthly based inspections.

Routine weekly visual inspections will be carried out on all construction activities and work areas to check compliance with this CEMP and regulatory conditions. The results of these inspections shall be recorded on a Weekly Site Environmental Form (WSEF). An example of such a form has been provided in this CEMP.

Event Based Inspections

Event based checks shall be conducted by the Project Manager/Construction Manager and Environmental Manager/Representative following any significant event such as rainfall of sufficient quantity to generate run off, high winds, the receipt of an environmental complaint, issue of a non-compliance report or any exceedance in monitoring results.

Event based checks should be record on a separate inspection form detailing the reasons, observations, findings and outcomes of the inspection which should then be attached to the WSEF.

Monthly Reporting

A monthly environmental monitoring report shall be prepared and submitted for review to the Client, and Project Team. The report shall include a summary of environmental issues and actions during the period to ensure compliance with the CEMP, including details of any action item requests, complaints received, incidents and associated investigations and corrective actions, and environmental inductions and awareness training provided during the period.

CEMP Review, Incident Reporting and Corrective Actions

As described in this CEMP, the Client, Principal Designer and Principal Contractor will ensure that controls outlined in this CEMP are properly implemented and regularly monitored to ensure their effectiveness.

Changes to the controls will be instigated if they are not achieving their objectives. The CEMP shall be revised and refined in consultation with the local planning authority, as required, to ensure it remains consistent with environmental regulatory requirements and conditions of planning approval.

Any incidents including actual or potential (near miss) for injury, or damage to equipment, property or the environment will be reported to the Project Manager or Contracts Manger as

ARUN DISTRICT COUNCIL AB/150/21/PL

soon as practicable after the occurrence. Regardless of how minor the incident appears; it should be reported. An 'Incident Investigation Report' will be completed within 18 hours of the incident. Prompt reporting will allow an immediate investigation to take place and prevent similar situations occurring.

The reporting of hazards is the responsibility of all staff and if a hazard or a safety problem is identified, it will be brought to the attention of the Contracts Manager immediately who will investigate and rectify the situation as soon as practicable.

ARUN DISTRICT COUNCIL AB/150/21/PL

Appendix A: Site Waste Management Plan

Project: Three Dwellings, Ellis Close, Arundel for Arun District Council

Value: TBC

Description: Construction of three two-storey houses at Ellis Close.

Location: Ellis Close, Arundel

Project start date: TBC

Project finish date: TBC

Area of structure:

Version: A Number: 1
Date:

Position	Name	Contact details
Client	Arun District Council	
Principal contractor	TBC	
Site waste management plan drafter	TBC	

Contents

Section 1: Contacts and Responsibility
Section 2: Training
Section 3: Predicted Waste
Section 4: Waste Minimisation
Section 5: Waste Segregation on Site
Section 6: Waste Management Packages
Section 7: Monthly Waste Report
Section 8: Post Project Review of Plan

Appendix A ¯ Waste Management Documentation

This SWMP must be kept at the principal contractor's place of business for two years after completion of the project.

ARUN DISTRICT COUNCIL AB/150/21/PL

1. Contacts and Responsibilities

The Project Manager is the environmental coordinator for this project and as such is responsible for overseeing and updating this plan.

The company's Health, Safety and Environmental Manager will audit the plan to ensure that all legal obligations are being met and adherence to waste minimisation principles.

Role	Name	Contact details
Individual responsible for implementing the SWMP		
Client		
Project waste champion		
Project manager		
Person responsible for updating SWMP		

2. Training

The format for onsite training to ensure that the principles of our SWMP protocols are met will be: -

The project subcontractors will be informed of our waste handling arrangements at their initial induction. This training will be reinforced during toolbox talks.

The aims of this site waste management plan are to:

- PREVENT the generation of waste
- MINIMISE wastes produced unavoidably
- RE-USE materials where practicable
- RECYCLE waste materials where practicable, and
- DISPOSE of waste correctly and cost effectively.

All waste from this site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990(3) and the Environmental Protection (duty of care Regulations 1991(4):

a) To prevent any other person committing the offences of disposing of controlled waste or treating it, or storing it:

   - without a waste management licence.

ARUN DISTRICT COUNCIL AB/150/21/PL

- ¿ breaking the conditions of a licence
- ¿ in a manner likely to cause pollution or harm to health

b) To prevent the escape of waste, i.e. to contain it

c) To ensure that, if the waste is transferred, it goes only to an authorised person or to a person for authorised transport purposes.

d) When waste is transferred, to make sure that there is also transferred a written description of the waste, a description good enough to enable each person receiving it:

- ¿ to avoid committing any of the offences under (a) above
- ¿ to comply with the duty at (b) to prevent the escape of waste.

ARUN DISTRICT COUNCIL AB/150/21/PL

3. Predicted waste item

Type of waste	EWC Codes	m^3/tonne	Waste carrier/ treatment
Inert waste			
Hard core / masonry	17-01-02		
Timber	17-06-04		
Concrete	17-02-01		
Non-hazardous waste			
Plasterboard	17-08-02		
Timber construction, pallets	15-01-03		
Cardboard Packaging	15-01-01		
Plastic Packaging	15-01-02		
Plastic Packaging	20-01-01		
Mixed waste	20-03-01		
Metal	20-01-40		
Hazardous waste			
Asbestos	17-06-05		
Paint cans, mastic tubes	20-01-27		

Note: Demolition total to be recycled

4. Waste Minimisation - The following actions have been taken to minimise and maximise recycle rates:-

Action	Responsibility	Detail
Skips sent to recycling plant	PM/SM	
Separate canteen waste	PM/SM	
COSHH bins	PM/SM	
Plasterboard skip	PM/SM	

ARUN DISTRICT COUNCIL AB/150/21/PL

Have suitable locations for the storage of materials been identified? .
Have subcontractors˘storage requirements been considered?
Will there be sufficient access to remove materials without damage?
Could racking be used to reduce storage area size and damage to materials?
Are there sufficient suitable dry storage areas within the building, or will additional dry storage areas be required?
Has the purchasing department been contacted to discuss ways in which suppliers can eliminate unnecessary packaging?

Materials requiring dry storage	Location/method
Plasterboard	In the building
Timber	In the building
Ceiling tiles	In the building
Carpet/vinyl	In the building
Insulation	In the building
Electrical/mechanical goods/plant	In the building or storage container
Furniture	In the building

5. Waste Segregation on Site.

This will not be carried out on site but will be carried out by the waste carrier. Records will be sent to the procurement department and will be reviewed on site at internal site meeting and during site safety and environmental inspections.

6. Waste Management Packages:

ARUN DISTRICT COUNCIL AB/150/21/PL

Name ALL waste licensed carriers on this project:

TBC

7. Monthly Waste Report:

Date	Waste Type EWC Code	Quantity/tonnes/M³	Destination	Carrier/treatment

8. Post Project Review of Plan - To be completed within three months of the project completion
8.1 How successful was the implementation of the SWMP?
8.2 If project value was in excess of ì 500,000, estimate the cost savings achieved ¯ ì
8.3 Action plan for next project?

Waste management documentation as supplied by licensed carrier
(to be inserted later by the Demolition Contractor)

ARUN DISTRICT COUNCIL AB/150/21/PL