

HOLLINS BROOK WAY DEVELOPMENT
JD SPORTS

Construction Environmental and Management Plan

HOLLINS BROOK WAY, BURY

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	1 of 34

CONTENTS

PROJECT PARTICULARS

- Scope of the CEMP
- Introduction and Purpose

MANAGEMENT OF THE WORKS

- Principal Management Objectives
- Project Personnel / Site Management
- Work Hours
- Prior Notification of the Works

ARRANGEMENTS

- Hording / Security of the site
- Storage of Plant and Materials
- Noise / Vibration
- Dust Control
- Vehicle Movement including loading / unloading
- Waste Control / Recycling
- Proximity to water
- Complaints Procedure

ENVIRONMENTAL IMPACTS AND CONTROLS

- Site Documents

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	2 of 34

REVISIONS AND UPDATES

Page No.	Changes Made	Date
	First Issue	March 2023
	Second Issue	April 2023
	Third issue	June 2023

PROJECT PARTICULARS

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	4 of 34

Scope of the CEMP

The CEMP addresses issues associated with:

- Responsible persons
- Working Hours
- Prior notification for occupiers of potentially affected properties
- Hoarding/security of the site
- Storage of Plant and materials
- Noise/Vibration
- Dust Emissions/Suppression
- Vehicle Movements including loading/unloading and parking
- Waste/Recycling
- Complaints procedures

Introduction and Purpose

JD Sports & Fashion plc (The Client) are developing the former A Plant land off Hollins Brook way to produce a 4 storey office building & 2 storey creche building.

JD are making adherence to the CEMP a contractual requirement of any construction contract associated with this project. It is to cover the management of a contractor's activities and those of any sub-contractor working under the main contractor's control. The CEMP defines the minimum requirements that has to be met by the contractor parties, however the document is "live" and will be subject to updates and ongoing revision during the construction development period, to see that the protocols and management aligns with the activities on site.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	5 of 34

MANAGEMENT OF THE WORKS

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	6 of 34

Principal Management Objectives

It is the intention of this Construction Management Plan Statement to provide sufficient information to demonstrate and mitigate the impact of the works on nearby residents and the public alike.

Project Personnel

Client: JD Sports & Fashion
Client Project Manager: Avid Property Consultants
Site Project Manager: TBC
General Foreman: TBC
Supervisors: TBC

See project directory as included in the appendix of this report.

Work Hours

Work Hours shall be in compliance with the local authority's environmental health departments permissible working hours and any specified working hours set out in the planning departments documentation.

Prior Notification of the Works

Prior to commencement of works the appointed principal contractor and client shall inform the local neighbourhood and business units of the intended works.

This shall be achieved by erecting signs to display project contact details in prominent locations. This will give local residents a point of contact and should allow us to address any nuisance issues that may arise.

Where necessary, potentially affected properties shall be contacted by post and offered the opportunity to discuss the works.

Prior to the commencement of the works, a meeting will be coordinated to invite the local residents and businesses to meet the construction team. This meeting will be a continuation of the meetings that have taken place between the client and the local residents during the design and pre construction stages of the development.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	7 of 34

ARRANGEMENTS

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	8 of 34

Hoarding / Security of the Site

Prior to commencement of works, the boundary of the site shall be defined and arrangements made for segregation. This will be in the form of suitably designed hoarding and Heras fencing, including suitable sheeted protection.

The perimeter segregation shall be maintained at all times and where necessary, conform to temporary works requirements, be designed, maintained and subject to regular documented checks.

The entrance shall be so arranged to offer separate pedestrian segregation and vehicular movement to and from the site and shall be managed by banksmen with the gates remaining closed at all times. Appropriate security for the site will be arranged, taking into consideration the surrounding area and any pertinent security risks..

Storage of Plant and Materials

Prior to commencement of works, the site layout shall be planned with arrangements made for traffic/pedestrian segregation. This shall include materials and plant storage areas that will be kept a sufficient distance from the perimeter of the site and materials shall never be over ordered in bulk. The material order/delivery strategy will largely follow a Just in Time basis (JIT).

Materials shall be stored safely, not at height, not in a location to affect the surrounding properties or environment and never to place any loading on structures either adjacent or forming part of the construction/refurbishment. This also includes activities such as concrete pours and crane lifts etc.

A storage area will be created within the confines of the site and all liquid and products which may harm the watercourses shall be bunded or stored within containers to minimise spillages.

Spoil piles will not be permitted to become too high and waste including recyclable materials shall be removed on a regular basis.

All fuels stored on site must be in a suitably bunded and protected container situated away from all sources of ignition and a suitable distance from the perimeter of the site this will also include at least 10 metres from any water's edge.

Noise / Vibration

Prior to commencement of works the appointed principal contractor shall; identify any site boundaries that may be sensitive to noise or vibration. In method statements, they will include actions that need to be taken to reduce noise at sensitive locations. During the construction period monitoring of noise/vibration will be continually carried out.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	9 of 34

Procedures to combat Noise / Vibration

Plant can create high levels of noise and may generate complaints from the public. We will limit our working hours, particularly for surface and external works, to normal working hours. All plant will be turned off when not in use.

- Reduce noise from our equipment and vehicles, low noise generators, regular serviced and maintained plant.
- Fit noise-reducing devices, such as silencers and baffles, to machinery.
- Use mains generated electricity instead of diesel generators where possible.
- Minimise the use of vehicle reversing alarms. For example, set up a one-way driving system on site where possible to maintain appropriate health & safety protocols.

Reduce Noise / Vibration from vehicles/plant by:

- turning off engines when they are not in use
- checking the brakes are properly adjusted and don't squeal
- not revving the engine unnecessarily
- only using the horn in emergencies
- replacing exhaust systems as soon as they become noisy
- Where necessary, plant and equipment will be silenced, screened and/or enclosed in accordance with the guidance of BS5228 and particularly noisy activities will be shielded by the erection of hoardings or screening.
- The use of radios on-site is to be controlled so that it does not cause a nuisance.

Dust Emission / Suppression

Dust emissions arising from construction activities can cause nuisance both within the site and outside the site boundary. In the surrounding environment, it can cause annoyance to neighbours by the soiling of property, in particular, windows, cars and also washed clothes that have been hung out to dry.

The dust emissions may also have a detrimental health effect on the persons working on construction sites and therefore the principal contractor will aim to reduce and control dusts so far as is reasonably practicable.

Dust and fine particle generation from construction activities can be substantially reduced through carefully selected mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding area. The most effective technique is to control dust at source and prevent it from becoming airborne, since suppression is virtually impossible once it has become airborne.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	10 of 34

During dry and windy weather conditions, dust and mud from roads and haulage routes can become airborne through movement of vehicles, both on and outside the site.

All mixing, cutting and dust generating activities shall have either LEV fitted at source or Water Suppression used.

All appropriate surveys such as asbestos shall be undertaken prior to commencement of work with any hazardous substances removed/managed in compliance with considered and agreed remediation/control strategy.

As well the following additional measures are to be taken:

- Design controls are to be implemented for construction equipment and vehicles, and appropriately designed vehicles are to be used for materials handling.
- Completed earthworks are to be vegetated as soon as practicable.
- The site is to be regularly inspected and site boundaries checked for dust deposits and removed as necessary. In addition local roads are to be checked and cleaned when necessary.
- There is to be no burning of materials on site.
- The site perimeter will be fenced with either hoarding or heras fence (sheeted) where necessary to prevent the spread of dust and debris onto adjacent properties and roads.
- Lockable or covered skips will be used where necessary.
- Where necessary, on-tool extraction will be utilised to remove dust as it is being produced. An extraction unit to the correct specification (i.e. H (High) M (Medium) or L (Low) Class filter unit). Shall be used.
- The number of people will be limited near the work creating dust, those doing the task will also be rotated as necessary.
- General mechanical ventilation to remove dusty air from the work area (e.g. in enclosed spaces such as indoors) will be adopted where appropriate
- Silica will be present both during construction (Cutting of kerbs, concrete blocks etc). HSE Construction Sheet No 36 will be followed to minimise dust.
- Where possible the right size of building materials will be used so that less cutting or preparation is needed.
- Drop heights of debris will be reduced to avoid dust spillage.
- Stockpiles will be segregated to prevent vehicles tracking over.
- The building shall be fitted with scaffold and netting as necessary to control dusts and debris.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	11 of 34

Vehicle Movements including loading / unloading

All vehicles, particularly those over 7.5 tonnes, shall only be permitted to attend site between the hours detailed by the planning departments documentation and the local authority's environmental health department.

The direction of travel to and from the site for large construction vehicles will be managed in accordance with the stipulations of the planning approval notice.

Vehicular Movement

Where necessary:

- Vehicular movement will be controlled by banks-men and reversing operations will be kept to an absolute minimum.
- Appropriate arrangements will be made for the provision of timed vehicular movement as not to coincide with busy arrival and departure times and the operation of the wider JD Campus.
- No reversing will be permitted onto busy traffic routes or out of the site entrance unless absolutely necessary and where this must be undertaken, it will be governed via a site specific assessment and assisted by competent banks-men.
- All deliveries, waste/recycled material collection will be timed as not to coincide with busy times and particularly as the works are in an area containing multiple businesses.
- All major deliveries, waste/recycled material collection will approach site & depart from site via the nearest entrance/ exit to the M66. Suitable signage both on and off site will be in place to alert drivers of appropriate routes to be taken.
- A one way system shall be devised on site where practicable thus ensuring vehicles will not have to reverse.

Signage to assist Traffic Management

At the vehicular entrance to the site and in strategic locations throughout the site, signs must be displayed and include:

- Report to the site office.
- Visitors report to the site office
- Warning signs regarding pedestrian segregation and vehicle movement on site.
- Site speed limits

Additional signs may be required and the traffic movement must be assessed as the site progresses.

It is envisaged that the original entrance of the property shall be utilised for vehicular movement. This will be via Hollins Brook Way. During busy period of construction activity, including highways works and those to the vehicle main entrance, a strategy will be developed with the client for the use of Aviation Road as a vehicle entrance/exit

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	12 of 34

for JD staff. This is in the interests of segregation as part of a sensible health & safety strategy for the wider Campus.

Vehicles access the highway shall not be expected to be muddy or transfer debris onto the highway however, the vehicles shall be checked prior to departure and if necessary, the tyres will be washed with a pressure washer before departure.

If dust or debris becomes excessive a lorry/vehicle wash will be installed and all vehicles leaving the site will be cleaned of site debris. (A hard surface will be maintained away from the work area for cleaning. Hoses will be used to clean wheels and underside of vehicles leaving the site. No water/slurry will be allowed to leave the confines of the site).

The Principal Contractor will monitor the public highway for any build-up of mud.

The Principal Contractor will arrange for the public highway and public footpath to be kept clean and in good order resulting from any work activities.

Traffic Management Plan will be developed by the Principal Contractor during the early stages of the works.

Parking for personnel and visitors shall be arranged and segregated accordingly and done so to ensure visitors and personnel are directed to a suitably segregated area. Site parking will be limited to the site demise only.

An initial, proposed logistics plan for the site is located in the appendix of this document.

Waste Control / Recycling

- All waste to be removed from site will be undertaken by a licensed carrier to a licensed tip and transfer notes offered for each skip removed from site.
- All waste will be segregated into separate containers/skips and recycled where practicable and waste kept to an absolute minimum at all times.
- Spoil mounds shall be kept to a minimum and waste/recycled materials shall be removed from site as the works progress.
- All waste collection will be undertaken during the agreed working hours.
- Lorries and Skips shall be covered before entering the highway.

Environmental Procedure

All environmental emergencies will be actioned in accordance with the Environmental Management Plan. This is summarised as follows:

In the event of a spillage of liquid pollution to land:

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	13 of 34

- If safe to do so, immediately prevent further spillage of substances
- Prevent escape of substance to drains, watercourses etc.
- Soak up spillage using absorbent materials, or contain by bunding or catchments pit
- Block off nearby drains and discharges to watercourse
- Inform management
- Inform Environment Agency if pollutant has entered watercourse
- Call emergency services if appropriate
- Collect and dispose of contaminated material through licensed specialist waste disposal contractor

All environmental non-conformance and complaints will be recorded and investigated in accordance with the requirements of the environmental procedures.

Skips and waste receptacles shall be positioned a safe distance from the site perimeter and from water courses.

Proximity to water

- Consideration shall be given to all run off water and works within the vicinity of any water's edge.
- Hollins Brook and Nature Reserve are within the immediate vicinity of site.

Complaints Procedure

On the perimeter of the site shall be erected a sign with the names and telephone numbers of who to contact in the event of any complaints.

Publicised Contact Details for Complaints:

Written complaints may be sent directly to the company head office whose address shall be displayed on site.

Verbal complaints may be made by phone or in person to any of the site management staff on site.

Receiving Complaints

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

Complaints received by telephone or in person need to be recorded. The person who receives a phone or in person complaint should:

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	14 of 34

- Write down the facts of the complaint
- Take the complainant's name, address and telephone number
- Note down the relationship of the complainant to the company for example: client, neighbours etc.
- Tell the complainant that a formal complaints procedure is in place.
- Tell the complainant what will happen next and how long it will take in accordance with the complaints handling procedure.
- Where appropriate, ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

For further guidelines about handling verbal complaints, see Appendix 1

Resolving Complaints

Stage One

- In many cases, a complaint is best resolved by the person responsible for the issue being complained about.
- If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate.
- Whether or not the complaint has been resolved, the complaint information should be passed to the senior party or Director within 48 hours.
- On receiving the complaint, this is recorded into the complaints log.
- If it has not already been resolved, the Senior Official or Director should delegate an appropriate person to investigate the complaint and take appropriate action.
- If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.
- Complaints should be acknowledged by the person handling the complaint within a week. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of the complaints procedure should be attached.
- Ideally complainants should receive a definitive reply within four weeks. If this is not possible because, for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.
- Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage Two

- If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed at Director level. At this stage, the complaint will be passed to the Managing Director.
- The request for Directors level review should be acknowledged within a week of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	15 of 34

- The person who receives Stage Two complaints may investigate the facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One.
- If the complaint relates to a specific person, they should be informed and given a further opportunity to respond.
- The person who dealt with the original complaint at Stage One should be kept informed of what is happening.
- Ideally complainants should receive a definitive reply within two weeks. If this is not possible because, for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.
- Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. The decision taken at this stage is final, unless the Directors decide it is appropriate to seek external assistance with resolution.

Variation of the Complaints Procedure

The Directors may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the Managing Director should not also have the Managing Director as the person leading a Stage Two review.

Monitoring and Learning from Complaints

Complaints are reviewed annually to identify any trends which may indicate a need to take further action.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	16 of 34

Appendix 1

Practical Guidance for Handling Verbal Complaints

- Remain calm and respectful throughout the conversation
- Listen - allow the person to talk about the complaint in their own words.
- Sometimes a person just wants to "let off steam"
- Don't debate the facts in the first instance, especially if the person is angry
- Show an interest in what is being said
- Obtain details about the complaint before any personal details
- Ask for clarification wherever necessary
- Show that you have understood the complaint by reflecting back what you have noted down
- Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation, e.g. "I understand that this situation is frustrating for you"
- If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise.
- Ask the person what they would like done to resolve the issue.
- Be clear about what you can do, how long it will take and what it will involve.
- Don't promise things you can't deliver.
- Give clear and valid reasons why requests cannot be met.
- Make sure that the person understands what they have been told.
- Wherever appropriate, inform the person about the available avenues of review or appeal

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	17 of 34

COMPLAINTS RECORD**Who made the complaint?**

Name:

Address:

Telephone No.

Date and time complaint received:

What happened, what was it about?

Was anyone else aware of this – other neighbours or your staff? If so who?

Did the complaint relate to your site? If so, what happened? What went wrong?

What have you done to make sure that it does not happen again?

Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse?

If there was then you must notify the Environment Agency.

Have you done so? YES / NO

At what time did you phone?

You must also write or send an email to confirm this to the local office (see your Accident Management Plan for the address)

Have you done so? YES / NO

What date did you contact?

Please print your name and sign:

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the enforcing authority when they visit.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	18 of 34

Environmental Impacts Plan and Controls

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	19 of 34

Table 1. SITE ACTIVITY :																
Processes / Activities / Equipment at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put: (H) high impact (M) medium impact or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation. ➤ Emissions to Air (including dust) - A ➤ Emissions to Water - W ➤ Energy Usage (e.g. electricity, gas, oil) - E ➤ Waste Disposal - D ➤ Land Contamination - L ➤ Nuisance (i.e. noise or vibration) - N ➤ Resource Consumption (e.g. water, chemicals, not energy) – R	Process / Activity / Equipment	A	W	E	D	L	N	R	Process / Activity / Equipment	A	W	E	D	L	N	R
	Vehicle deliveries	M	-	M	-	M	H	-	Roof works	M	L	L	L	L	M	L
	Site set up	L	L	M	L	L	L	L	Drainage	M	L	L	L	L	L	L
	Ground preparations	M	L	L	L	M	M	L	Wheel wash with pressure	L	H	M	L	L	M	M
	Vehicular Movement on site	M	L	M	L	L	M	L								

Table 2A. Emissions to Air [A]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Dust from site activity Movement of vehicles	Potential for local air quality issues from dust. Also, a cause for complaints	YES	YES	YES	YES	Wheels washed with a pressure washer prior to leaving site. Wheel wash area to have water collection thus ensuring run off is controlled, this water can then be recycled for cleaning. Maintenance of the vehicle wash area to be managed at all times with daily checks. Vehicle deliveries to be cancelled if wheel wash facility breaks down
Dust from construction/refurbishment activities	Potential for local air quality issues from dust. Also, a cause for complaints	YES	YES	YES	YES	Scaffolds fitted with netting and a water mist cannon utilised where required. All other works to be controlled by damping down or LEV. Contractors to have strict controls within RAMS identifying the controls and ensure all personnel have signed up to the RAMS.

Table 2B. Energy Usage [E]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Site use of electricity	Minimal	NO	NO	NO	YES	Power to be isolated when not in use thus reducing power consumption. Reduced voltage for all on site tools equipment.

Table 2C. Emissions to Water [W]

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Surface water run-off from tyre/wheel wash	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	NO	YES	YES	YES	The accidental contamination would be unlikely however, water run off to be managed on site with bunding and separation where necessary
Surface water run-off from tyre/wheel wash	Spills reach watercourses	NO	YES	YES	YES	Regular checks need to be made to prevent contaminated material entering drains or blockages occurring.

Table 2D. Waste Disposal [D]

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Removal of waste from site	Most general unsorted waste is landfilled and this has associated impacts e.g. eco toxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements.	YES	NO	YES	YES	Waste is segregated for recycling where possible and final waste is then taken to a transfer station for recycling. Minimal land fill permitted.

Table 2E. Nuisance (e.g. Noise or Vibration) [N]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Noise from site activities	Noise induced health issues. Potential upset of neighbours	YES	YES	YES	YES	Works to be undertaken at agreed times. Use walls for acoustic barriers and fill openings with hoarding. Neighbour liaison. Trained competent persons
Noise from transport movement on site	Noise induced health issues. Potential upset of neighbours	YES	YES	YES	YES	Works to be undertaken at agreed times. Neighbour liaison. Trained competent persons
Vibration from vehicle / plant movement	Vibration induced health issues. Potential upset of neighbours	YES	YES	YES	YES	As Above

Table 2F. Resource Consumption (not energy) [R]						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
e.g. use of chemicals for activity A (<i>state specific activity</i>)	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations	YES	YES	YES	YES	Planned works by trained competent persons and under strict RAMS.
Use of hydraulic oil for machine.	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations	YES	YES	YES	YES	Work with appropriate trained persons subject to strict RAMS
Use of water	Inefficient use results in natural resource depletion	YES	YES	YES	YES	Control water use and recycle where practicable.
Add any other that apply						

Table 2G. Land Contamination (e.g. storage of hazardous substances) [L]

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Storage of substance (Fuels)	Fuels can cause harm to the Eco toxicity of the soil, and could leak into groundwater.	YES	YES	YES	YES	Fuels to be dispersed via bunded location or off site.

Table 3. General Waste Management (To be completed on site)

Waste Produced at Site	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments

ACCIDENT / POLLUTION INCIDENT MANAGEMENT PLAN

Created by: _____ Date: _____

Review Date: _____ Version: _____

Accident / Pollution Incident Management Plan Contents

- A – Site Plan**
- B – Key Site and Emergency Contacts**
- C – List of Substances and Storage Facilities**
- D – Preventing Accidents / Incidents... and what to do if they happen.**

A – SITE PLAN

TO BE DISPLAYED ON SITE

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
 - foul drainage (marked in red),
 - surface water drainage (marked in blue)
 - the direction of flow and
 - the discharge points to the sewer, watercourse or soakaway.
 - The location of manhole covers and drains,
 - The location of stop and diverter valves and interceptors
- **Service mains**; the routes of
 - water supply, gas, electricity)
 - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; e.g. oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors**; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	26 of 34

B – KEY SITE AND EMERGENCY CONTACTS

This table contains information and contacts you may need in an emergency
(to be completed on site)

SITE DETAILS		
Location:		
Postcode:		
SITE CONTACTS	Office Hours (specify)	Out of hours
Site Manager:		
Site Supervisor:		
Security Contact:		
Landowner / Agent:		
EMERGENCY SERVICES	Office Hours	Out of hours
Emergency	999	999
Medical:		
Police:		
Fire:		
REGULATORS	Office Hours	Out of hours
Health and Safety Executive (HSE)		
Local Authority:		
UTILITY AND KEY SERVICES	Office Hours	Out of hours
Water provider		
Sewerage provider		
Gas supplier:		
Electricity supplier:		
Oil supplier:		
Fuel supplier:		
Chemical supplier:		
Oil spill contractor:		
Maintenance Contractor:		
Electrician:		
Plumber:		
Locksmith:		
Joiner:		
OTHER KEY CONTACTS	Office Hours	Out of hours
Head Office:		
Adjacent landowners:		
Neighbours:		
Specialist Advisors:		

C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

To be completed on site

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
Failure of Services			

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves, start-up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.

MAINTENANCE CHECKLIST

(To be completed on site as applicable)

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Check drains and drainage channels for blockages.		✓						
Clean up spills on surfaced areas or tank bunds	✓							
Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank).		✓						
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		✓						
Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor).			✓					
Check tyre/wheel wash area.	✓							
Inspect the bunds for potential leaks, cracks, holes etc.	✓							

MAINTENANCE RECORD

Item:		Due: Weekly
<i>Completed on</i>	<i>Completed by</i>	<i>Comments</i>

ACCIDENT (AND INCIDENT) RECORD**Record of Accidents, Other Incidents or Near Misses**

This form could apply equally to health and safety; we are particularly interested in things that could impact on the environment, for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse.

“Other incidents” covers impacts on the environment that are not accidents, such as failing to empty the oil interceptor causing oil to get into the drains, or vandals causing an oil spill.

It is good practice to record near misses in order to avoid future incidents – e.g. the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

Date and time of the incident
What happened, what was it about?
Was anyone else aware of this – other witnesses? If so who?
What caused it?
What have you done to make sure that it does not happen again?
Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse? If so what?
If there was then you must notify the Environment Agency. Have you done so? YES / NO At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address). Have you done so? YES / NO What date did you contact?
Please print your name and sign

Continue overleaf or on a separate sheet if you do not have enough room.

Keep the completed form in the file to discuss with the Environment Agency when they visit.

Construction Management Plan	Document Ref:	Date	Revision	Page
	HASMP001	June 2023	2	34 of 34