EASTMERE
PADDOCKS LTD.

Eastmere Stables
CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

REVISION 1

September 2024

Document control

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Issue No.	1	Date	September 2024

Business Name	**Eastmere Paddocks Ltd**				
Project Title	**Eastmere Stables, Eastergate Lane**				
Document Title	**Environmental Management Plan (CEMP)**				
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Prepared by	Joseph Shopland				

H&S Consultant

Joseph Shopland	[redacted]	September 2024
(Name)	**(Signature)**	**(Date)**

REVISION REGISTER

Issue	Clause	Revision description	Date	Approved By
1	All	For information only	September 2024	JS

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1 ENVIRONMENTAL POLICY

We acknowledge that our operations have an impact on the environment. Through the adoption of a reasonable and proactive attitude to environmental issues, we are committed to minimising potentially harmful effects on the environment and to contributing to sustainable development through balancing our business aims with environmental considerations.

Specifically, where it is within our control or influence in both design and construction, we undertake to:

1. Comply with current and future legislation on environmental issues e.g. Environmental Protection Act 1990 and the Control of Pollution (Amended) Act 1989. Under this Act, we are licensed to carry controlled waste.

2. Maintain our Environmental Management System.

3. As part of our proposed Environmental Management System, we will set and review our environmental objectives to assist with continuous improvement in this respect.

4. Offer suggestions that may reduce the environmental impact of a project in both its design and construction.

5. Carry out on-site 'environmental risk assessments' to formulate plans that will help reduce the impact of things such as noise, dust and waste. Consult with local residents on any particular concerns.

6. Ensure staff are properly trained in all aspects of use of hazardous substances, including appropriate methods of storage and disposal.

7. Wherever and whenever possible, employ a system of recycling for items such as wood, metal, glass and bricks.

8. Provide paper recycling facilities at our Head Offices in Chichester.

9. Ensure that our electronic waste is either recycled by a fully licensed organisation or disposed of in accordance with WEEE Regulations.

10. Work with suppliers and sub-contractors to improve our combined environmental performance.

11. Ensure our timber-frame developments use wood from managed, renewable sources.

It is the responsibility of all our employees to support and apply those sections of the Company Environmental Policy and Procedures that relate to their activities.

Appropriate support and training will be given to staff to ensure that they are able to fulfil the commitments given in this statement of policy.

Signed: 

Date: September 2024
Position: Construction Director and H&S Advisor

2 INTRODUCTION

This Construction Environmental Management Plan (CEMP) is the prime document for the management of environmental issues in all works undertaken by Eastmere Paddocks Ltd. The Plan provides information and guidance on how Eastmere Paddocks Ltd will meet all and Environmental requirements by the contract and legislation.

By implementing this management plan, Eastmere Paddocks Ltd aims to ensure that appropriate environmental protection measures are implemented on works undertaken within the work site.

The CEMP is the essential link between environmental impacts assessment and project activities. It is to ensure that environmental impacts identified during the assessment stage are properly managed on site and control measures are implemented.

3 PROJECT DESCRIPTION

The works comprise the demolition of outer buildings. The proposal is for a 9 unit scheme, 3 x 2 bedroom units, 4 x 3 bedroom units and 2 x 4 bedroom units with 2 bungalows.

Anticipated Commencement Date: January 2025 Completion Date: June 2026

The site is situated in a residential area on Eastergate Lane

Proposed working hours on this project are: 8.00am to 5:00pm Monday to Friday, and 8am to 1pm on Saturdays (however it is not planned to work every Saturday, only when necessary for specific tasks).

All the above will be subject to any Planning Conditions TBC.

4 OBJECTIVES OF THE ENVIRONMENTAL MANAGEMENT PLAN

The EMP outlines the environmental controls applying to pre-works, during works and post works activities associated with the project. It has been developed based on information for the site provided by the Eastmere Paddocks Ltd appointed specialist consultants and general environmental requirements which apply to most construction projects, incorporating project specific environmental sensitive work practices.

The general objectives of this EMP include to:

- reduce or eliminate the release of pollutants to the environment.
- reduce waste and resource depletion by utilising recycling principles where practical.
- document all environmental management activities, including verification and corrective actions.
- Implement an effective program for monitoring of environmental issues relating to the Eastmere Paddocks Ltd role in the Project.
- promote environmental awareness among employees.
- support ecologically sustainable development.
- protect and enhance the aesthetic environment.
- minimise impacts on the local community during works.

The EMP is a working document to be reviewed and revised on a regular basis as necessary.

5 PLANNING

5.1 Environmental Responsibilities and contact numbers

The Site Manager will have primary responsibility for implementing the CEMP (day to day), monitoring its effectiveness and rectifying any deficiencies. He can delegate some responsibilities to other members of the team.

The Project delivery team contact numbers and emergency contact numbers are detailed in Attachment A.

5.2 Environmental legislation, approvals, licenses and permits

All activities carried out on the site and in relation to the Project shall comply with the relevant provisions of all legislation relating to the construction of the Project. A detailed Schedule of Environmental Legislative Requirements with obligations relevant to the Project is detailed in Attachment B.

Eastmere Paddocks Ltd will ensure that any approvals, licenses and permits as required by legislation are obtained before works commence.

6 IMPLEMENTATION

6.1 Environmental Protection Requirements

Works carried out under this project have the potential to damage the environment. A site risk assessment is carried out by the working team before works commence; findings from the risk assessment are then incorporated into the Environmental protection measures (Attachment C) and inducted to site personnel.

All activities carried out on the site will comply with the relevant provisions of all environmental legislation and requirements including BPM (best practicable means) as detailed in section 72 of the Control of Pollution Act 1974 and BS 5228-1:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites.

The environmental issues identified as requiring planning and control measures during the delivery of the project are detailed in Attachment C. They cover three distinct phases of activity in accordance with the sequence of operations.

- Prior to construction
- During construction and
- Post construction. (But not including operation).

6.2 Site environmental protection rules

Site environmental protection rules are included in Attachment D.

All employees and subcontractors working on site will be inducted on the rules. Furthermore, the rules will be displayed on notice boards or at other suitable locations on the work site.

6.3 Considerate Constructors Scheme

The scheme shall be registered with the Considerate Constructors and the target score of 35 with at least 7 (very good rating) in each category has been set.

7 CORRECTIVE AND PREVENTIVE ACTION

A non-conformance occurs when a procedure or environmental safeguard is not followed or does not perform as required by this EMP. Eastmere Paddocks Ltd will monitor non-conformances to the EMP and initiate a corrective and preventive action where required. Non-conformance is reported in form F05.

8 COMMUNICATION AND COMPLAINTS PROCEDURE

8.1 Communication

The Site Manager is the contact point to deal with all environmental issues and emergencies on site. The Site Manager is responsible for ensuring all such issues are resolved. Work team members must notify the Work Supervisor of any environmental issues on site.

The Contracts Manager and Site Manager have been nominated to be available to relevant external authorities. They have the authority to take any action on site as directed by an authorised officer of any relevant external authority.

All relevant authorities, affected local residents and others in the vicinity or affected by specific works will be informed of the project, activity and timeframes. Notice boards will be installed by the site gates, these will be updated on a regular basis by the site team with all relevant information pertaining to the works. Before any works commence a newsletter will be posted to the properties nearby advising of the commencement date, a brief description of the works and the contact details of both the site and head office. Updated newsletters will be issued throughout the duration of the project.

Emerging environmental issues on site are discussed and consulted through regular Toolbox meeting (form F01). These records are retained as project records.

Inquiries about the works from external parties will be recorded on the Communications Register (form F06).

8.2 Complaints Management

Any complaints which concern any aspect of the project are recorded and investigated (form F06). A Complaints Report will be maintained. The Complaints Report shows the details and nature of the complaint, the complainant, the date and actions taken as a result of the investigation.

If an environmental complaint (such as a complaint regarding noise or pollution) is received, a written report will be prepared and given to the clients' representative within two working days.

This report includes details of the complaint, action taken to correct the problem and proposed measures to prevent the occurrence of a similar incident.

9 EMERGENCY RESPONSE PROCEDURES

All environmental incidents are dealt with promptly to minimise any potential impacts. Unexpected or accidental environmental incidents will be managed in accordance with the sites' incident response and reporting procedures. All environmental incidents are reported using form F07.

Likely emergencies and incidents may involve:

- fuel or chemical spills.
- unlicensed discharge of pollutants to environment (air, water, noise, soil).
- dumping of waste to an unauthorised site.

The Site Manager on site is responsible for undertaking the incident response according to the procedure.

Any incidents on site, which are likely to cause material harm to the environment, will be immediately reported to the Site Manager.

The local environmental regulator Pollution Hotline Phone 0800 80 7060 (for England and Wales) will be notified of pollution incidents on or around the site which have occurred in the course of the works, in the following instances:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial.

Emergency contact numbers (refer to Attachment A) will be displayed at the work sites.

9.1 Procedure in case of any incident

- First check that you are not in danger yourself.

- Notify your works Supervisor or most senior management person on site immediately
- The works Supervisor or most senior management person handles the emergency according to company procedures.

9.2 Procedure in case of fire

- Warn & rescue any person in immediate danger - only if safe to do so!
- Call the fire brigade on 999.
- Extinguish the fire using the right fire extinguisher if safe to do so.
- Evacuate to the emergency assembly area if directed or in danger.
- Remain at assembly area & ensure everybody is accounted for.

9.3 Procedure in case of chemical spills

Spills on the worksite are most likely to be hydraulic oil or engine oil spilled from plant items. If a spillage occurs the following procedure is to be followed:

- Immediately identify the spilled material and notify the Site Manager. Subcontractors are to notify Eastmere Paddocks Ltd Site Manager.
- Contain the spill as soon as possible so it doesn't spread. Refer to MSDS for personal protective clothing needed.
- If containment is required, contain using earth mound and/or absorbent socks/spill kit. If you can't do this let your supervisor know.
- Use the relevant clean up procedure as instructed by the MSDS.
- Once the spill has been contained, your supervisor will arrange removal and disposal as soon as possible. Dispose of material using a licensed contractor and keep records of disposal on site.
- Complete an Incident Reporting Form (form F07) and forward it to the Operations Manager

9.4 Procedure in case of previously unidentified hazardous substance

If any suspect material is discovered during the works, then works are to stop until these are identified and a safe system of work is in place.

- Area of works is to be fenced off with appropriate barrier.
- Site to inform Contracts Manager and Safety Department and arrange for the suspect material to be tested.
- If item is confirmed as hazardous a specialist company will be contracted to dispose of the substance.

10 ENVIRONMENTAL TRAINING

All project personnel (including subcontractors) receive site induction training, which covers:

- Emergency and response procedures on site.
- Environmental Awareness of their environmental protection responsibilities and measures to minimise environmental impacts.
- Environmental protection requirements of the site as set out in attachment D of this EMP.

Informal training through toolbox meetings is also delivered when required in topics such as erosion and sedimentation control, protection of heritage items, protection of native vegetation and other environment issues relevant to the site.

11 SUBCONTRACTOR MANAGEMENT

11.1 Selecting and engaging subcontractors

Eastmere Paddocks Ltd engages only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

In the project planning process, the Operations Manager identifies work to be subcontracted and determines:

- The method of selecting subcontractors — from preferred suppliers list, by tender, Expression of Interests or other means.
- The method of assessing subcontractors — according to Eastmere Paddocks Ltd purchasing procedures
- The type and level of subcontractor control required.

The Operations Manager prepares a list of potential subcontractors and assesses them against contract requirements.

11.2 Managing subcontractors on site

The Site Manager applies a level and type of control to subcontractors appropriate to the risks associated with the subcontracted works. Subcontractors working on site are registered.

Eastmere Paddocks Ltd provides site induction to subcontractors on site by:

- Informing the subcontractors of their responsibilities.
- Identifying those Eastmere Paddocks Ltd staff (Site Manager) who have authority to direct subcontractors to stop work if their activities breach safety or environmental requirements.

Eastmere Paddocks Ltd provides instruction on any systems or documentation that the subcontractor is expected to work under or use.

Eastmere Paddocks Ltd monitors all subcontractors' work for compliance with quality, safety and environmental requirements. This is done through inspections and audits.

12 ENVIRONMENTAL PERFORMANCE MONITORING

To demonstrate compliance with the EMP, the Site Manager conducts weekly and after rain environmental inspections (form F09) on the construction site to monitor the performance of environmental controls implemented on site. Any actions resulting from the inspections are promptly resolved.

The Operations Manager ensures that environmental performance is evaluated on a regular basis and includes a review of inspection records, complaints/enquires received, waste generated/disposed, incidents and other environmental issues.

13 WORKERS TRAVEL PLAN

13.1 Parking of contractors and visitors' vehicles.

Site operatives and contractors will be required to park onsite site during the construction phase of the project.

It is understood that the impact on resident's car parking during the works is to be kept to the practical minimum. Every consideration will be given to the local residents in relation to traffic management and the impact of construction activities.

The site manager will ensure that parking does not impede access for other users adjacent or surrounding the site.

13.2 Delivery restrictions.

Deliveries to the site will be via the main access gates from Eastergate lane. Deliveries will be restricted where possible to outside of peak times to ease congestion in the vicinity of the site, this will be communicated to all companies supplying materials to the site as a condition on their order. The following times have been classified as peak hours:

08:00am – 09:00am

16:00pm – 17:00pm

All deliveries will be unloaded within the confines of the site boundary in the designated area as shown on the site plan. The majority of deliveries will be made on rigid lorries

although there may be the need for some larger items such as concrete floor planks and roof trusses that will need to be delivered on articulated lorries. This information will be listed on every order that is placed and detailed in all sub-contractor conditions.

To protect members of the public all deliveries will be supervised by a vehicle marshal and will be sheeted.

Any deliveries which do not conform to the site rules, i.e attempted delivery within peak hours will be refused entry to the site.

Anticipated number of deliveries:

Approximately 2 per day during the groundwork phase, this will increase at some periods of the build at various points on the construction programme. It is not anticipated that this will exceed 10.

13.3 Car Sharing

During operatives site induction they will be encouraged to car share to minimise the impact on the surrounding roads.

Sub-contractors who will be supplying labour to the site will be advised of the traffic arrangement prior to commencement and will be encouraged to arrange their labour so they travel in the same vehicle.

13.4 Signage

Site directional signage will be posted on surrounding roads to assist site deliveries.

13.5 Access Routes & Major Highways

The site is located approximately 8km to the east of Chichester City Centre within a residential area. Access to the site is from the A29 Fontwell avenue, turning into Eastergate Lane.

Site accommodation will comprise of a mains connected WC, canteen/drying room and site office.

The new access and car parking areas will be formed to a tarmac surface at an early stage in the project in order to keep the site and surrounding areas clear and free from mud and debris. The roads around the site will be swept on a regular basis. Should the works create excessive mud on the road then a road sweeper will be available to clean the effected highway.

Secure storage will be made available for tools and materials on site. All plant will be held on site with lockable vehicle access gates. No plant, tools or materials will be kept on the public highway at any time. Stored materials will be no larger than 1.8 metres in height.

Designated walkways will be set up on site to ensure safe pedestrian access and segregation of workers and construction traffic.

13.6 Spoil Volume and Transportation

During the course of the project, material will need to be exported from site – 'Preferred Access Routes' for Eastmere Paddocks Ltd Suppliers will be given at the point of order. For larger vehicles, the site manager will engage with the suppliers and conduct an onsite meeting with a representative. This will ensure that the correct vehicle is planned for deliveries to site. This will be monitored throughout the project to ensure any local traffic restrictions are known, to ensure supplier information is updated.

14 MONITORING

Daily compliance checks shall also be undertaken during works and information recorded and retained on site.

Noise readings shall be taken at representative fixed locations if complaints are lodged.

Regular site meetings shall take place with Environmental Health to review progress, review noise data, any complaints received and to discuss forthcoming phases of work.

15 STANDARD FORMS

Refer to Attachment F for forms to be used with the project.

ATTACHMENT A: ORGANISATION DETAILS, PROJECT DELIVERY TEAM & CONTACT NUMBERS

ORGANISATION DETAILS			
Business or trading name and address:	Eastmere Paddocks Ltd, Quarry Lane, Chichester, PO198NY		
Company Registration Number:			
Telephone:	[redacted]		
Email:			
Name of director or manager:	Joseph Shopland Construction Director		
Insurances	**Company**	**Policy number**	**Expire date**
Public liability			
Professional indemnity			
Employers Liability			

PROJECT CONTACT DETAILS

Contact name	Contact number
Emergency Services:	
Ambulance / Fire Brigade / Police	999
Poisons information	
First Aiders:	
Name	Site Manager TBC
Utilities:	[redacted]
Water	
Electricity	
Gas	
Telephone	
Dial Before You Dig:	
EPA:	
24 hour Pollution Hotline	
Site Manager (*):	
Name	Jason Giles
Contracts Manager (*):	
Name	Joseph Shopland
HS Representative:	
Name	Julia Osbury
Other contacts:	[redacted]
Environment Agency	
HSE	

(*) These contacts are available on a 24-hour basis. Both persons have the authority to halt the progress of the works if required.

ATTACHMENT B: ENVIRONMENTAL LEGISLATION, APPROVALS, LICENSES AND PERMITS

Legislation	Approval/Licence Requirements	Relevance to the Project	Approval/ Licence Obtained (Yes/No/NA)
Environmental Planning and Assessment Act 1979.	• Part IV – Development Consent from Council. • Part V – REF/EIS/SIS.	Yes	N/A
National Heritage Act 2002.	• Approval required doing certain things that will affect an object subject to an Interim Heritage Order or listed on the State Heritage Register. • An excavation permit required under certain circumstances.	No	N/A
The Weeds Act 1959.	• You must notify relevant control authority within 3 days of becoming aware that a notifiable weed is on your land. • You must control spread of noxious weeds onto adjoining land.	No	N/A
Environmental Protection Act 1990	• Environmental Protection Licences required for scheduled activities or activities that may cause water pollution. • Approval required to construct and operate sediment control structures. • Licence necessary if water discharges from structures required. • Must notify EPA of a pollution incident. • Licence required if the proposed works are likely to generate, store, transport or dispose of industrial or hazardous waste.	Yes If works involve a spill or other pollution incident. If works are likely to involve industrial or hazardous waste which requires a licence	N/A
Site Waste Management Plans Regulations 2008 SI 314	Requires the preparation of a site waste management plan for any construction projects with an estimated cost of over £300,000	Regulations Repealed	N/A
Control of Pollution Act 1974	Section 61 Prior consent for work on construction sites	To be assessed.	No

ATTACHMENT C: ENVIRONMENTAL PROTECTION MEASURES

T01

Environmental Protection Measures

Project:	**Eastmere Stables, Eastergate Lane**	**Issue No.**	**1**	**Issue date**	**September 2024**

Environmental Protection Measures	**Sign Off**
Note: 'Sign Off' for simple, once-only actions the sign off column may be initialled and dated; Sign off on reoccurring actions will be evidenced in the Environmental inspection checklist.	
Access and Traffic Management	
Pre-works phase	
Where possible, all works shall be programmed and undertaken in a manner least disruptive to local businesses and access ways shall not be blocked at any time.	
Local residents shall be notified in advance of potential disruption to property accesses and traffic flows.	
The works site shall be appropriately fenced to prevent unauthorised access. See attachment G (site plan)	
Works phase	
Care should be taken to ensure access is not affected. If work is near roads warning signs should be erected.	
Warning signs need to be erected to alert road users of the change in conditions. Any council conditions will be followed. Nearby residents will be advised by mail of the changes.	
Warning signs need to be erected to alert road users of the change in conditions. For major road closures signs should be erected a few days before the works commence. Any council or Roads Authority conditions will be followed. Nearby residents will be advised by mail of the changes.	
Post-works phase	
All temporary traffic signs will be removed and, where appropriate, new permanent signs erected.	
Air Quality	
Pre-works	
All construction facilities erected on site must be designed and operated to minimise the emission of smoke, dust, cement dust and other substances into the atmosphere.	
Works phase	
Vehicular access will be kept to sealed roads wherever possible or to designated site access points	
A 5mph speed limit shall be imposed on all vehicles within the construction	

site, including haul roads.	
A water hose for spraying to reduce dust generation from exposed surfaces will be available at all times during the contract.	
Water shall be available at all times for spraying all exposed areas to reduce dust generation.	
The area to be disturbed for excavations will be minimised	
Stockpiles, access roads and work areas will be watered down or covered	
Excess spoil will be placed in skip bins or covered stockpiles, reused on-site or disposed off-site.	
Materials transported in open trucks will be covered to prevent generation of dust.	
The tailgates of all vehicles transporting material from the construction site will be securely fixed prior to loading and immediately after unloading.	
Complete landscaping and revegetation as soon as possible following building activities	
Ensure that no disturbance of the nature strip occurs between the site and the roadway	
Machinery will be well maintained with no noxious emissions and not left idling when not in use.	
Exhaust systems and engines for plant/equipment will be maintained according to the manufacturers' specifications and regularly monitored to ensure that exhaust emissions are satisfactory (smoke for no longer than 10 seconds). Periodic visual checks will be made on exhaust system emissions	
The burning of timber and other combustible materials is not permitted on site at any time.	
If winds are high and the works are creating high levels of dust that are likely to cause discomfort to local residents or a safety hazard to traffic or work personnel, the works shall be modified or stopped until the dust hazard is eliminated or is reduced to an acceptable level.	
Post-works phase	
All exposed soil areas shall be stabilised and revegetated as soon as possible on completion of works to prevent the generation of dust.	
Fire Precautions	
Works phase	
No cutting, welding, grinding or other activities likely to generate fires should be undertaken on "total fire ban" days	
One general-purpose fire extinguisher and one fire extinguisher suitable for control of oil/petrol fire will be available on site at all times.	
A minimum of one person on site will be familiar or trained in the use of fire-fighting equipment.	
All flammable materials will be kept in a locked area within the site working area.	
All personnel involved in welding, grinding, thermal or oxygen cutting, heating or other fire or spark-producing operations will be trained in fire prevention, safety and basic fire-fighting skills.	
Burning off is not permitted under this contract. There must be no burning off on site.	
No fires are permitted on-site.	
All hot works to be controlled under a permit to work system with 2 suitable fire extinguishers readily available.	
All hot work to be check one hour after completion.	
Fuels and Chemicals	

Works phase	
A hazardous substance register is kept on site (Form F04)	
Where fuel, oil or other chemicals are to be stored on site, a secure, lockable and floored area will be provided before any of these substances are accepted on site. This area will be imperviously bunded with a capacity to contain not less than 110% of the volume of the largest container. This bunded area is monitored weekly and drained when required, to ensure that bund capacity is maintained, by pumping out to an oil–water separator.	
Relevant Material Safety Data Sheets (MSDSs) are available on-site for all chemicals used or stored on site.	
All chemicals are stored in accordance with the manufacturer's instructions and the MSDS	
In the event of spillage of hydrocarbon products such as fuels and/or chemicals, on-site spill containment equipment/kits will be used to contain spills and cleaned in accordance with the MSDS requirements.	
Fuel, oil and chemicals will be used in a bunded area.	
A 50-litre container of spill absorbent will be retained within the site working area to be used for emergency spills of fuel, oil or other chemicals.	
Ensure that any spills or accidents on site that are likely to cause pollution are managed as per this plan	
If stormwater discharges from bunded fuel or hazardous storage areas are required, records are kept of water quality checks, discharges and remedial actions.	
If drums of chemicals and fuels must be used outside a bunded area, a spill kit will be readily available nearby, the drums will not be left unattended, and they will be returned to the bunded area for storage overnight.	
If an Environmental Incident occurs on site, the Incident Report form F09 will be completed and forwarded to the Client.	
If refuelling or maintenance cannot take place at this site, temporary bunding will be provided and adequate spill kits kept readily available.	
Refuelling operations will not be left unattended while in progress.	
Post-works phase	
Nil	
Indigenous and Non-indigenous Heritage	
Works phase	
Any evidence of Heritage relics or sites discovered during construction will be reported immediately to the Operations Manager. Work in the immediate area of the relic/site will be halted until advice is received from the Project Manager	
Noise Management	
Pre-works phase	
The site compound will be located the furthest distance from adjacent residences as practicably possible.	
Works phase	
Construction noise is to be confined to 8am to 6 pm Monday to Friday and 9am to 1pm on Saturdays. No work will be undertaken on Sundays or Public Holidays.	
Noise mitigation measures if required will be implemented during construction to ameliorate the effects of construction noise. Noise generated from construction, maintenance or demolition of a building or other structure should not exceed (75dba), measured at the site of a nearest sensitive receptor on the East and West side of the site.	

No blasting will be permitted during construction	
All plant and equipment used on this job is operated by appropriately trained staff in accordance with regulat ions and is regularly maintained and serviced by qualified staff.	
All plant and equipment used on site will comply with EPA Guidelines.	
Equipment not in use will not be left idling.	
All stationary and mobile equipment will be fitted with residential type silencers.	
Post-works phase	
Nil	
TBC	
Pre-works	
Nil	
During-works	
Post-works	
Nil	
Plant and Equipment	
Works phase	
All plant/equipment operators and employees will be instructed to confine operations to within the clearly marked area of site operations.	
All machinery will be secured against vandalism outside working hours.	
All plant/equipment will be inspected daily to avoid leakage of fuel, oil or hydraulic fluid to the worksite. Machinery found to be leaking should be repaired or replaced.	
Maintenance and cleaning of mechanical plant and equipment is not permitted on site to prevent pollution of existing drains.	
Post-works phase	
Nil	
Waste Management	
A Site waste management plan is to be provided separately	
Pre-works	
Works phase	
Post-works phase	
Site Working Area	
Pre-works phase	
The site compound will include secure storage, mains connected toilets, and plant and equipment storage areas.	
The site compound and working area will be protected from theft and vandalism using security fencing.	
Environmental protection measures will be established at the site compound as outlined in previous sections.	

Post–works phase	
The compound site will be left in a tidy and rubbish free state upon completion of the project	
Stockpile Sites	
Pre-works phase	
Temporary stockpiles will not be established on site. Contaminated soil if found would remain in excavated area waiting classification and removal	
During-works	
Stockpiled materials must not be placed inside vegetation protection areas or within 5m of trees to be retained.	
Topsoil material is stockpiled separately from other soil materials. Topsoil stockpiles must be no greater than 1.5m in height.	
Post-works	
All temporary stockpile sites will be restored to a standard at least similar to their original condition.	
Water Quality management	
Pre-works phase	
Not required	
Works phase	
All chemicals, fuels and wastes will be kept in sealed containers or bunded. Inappropriate containment of chemicals, fuels and wastes can lead to water pollution and soil contamination	
Ensure there are no cross connections made between the stormwater and public sewerage system. Spillage of any sewage at connection or from sewer overflow can pollute nearby waterways and present a public health risk.	
All water collected during construction which is likely to be contaminated, shall be tested, treated, handled and disposed of to the satisfaction of the EPA so that it does not pollute receiving waters.	
In areas of contaminated material not previously identified, all work in the vicinity of these areas shall cease and not recommence work until the extent of contamination has been assessed and if necessary, remediation shall be implemented.	
Chemicals, particularly flammable liquids shall be stored in appropriately bunded facilities with an impervious floor to prevent leaching or spillage to the environment.	
Designated areas for plant and construction material storage shall be located as far as possible from waterways.	
All site topsoil shall be retained and protected where practicable	
Disturbed areas shall be promptly revegetated or mulched.	
All access to the site shall be limited to well defined haul roads.	
Post-works	
Not required	
Erosion and sedimentation control	
Pre-works phase	
All site personnel shall receive training in matters pertaining to the control of soil erosion and sediment for the site.	

Works phase	
Mud deposited on the current road network due to truck movements to and from the site works is to be cleaned immediately. Street sweeper may be used for the purpose	
Guttering will be connected to the stormwater system or the rainwater tank as soon as practicable	
Sediment laden water will be prevented from entering the stormwater system by placing geotextile fabric over the grate, the fabric will be secured with sandbags.	
The work area will be kept to the smallest possible size. The work area will be rehabilitated as soon as work is finished in an area	
Landscaping and revegetation will be completed as soon as possible following building activities	
Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow	
Once no longer required, reinstate ground level around the works, level banks and remove surplus soil	
Connect guttering and downpipes to the stormwater system as soon as the roof is completed	
Fill in service trenches as soon as work is completed to minimise erosion	
Cover service trenches with a suitable cover if filling cannot be immediately completed	
Post-works phase	
All exposed soil areas shall be stabilised and revegetated as soon as possible on completion of works to prevent potential erosion.	
Flora and Fauna	
Pre-works phase	
All reasonable measures shall be undertaken to ensure that no native fauna is harmed or placed at risk during the course of the clearing activities.	
Mature trees that occur in close proximity to the construction zone shall be assessed on an individual basis to determine if it is possible to retain these within the project's design.	
All trees that require works on will be completed before works start on-site.	
Works phase	
Any excavation under the drip line of trees will be done by hand.	
No equipment or stockpiles will be placed under the canopy of any vegetation.	
Trees that are to be removed will be clearly marked. Any vegetation adjacent to the work area will be protected with exclusion fencing.	
Any noxious weeds within the work area will be removed and stored in sealed containers and disposed appropriately.	
Weed infested topsoil shall not be re-used in the rehabilitation works unless it is sterilised.	
Cleared vegetation shall not be bulldozed into adjacent bushland, and mulched vegetation shall not be dumped into adjacent areas.	
Newly exposed surface areas shall be mulched and replanted as soon as possible in order to reduce the potential for erosion.	
All vehicle movements or other construction activities shall be restricted to the delineated construction zone, the existing road network or previously disturbed areas. Construction vehicles, personnel and machinery shall not enter fenced off areas or areas beyond the delineated construction zone.	
Vehicles and machinery shall not be parked or stored in the vicinity of trees or any areas of natural vegetation to be retained, nor in proximity to any ephemeral drainage lines.	
The condition of the construction zone boundary fencing and any other	

exclusion fencing shall be regularly checked to ensure its effectiveness.	
To prevent soil compaction, no stockpiles or other materials shall be stored, and no vehicles shall be parked under, the canopy of trees to be retained in the construction zone.	
Where practicable, a qualified ecologist shall capture and relocate any fauna (eg. Snakes) that are displaced towards residential areas.	
All native wildlife must be protected. No firearms are allowed on site.	
Any injuries to protected wildlife caused through or because of construction activity must be reported.	
Post Works	
Any bare areas of the site shall be rehabilitated and revegetated with native vegetation where appropriate.	

ATTACHMENT D: SITE ENVIRONMENTAL PROTECTION RULES

Site Environmental Protection Rules

Project/Location:
Eastmere Stables, Eastergate Lane

General Site management	
1.	Sweep roads free of dirt each day
2.	All vehicles to remain on clean all weather surface within the site
3.	Minimise water use for cleaning
4.	Install a fence at the site boundary to limit site access from footpath
5.	Minimise clearing of vegetation
6.	Fence off no-go areas to minimise disturbance
7.	Limit vehicle entry points and lay geo-textile to stabilise vehicle access ways
8.	Do not disturb the nature strip between the site and the roadway
9.	Implement the site Construction Waste Management Plan
10.	Order only the required quantities of materials
11.	Separate recyclable from non-recyclable waste
12.	Ensure the correct waste containers are used by all site personnel
13.	Minimise chemicals stored on site
14.	Make staff aware of emergency phone numbers (such as the Fire Brigade) to use in the case of a large spill
15.	Keep Material Safety Data Sheets (MSDS's) on site at all times
16.	Keep clearly marked booms and/or absorbent material on site to contain spills if they occur
17.	If a spill occurs, stop the source, contain it, clean up in accordance with MSDS's and notify relevant authorities
18.	Damp down dusty areas as required
19.	Do not bum off any waste products or off cuts
20.	Identify site access with minimal impacts on residents and instruct trucks to use this access
21.	Avoid parking site vehicles where they will unduly impact local use of the street
22.	Do not place waste containers, skip bins or building materials on road or footpath - store all materials within the work site
23.	Limit hours of operations to suit council requirements listed in consent conditions
24.	Use noise suppressors on machinery
25.	Do not use loud radios where neighbours can be disturbed
26.	Take appropriate care when using construction equipment adjacent to any buildings
27.	Advise the adjoining neighbours of the work at least one week prior to commencement, including hours of work
28.	Protect trees during construction
29.	Do not stockpile soil or other materials under the canopy of a protected tree.

30.	Ensure site amenities such as sheds and material storage areas are not sited underneath tree canopies or in a position to disturb neighbours
31.	Identify and protect heritage items present on site
32.	Wheel washing to be provided at the site entrance in the form of pressure washer.
Demolition	
33.	Cover stockpiled materials with plastic to prevent erosion by wind and rain
34.	Install a fence around the site with a cloth barrier to act as a wind break if dust is a problem.
35.	Damp down surfaces such as stockpiles as required to reduce wind blown dust
36.	Implement the site Demolition Waste Management Plan
37.	Do not bury or burn demolished materials on site
38.	Ensure hazardous materials such as asbestos are handled and disposed of correctly by licensed contractors, following Environment Protection Authority requirements
39.	Do not mix hazardous materials with other demolition materials
40.	Identify and protect heritage items present on site
Concreting	
41.	Wash out trucks at supplier's depot
42.	Wash out in an area where water cannot enter waterways, stormwater drains, footpaths or roads up slope from a sediment control device
43.	Collect wash water in an on-site container to allow solids to settle
44.	Irrigate a flat grassy area with diluted wash out water, ensuring that it does not enter waterways or stormwater
45.	Implement the site Construction Waste Management Plan (attached)
46.	Order and supply only sufficient quantities of concrete
47.	Use excess concrete as fence post footings or place on areas to be used for paths or driveways
Bricklaying	
48.	Wash out in an area where water cannot enter driveways, stormwater drains, footpaths or roads, preferable up slope from a sediment control device
49.	Ensure brick cutting is undertaken where waste water will not run onto footpaths or roads
50.	Implement the site Construction Waste Management Plan
Painting	
51.	Wash out in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably up slope from a sediment control device
52.	Transfer as much paint as possible back to the tin
53.	Spin brushes and roller sleeves in a waste paint drum
54.	For solvent based paints, return solvent to a solvent recycling depot
55.	Dispose of solid paint waste with other solid waste
56.	Determine if lead is present in surfaces to be painted
57.	Seal the area with plastic sheeting to prevent escape of dust
58.	To prevent lead fumes, do not use open flame torches on lead paint
59.	Use a high efficiency particulate air (HEPA) vacuum cleaner to clean up lead dust
60.	Wash surfaces with a small amount of high phosphate detergent
61.	Minimise paints and chemicals on site by ordering the minimum quantities
62.	Store paints and chemicals in a bunded area where they can be contained if spills occur

63.	Keep Material Safety Data Sheets (MSDSs) on site at all times
64.	Keep clearly marked booms and/or absorbent material on site to contain spills if they occur
65.	If a spill occurs, stop the source, contain it, clean up in accordance with the MSDSs and notify relevant authorities
Building services	
66.	Fill in service trenches as soon as work is completed to minimise erosion
67.	Cover service trenches with plastic sheeting or another suitable cover if filling cannot be immediately completed
68.	Connect guttering and downpipes to the stormwater system as soon as the roof is completed
69.	Ensure there are no cross connections made between the stormwater and public sewerage system
Landscaping	
70.	Complete landscaping and revegetation as soon as possible following building activities
71.	Ensure that no disturbance of the nature strip occurs between the site and the roadway
72.	Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow
73.	Ensure stockpiles and open dusty areas are damped down as required
74.	Cover stockpiles as needed to minimise dust
75.	Ensure that soils and fill used in landscaping area are free from weeds and weed seeds
76.	Ensure appropriate trees are chosen for the site and location relative to building and services considering their eventual height and root system

ATTACHMENT E: SITE ACCESS PLAN

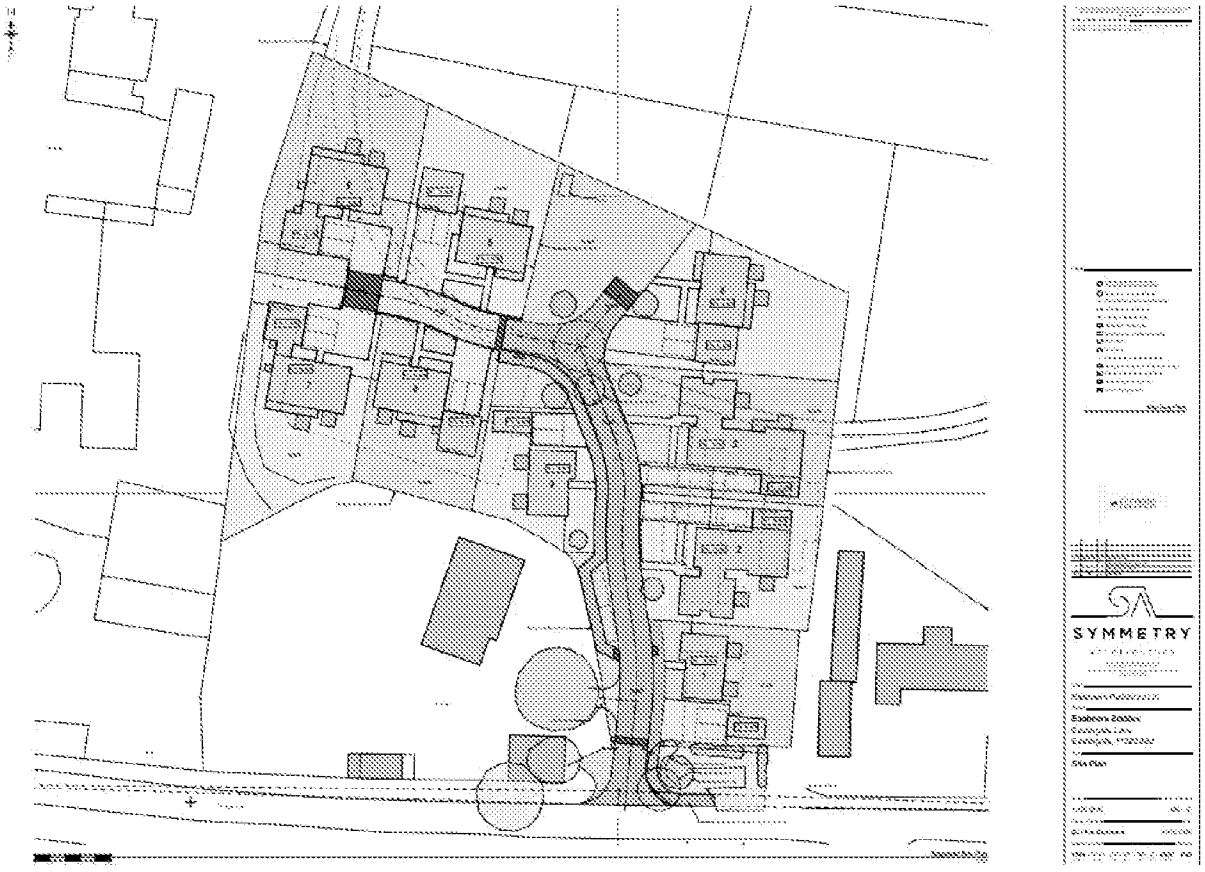
ATTACHMENT F: STANDARD FORMS

Form No	Description
F01	Toolbox meeting record
F02	Site Induction Register
F03	Hazardous substance Register
F04	Subcontractor register
F05	Non conformance report
F06	Communications register
F07	Environmental incident report
F08	Waste register (Not detailed as in SWMP)
F09	Environmental inspection checklist
T01	Environmental protection measures

Note: F stands for form and T for template

ATTACHMENT G: SITE PLAN

EASTMERE
PADDOCKS LTD.



F01

TOOL BOX TALKS

CONTRACT NAME:		CONTRACT No:
DATE:	TIME:	LOCATION:
PRESENTER:		SUBJECT:

REGISTER OF ATTENDANCE

	NAME	COMPANY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

	NAME	COMPANY
12		
13		
14		
15		
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20		
21		
22		

COMMENTS & SUGGESTIONS FOR IMPROVING HEALTH & SAFETY

SIGNED:
POSITION:

F02

GENERAL SAFETY INDUCTION REGISTER

Contract Name: Land at Cedar End Contract Number:10001

Date	Operatives Name	Company	SI	RA	C	MS	AR	Signed

SI = Safety Induction	RA = Risk Assessment	AR = Asbestos Register
MS = Method Statement	C = COSHH Assessment	

Hazardous Substance Register

Location: _____Date (last update): _____ / _____ /_____

Sheet No.
_____

Product Name (Trade name)	Manufactured by	Size	Qty	MSDS Yes / No	Label Yes / No

F04

Subcontractors Register

Project / Location: _____

Subcontractor (Company Name)	Type of work	Contact No.	Date started	Date finished

F05

Non Conformance Report (NCR)

Project: **NCR Number:**

1. Identify and report the non-conformance

Reported by: ..... **Lot No:** .....

Details of non-conformance:

Signed: Name: **Date:**

2. Forward to Works Supervisor to resolve the disposition of the non-conformance

Proposed disposition method: .....

.....

.....

.....

.....

.....

Is client concurrence required? **Yes / No** **Disposition by (date):** .....

..... **Date:** .....

Signed (Works Supervisor) Print name

3. Obtain client's concurrence (required where disposition entails deviation from the specification)

Comments: .....

.....

.....

.....

.....

..... **Date:** .....

Signed (Client or representative) Print name

4. Close-out non-conformance

Is rectification verified for conformance? **Yes / No**

Effectiveness of Disposition and Comments: .....

.....

.....

.....

..... **Date:**

Signed (Works Supervisor) Print name

F06

Communications Register

Project, Location: _____ _____

Ref no	Date-time reported	Issue details (complaint, enquiry, incident, etc)	Form of communication (letter, phone, etc.)	Complainant details and contact No.	Action taken	Feedback date (if done)	Closed out Date

F07

Environmental Incident Report

Part A:	**Details of complaint/incident (to be completed by Works Supervisor)**				
Date of incident:		Time of incident:	AM/PM	Incident Report No.	

Name and phone number of complainant:

Description of incident/concern:

……..

……..

……..

……..

Immediate actions/control measures to rectify the incident/complaint:

……..

……..

……..

……..

……..

Was Pollution Hotline notified? Yes/Noon ___/____/____ by: _____ (Phone/letter)

Was Client? Yes/Noon ___/____/____ by: _____ (Phone/letter)

Other authorities notified? _____(eg, water authorities)

Print Name: _____ Signature _____
Date:___/___/____

Part B Follow up details: (to be completed by Project Manager)

Action:

……..

……..

……..

Print Name: _____ Signature _____
Date:___/___/____

Was the complainant/ other authorities informed of the actions taken? Yes/No

Note: A spill should be reported to the Pollution Hotline (phone 0800 80 70 60) if:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial

F09

Environmental Inspection Checklist

Project:	**Date:**

Indicate by marking: **√ Acceptable** **X Not Acceptable** **N/A Not Applicable**	**Results** **√** **X** **N/A**	**Actions / comments**
Water Quality		
Are all drains, channels and gutters clear?		
Is runoff from stockpiles and other disturbed areas being adequately intercepted and treated prior to discharge off site?		
Has all mud from truck movements been cleared from the road?		
Are creeks/riverbanks undisturbed?		
Are watercourses not obstructed?		
Are concrete trucks/agitators washed out in designated areas and slurry collected or returned to licensed facilities for washout?		
Fuels and Chemicals/ Spills		
Are all fuel and chemicals being stored in secure, lockable bunded, sealed and covered areas with a capacity of not less than 120% of the volume of the largest container?		
Are all bunds in good condition?		
Are fuels/chemicals stored at least 20m away from watercourses?		
Are fire extinguishers available both on site and within the containment area?		
Are emergency procedures displayed in a prominent position adjacent to the fuel/chemical storage area within the site working area?		
Are spill absorbent materials kept on site?		
Have all spills been reported to the Site Supervisor?		
Have Environmental Incident Reports been completed for all spills and investigated?		
Noise and Vibration		
Is construction occurring within normal working hours (weekdays 8.00am to 6.00pm, Saturdays 9am to 1.00pm and no work on Sundays and Public Holidays)?		
Has the local community been kept informed of working hours and the level and duration of noise to be expected (including notification in advance for work outside of normal working hours)?		
Are there any adverse noise conditions on site?		
Have noise emissions from plant/equipment been monitored?		
Is variable volume reversing alarms operable on all plant and trucks used on night works?		
Have all possible steps been taken to limit vibration?		
Have any complaints been received and have they been actioned out?		
Waste		

Indicate by marking: √ Acceptable X Not Acceptable N/A Not Applicable	Results √ X N/A	Actions / comments
Is the site and surrounding area free of waste, litter and rubbish?		
Are all bins being emptied when three-quarters full?		
Has all site generated waste been collected and removed from the site to a licensed landfill, or made available for recycling?		
Has hazardous and contaminated material been disposed of as per EPA requirements?		
Is waste being controlled in accordance with the Waste Management Plan?		
Air Quality		
Is a water cart being used to reduce dust generation from exposed surfaces whenever necessary?		
Are materials in trucks being covered before transporting?		
Are stockpiles covered or watered down?		
Is any plant/equipment emitting excessive exhaust emissions?		
Has burning off been prevented from occurring on site?		
Has dust monitoring indicated excess dust from works and have extra controls been required?		
Flora and Fauna		
Is all vegetation to be retained clearly marked with temporary fencing (paraweb or similar)?		
Are site works being limited to clearly defined areas?		
Are all stockpiles located 5 metres away from trees and protected vegetation?		
Have turning and parking areas for vehicles been established to minimise vegetation disturbance?		
Is cleared and excavated material containing noxious weed being removed from site to a licensed waste management facility/landfill?		
Are any noxious weeds on site being destroyed and any newly germinating noxious weeds being controlled?		
Have disturbed areas been stabilised and revegetated with local species where necessary?		
Is it ensured that vehicles/heavy plant is not parked under trees?		
Acid Sulphate Soils		
Have only approved areas been disturbed?		
Have exposed ASS areas been lime treated?		
Have soil handling procedures been followed?		
Are retention basins in place?		
Heritage/Archaeology		
Have any indigenous or non-indigenous heritage items been discovered on site?		
If so, was work stopped immediately and appropriate notifications made?		
Have provisions been made to minimise vibration around any identified heritage items?		
Other (insert any other controls necessary for this project).		

Indicate by marking: √ Acceptable X Not Acceptable N/A Not Applicable	Results √ X N/A	Actions / comments

Inspected by: _____

Comments

Reviewed by: Operations Manager **Signature:** **Date:**