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Glass Systems
Environmental Management
Plan
Rev 1



Project
VB02803 Glass Systems

Document
Environmental Management Plan Rev 1

Approval / Acceptance Status				
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Foreword

Before completing this document, all projects must complete the Environmental Management Tool (EMT) as per Divisional Environmental Standard (DES1): Project Environmental Management.

The Senior Site Representative (SSR), Kieran Mulrooney, is responsible for completing this document on Projects, the Regional Director for Regional Offices.

The IHP HSEQ Team can provide guidance and review where required.

Revision History

This document is to be reviewed and updated, together with all other associated documents annually to maintain its effectiveness. Or whenever there is a significant change to the site conditions such as a change in scope of works, site area, methodology, a change in legislation, interested parties, or after an environmental incident etc. Review to include elements such as progress on objectives and targets, training requirements, results on audits, significant communications, and close out of actions.

Record review changes in the table below.

Rev	Date	Revision details and Reason for change	Prepared by	Approved by
1	13/01/2023	1 st draft released for planning	RW	IW

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1. Introduction

1.1 Project Description and Scope

The Glass Systems development incorporates the new build construction of a manufacturing facility and associated offices. Generally, the building comprises two separate areas, an open warehouse space and a two-storey office section within the larger building.

The open warehouse is approximately 250m long x 90m wide and will be constructed as a 3-bay portal frame. The office will be a traditional beam and column construction with metal composite first floor and roof. Foundations will be piled and cladding will be a mixture of curtain walling, rainscreen and composite panels.

The floorspace of the industrial unit measures approximately 25000m² and the office area measuring approximately 1750m². In addition, landscaping, access, car parking, bicycle and refuse storage, sustainable drainage and associated infrastructure are proposed.

The glass processing manufacturing facility will be an industrial unit with Class B2 use. The site is located at the corner of Moor road and Baglan Way north of Baglan Industrial Park, Port Talbot.

1.2 Overview of Environmental Aspects and Impacts Associated with the Project

The environmental management plan provides an overview of the environmental aspect and impacts associated with the project. These are shown below, and further detail on control measures is provided in section 3.1. Furthermore, the site-specific environmental management tool should be referred to for control measures and other associated information. These environmental impacts and control measures have also been integrated with the site risk control schedule under 'Environmental Risk'

Primary Topics covered in Section 3.1 include

- Construction Methods
- General Site Management
- Protection of retained habitats
- Control of Nuisances
- Traffic Management
- Hours of working on site
- Responsible Persons
- Temporary Water Management

Applicable (Y/N)	Aspect	Environmental Impacts
Reporting		
Y	Company reporting	• Fines • Reputation • Non-compliance with internal Standards
Waste		

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Y	Producing waste	- Waste not correctly classified correctly or taken to unauthorised disposal sites - Depletion of landfill space - Depletion of natural resources - Cost to project for disposal - Pollution through emissions/effluent to air, land or water from production process, production related energy usage which releases emissions and discharges to land, water or air, causing pollution to the environment
Y	Managing waste	Potential for breaches of environmental legislation
Y	Use, storage and disposal of hazardous substances including fuel and oil	- Potential spillage or leakage could result in damage to local biodiversity, global warming - Potential harm to human health (hazardous substances) - Reduced local air quality (VOCs), ozone depletion (HFCs, CFCs, HCFCs) - Waste, cost and time burden (from clean-up) and water pollution (if uncontained spillage of liquids) - Landfill and incineration hazards including pollution and the production of greenhouse gases
Y	Accidental release or incorrect disposal of hazardous substances including fuel and oil	- Spillage or leakage could result in damage to local biodiversity, global warming - Harm to human health (hazardous substances) - Reduced local air quality (VOCs), ozone depletion (HFCs, CFCs, HCFCs) - Waste, cost and time burden (from clean-up) and water pollution (if uncontained spillage of liquids)
N	Asbestos disposal	Potential release of asbestos into the soil contaminating ground water resulting in potential harm to human health
N	Incorrect disposal of asbestos	- Release of asbestos into the soil contaminating ground water resulting in potential harm to human health - Fines and reputational damage
N	Green waste	- Releases methane and acidic leachate if taken to landfill - Leachate can contaminate ground water - Takes up valuable landfill space - Loss of valuable resource which can be turned into soil
Water		
Y	Working in or near water courses including surface water drains	Potential for an incident (e.g. spillage or unplanned discharge to watercourse or surface water drain) resulting in a prosecution, fines and / or environmental damage
Y	Working in or near water courses including surface water drains	Spillage or unplanned discharge to watercourse or surface water drain) resulting in a prosecution and / or environmental damage
Y	Consent to Discharge / connecting to foul sewer	- Reductions in the surface water/ groundwater qualities, along with pollution to the waterbodies. - Water charges, resource consumptions and groundwater drawdown. - Working on near or adjacent to watercourses with the potential to create localised flooding etc. - Unauthorised discharge of substances to foul sewer
Y	Dewatering excavations / pumping out to land	Discharge of contaminants affecting controlled waters (e.g. ground water, rivers, surface water drains)
Y	Water (usage)	- Water resource depletion - Carbon emissions from pumping and cleaning of water - Carbon emissions from heating for hot water
Y	Maintenance, inspection and clearing of interceptors	Contamination of surface water drain with waste residue leading to loss of ground water as a resource, potential contamination of drinking water and possible reduction in biodiversity.
Y	Vehicle washing	- Potential contamination of surface and groundwater with petrol, diesel, oil, salt and heavy metals leading to loss of ground water as a resource, potential contamination of drinking water and possible reduction in biodiversity - Use of water resources
Emissions to air		
Y	Emissions to air including dust, smoke, fumes, gases, vapours etc.	- Damage to air quality - Use of finite natural resources - Carbon emissions contributing to global warming
Y	Energy use	- Use finite natural resources e.g. oil, coal, gas - Carbon emissions from energy generation and use
Y	F-Gas: Operation and maintenance of refrigeration and air conditioning systems	Potential release of damaging ozone depleting substances (ODS) to the atmosphere e.g. HFCs, HCFCs

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Y	F-Gas: Operation and maintenance of refrigeration and air conditioning systems	• Accidental release or leak of damaging ozone depleting substances (ODS) to the atmosphere e.g. HFCs, HCFCs
Y	Spray applications including paints, coatings and pesticides	• Potential release of damaging / polluting substances to the atmosphere / watercourses / foul drains
Y	Transport / Fleet	• Emissions and dust to the atmosphere • Congestion • Production of carbon dioxide leading to climate change • Depletion of finite natural resources • Reduction in local air quality due to emissions of volatile organic carbons, sulphur oxides, and nitrogen oxides
Works		
Y	Procure and installation of new equipment	• Use of resources • Inefficient use of energy through equipment life • High maintenance costs and time resource • Increase cost of disposal
Y	Maintenance of M&E	• Use of natural resources • Higher running costs • Emissions to air through equipment running efficiently
Y	Cleaning products	• Spillages or unplanned discharge resulting in environmental harm
N	Refurbishment project	• Use of natural resources • Emissions to air • Impact on biodiversity
Y	New build project	• Use of natural resources • Emissions to air • Impact on biodiversity
Procurement		
Y	Procurement	• Depletion of natural resources • Negative contribution to global warming through transport emissions and emissions during construction • Increased waste generation through excess packages and packaging leading to increased disposal costs
Y	Material use	• Depletion of natural resources • Potential use of illegal logged timber • Energy used in production and manufacture
Y	Labour and subcontractors	• Variety of environmental risks
Community		
Y	Working within or adjacent to public areas	• Damage to client relationship • Damage to client reputation • Delays to programme or cost to project to resolve issues
Y	Lighting	• Use of natural resources through energy usage • End of life treatment or disposal
Y	Mud on road	• Nuisance to neighbours and local residents • Dust generation in dry weather
Y	Hoardings	• Use of natural resource (e.g. timber)
Y	Litter	• Harm to animals • Potential leachates and contamination to ground and ground water and emissions to air
Y	Noise	• The disturbance of residents
Y	Vibration	• Nuisance and disturbance to neighbours resulting in poor relationships and leading to potential reputational damage • Prosecutions as a result of a breach of planning consent / other requirement
Y	Local community and / or Special Interest Groups	• Damage to client relationship • Damage to client reputation • Delays to programme or cost to project to resolve issues
Planning, consents and permits		
Y	Liaison with Regulators (Environment Agency, Local Authority)	• Delays to programme and costs to project resulting from enforced mitigation measures • Damage to relationship with regulator and future work

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Y	Planning	• Requirements of construction stage planning conditions. Not having the correct planning permission in place can delay projects
Excavations		
N	Contaminated land (existing)	• Potential damage to environment and controlled waters • Alteration of the quality of the ground
Y	Excavations	• Cost to project - landfill tax • Potential to contaminate land and/or ground water • Prosecution and reputation risk
Protected species, habitats, invasive species and archeologically & heritage		
N	Invasive / controlled plants e.g. Japanese knotweed, Himalayan balsam, Giant hogweed etc.	• Spread of plant into wild
N	Archaeology & Heritage	• Potential damage to historic building / environment • Loss of historical artefacts • Delay to project programme • Reputational risk
Y	Control of Pests	• Risk to wildlife from inappropriate pest controls measures
Y	Wildlife / ecology habitat inc protected species e.g. Great Crested Newts	• The loss of habitat and/or valuable species. • Unnecessary suffering to wild animals

1.2.1 Environmental report and assessment information

Report / assessment / survey title	Author	Date	Significant aspects	How aspect could impact on the project operationally
Geotechnical and Geoenvironmental report	Terra Firma	03.22	Details of ground conditions including contamination analysis and perched/ground water levels	Ground condition analysis required to influence decisions on method and techniques for construction
Ecological Appraisal and Method Statement	EDP	05.22	Details of site ecology and measures for protection in line with construction works	Requirements of the assessment and method statement must be adhered to so that ecological impact is limited to approved measures
Noise Assessment	Inacoustic	05.22	Details of background noise levels	Sets a benchmark for acceptable noise levels during construction and operation of the facility
Flood consequences assessment	JBA Consulting	03.22	Details risk of flooding to inform construction techniques and design of final solutions	Facility design and construction techniques must be tailored to mitigate the risk of flooding
Archaeological and Heritage Assessment	EDP	05.22	Project Report concludes that there are no records of registered heritage elements on the plot	Work can proceed without further consideration of Heritage or archaeological measures
Aboricultural Method Statement	EDP	05.22	Details of existing trees and category grading with associated details for which tress should be removed and which are to be protected	Requirements of the method statement must be adhered to to ensure environmental impact is limited to approved measures.

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2. Project Organisation

2.1 Purpose and Commitments

ISO 14001:2015 S4.3 & S4.4

This Environmental Management Plan (EMP) and the Environmental Assessment & Risk Register (EARR) sets out how the project intends to mitigate and reduce environmental impacts and fulfil all compliance obligations, including contract specific requirements in line with ISO 14001:2015 requirements.

Where project specific procedures, e.g. Client's requirements, planning conditions, ecology reports, etc., are required, these are integrated into the EMP and communicated to those responsible for implementation, management and monitoring.

This EMP will:

- Outline the works to be undertaken by VINCI Construction UK, Building Division and its Subcontractors and how these works affect the environment and the environment the works are in.
- Evaluate and identify the significant environmental aspects and impacts associated with the delivery of the project.
- Outline operational control measures to mitigate the environmental risks associated with the project.
- Determine compliance obligations and how these will be managed.

2.2 Environmental Policy

All VINCI Construction UK, Building Division sites display the VINCI Environmental Policy and ISO 14001:2015 certificate on site notice boards and make all site operatives aware of these documents within the site induction. The Policy will be made available to all interested parties.

2.3 Leadership, Commitment and Resources

The SSR ensures the works are carried out in accordance with the EMP, all relevant compliance obligations and that there are appropriate resources for the EMP. The SSR integrates the EMP into all the projects activities and is responsible for the effectiveness of the success, failures, and continual improvement. Environmental issues must be an agenda item on management and site meetings.

2.4 Interested Parties

2.4.1 Interested parties

Interested Party	Needs and expectations	How will communication be maintained?	Frequency	Responsible person
Glass Systems	Facility to be delivered in full sympathy with the environment and all relevant legislation	Progress meetings	Monthly	Kieran Mulrooney
Cummings	Facility to be delivered in full sympathy with the environment and all relevant legislation	Progress meetings	Monthly	Kieran Mulrooney
Nearby business and neighbours	Facility to be delivered in full sympathy with the environment and all relevant legislation	Distribution of newsletters and phone numbers of project staff available on hoardings	Bi-monthly	Kieran Mulrooney

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2.5 Project Roles and Responsibilities

The organisation structure and the responsibilities of VINCI Construction UK, Building Division employees are defined in the VINCI Construction UK Environmental Policy.

Roles with specific environmental responsibilities and management are defined within the table 2.6.1.

2.6 Training, Awareness and Competency

The training, awareness and competency levels that are required for all staff whose work may affect the objectives, targets and/or other environmental issues relevant to the project are identified by the SSR in accordance with the VINCI Construction UK Environmental Policy.

All staff, sub-contractor and operatives receive a site induction which provides an overview of the significant environmental aspects and the control measures implemented which they must adhere to.

A significant proportion of the environmental aspects of the business are a direct result of Subcontractor and supplier activities. Subcontractors are assessed prior to works commencing, through pre-qualification on Construction line and iPortal before being registered as a supplier on our COINS system.

Training needs are reviewed regularly by the SSR.

2.6.1 Environmental roles and training

Name	Position	Key environmental roles and responsibilities	Environmental training and awareness obtained
Kieran Mulrooney	Project Manager	▪ Secures the resources required to maintain the EMP. ▪ Ensure the EMP is established, implemented and maintained. ▪ Monitor the performance of the EMP. ▪ Act as the main point of contact with regulatory authorities and maintain records of telephone conversations and all written communication relating to environmental issues.	Company accredited E-learning and training modules
Bernard Davies	Senior Construction Manager	• Ensures compliance obligations are adhered to and continually improved.	Company accredited E-learning and training modules
SK Environmental	Ecologist (appointed consultant)	▪ Writing the ecology report. • Monitoring and reporting ecology throughout contract	Formal training & qualifications
Bernard Davies	Environmental Champion	▪ Raise awareness of the VINCI Environmental Policy, EMP and its requirements and all environmental aspects, targets and compliance obligations to all staff.	Company accredited E-learning and training modules
Staff and subcontractors	Work Package Owners	▪ Comply with all VINCI Policy's and Standards. ▪ Comply with all applicable legislative. ▪ Contribute to the success of environmental targets and implementation of the EMP and VINCI Facilities Standards.	Company accredited E-learning and training modules

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3.Planning

3.1 Aspects & Impacts, Risks and Opportunities and Life Cycle Assessment (LCA)

ISO 14001:2015 S6.1.1 – 6.1.2

An Environmental Aspect is:

‘an element of the projects activities, products and services that it can control and/or influence that interacts with the environment’.

An Environmental Impact is:

‘Changes to the environment, either adverse or beneficial, that result wholly or partially from environmental aspects.’

An organisational risk is an:

‘actual or potential threat of adverse effects to the organisation (IHP) arising from our activities.’

Environmental opportunities are:

‘potential beneficial effects the project/contract can provide and means to improve its performance and competitive advantage and reduce organisational risk.’

Risk management on all projects is subject to the Mandatory Safety Standard 01: Risk Management. This standard sets out the risk management arrangements for health, safety and environment.

Every site carries out an assessment using the Environmental Assessment and Risk Register Tool to identify significant environmental aspects. Contract specific control measures should then be included within the Risk Control Schedule. A summary of the key risks and control measures are included below under the appropriate headings. The Environmental Assessment and Risk Register Tool also identifies and records specific risks, opportunities, Life Cycle Assessment and compliance obligations.

Projects consider its control and influence over environmental impacts associated with product use and end-of-life treatment or disposal.

Construction Methods

The project will be constructed in one phase and will feature a wide range of construction techniques and materials. These include but are not limited to;

- Groundworks and associated excavation
- Ground treatment and de-watering
- Placement of cast insitu concrete foundations and slabs with associated waterproofing and insulation
- Erection of portal steel frame
- Cladding and envelope works
- Mechanical and electrical installations
- Installation of new services including water, electricity and gas.
- Internal partitions and ceilings with associated fitting out

Materials will be delivered to site on a just in time basis shortly before their requirement in the installation process. Material storage compounds will be clearly marked out on site and separated from other areas to prevent unnecessary access and damage. Materials will be kept dry as and where required. Where materials pose specific environmental or safety risks, they will be stored in line with the guidance provided by their manufacturer or associated regulation.

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Plant used during the delivery of the project will include but not be limited to:

- Tracked excavators and piling machines
- Mobile elevated working platforms
- Telehandlers
- Dumper trucks.
- Wagons
- Mobile cranes

All plant will be regularly maintained and serviced in line with manufacture guidelines. Safety and performance checks will be carried out on operational plant on a per-shift basis. Refuelling of plant will be undertaken in designated storage areas with associated spill protection. All plant will be bunded as required. Environmental spill kits will be available on site should an accident or unexpected malfunction of plant occur.

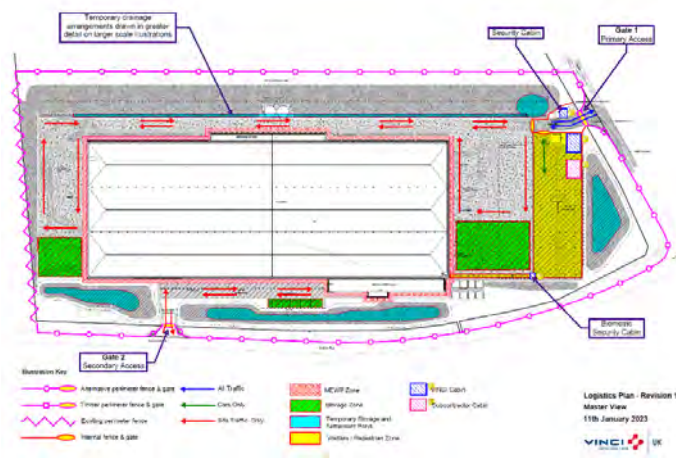
General Site Management

A high-level summary of the construction programme for the development is included below;

Activity	Programme Rev 13
Early works Start Date	08/5/23
Main Contract Start Date	26/6/23
Commence Piling	18/9/23
Commence Steel	30/10/23
Commence Cladding (inc Netts)	27/11/23
Commence GF Slab (Warehouse)	04/3/24
Slab Access to Glass Systems	26/4/24
Building Completion	16/9/24

Site clearance works will be carried out in February/March of 2023 ahead of the nesting season. These works will be limited to the removal of low level vegetation and grasses along with removal of the trees from the perimeter of site in line with the stipulations of the Arboricultural Method Statement.

Security hoarding will be erected in the first 4 weeks of project delivery. It will consist of full timber hoarding to the entrance portals of site, with an alternative fence structure to the remaining boundary where an existing security fence does not already exist. This is as illustrated in our logistics plans in **Appendix A**.



Security hoardings will be checked on a daily basis and maintained as required to ensure that the site is secure and safe at all times. Adequate space will be made on the timber hoarding at the entrance portals for decorative displays along with displays of safety information, progress updates and contact details of key project team personnel.

Public viewing of the site will be possible from the perimeter through the alternative fenced areas of hoarding. Where possible, site open days will be held in agreement with the client and their professional team so that neighbours and stakeholders can see first hand developments of the site.

A full feedback procedure will be in place on the project. This will enable the project team to efficiently investigate and deal with complaints along with sharing positive feedback with the wider team.

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Protection of retained habitats

Retained habitats will be protected in line with the ecological and arboricultural method statements. Where trees are retained on the project, they will be enclosed with safety hoarding so that physical damage cannot occur to either the trees themselves or their roots beneath the ground. Signage will be installed to all areas to make everyone aware of the necessity and purpose of these segregation measures.

Control of Nuisances

Significant construction noise and vibration sources are identified as:

- Breaking out of fused slag layer in early works with pneumatic breaker.
- Crushing of fused slag material for reuse in building operations
- Disk Cutting
- Pre-cast Driven Piling works

Measures will be put in place in line with the BS5228-1:2009 code of practice for noise and vibration control on construction and open sites to mitigate the environmental nuisance of these operations where possible. These particular noisy activities will not be carried out outside of working hours.

Any elements of work that are a significant source of dust generation will be carried out by plant that has full in-built dust suppression systems, in particular the crushing of fused slag material on site. During particularly dry spells, dust suppression systems will be deployed on site to damp down surfaces and mitigate the generation of dust by general construction traffic and operations.

In line with our environmental policies, environmental spill kits will be available at refuelling areas and generally across the site so that any spills from plant can be controlled in an efficient and comprehensive manner.

Traffic Management

Traffic will access site from Moor road through a Gate 1 which will be a newly formed entrance to the north of site. Vehicles will be brought on to site through a controlled gate and held in an initial holding area within the site perimeter. From here, delivery owners will bank their deliveries to the approved storage areas via designated haul roads for offloading. No vehicles will be permitted to wait on Moor road or any of the other surrounding roads at any time.

Upon exit of the site, the gate manager will wash the wheels of each vehicle as and where required to limit the transfer of mud onto the local highway. In particularly bad weather, or during heavy earthworks operations, road sweepers will be provided to clean the highway on a weekly basis.

A designated parking area will be provided on site for site visitors and construction operatives. This will be in close proximity to the site entrance and welfare to limit the movement of pedestrians. Clean roads will be provided between the site entrance and the parking areas, again to limit the transfer of mud from the site onto the local highway.

These arrangements are detailed on our logistics plans in **Appendix A**

Hours of working on site

Site working hours will be in line with the planning conditions of the site with no working on Sundays and Bank Holidays (unless of essential nature or Utility, highway related works only). Works will only take place outside of these hours in exceptional circumstances where they are an absolute necessity, such as during prolonged construction techniques like powerfloating of internal slabs or concrete curing.

The timing and sequence of such operations will be shared with local neighbours through newsletter drops and the notice boards on the site hoarding in advance of being carried out. The project team will also make the EHO aware of such works ahead of them being carried out.

Deliveries to site will be during site working hours only.

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Responsible Persons

Details of the persons and bodies responsible for activities associated with the CEMP and emergency contact details are provided throughout this CEMP particularly in sections 6 and 7.1 and 8.

Ultimately, the Senior Site Representative Kieran Mulrooney is charged with ensuring that this CEMP is implemented as approved throughout the site preparation and construction phases of the development

Temporary Water Management

The purpose of this section is to describe the provisions and arrangements to manage both rainwater and perched water during the construction of the new factory.

The site is bounded on the North by Moor Road, on the East by Baglan Way, on the South by the existing Warburtons facility and on the West by a green field which is in the ownership of Glass Systems. The site location is as per the attached extract from Google Earth marked Site Plan.



It is the intention to ensure water is effectively managed during construction operations in order to prevent water run off from site on to the adjacent public and private lands.

Temporary discharge is proposed to an existing highway storm manhole on Baglan Way and a new storm manhole on Moor Road. The existing manhole on Baglan Way is located in the public footpath on the West side of the road. The new manhole on Moor Road will be located in the public footpath on the South side of Moor Road.

The locations of the discharge manholes are illustrated on the logistics plans provided in **Appendix A**

Proposal

The proposal is to construct temporary storage and settlement ponds to the perimeter of site as illustrated on the logistics plans provided in **Appendix A**

A network of temporary land drains will also be installed to connect to these ponds. The provision of the land-drain and pond system will provide cut-off, collection, storage and settlement prior to discharge.

The outfall from each pond will feed its own catchpit and then be pumped through a siltbuster to the outfall manholes. The pumps will be rated to limit the discharge to 9 l/s to each storm manhole.

The temporary water management system above will be installed during the initial construction phase and will be in place ahead of main construction activities.

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Due to the physical size of site, the proposal is to provide 4 storage/settlement ponds with 4 pumps and 4 siltbusters. The pumps will also be activated by a float switch which will ensure they will only work when there is sufficient water to pump.

Permanent Drainage Features

The permanent drainage features illustrated on Proposed Drainage Drawing VB02803-HYD-EX-XX-DR-C-03000 will be subject to a full SAB application. The drawing is provided in **Appendix B**

These features will be installed in a phased sequence during the main construction activities while maintaining the temporary water management system described above.

Once the permanent features such as roofs, roads, yards and car parks are in place and the requirement for temporary water management has diminished the temporary pumping provisions will be removed and the permanent features will be gradually activated.

3.2 Compliance Obligations

ISO 14001:2015 S6.1.3

The Legislation Register is held online using Legislation Update Service (LUS). Compliance obligations relates to all relevant environmental legislation that the project must comply with and any other requirements the project subscribes to or is imposed by the client or contract requirements.

The IHP Environmental Manager communicates any relevant changes to legislation to the project, in the form of environmental alerts and guidance.

Key compliance obligations are detailed within the Environmental Assessment and Risk Register

3.3 Environmental Objectives

ISO 14001:2015 S6.2.1 - S6.2.2

Environmental objectives will be agreed at Divisional Level. Each site implements supporting objectives which are detailed in the table below.

The project also complies with client specific contractual environmental objectives as required, also detailed within the table below.

3.3.1 Environmental objectives

	Objective	Target	Programme	Responsible Staff
1	Reduce CO2 Emissions	995kg CO2/100k	Maintain and continue to reduce CO2 emissions on project to target	Project Leader / All staff & operatives
2	Reduce water consumption	8.0m/100k	Monitor and reduce water consumption	Project Leader / All staff & operatives
4	Procurement SWMP Compliance & waste reduction	Achieve 95% Compliance on meaningful SWMP returns	Procurement to liaise with Senior Environment Advisor to ensure SWMP returns from trade contractors are meaningful and commitments made contractual	Procurement Manager

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5	Manage Impact of Works on Local Residents	Less than one complaint every three months	Monitor complaints on a weekly basis. Issue weekly updates to residents to advise of forthcoming works, so they are briefed on any works that may cause inconvenience. Issue Bi-monthly newsletters	Project Leader / Construction Manager
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4. Communications

4.1 Internal Communications

ISO 14001:2015 S7.4.2

Divisional communications consist of email and internet sources, environmental alerts and briefings. Site specific communications are as detailed below.

- Site Notices.
- Posters.
- Newsletters.
- Site Inductions.
- Toolbox Talks.

4.2 External Communications

ISO 14001:2015 S7.4.3

Relevant information from the EMP is communicated to subcontractors to ensure it is captured within their Method Statements.

A communication log is used to record all environmental communications and complaints between interested parties and the public. This log is shared with all relevant persons.

With agreement from the client, VINCI and VINCI appointed contractors will liaise with statutory authorities as necessary.

We will also issue weekly updates outlining the works completed in the week and also the planned works for the forthcoming week. We will ensure any works that may impact on the hospital and visitors are clear.

5. Document Control

ISO 14001:2015 S7.5

5.1 Document Control

This Environmental Management Plan will be reviewed and updated annually, together with all other associated documents to maintain its effectiveness. Or whenever there is a significant change to the site conditions such as a change in scope of works, site area, methodology, a change in legislation, interested parties, or after an environmental incident.

The details of all changes made as a result of each review will be recorded within the Revision History section on page 2 of this document.

Our management system documents are stored electronically in our business management system known as The Way We Work (TWWW).

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5.2 Records

ISO 14001:2015 S7.5.3

All the key environmental records required to be held, and the minimum length of time they must be retained for are stated in the table below.

5.2.1 Environmental records

Record	Minimum retention period
Waste Transfer Notes	2 years
Waste Consignment Notes	3 years

6. Operational Control

ISO 14001:2015 S8

Site specific activities not covered by the Group or Divisional Standards that may impact on the environment, or are relevant to the management of environmental issues will be controlled by the implementation of site specific procedures. These are to be developed by the SSR with input from appropriate specialists, interested parties and the VINCI HSEQ Manager/Advisor.

All operatives and sub-contractors are required to have a site induction prior to starting work, which highlights environmental aspects applicable to the project, the control measures in place and the requirements from all operatives. Confirmation of receiving the induction must be obtained and retained.

Table 3.8.1 Operational control

Document	Management
Resource Efficiency Management Plan	Kieran Mulrooney
Noise Control	Bernard Davies
Water Management (watercourses, flood risk and runoff)	Bernard Davies
Consents and Licenses	Kieran Mulrooney
Ecology	Kieran Mulrooney
Archaeology	Not Applicable

7. Performance Evaluation

ISO 14001:2015 S9

7.1 Monitoring and Measurement & Evaluation of Compliance

ISO 14001:2015 S9.1.1 & S9.1.2

During the project the site team determines which aspects need to be measured and will develop a practical monitoring programme.

Monitoring requirements are incorporated into relevant procedures and method statements.

Results of monitoring are regularly reviewed and communicated during project review meetings.

The SSR is responsible for regular site surveillance to evaluate performance against the project specific objectives, legal requirements, environmental commitments, and the requirements of the EMP.

7.1.1 Monitoring requirements and how compliance will be evaluated

Monitoring	Frequency	Responsible person(s)	Evaluation of compliance
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Superseded

Site Team Inspection (available on IHP Intranet)	Weekly	All	Nick Greef IHP HSEQ Advisor
Senior Management Audits (Footprint)	When Required/3 Monthly	Nick Greef Ian Williams	Nick Greef IHP HSEQ Advisor
Environmental Performance Indicator reporting - Footprint	Monthly	Site Document Controller	Nick Greef IHP HSEQ Advisor
Noise monitoring	3 checks per day	Construction Manager	Nick Greef IHP HSEQ Advisor
Monitoring of compliance with requirements of waste duty of care	Monthly	Construction Manager	Nick Greef IHP HSEQ Advisor
Dust monitoring	Daily	Construction Manager	Nick Greef IHP HSEQ Advisor
Waste Monitoring	Monthly	Construction Manager	Nick Greef IHP HSEQ Advisor
Regular Site Inspections	Daily/Weekly	Construction Manager Site Team	Nick Greef IHP HSEQ Advisor
Review of Performance at Project Meetings	When Required	Kieran Mulrooney	Nick Greef IHP HSEQ Advisor
Aspects and Impacts Assessment	Monthly	Kieran Mulrooney	
Risk Control Schedule	Monthly / As appropriate	Kieran Mulrooney	Nick Greef IHP HSEQ Advisor

7.2 Internal Audit Programme

ISO 14001:2015 S9.2

In compliance with the requirements of ISO 14001:2015 the project will be audited, under the combined HSEQ Audit Programme.

A project may be audited more frequently depending on the project’s environmental risks, incidents or at project management request.

7.3 Nonconformity & Corrective Action

ISO 14001:2015 S10.2

Corrective Action Report (CAR) will be raised where a system deficiency has been identified during inspections, incident investigations, internal audits, third part audits or customer complaints.

7.4 Continual Improvement

ISO 14001:2015 S10.3

The project will continually improve the suitability, adequacy, and effectiveness of the environmental management system to enhance environmental performance.

This may include:

- Review of customer feedback reports and development of any specific action plans
- Reviews with our supply chain and their workforce to identify either process or product improvement measures
- Review of audit/inspection/site visit feedback recommendations and findings

Superseded

- Review of internal reports/meetings, site environmental meeting, monthly project reviews, lessons learnt reviews etc.

8. Emergency Incident Preparedness and Response

ISO 14001:2015 S8.2

The Site Emergency Environmental Incident Response Plan can be found in the Project Execution Plan. This document details the actions to be taken to mitigate the adverse environmental impacts during emergency situations. It also includes key contacts, reporting requirements, evacuation roles and responsibilities.

Project Name	VB02803 – Glass Systems		
Site Address	VINCI Site Office Moor Road, Baglan, Port Talbot		
EMERGENCY CONTACT DETAILS			
Emergency Services	999	Water Supplier Dwr Cymru	0800 0520 130
Local Police /	999 / 101	Electricity Supplier National Grid	0800 6783 105
Environment Agency Incident Hotline	0800 80 70 60	Gas Supplier	N/A
Local Environmental Health Officer Neath Port Talbot ~ Rachel Matthews	01639 686868	Waste Disposal Contractor GD Environmental* * Subject to procurement	01633 277 755*
Sewerage Undertaker Dwr Cymru	0800 0520 130	Spill Response:	As per COSHH data sheet and situation
VINCI Environmental Manager	Nick Greef – 07711775743		
Site Environmental Champion	Bernard Davies – 07887 056766		
Senior Site Representative	Kieran Mulrooney – 07752 791392		

This information is predominately displayed across the site and the relevant site staff made aware of the details.

Relevant personal are trained in the effective deployment of pollution control equipment during the site induction and through regular toolbox talks and evidence of training retained.

Spill kits are located alongside fuel storage and refuelling areas, COSHH cabinets or in areas where activities using substances which could cause harm when spilled and enter the environment.

8.1 Incident reporting

The SSR reports environmental incidents, Close Calls and Positive Interventions (CC/PI's) via Footprint and in accordance with the relevant Mandatory Divisional Safety Standard.

Superseded

An Environmental Incident is defined as:

‘an unplanned, undesired event that results in: harm or damage to the environment or the potential for enforcement action relating to environmental legislation, consents and consent conditions’.

Harm or damage to the environment includes (but not limited to):

‘pollution of, or damage to, surface water, groundwater, or land; spills or leaks of oil and chemicals; damage to archaeology or heritage (listed and non-listed); damage to wildlife; including protected species and habitats; excessive noise, dust and/or other air pollutants, vibration or light pollution; or failure to control waste or excavated material in accordance with the regulations. Incidents are classified as Level 1, 2, 3 or 4 (4 = close call)’.

Level 1: An incident which results in catastrophic harm or damage to the environment, with a high likelihood of enforcement action and/or significant media attention.

Level 2: An incident resulting in significant harm or damage to the environment with a moderate likelihood of enforcement action and/or media attention. The incident may involve the receipt of a statutory notice from a regulatory body.

Level 3: An incident resulting in limited or no damage to the environment with a low potential of enforcement action.

Level 4 (Close Call): An environmental near miss with low potential of harm or damage to the environment that could result in enforcement action.

8.2 Investigating environmental incidents

In the case of a Level 1 or Level 2 environmental incident a written investigation report will be produced by the HSEQ team. This will include details of corrective and preventative actions that are to be implemented. Where appropriate a written Root Cause Analysis will be carried out in accordance with the Mandatory Environmental Standard.

The SSR will be the local point of contact with regulatory authorities and will maintain records of telephone conversations and all written communication relating to environmental issues. The IHP Building Division Head of HSEQ will be the formal point of contact with regulatory authorities and provide support and guidance for the SSR.

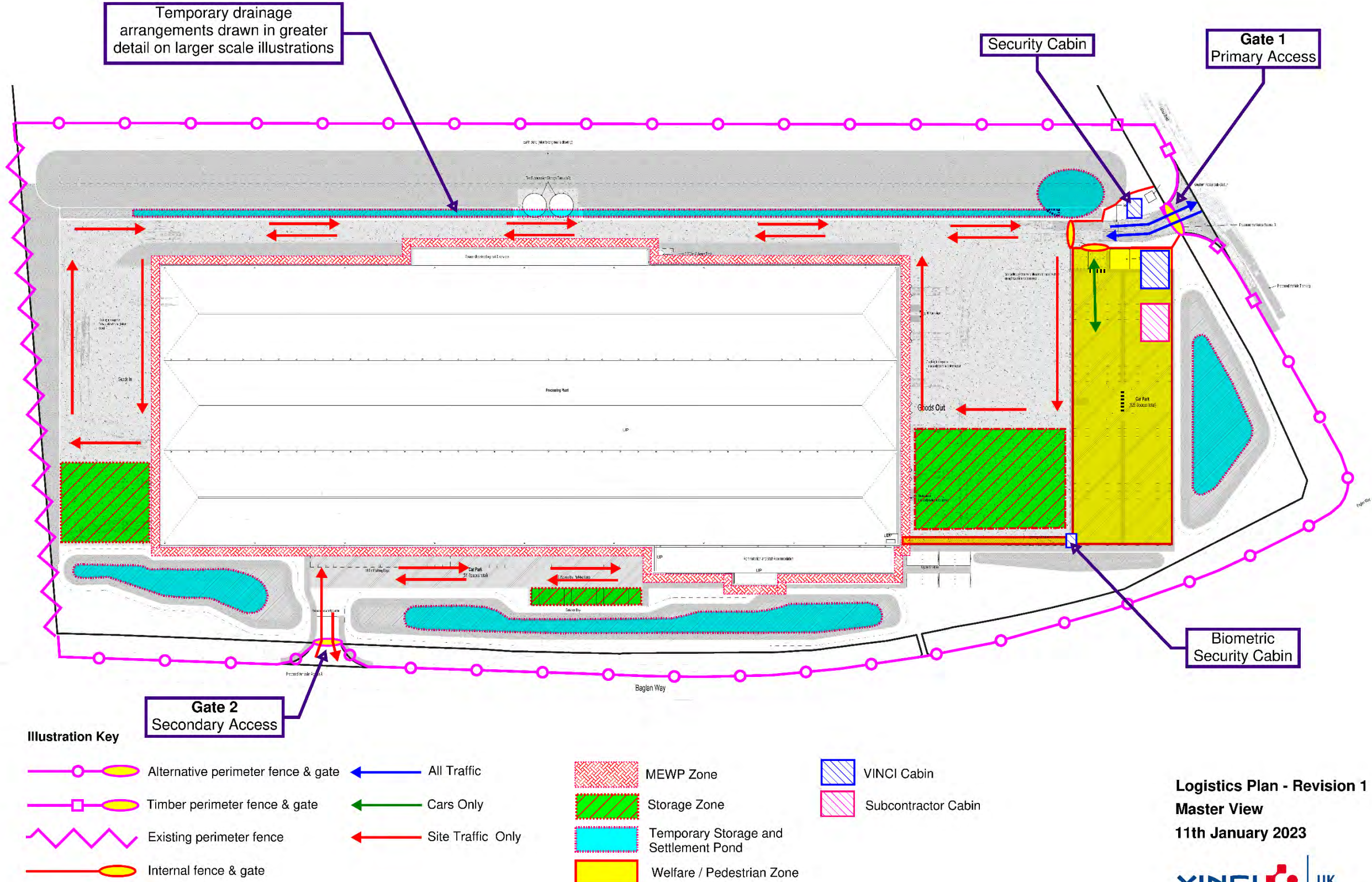
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Appendix A - Logistics Plans

Superseded

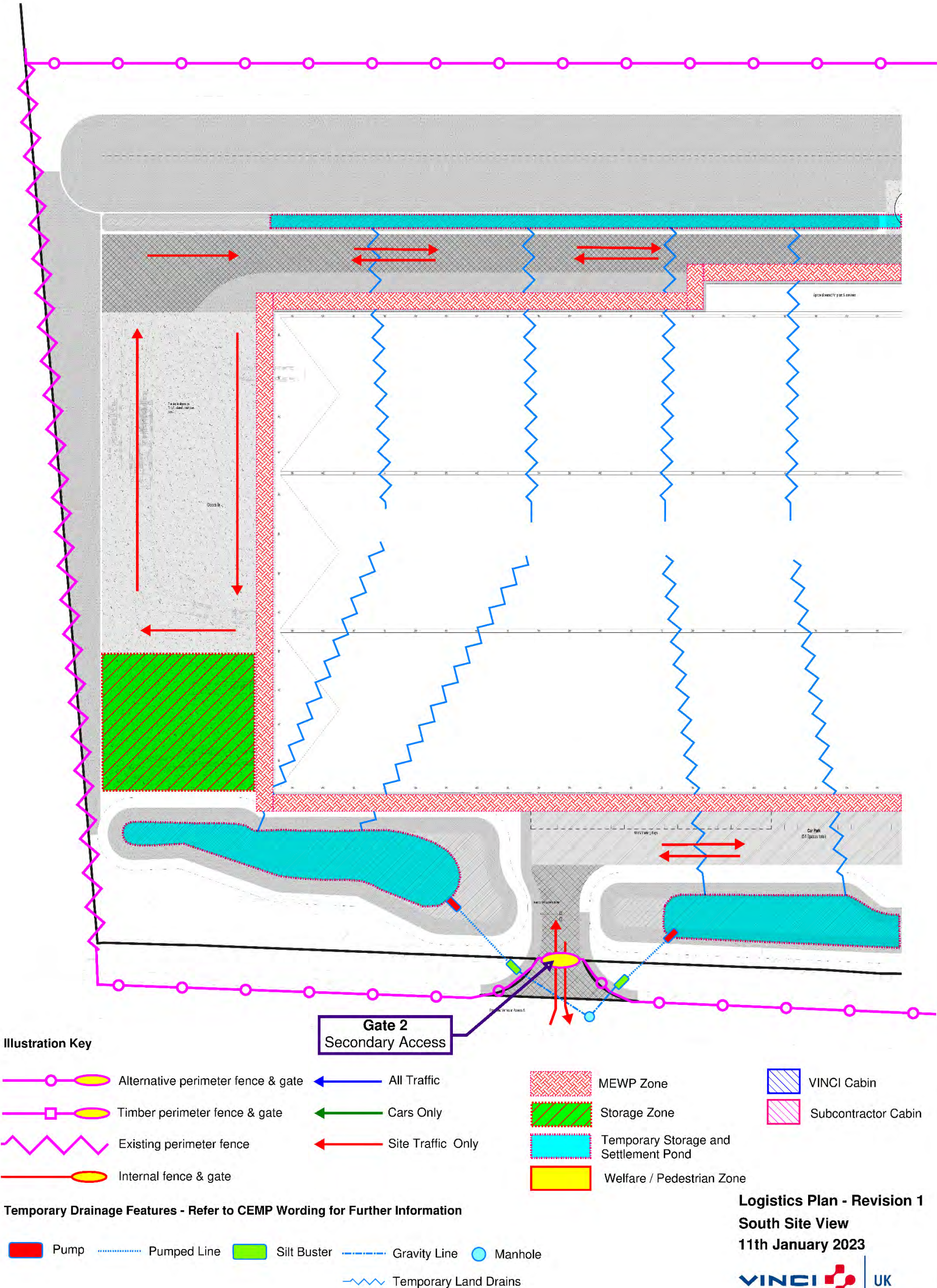
THE WAY WE WORK

Glass Systems
Environmental Management Plan
Rev 1

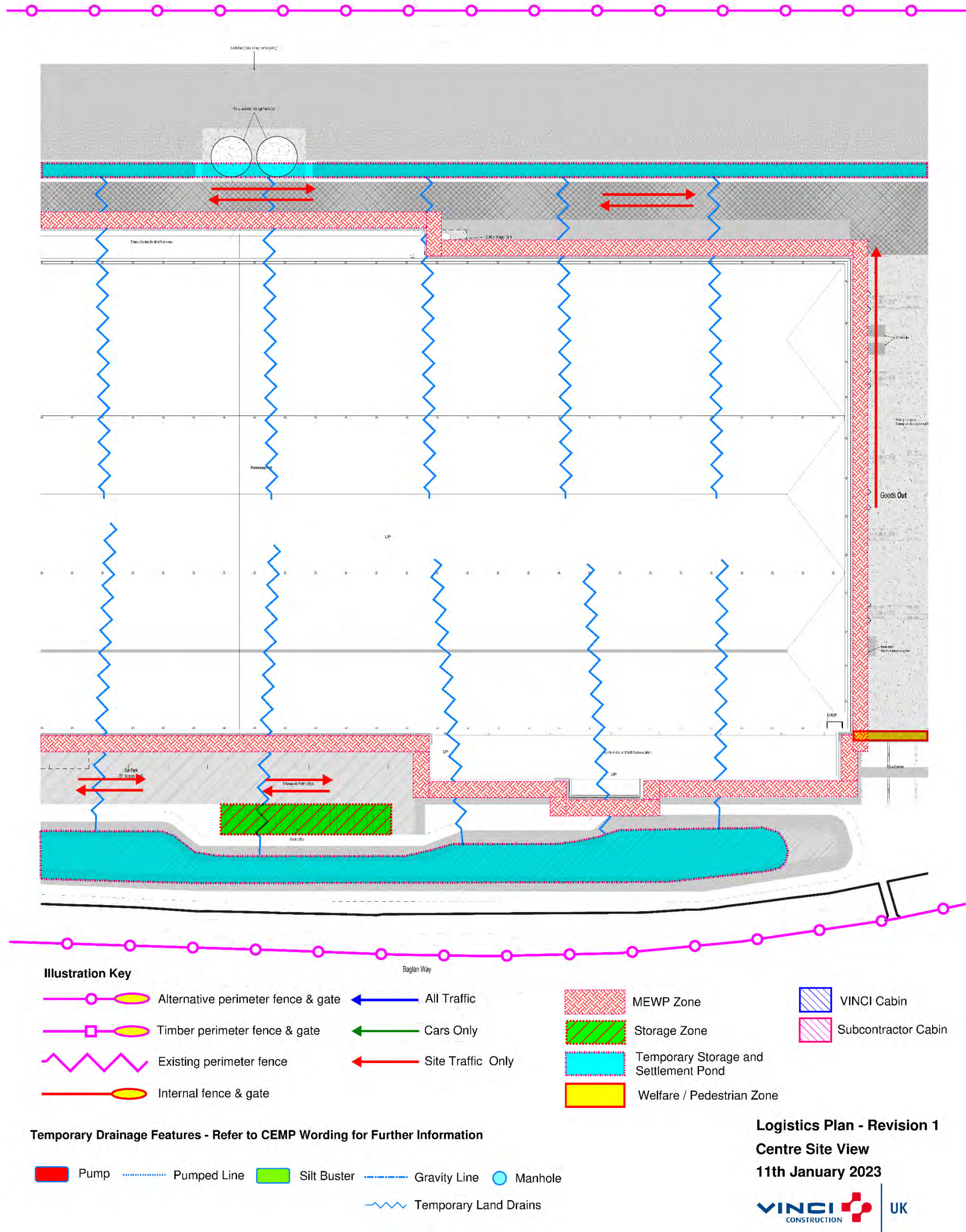


Logistics Plan - Revision 1
Master View
11th January 2023





Logistics Plan - Revision 1
South Site View
11th January 2023



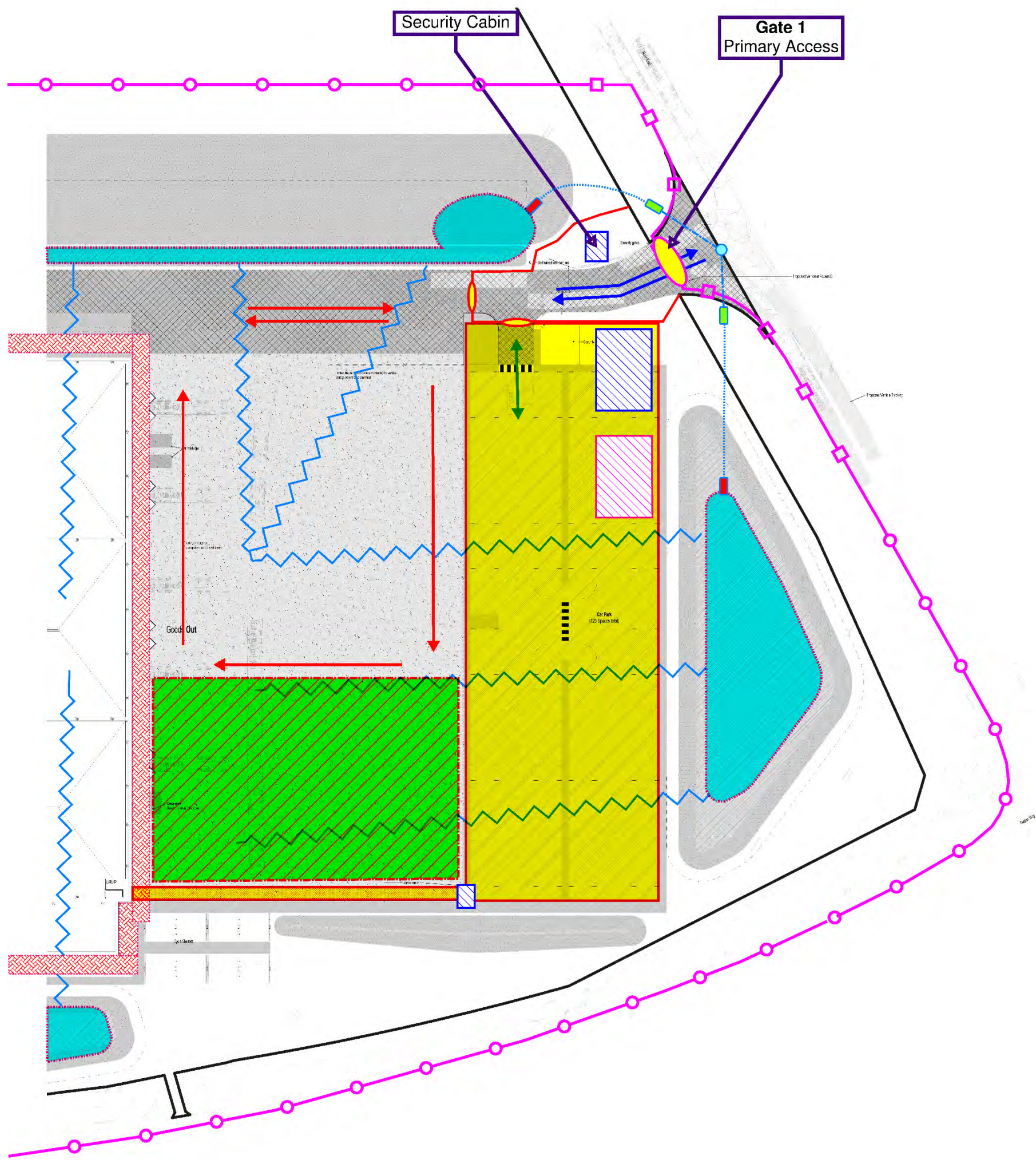


Illustration Key

- Alternative perimeter fence & gate
- Timber perimeter fence & gate
- Existing perimeter fence
- Internal fence & gate
- All Traffic
- Cars Only
- Site Traffic Only

- MEWP Zone
- Storage Zone
- Temporary Storage and Settlement Pond
- Welfare / Pedestrian Zone
- VINCI Cabin
- Subcontractor Cabin

Temporary Drainage Features - Refer to CEMP Wording for Further Information

- Pump
- Pumped Line
- Silt Buster
- Gravity Line
- Manhole
- Temporary Land Drains

Logistics Plan - Revision 1
North Site View
11th January 2023

Superseded

Appendix B – Permanent Drainage Drawing

Superseded

