

KNOX AND WELLS LTD Site Waste Management Plan

Project Name	8 Wind Street, Neath	
Anticipated Project Start Date	2020	
Plan Produced by	Wyn Jones	
Plan Produced (date)	23/04/2020	Authorised by: Stephen Clayden

Waste Management Project Administration

Position	Name	Contact Details
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Client WM Representative (if applicable)		
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Site Manager	Wyn Jones	07866141793 wyn.jones@knoxandwells.com
Waste Management Co-ordinator	Wyn Jones	07866141793 wyn.jones@knoxandwells.com

1. WASTE MANAGEMENT PLAN – GENERAL ISSUES

Knox and Wells Ltd intends to minimise waste being generated and disposed of by suitable storage of materials, reuse and where possible segregation of waste materials for recycling.

Waste Management Principles:

Waste management ensures that any potential value in the waste is realised whilst taking care of the environment.

Good waste practice shall follow the waste hierarchy.

The hierarchy provides a framework for decision making and reflects the environmental and cost issues surrounding waste:

1. Prevention - not creating waste in the first place
2. Minimization - reducing the amount of waste created
3. Reuse - reusing materials for the same purpose
4. Recycling or recovery
5. Disposal - to landfill

Design

During the design phase the design team will adopt the waste hierarchy to optimise reuse and recycling options so as to minimise ultimate disposal to landfill.

Waste materials should be reused on and off-site (or on other sites), where possible.

Additionally, the design team will consider material specifications so as to optimise the overall proportion of recycled materials, within commercial and quality restrictions, by considering opportunities for:

- Reducing the necessity for waste disposal;
- Material reuse;
- Use of secondary and recycled materials.

Procurement

Knox and Wells Ltd are committed to the responsible sourcing of materials where possible. We will endeavour to ensure that >80% of timber materials will be from Chain of Custody sources (e.g. FSC, PEFC etc.) and that >80% masonry and plastic products will be from supply chains with Environmental Management accreditation (e.g. ISO14001, BES6001 etc.).

Throughout the pre-construction and construction phases, the project team should ensure that:

- Only the correct amount of materials required are ordered;
- 'Just in time' deliveries are arranged to reduce storage and material losses;
- Materials are sourced from companies with certified environmental standards, where feasible;
- The amount of packaging used for materials delivered to the site is reduced or recycled as much as possible;
- Deliveries are rejected if materials are damaged;
- Storage areas are safe, secure and weatherproof, where required;
- Liquids are stored away from drains, and in bunded areas to prevent pollution.

Control Measures

Knox and Wells Ltd monitor, measure and set targets for the production of CO₂ from electricity, oil, transport and the consumption of water arising from site activities.

Knox and Wells Ltd ensure that Waste Contractors hold valid, waste carrier and waste management licences suitable for the type of wastes being disposed of.

Contact www.naturalresources.wales for confirmation that licences are valid.

Knox and Wells Ltd ensure that suitable protection measures are incorporated in the design of the waste management area to prevent pollution. The Site Management will inspect and manage the area, ensuring waste is stored and segregated appropriately to avoid contamination. *(site waste compound area to be identified on site plan)*

Knox and Wells Ltd ensure that the Site manager monitors and administers all vehicle movements to and from the site. When leaving the site, skips must be sheeted to prevent escape of waste materials onto the public highway.

Awareness Raising

All workers, including sub-contractors, will receive information about the specific waste management measures in place on this site as part of their induction training. Where deemed necessary, more detailed guidance will be provided about waste management to specific trades in the form of toolbox talks.

Documentation

Knox and Wells Ltd ensure that Waste Transfer Notes and Consignment Notes are completed in full and copies are held on site. Information required on all transfer notes shall include:

- Name and Address of the waste producer
- Name and Address of the waste carrier
- Name and Address of the final destination of the waste (transfer station or land fill site)
- Description of the waste including the European Union Waste Code.
- Container type and size/volume
- Date waste removed from site
- Signatures of the driver and approved person from site

All transfer/consignment notes must provide sufficient information so each party in the chain (producer, carrier and disposer) is aware of the potential hazards associated with the waste.

Also required are copies of all waste licences, including exemptions, to be kept on file and validated by Natural Resource Wales.

Knox and Wells Ltd keep a record of all environmental incidents associated with waste management.

Trade contractors

Trade contractors removing their own waste will collect, store, segregate and dispose of all waste materials in line with current legislation, ensuring all waste carriers and disposal sites hold current and valid licences for the type of waste being disposed of.

Trade contractors will provide **Knox and Wells Ltd** with copies of valid licences for the waste management contractor(s) they are intending to use.

Trade contractors will ensure all documentation (transfer notes, consignment notes) is correctly completed and retained on file for the appropriate period of time – two years for transfer notes and three years for consignment notes (Hazardous/special waste). These have to be available on demand for inspection by management and handed over at the end of the contract.

Trade contractors will provide figures of all waste removed from site to **Knox and Wells Ltd** management. This will include: type of waste, volume of waste, weight of waste in tonnes and how recycled or disposed of.

Reporting

Knox and Wells Ltd will record figures of all waste removed from site using **Knox and Wells Ltd** Waste Management Plan and shall include:

- Waste Carriers Licence No:
- Waste Management Licence No:
- Company Name:
- Ticket No:
- Date:
- Size of Skip:
- Material Code:
- Percentages:

2. HOUSEKEEPING – RECORDS OF PERMITS AND LICENCES

Register of Waste Carrier Licences and Permits

With respect to the waste management companies that will be removing waste from the site. The following table will be completed by the Site Manager prior to the removal of any waste offsite. The table outlines the waste management licences, waste carrier licences and exempt site licences that have been checked and verified for use.

Waste Description:	EWC	Origin (who produced the waste?)	Waste Carrier			Disposal Site	
			Name	Licence Number	Expiry Date	Name	Licence Number / Exemption Ref.
Muck Offsite	17 01 07						
All Construction & Demolition Waste	17 09 04						
Canteen Waste	20 01 08						
Hazardous Waste	17 03 03						

3. SITE WASTE MANAGEMENT PLAN CHECKLIST

Key for Accountable/ Responsible Person column:

MD—Managing Director:

CS—Contract Surveyor:

CM—Contracts Manager:

E A—Environmental Administrator:

SM—Site Manager:

Project Stages	Questions to consider	Accountable/ Responsible Authoriser	Yes or No (Y/N)	Comment: If 'yes', what actions have you taken/ do you propose to take? If 'no', why not?
Policy	1 Has the client and performance partner signed and agreed the Site Waste Management Plan?	MD—CM	No	Ongoing with negotiations
	2 Have relevant sub-contractors producing significant wastes streams been identified?	CS—SM	No	Will be ongoing from Start of Site
	3 Have the identified sub-contractors had induction and toolbox talks concerning the Site Waste Management Plan?	SM	No	Will be Inducted by the Site Manager and discussed with them two weeks before starting on Site.
Procurement	4 Has a careful evaluation of materials been made so that over-ordering and site wastage is reduced?	CS—SM	Yes	Site Manager and Surveyor will work closely to order Sizes and Quantities required not bulk orders.
	5 Has full consideration been given to the use of secondary and recycled materials	CS—SM	Yes	We will use materials as Specification and where possible from a sustainable Source.

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	6 Is unwanted packaging to be returned to the supplier for recycling or re-use?	SM	Yes	Where Possible the Packaging will be returned to the supplier and where not will be recycled off Site.
	7 Can unused materials be returned to purchaser or used on another job?	CS—SM	Yes	There should be relatively low amounts of unused material and where possible will be used on another job.
Project planning	8 Has responsibility for waste management planning and compliance with environmental legislation been assigned to a named individual at both main contractor and identified sub-contractors?	SM	Yes	The Site Manager will be responsible for the Waste Management on Site and will be Monitored by Environmental Administrator. Identified Sub Contractors will have named individuals
	9 Has a project programme been developed to include likely waste arising's (how much, when, and what types)?	CS—SM	No	Will be ongoing from day one materials will be identified.
	10 Has an area of the site been designated for waste management, including segregation of waste?	SM	Yes	A Designated area is identified for Waste Skips for Segregation. (On Traffic Management Plan)
Project planning	11 Have targets been set for the different types of waste likely to arise from the project?	CS—SM	No	Will be ongoing from day one and kept up to date.
	12 Have opportunities been considered for re-use of materials on-site?	SM	Yes	There are no materials fit for purpose to be re used on site.

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	13 Have opportunities been considered for re-use of materials off-site?	CS—CM—SM	Yes	All Material will be re-used or re-cycled where possible
	14 Have opportunities been considered for reprocessing materials off-site?	CS—SM	Yes	All Materials will be re-used or Re-Cycled off site.
	15 Have you considered what are the most appropriate sites for disposal of residual waste from the project?	EA—SM	Yes	All waste material will be removed by one of our Waste Companies And re-cycled where possible.
Site operations	16 Has responsibility for waste management on-site and compliance with environmental legislation been assigned to a named individual?	SM	Yes	The Site Manager is responsible for Waste Management on site and Compliance with legislation.
	17 Have toolbox talks been planned for all site personnel about waste management on-site?	EA—SM	Yes	All Site Personnel will be Inducted by the Site Manager on arrival to Site, followed by Tool Box Talks and Induction of Site Environmental System and their Duties.
	18 Are selected waste materials segregated to allow best value to be obtained from good waste management practices?	SM	Yes	All Materials will be segregated to get best value from good waste Management Practices.
	19 Are containers/skips clearly labeled to avoid confusion?	SM	Yes	The Skips will be labeled where required for segregation of waste on site.

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Site operations	20 Are Duty of Care procedures complied with, including provision of transfer notes and checking authorisation of registered carriers, registered exempt sites and licensed waste management facilities?	SM—EA	Yes	All Waste Carriers Licences will be on Site and Licence for Waste Management facilities, All Transfer Notes will be checked and Waste Codes identified for the waste and signed and dated by the Site Manager or his nominated person before any Skip is removed from Site.
	21 Is implementation of agreed waste management procedures monitored?	EA	Yes	The Waste Management Procedures will be monitored by the Environmental Administrator every Month for Compliance.
	22 Are reports regularly produced regarding waste quantities and treatment/disposal routes, and on costs incurred?	SM—EA	Yes	Reports will be produced Monthly regarding Quantities removed from Site.
	23 During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?	SM—EA	Yes	Waste Management Practices are considered and noted monthly for end of Contract Review.
Post	24 Has a final analysis of the waste data sheet demonstrating the use of recycled materials, waste reduction, segregation, recovery and disposal, with costs and savings identified, been completed?	EA	No	Will be completed at the end of the Contract.
	25 Has the final report been signed by the relevant performance partners and the client?	CM—EA	No	Will be required at the end of the contract once the final report has been completed.

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	26 Have key waste management issues been considered for action at future projects?	CS—CM—EA	Yes	Key Waste Management issues will be considered at the end of the contract for actions at future Projects.
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