

BUSINESS MANAGEMENT SYSTEM 	CONSTRUCTION & ENVIRONMENTAL SITE MANAGEMENT PLAN	Client: POBL Living SITE: Park Street, Glyncorrwg Date of Plan: 18-06-20
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CONSTRUCTION & ENVIRONMENTAL SITE MANAGEMENT PLAN

Introduction

This Construction and Environmental Site Management Plan is submitted in pursuit of the discharge of condition 6 of the planning permission ref: P2018/1010 regarding land at Park Street, Glyncorrwg. The development comprises the construction of affordable housing units and associated works. Condition 6 states that:

No development shall take place, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The Construction method statement shall be made in accordance with the requirements of British Standard BS5228-1:2009 - "Code of practice for noise and vibration control on construction and open sites". The approved Statement shall be adhered to throughout the demolition and construction phases. The Statement shall provide for: -

- i. the parking of vehicles of site operatives and visitors*
- ii. loading and unloading of plant and materials*
- iii. storage of plant and materials used in constructing the development*
- iv. the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate*
- v. wheel washing facilities to prevent deposition of material onto any hard surface road.*
- vi. measures to control the emission of dust and dirt during construction*
- vii. Measures to prevent stacking of vehicles onto the public highway.*
- viii. Identification of the significant construction and demolition noise sources, detailing the physical and operational management controls necessary to mitigate emissions from these noise sources, as well as noise complaint investigation procedures.*
- ix. Hours of working on site, and specified hours for deliveries and any elements of the construction that could lead to amenity issues from noise and disturbance to adjoining properties*

Encon Construction Limited as a company operate an accredited Environmental Management System to ISO 14001:2015 Standard.

All works conducted on this site will be carried out in accordance with the company management system, the company Policy Statement on Environmental Management and the Environmental Policies of EnCon.

The company recognises the Environmental Benefits of improved environmental performance as: -

- Reduced damage to our natural environment
- Reduced demand for natural resources
- Reduced disturbance to our neighbours

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The company also recognises the economic benefits of improved environmental performance and recognises that.

“Preventing pollution is cheaper than curing it”

The Construction / Environmental Site Management plan that follows is set out under the following headings: -

1. Management

- 1.1 Dealing with regulatory agencies
- 1.2 Management responsibilities
- 1.3 Management of sub-contractors
- 1.4 Raising awareness.
- 1.5 Liaising with client and designers

2. Site Set Up

- 2.1 Management and Site Control
- 2.2 Public Relations
- 2.3 Site Security
- 2.4 Storage of Fuels and Oils
- 2.5 Managing Materials
- 2.6 Traffic and Access Routes
- 2.7 Site Clearance following Completion

3. Environmental Issues

4. Site Specific Environmental Issues & Risk Assessments

The information following has been included here to emphasise its environmental importance. It will be repeated in the Construction Phase Plan & Specific Method Statements elsewhere where relevant and issued during course of construction works.

This document may also refer to Specific Method Statements where further details may be found and the appropriate reference should be made.

5. Noise

- 5.1 Assessment of noise and ambient noise levels.
- 5.2 Construction activities.
- 5.3 Mitigating measures.
- 5.4 Site contact details.
- 5.5 Map of monitoring location.
- 5.6 Working hours.

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6. Dust and Dirt Management

- 6.1 Assessment of dust.
- 6.2 Who might be the receptors of dust?
- 6.3 Dust mitigation measures.

1. Management

1.1 Dealing with Regulatory Agencies

The following table sets out the Regulators likely to be involved in the project and their responsibility: -

Regulator	Responsibility
Local Authority	Noise, Air Quality, Traffic, Nuisance
Adjacent Local Authority	Traffic
Natural Resources Wales	Bat Licensing, Effluent Discharge, Abstraction Licences. Development Licence
Welsh Water SAB	Foul Water Discharge to Sewer, Surface Water Discharge to Sewer Waste Treatment & Disposal
Health and Safety Executive	Health and Safety Issues

All EnCon staff will follow the guidelines listed here to help ensure efficient and effective management of environmental issues.

- 1. Plan ahead. Try to avoid problems and give regulators advance warning of potential problems. Lead responsibility is with Encon Project Manager
- 2. Give regulators the time needed to process any enquiries.
- 3. Display the relevant emergency number for the regulatory agencies. Include in Construction Stage Health and Safety Plan and put on the site notice board.
- 4. Ensure that all site personnel know the correct procedures for reporting incidents – they should let the Project /Site manager know before contacting the regulatory agencies.
- 5. Always notify the Environment Agency and the Local Authority of any uncontrolled contaminating spillages.

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1.2 Management Responsibilities

Management responsibilities for company personnel are set out in the Company's Environmental & Site Management System.

The Project / Site Manager has principal responsibility for the environmental management of the project.

The Project /Site Manager will delegate certain responsibilities for the day to day management to members of his site team.

These responsibilities will include auditing environmental practice on site, liaising with regulatory authorities and monitoring sub-contractors.

South Wales Safety Consultancy's Advisor will make regular visits to site to check Health and Safety performance and will include Environmental issues in his brief.

Site Engineers and Site Foremen are usually in the best position to put the project environmental plan into practice and as such the Project / Site manager will ensure that engineers and foremen understand the environmental obligations and the practical measures needed to comply with them.

1.3 Management of Sub-Contractors

The Project Manager will ensure that all Sub-Contractors understand their obligations towards the environment and meet them.

To achieve this, the Project Manager will ensure the following: -

Sub-Contractors are made aware of the approach to environmental management on site before starting work at a mandatory Project /Site Induction process

Sub-Contractors are involved in environmental training sessions including environmental induction.

Sub-Contractors are made aware of the environmental obligations of the project.

The sub-contractors record on environmental performance is checked prior to appointment and that proper controls are included in their sub-contracts to ensure conformance with all reasonable requirements with regard to the environment, and encouragement to achieve good environmental performance.

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1.4 Raising Awareness

Raising Awareness amongst all staff, operatives and sub-contractors will be achieved by the following means: -

1. All personnel working on site will be required to attend a Site Safety & Environmental Induction.
2. A series of Tool Box Talks will be held at regular intervals. The tool box talks will be based on the text included in the CITB Tool Box Talks Series.

Tool Box Talks 1 – 13

1. Spill Control
2. Water Pollution Prevention
3. Dust & Air Quality
4. Noise & Vibration
5. Water Pollution - Silt
6. Water Pollution – Cement & Concrete
7. Tree Protection
8. Waste Management – Reduce / Reuse / Recycle
9. Storage of Waste
10. Storage & Use of Petrol
11. Material Handling & Housekeeping
12. Pumping & Over pumping
13. Washing Down Plant & Machinery

1.5 Liaising with Client and Designers

In regular meetings with the client and designers' environmental issues affecting the design will be raised and discussed.

Alternative approaches and alterations to the design may be required where environmental improvements can be achieved and these will be discussed and agreed with the client and designers as the works proceed.

2. SITE SET UP

2.1 Management and Site Control

The Project Manager will have ultimate responsibility to ensure that Site Personnel understand that environmental issues must be taken seriously. In conjunction with the site foreman this will be achieved through a combination of setting a good example, rewarding good practice and punishing poor practice.

The following will act as an aide memoir to ensure that the proper site control is being exercised.

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Have Environmental Responsibilities Been Defined?

Is everyone on site, aware of their responsibilities and liabilities?

Are all environmental standards and obligations clearly defined?

Have the standards been brought to the attention of all concerned?

If training is necessary, has a training programme been established (site induction and tool box talks).

Are environmental awareness posters/bulletins displayed? Are warning signs displayed prominently on site? Is the company environmental policy displayed? Is the Company Environmental Management System Manual readily available?

Voluntary Code of Practice, which seeks to: -

- Minimise any disturbance or negative impact (in terms of noise, dust and inconvenience) caused by the construction site to the immediate neighbourhood.
- Eradicate offensive behaviour and language from construction sites.
- Recognise and reward the contractor's commitment to raise standards of site management, safety and environmental awareness beyond statutory duties.

Good Housekeeping

Good housekeeping is an important part of good environmental practices and it helps everyone to maintain a safe and efficient site. The site should be tidy, secure and have clear access routes that are well signposted.

- Segregate waste as it is produced and remove waste frequently from the site.
- Keep the site tidy and clean.
- Ensure that material and plant storage areas are properly managed.
- Keep hoardings tidy – repair them and repaint them when necessary, remove any flyposting.
- Frequently brush-clean wheel-washing facilities.

2.2 Public Relations

EnCon Construction Limited recognises that in order to complete the project with the minimum of disturbance to neighbours, good public relations are vital.

These arrangements are based on the principles outlined below: -

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- Visit occupants of particularly sensitive buildings and keep them informed of progress.
- Prepare a leaflet and distribute it to nearby residents or occupiers. Provide updates/ letter drops to keep people informed.
- Copies of any letters/etc. that are sent out to residents will also be kept as site records and sent to LA Highways Dept. as required.
- Identify key local community representatives, and keep them informed.
- Establish a complaint/compliment reporting system via letter drop.
- When complaints arise deal with them quickly and in accordance with a defined complaints procedure. Create a log of complaints.
- Be able to identify your neighbours and understand their views.

2.3 Site Security & Boundary Arrangements

Site security arrangements.

These arrangements have been set up as a result of considering the following: -

Site security is an important component of good environmental management. Vandals often cause damage that harms the environment by: -

- Opening taps on tanks containing fuel.
- Tipping out other liquids from drums and containers.
- Smashing/stealing raw materials.
- Playing on plant and vandalising plant
- Spraying graffiti or flyposting on site hoardings.
- Destroying works in progress

The incidence of vandalism is higher on sites in urban areas, especially where they are close to schools or housing estates.

Encon will aim to reduce vandalism by securing the site, and moving valuable items and those prone to theft from public view. We will store these goods in a locked container or secure storage area. The locations will be shown on a Site Logistics and Traffic Management Plan to be produced in conjunction with the Construction Phase Plan. On full award of contract

Fencing will be erected at site, in the form of the Heras anti vandal / anti climb security fence panel system. The Entrance to site will be via a gated entrance positioned as current. This will allow the Project manager to monitor any site personnel, trades, consultants entering the site within normal working hours. The hoarding and fence also provide a secure safety barrier to stop the general public from

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entering the site. If necessary independent security staff will be employed to monitor the site outside of normal working hours. This is likely to be towards the latter stages of the build process when the building becomes more enclosed.

The following rules and examples of good practice will also be implemented at the Kirby Daniel Court scheme to further improve security.

- Avoid stacking materials against the site boundary or fence as this may help vandals and thieves to scale it.
- Within the site ensure that materials that are potentially hazardous to the environment are well secured. Lock fuel outlets when not in use.
- Secure plant to prevent vandalism.
- Immobilise plant and equipment overnight.
- Install deterrents such as lights, warning notices, out of hour security guards and alarm systems. The requirement for out of hour's security will not be necessary from the initial stages but will be reviewed for the latter stages of schemes.
- Control the movement of people on and off site by utilising a signing in system, post initial induction
- Position the Project Manager's office to give a good view of the site and as far as reasonably practicable.
- The site administration and compound areas will be defined and indicated on site logistics plans on award of contract.
- Inform the local police station about the site at commencement and seek their advice on security.

2.3.1: Temporary Lighting

- Any temporary lighting for security purposes will be sited with reference to avoiding any light pollution overspill to neighbouring properties and also in accordance with advice from EnCon ecologist re. Mitigation of the effect on protected species. The luminaires shall be of a suitable type and be directed in accord with above also. They may require to be linked to a PIR / Dawn, to Dusk timer also.
- It is not envisaged that any work /task related temporary lighting will be required for the main demolition /construction works as our normal hours of work have accounted for the winter time daylight period. Should an element /task of the works subsequently require this, the principles of above will apply and advance

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liaison with Newport CC Environmental Health and other relevant departments will be sought.

2.4 Storage of Fuels and Oils

The following measures will be adopted at the project: -

Storing Oils, Fuels and Chemicals

- Securely store all containers that contain potential pollutants (e.g. fuels, oils and chemicals).
- Clearly label containers so that appropriate remedial action can be taken in the event of a spillage.
- Regularly check taps and hoses for leakage.
- Avoid storing drums tightly against each other – store drums so that they can all be inspected for leaks.
- Prevent damage from vandalism. Ensure that all valves and trigger guns are vandal and tamper proof.
- Clearly mark the contents of any tank, and display a notice that demands that valves and trigger guns are locked when not in use.
- Store tanks or drums in a secure bunded container or compound that is locked when not in use.
- It may be necessary to have an impermeable base to any area where chemicals are stored in areas of particular groundwater risk.
- Provide separate fill pipes for each tank unless the tanks are interconnected by a balance pipe of greater flow capacity than the fill pipe.
- Mark fill pipes with product type and tank numbers where there is more than one tank.
- Before moving a drum, check the bung is secure.

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Bunding Tanks

- To avoid accidental spillage, bund tanks with a minimum capacity of 110 per cent of the volume of the largest tank.
- Do not let bunded areas remain filled with rainwater or slops (ideally, provide a cover).
- Site tanks away from vehicle movements and mark them clearly so that they are visible and so that people know they are a potential risk.
- Do not put tanks where there is a direct link to surface watercourses or sewers.
- Avoid placing tanks on unmade ground to reduce the risk of contaminating the soil.
- Protect from vandalism.
- The bund should be impermeable to the substance that is being stored in the tank.
- Position air vent pipes so that they can be seen easily and directed so that any discharge (eg in the event of the tank being overfilled) is directed into the bund.
- Fill points should be inside the bund.
- Fit any pump sited outside the bund with a non-return/check valve installed in the feed line.

Refuelling Protocol

- Designate bunded refuelling areas. These will be marked on a site logistics /TM Plan and displayed in site offices and welfare.
- Avoid using remote fill points or refuelling close to watercourses. Where this is unavoidable, keep materials such as absorbent pads or booms readily available in case of spillage.
- All refuelling must be supervised. Do not leave valves open unattended.
- Keep an emergency spill kit at each refuelling point. If mobile refuelling is carried out, ensure each bowser carries a spill kit.
- Ensure that personnel carrying out refuelling are aware of the protocol and know what actions to take in an emergency.

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2.5 Managing Materials

The following will be adopted: -

Ordering and receiving deliveries

Deliveries and traffic movements will be managed such that those at sensitive and urban sites demands. Coupled with their locations close to residential areas.

Our site management and office staff involved in supply chain procurement will set up orders such that the times below are reserved for major deliveries, and outside of these, deliveries will be forbidden.

Only minor deliveries of plant or materials etc. will be able to take place before 9.30 am and between 1500 - 1600 Mon – Fri, excluding Bank Holidays and School holidays.

All loading/unloading will only be carried out within the secure site boundary and not on the public highway and outside of school entry /exit times (8.30 am – 9am / 3-4pm)

In the unlikely event that an attempt is made to deliver outside of agreed times, site management will have agreed a ‘holding’ point away from the surrounding areas of the site.

In addition, the following examples of good construction site practice will be adopted:

- Order the right quantity and quality of materials to arrive at the time when they are needed. This reduces the length of time materials have to be stored on site and therefore reduces the potential for damage or theft to occur.
- When ordering, find out in what form the materials will be delivered, so that the appropriate unloading plant can be arranged.
- After placing an order, check the arrangements for handling and storing materials as soon as they arrive on site.
- Arrange for deliveries to be received by a member of site personnel who is able to supervise the delivery, carry out a quality inspection and ensure that the materials are unloaded to the appropriate place.

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Storage

There will be a combination of central storage and workplace storage used on site, the balance between them will depend on the works in progress. It is important to manage storage areas well because they set an example for the site. EnCon will adhere to principles and keep the following points in mind: -

- Ensure that the material suppliers' instructions on storage are being followed
- Store materials that are valuable or attractive to thieves in a secure area.
- Store materials away from waste storage containers and from vehicle movements that could cause accidental damage.
- Secure lightweight materials to protect them from wind damage or loss.
- Take special; care over the storage of materials that are potentially polluting.
- Hazardous materials will be stored in a secure COSHH Store.
- All perishable materials will be stored in sufficient sheltered units/locations. All material wrappings/covers to be disposed of as described in the Waste Management Plan which is part of the SHE System

The use of mortar silo's and /or close lidded lime /sand skips will be adopted on site, instead of open Kettle cement mixers with loose materials. This has a lesser impact on the environment as the materials are not stored in bays or on P.V.C. ground sheet covers. All materials are sorted as per manufacturer instructions to limit the harm to the environment as covered in our health and safety plan and limit waste disposal.

Handling

On the scheme, there will be several methods of moving materials around site. Options include cranes, trucks, forklifts and even manual handling. We will ensure that the suppliers' instructions on handling their materials are followed to minimise damage to materials and injury to site personnel. It is anticipated that the steel frame elements, floor beams and roof trusses would be crane lifted and the majority of other materials would be transported via an all-terrain telehandler to suit the site size and capacities involved. Crane Lifts would all be within the site boundaries and be managed through specific written lifting plans

2.6 Site Waste Management

Overview and Duty of Care

All those who produce or handle wastes from demolition, earthworks and construction activities have legal responsibilities – Duty of Care – for its safe keeping, transport and subsequent recovery or disposal. Failure to comply can result in an unlimited fine.

Duty of Care requires you to take care of your waste while it's in your control, check that the person to whom you give your waste is authorised to receive it, make out a waste transfer note when the waste is handed over and to take all reasonable steps to

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prevent unauthorised handling or disposal by others. For example, checking that your waste goes to the intended facilities can avoid fly tipping.

Examples of authorised persons are council waste collectors, registered waste carriers, holders of a waste management licence or holders of a registration of an exemption from the need to hold a waste licence.

Filling in the Paperwork

When waste is passed from one person to another, the person taking the waste must have a written description of it and a transfer note must be filled in and signed by both parties involved in the transfer. Repeated transfers of the same type of waste between the same parties can be covered by the one transfer note for up to one year.

The transfer notes for Project must include:

- What the waste is, how much there is and its 6-digit European Waste Code.
- What sort of containers it is in.
- The time, date and place the waste was transferred.
- The names and addresses of both persons involved in the transfer.
- Details of which category of authorised person each one is e.g. producer, registered waste carrier, waste licence holder.
- If either of the persons is a registered waste carrier, the certificate number of the registration.
- If either of the persons has a waste management licence, the licence number of the facility.
- Where appropriate, the name and address of any broker involved in the transfer of waste.
- Signed by both parties and transfer notes kept at site initially and for two years once archived.

Checking

- If you are dealing with hazardous wastes, such as asbestos, chemicals, oils or contaminated soils, we will have extra legal responsibilities and may be required to complete detailed waste transfer consignment notes. If unsure, we will check with the local Environmental Agency office: **0845 9 333 111**.
- Check the registration certificate of the waste carrier before handing over the waste. This can be an A4-sized colour certificate (photocopies are not sufficient) or one that looks like a credit card. Both have security features built in.
- Check with your waste carrier where the waste is being taken and make sure the destination is authorised to receive it. If in doubt, check with the Environment Agency **0845 9 333 111**. For difficult or bulky wastes, it may be appropriate to check that the waste wagons have actually delivered to the intended site.

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- Be alert to any evidence or suspicion that demolition, earthworks or construction waste is being dealt with illegally. If you have any suspicions that someone is handling waste illegally or using an unauthorised disposal site, contact the hotline number **0800 80 70 60**.

What is waste?

Waste is defined as:

Any substance or object that you discard, intend to discard, or are required to discard is waste and as such is subject to a number of regulatory requirements. The term 'discard' has a special meaning. Even if material is sent for recycling or undergoes treatment in-house, it can still be waste.

Whether or not a particular material is waste is for the person producing it to decide in accordance with the law.

Waste Classification

Wastes from construction, demolition and excavation operations will normally be a controlled waste, classified as commercial or industrial waste and hence subject to waste-related legislation.

Wastes from construction, demolition and excavation operations will normally be a 'controlled waste' and hence subject to waste-related legislation.

However certain types of controlled waste have properties that make them especially hazardous or difficult to dispose of. These wastes are referred to as Hazardous Waste and require a pre-consignment note system for their recovery or disposal.

Site Waste Management Plan

A Site Waste Management Plan will be set up for each site identified as having a significant potential for producing waste. The plan will be in the format of EnCon SWMP. The plan will then be monitored on a regular basis (reasonable time determined by the Project Manager at the commencement of site operations) using the checklist. The checklist example is as below.

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SITE WASTE MANAGEMENT PLAN

Project name	Park Street, Glyncorrwg
Project address/location	Park Street, Glyncorrwg
Site Manager: Signature:	Carl Nicholas

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy	1	Has your organisation adopted a waste management policy?	√	EnCon Construction Current Policy
	2	Has the Site Waste Management Plan been signed?		At site commencement
	3	Have relevant sub-contractors producing significant wastes streams been identified?		
	4	Have the identified sub-contractors signed the Site Waste Management Plan?		As Supply Chain Identified & Orders Placed
Procurement	5	Has a careful evaluation of materials been made so that over-ordering and site wastage is reduced?		Wastage max figures tied into supply chain orders.
	6	Has full consideration been given to the use of secondary and recycled materials?	√	Fill materials. Potential to be evaluated, NB! Certification required for Imported materials.

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	7	Where possible is unwanted packaging to be returned to the supplier for recycling or re-use?	☐	TBC through Supply Chain – Considered unlikely
	8	Can unused materials be returned to purchaser or used on another job?	√	Potential to issue to Client as spares depending on nature
Project planning	9	Has responsibility for waste management planning and compliance with environmental legislation been assigned to a named individual?	√	Project / Site Manager: Mr Paul Evans
	10	Has a project programme been developed to include likely waste arisings (how much, when, and what types)?	√	Peaks identified as Walling & Internal Partition & M&E works
	11	Has an area of the site been designated for waste management, including segregation of waste?	√	Main Area at Car Parking Spaces and smaller space at Compound Area. Identified on Main Site Logistics Plan.
	12	Have targets been set for the different types of waste likely to arise from the project?	√	Waste targets circa 4-7% are written into supply chain orders/agreements
	13	Have measures been put in place to deal with expected (and unexpected) hazardous waste?	√	Emergency response and Spill Kit response in Constr. Phase H&S Plan.
	14	Has disposal of liquid wastes such as wash-down water and lubricants been considered?	√	No lubricant disposal permitted on site. Wash Down water area as site logistics plan.
	15	Where relevant, have any discharge consents been obtained from the Environment Agency?	√	TBC
	16	Has agreement been sought from the sewerage company for trade effluent discharge?	√	Self-Contained Tanked system initially – waste Management Records to be held at site.
	17	Have opportunities been considered for re-use of materials on site?	√	Suitable excavation arisings to be retained on site wherever possible. Crush and re use existing break up areas

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	18	Have opportunities been considered for re-use of materials off site?	☐	Strategy to take minimal amount from site.
	19	Have opportunities been considered for on-site processing and re-use of materials?	√	Re use excavated material as 17.
	20	Have opportunities been considered for reprocessing materials off-site?	☐	Not regarded practicable as little to leave site.
	21	Have you considered what the most appropriate sites for disposal of residual waste from the project are?	☐	
	22.	Are there opportunities for reducing disposal costs from waste materials which may have a commercial value?	☐	
Site operations	23	Has responsibility for waste management on site and compliance with environmental legislation been assigned to a named individual?	√	Project / Site Manager – Mr Paul Evans TBC
	24	Have toolbox talks been planned for all site personnel about waste management on site?	√	Also highlighted at Induction
	25	Are selected waste materials segregated to allow best value to be obtained from good waste management practices?	√	Segregation area to be established when main site waste management area set up established
	26	Are containers/skips clearly labelled to avoid confusion?	√	Clear signage will be in place.
	27	Have 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?	√	
	28	Are any checks made, that waste is received at the intended site?	√	Spot Checks to be carried out by site management
	29	Is implementation of agreed waste management procedures monitored?	√	

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	30	Are reports regularly produced regarding waste quantities and treatment/disposal routes, and on costs incurred?	√	
	31	During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?	√	
Post completion	32	Has a final report of use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, with costs and savings identified, been completed?	√	
	33	Are there any key waste management issues that need to be considered for action at future projects?	√	

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2.7 Traffic and Access Routes

Access routes into the site and the site layout will be marked on the TM Plan to be appended to CPP and read in conjunction with this document.

The following rules and examples of good practice will also apply: -

- When ordering deliveries, ensure that all drivers are aware of traffic restrictions at and around the site.
- Arrange deliveries to site so that vehicles can go straight in without having to queue outside the site boundary.
- Instruct drivers to switch off engines when vehicles are waiting on site
- Parking for site personnel's vehicles in agreed areas only
- The updated Traffic Management Plan, as and when it should become necessary, will be submitted to the Client for approval in writing, before any changes are implemented.
- Wheel washing facilities will be provided within the site, by means of a clean, stoned area available to ensure that no debris/mud is not carried onto the adjacent highway. In addition, a mechanical road sweeper will be made available as and when required.

2.8 Site Clearance Following Completion

This is a phase of the works that usually receives little attention, but it can cause the most problems. In clearing the site, it is vital that wastes are managed in accordance with the regulations. On completion of the works, the contractor will clear away and remove from the site all plant, surplus materials, rubbish and temporary works. The whole of the site and works will be left clean.

3. Environmental Issues

The CIRIA/DTI/EA Control of Water pollution from construction Sites – Guide to Good Practice Information sheets will be used to cover the following topics –

1. Site Set Up
2. Site Drainage
3. Water Disposal
4. Material Storage

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5. Silt
6. Fuel and Oil
7. Concrete, Cement and Bentonite
8. Watercourses.

The checklist on the reverse of each sheet shall be used to check conformance on a weekly basis and signed by the Project/Site Manager. Any required actions will be agreed and listed and then signed off when they have been completed.

The existing property is housing a maternity roost for pipistrelle bats; therefore, a development licence will be required and careful planning for timing of the works will need to be carried out. All relevant legislation will be and regulation will be adhered to and correct protocols for hibernating bats will be adhered to.

Relevant legislation:

Conservation of Habitats & Species Regulations 2010

Wildlife & Countryside Act 1981

The Natural Environment & Rural Communities Act 2006

Site Specific Environmental Issues and Risk Assessments

The Project Manager will identify site specific Environmental Issues and carry out an Environmental Risk Assessment.

The results of this Risk Assessment will form part of an amended Site Environmental Plan. Any additional monitoring Procedures required (i.e. in addition to those included in Section 3) should be scheduled here.

4. Noise

4.1 Construction noise activities

Sources of noise anticipated at the site are listed below: -

- excavation
- cutting and welding
- Mechanical lifts, i.e. telehandlers, cranes.
- site vehicle and off-site transport/deliveries
- pumping
- compressed air tools
- generators

4.1 Mitigating measures.

5.3.1 Once construction commences- All plant will be checked and recorded within the daily and weekly check sheets, plant will be stopped immediately if found it was omitting high levels, reported to owner/operators and parked up until repaired.

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5.3.2 Operatives who conduct activities which generate high noise levels, must wear ear protection, and warning signs should be posted at the entrances to or around well-defined work areas where employees or visitors may be exposed. (All as identified by Risk Assessments included or filed separately in the site Construction Stage Health and Safety Plan.)

5.3.3 EnCon Construction will prioritise to utilise plant that is driven with Generation 3 engines which are low revolutions, low carbon emissions and this emits less noise in the process.

5.3.4 Where identified as required, controls, e.g. sound barriers should be instituted to reduce employee/neighbourhood exposure to excessive noise levels – reduction is preferable to protection. Alternative production processes/plant should always be considered. (Refer to the specific RA/MS as scheme develops),

4.2 Site Contact details.

A project specific letter drop to local businesses and residents with contact details will be undertaken during the week before site commences.

4.3 Working hours of the site are listed below with NO work on Sundays, shift work or bank holidays.

Site working times-

- 8 am – 6.00pm Monday to Fridays.
- 8am – 1pm on Saturdays only if required and with advance notice of min 48 hours.

5. Dust and Dirt Management

5.1 An Assessment of dust prior to starting -

The site is situated in generally wet winter climate areas of South Wales with an average rain fall of 75-100 mm per month during the spring / autumn / winter months. This limits the amount of nuisance dust that can be created in a typical construction site, even without controlled measures in place. However, this is not the adopted method of control but is a factor with the ground investigation evidence. This, along with controlled measures for imported materials to site and water dowsing in dry conditions would be considered sufficient initially along with regular visual checks by site management on potential receptors. At the Park Street, Glyncorrwg scheme this would include the workforce and site visitors, the general public and local residents and properties.

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The source of dust emissions can be significant both within construction/remediation site areas and can occur external to site boundaries. Internally to the building works, dusts are produced by grinding, cutting and welding, demolition and cleaning operations and will be controlled in the mitigating measures in 6.3 of this document.

5.2 Possible receptors of dust (if not controlled).

- Adjacent retail, commercial and domestic properties surrounding the site area
- General public.
- Construction workers.
- Visitors to site.

5.3 Specific Dust/ Dirt Mitigation Measures.

The aim is to ensure that any dust generated arising from the construction activities on site is kept to a minimum at all times. Dust emissions to be regularly monitored, although precautionary measures are taken to minimise dust production. These include: -

- 5.3.1 Cover all stock piles of fine loose materials such as aggregates etc.
- 5.3.2 A minimum speed will be enforced on site and kept to a maximum speed of 10mph.
- 6.3.3 Stock piles of materials are to be kept to a minimum and condensed, storage of materials will be at a minimum leading up to weekends and holidays. An evening survey will be undertaken to ensure that all the above measures are in place before a weekend or evening. Storage of such material will be located within the confined areas of site material storage where reasonably practicable.
- 6.3.4 Site security will be asked to monitor materials on site and to call our call out team if sheeting had come undone.
- 6.3.5 The use of wet grinders for cutting.
- 6.3.6 The use of water suppression when cutting products.
- 6.3.7 Use water spraying on haul roads aggregate etc.
- 6.3.8 All plant operatives will check their equipment using the Relevant EnCon H&S plant check sheet.
- 6.3.9 A NO FIRE/ No Smoking policy is a standard on this site and all sites with EnCon
- 6.3.10 Section in the Site Managers daily diary/log to monitor weather conditions to ascertain whether or not to implement controlled measures on that day.
- 6.3.11 Loading and access route surfaces will be made up of single size stone with no fines so that there is less chance of dust omitted to the atmosphere.
- 6.3.12 The use of air, extract hoods when water can not be used in the building.
- 6.3.13 Use sheet scaffolding in areas that need to be contained
- 6.3.14 Site Temporary Fencing will be fitted with fine debris netting where required to supplement measures relating to plant and dust suppression equipment.

Allocated on-site parking areas and temporary traffic routes will have compacted hard surfaces lowering the chance of dust being generated. Sprays/sprinklers attached to water bowser will be used to continually wet down roads/tracks on site in dry sunny weather conditions. Also, when required Road brush vehicles to be used on local main roads bordering the site to keep to a minimum and remove any soil deposits that are not contained on site from the wheel wash facility.

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Where spoil material is to be removed from site on limited occasions, we will ensure vehicles wheels are cleaned down with a proprietary jet wash system.

EnCon will employ wheeled road sweeper machines on occasions to supplement this.

Wheel wash facilities will be positioned at the site entrance (please refer to Site TM Plan) to wash all vehicles leaving site to prevent the transfer of mud/soil deposits onto the carriageway. The facilities will be manned continuously throughout the working day. The washing facility will be a high-pressure washer (or similar), connected to a water bowser.

The following example check sheet will be employed by site management.

CONTRACT/MEASUREMENT ENVIRONMENTAL RECORD SHEET			
Ref No:		Date:	
Contract: Park Street, Glyncorrwg Job No: TBC Record: Noise and Dust.			
Location	Works being carried out	Noise Level (dB) and dust (visual)	Ambient location
<u>Comments</u> 			
For EnCon Construction: For Sub Contractor:			

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BUSINESS MANAGEMENT SYSTEM	ENVIRONMENTAL MONITORING Site Environmental Inspection Form	ENVIRONMENTAL PROCEDURE STANDARD FORM
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EnCon Construction Site Environmental Checklist					
Site: Park Street, Glyncorrwg					
Comments:	Score	Description	Hazard priority code when score is 0 or 1		
	0	UNACCEPTABLE	A = STOP & RECTIFY		
	1	POOR	B = 24HRS TO COMPLY		
	2	SATISFACTORY	C = 1 Week TO COMPLY		
	3	GOOD			
	4	EXCELLENT			
Inspection Date		Project/ Site Manager:			
Inspector/ Supervisor:		Scope of inspection:			
Checklist	Score	Comments (Brief description of any required action)	Action By: (When / By Whom)		Closed: (initial)
General					
Environmental Policy on display?					
Environmental objectives and targets on display					
Environmental responsibilities allocated					
Reported environmental incidents?					
Environmental complaints?					
Site induction includes environment?					
Toolbox Talks carried out?					
Environmental monitoring completed?					
Prevention of Water Pollution					
Any visible signs of spillage?					
Spillage/pollution plan in place?					
Any solid waste in watercourses?					
All oils & chemicals stored correctly? Secondary containment (110%)? Impermeable base?					
Spill kit(s) in place and complete?					

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Designated area for refuelling?					
Designated area for Concrete washout					
Oil interceptors regularly maintained?					
Drip trays used & regularly emptied?					
Hard standing areas & roads clean?					
Traffic and Access Management					
Access/egress routes sign-posted & clean?					
Speed restrictions imposed?					
Waste Management and Minimisation					
Waste stored / separated appropriately?					
Waste transported by registered carrier?					
Waste disposed at licensed site					
Transfer / Consignment notes retained					
Waste management plan set up for the site					
Waste Management Plan followed?					
Noise and Vibration Control					
Are there any noisy operations?					
Vehicles switched off when not in use?					
Equipment fitted with silencers / mufflers?					
Noise protection barriers installed?					
Any out of hours work?					
Contaminated land					
Contaminated land identified?					
Evidence of discoloured soil, fibrous soil texture, foreign objects, previous soil working, old underground structures, waste pits, made ground, old drains, tanks etc?					
Dust and Air Quality					
Evidence of dust deposits or mud on road?					
Water spray/ suppression methods used?					
Visible dust or air emissions?					
Vehicles / plant maintained (no abnormal emissions?)					
Temporary Lighting					
Luminaire Type and positions Agreed					
Site Check of Glare / Other Issues					
Materials Storage					

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Signs of leakage or spill?					
Correct methods used for decanting/refuelling?					
Hazardous materials stored adequately? (lids on, upright, on drip trays, correctly labelled)?					

Natural Environment & Archaeology					
If particular areas of species, habitat or archaeology are identified – are special working methods being implemented place?		Pipistrelle bats in maternity roost			
Regulatory Agencies					
Any visits by regulatory agencies?					
Was company procedure followed?					
Subcontractors					
Subcontractors received environmental induction and aware of EnCon Environmental documentation?					
Subcontractors attended or conducted toolbox talks?					
Security and Services					
Is the site boundary secure?					
Have all services been located including: - foul sewers, surface drains, potable water pipes, electricity, gas, telecoms etc?					
INSPECTION SUMMARY AND ACCEPTANCE					
Prepared by Project Manager:	Print:	Sign:	Date:		
Accepted by Site Supervisor / Sub Contractor	Print:	Sign:	Date:		
INSPECTION CLOSURE					
All required matters for attention have been attended to, therefore this inspection is closed					
Closed by HSE Manager:	Print:	Sign:	Date:		
Scoring: 0= unacceptable, 1=poor, 2=could do better, 3=good, 4 =excellent				Score	