



Department of Operations
Architectural Services

SITE WASTE MANAGEMENT PLAN

for

PARK VIEW PRIMARY SCHOOL

Replacement Classrooms

at

Park View Road,
Prestwich Manchester M25 1FA

Prepared By:

Bury Council
Architectural Services
3 Knowsley Place, Duke Street
Bury. Lancs BL9 0EJ

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Project Reference: **19317**

October 2020

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1. Project Title	
Park View Primary School – Replacement Classrooms Project Number – 19317	

2. Location	
Park View Road, Prestwich, Manchester M25 1FA	

3. Nature of Project	
<u>Enabling Works</u> ➤ Site Clearance and Set-up <u>Phase 1 –</u> ➤ Build extension [4No Classrooms; Pupil Toilets; Cleaners Store; Boiler Room; Library; Circulation; Stairs and Platform Lift] ➤ Internal alterations [Library; Circulation, Heads Office] ➤ External Works including new perimeter pathways to extension, retaining walls. <u>Phase 2 - Demolition of Horsa Classroom Buildings</u> ➤ Demolition of existing two redundant buildings and associated external/groundworks. ➤ Habitat / Landscaping (turfing, habitat, pond, seating etc) where existing buildings to be demolished. Total Contract period – say 53 weeks (including standard holidays). Value say £1,300,000.	

4. Project Aim	
At Bury Council, we are committed to implement the project SWMP so that it is effective, accurate and economical, we are expending time and a lot of effort to ensure that the procedures put into place are working and are maintained. To be read with section 1 Preliminaries item 130.	

5. Management		
The Senior Construction Manager is environmental co-ordinator of the project and as such is responsible for instructing workers, overseeing and documenting results of the SWMP. The Environment & Development Services Department will monitor the effectiveness and accuracy of the documentation during the routine site visits.		
Position	Name	Contact Details
Client	Bury Council	Bury Council

		Children Services, 3 Knowsley Place, Duke Street, Bury. Lancs BL9 0EJ S. Horrocks – Senior Asset Officer Tel 0161 253 5453
Client Representative	Bury Council	Bury Council, Architectural Services 3 Knowsley Place, Duke Street, Bury. Lancs BL9 0EJ R Vincent-Mercer – Senior Project Manager (Architectural) Tel 0161 253 5355
Principal contractor	TBA	TBA
Project Environmental Co-ordinator- (Contractor representative)	TBA	TBA
Waste management Co-ordinator (Contractor representative).	TBA	TBA
Document Controller (Contractor representative).	TBA	TBA

6. Distribution

The Principal Contractor shall keep a site copy updated as per the Regulations informing the Principal Designer, Client, Site Manager and each Subcontractor. This will be undertaken every time the plan is updated. Electronic copies will be forwarded to the aforementioned or access to the site copy will be allowed to help keep paperwork to a minimum. The Principal Contractor shall keep a copy of the SWMP for 2 years after completion.

7. Instruction and Training

The contractor will provide on-site instruction, as part of Induction training, of appropriate separation, handling, recycling, re-use and return methods to be used by all parties at all appropriate stages of the project.

Toolbox talks (appendix C) will be carried out every month on waste issues and all operatives, subcontractors will be expected to attend. The SWMP will be mentioned in the site induction process. This will ensure that everyone feels they are included and that their participation is meaningful.

8. Duty of Care

Before removing any waste from site follow the instructions below.

IT IS AN OFFENCE PUNISHABLE BY A FINE OF UP TO £50000 TO DISPOSE OF WASTE IN BREACH OF THESE RULES.

Waste carrier/Disposal Point

Make sure that the company employed to remove your waste is a registered carrier by asking to see a copy of their registration from the Environment agency. If they do not produce one do not use them to carry your waste.

Also, ask the carrier where he is disposing of your waste and ask to see a copy of the relevant permission to dispose of waste including the types of waste permitted (usually a waste management licence or PPC permit). Again, if they do not provide the information do not use them.

Duty of care

The duty of care regulations require you as the producer of the waste to provide a written description of the waste to the carrier so that he knows what he is carrying and where he can legally dispose of it. Provide EWC codes.

Make spot checks on the carrier i.e.

Ask for receipt tickets from the disposal site.

Phone the disposal site to see that the vehicle that left your site arrived there.

Keep a site record/diary. See appendix A and B.

Following the above procedures should ensure that all waste from your site is disposed of properly. Please remember there is a personal liability as well as company liability for illegal fly tipping.

9. Waste Management on Site

Surplus or waste materials arise from either the materials imported to site or from those generated on site. Imported materials are those, which are brought to the project for inclusion in the permanent works. Generated materials are those, which exist on the project such as roofing materials, door and window frames, topsoil, sub-soil, trees and materials from demolition works etc.

However, there are other considerations to waste management, such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This plan outlines the procedures that have been put in to place and demonstrate how they benefit the environment, how we can measure the effects and how these procedures and practices are sustainable.

10. Forecast Waste Assessments (M3)

SEE ATTACHED SCHEDULES

PRIORITISING WASTES REQUIRING WASTE MANAGEMENT ENABLING WORKS (Including DEMOLITION): Waste Type, Category and origin

Waste Types	Waste Category	Origin of Waste
<i>e.g. Bricks</i>	<i>inert</i>	<i>Demolition of existing buildings and walls</i>
1 Concrete	Inert	Removal of redundant items
2 Glass	Inert	Removal of redundant items
3 Brickwork	Inert	Removal of redundant items
4 Timber	Active/Bio	Removal of redundant items
5 Metals	Active/Bio	Removal of redundant items

11. Waste Minimisation

For this project, from a very early stage, look at how you can minimise the waste produced, thereby reducing the amount of waste to be removed from the project. Trade Contractors, Design Team and suppliers are all being encouraged to look at ways to minimise the amount of waste produced at the work face. Up to date actions are recorded in the table below: The client and the Principal Contractor will take reasonable steps to ensure that ;

All waste from the site will be dealt with in accordance with the waste duty of care section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991. All materials will be handled efficiently and managed appropriately.

All of the below act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfill. Continue to identify waste minimisation actions and these will be updated in the above table.

Action	Responsibility	Date action Commenced
Concrete and Brick/Block from demolition could be crushed and re-used on site as fill for proposed new hard standing areas or stored in designated container and removed for re-cycling.	Site manager/ Contractor	
Timber to be stored in a designated container and removed from site for recycling or recycled on site in a Waste Management Station.	Site manager	
Materials, which arrive on pallets, are unloaded and the pallets are stored neatly and removed from the site once the numbers are sufficient to make a collection economical. Removed free of charge by material supplier?.	Site Foreman	
Negotiate with material suppliers to take back unused materials and packaging.	Principal Contractor	
Timber & glazing products to be stored in separate skips for ease of re-cycling away from site.	Site Foreman	

12. Segregation

A specific area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labelling systems shall be the Waste Awareness Colour Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. Skips for segregation of waste identified currently are:

- Wood
- Metal
- Brick/rubble
- Canteen waste

As works progress and other trades come to site other skips will be in place to enable certain waste to be removed from site. This is likely to include:

- Plasterboard
- Paper and cardboard (bagged up)

13. Management

Disposal of Waste. All surplus or waste materials fall into three categories for management, these are:

- Re-used
- Recycled
- Landfill

a. Re-used

If surplus materials can be used in the permanent works they are classified as materials, which have been **re-used**. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for **re-use**.

b. Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for **recycling** such as 50x50 timber to make chipboard.

c. Landfill

If either of the above cannot be satisfied then the only option is to send the surplus materials to **landfill**.

WASTE MANAGEMENT

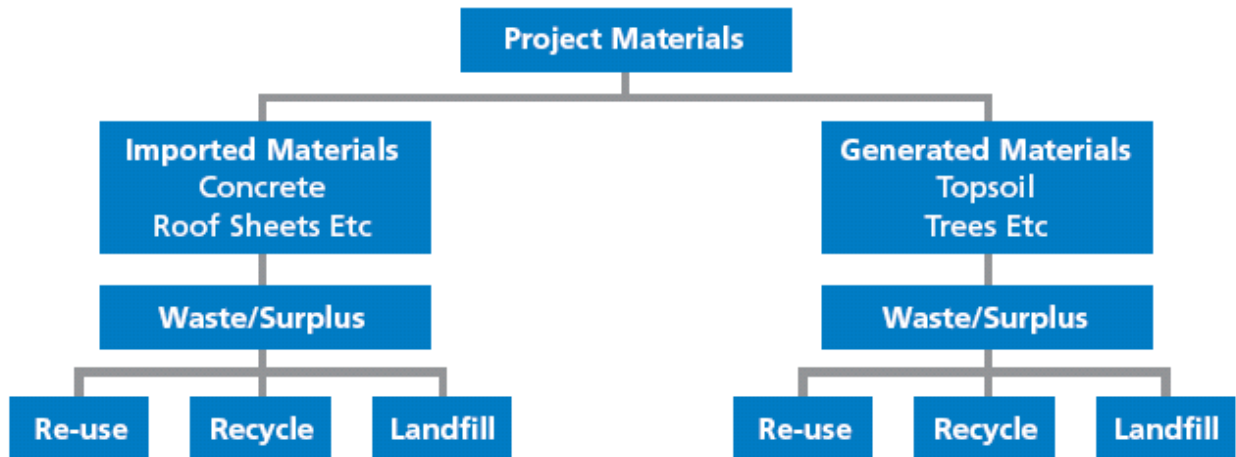


TABLE FOR WASTE TYPES & WASTE MANAGEMENT PACKAGES

Waste Types	WM Contractor Contact details	WM Package
Enabling works (incl Demolition)		
<i>e.g. top soil</i>		<i>Reuse (offsite).</i>
1 Concrete		
2 Tarmac		
3 Brick/Blocks		
4 Timber		
5 Subsoil's		
6 Metals		
7 Plastics		
8 Glass		
9 Plasterboard		
10 Wire/Electrical goods.		
Construction works		
1 Concrete		
2 Tarmac		
3 Brick/Blocks		
4 Timber		
5 Metals		
6 Plastics		
7 Glass		
8 Plasterboard		
9 Wire/Electrical goods.		

14. Monitoring

The Subcontractors will fill in a weekly log of all materials that come on to site, and you will receive a printed sheet from the waste disposal company of the exact amount of waste materials removed from site. This sheet from the disposal company should also identify how much material went to landfill and how much went to recycling.

WEEKLY MONITORING OF THE WASTE MANAGEMENT PLAN – DATA COLLECTION SHEET

		M3					
Date		Mon	Tue	Wed	Thur	Fri	Comments
Top Soil	Imported						
	Generated on site						
Sub Soil	Imported						
	Generated on site						
Brick & Concrete	Imported						
	Generated on site						
Timber	Imported						
	Generated on site						
Trees	Imported						
	Generated on site						
Paper	Imported						
	Generated on site						
Cardboard	Imported						
	Generated on site						
Metals-reinforcement	Imported						
	Generated on site						
Metals –Steel	Imported						
	Generated on site						
Metals - other	Imported						
	Generated on site						
Plastic	Imported						
	Generated on site						
Tarmac	Imported						
	Generated on site						
Glass - ordinary	Imported						
	Generated on site						
Glass - Glazing	Imported						
	Generated on site						
Plasterboard	Imported						
	Generated on site						
Canteen waste	Imported						
	Generated on site						
Asbestos* (see appendix E)	Imported						
	Generated on site						
Explosive/Flammable <i>Oil, Chemicals, paint etc.</i>	Imported						
	Generated on site						
Toxic	Imported						
	Generated on site						
Generated mixed Waste							

The skips need to be monitored to ensure that contamination of segregated skips does not occur. Therefore hold regular tool box talks on how the waste management system is working and point out that a skip containing inactive waste for recycling costs approx £2.50/tonne but should it get contaminated then it will go to a landfill site at a cost of approx £32/tonne.

Continually review the type of surplus materials being produced and change the site set up to maximise on re-use or recycling and the use of landfill will be the last option.

This plan to be included as an agenda item, at the weekly construction meetings. In addition, the plan will be communicated to the whole project team (including the client) at the monthly meetings. This will include any updates from the last version.

Date	Organiser	Attendance Record (name and company)	Notes taken by

The plan will also be analysed by the Corporate Environmental Department during their audits (6 monthly) and they will be responsible for transferring any best practice and solutions throughout the company. The Environment team may also visit the waste transfer facility to ensure that we are effectively discharging our 'duty of care'. They may also periodically follow waste transfer vehicles to their final point of disposal to monitor compliance.

WASTE MANAGEMENT PLAN IMPLEMENTATION CHECKLIST

Checks (please tick ✓)	Yes	No
Have terms and commercial rates been agreed with WM contractors?		
Have data reporting procedures been agreed with WM contractor(s)?		
For off site WM or disposal are all the waste destination details verified?		
Has a waste segregation /collection area been prepared?		
Has the WM area been adequately sign posted?		
Has a WM planning meeting been set?		
Has a WM document control / filing system been set up?		
Have all necessary staff and contractors read and signed the WMP?		
Have all the WM training briefing requirements for staff been met?		
Have all WM training/ Briefing requirements for contractors been set up?		
Have the waste management targets been set?		
Has the WMP been approved by the Project Manager/CA/Client?		

Comments / Further Actions:
1. Discuss / debate with the internal team members and agree quantities / values etc
2. Discuss / agree strategy with the Waste Management Subcontractors
3. Issue the Weekly Monitoring – “ Data Collection Sheet” to Subcontractors
4. Include Waste Management Plan within tender Documentation

RELEVANT SIGNATURES

Contractors:

Date:

Client:

Date:

APPENDIX A:

WASTE CARRIER INFORMATION (FOR ALL CARRIERS USED).

- 1 Copy of waste carriers registration Certificate (every carrier).
- 2 Copy of agreement carrier/contractor.

APPENDIX B;
WASTE MANAGEMENT FACILITY USED FOR DISPOSAL.

- 1 Copy of permit or
- 2 Copy of exemption certificate.
- 3 If exempt from landfill tax-copy of letter of confirmation from Customs and Excise.

APPENDIX C: **SUB-CONTRACTORS WASTE MANAGEMENT+ TOOL BOX TALKS**

SUB-CONTRACTORS PRODUCING WASTE;

Name	Address	Signature

SUB-CONTRACTORS TOOL BOX TALKS;

[illegible]

APPENDIX D:

SITE ENVIRONMENTAL POLICY AND INSTRUCTIONS TO BE ADOPTED ON SITE.

SECTION 1

FUELS, OILS AND HAZARDOUS MATERIALS

SITE STORAGE

- 1 All fuels, oils, paints, chemicals etc must be properly stored in leak proof containers in a site store located either in the designated site compound or in an alternative place specified by the main contractor. Never store these materials next to drains or water courses.
- 2 Fuel and oil storage tanks or containers must be suitably bunded. At present the law requires that bulk fuel tanks which are not self bunded are located within an impervious bund of capacity at least 110% of the tank volume. The stowage position of the hose and nozzle must, wherever possible, be within the bund.
- 3 A competent person must supervise all deliveries and procedures must be in place to deal with accidental spillages.
- 4 Many pollution incidents result from vandalism. Always ensure that storage facilities, nozzles etc are kept locked when unattended.
- 5 Always adhere to suppliers or manufacturers advice about conditions of storage for paints and chemicals etc.
- 6 Only take the minimum quantities of materials required for immediate use from the storage location to other areas of the site.
- 7 At or before the completion of their work, contractors must remove from site all surplus fuels, oils and hazardous materials.

REFUELLING AND VEHICLE MAINTENANCE

The risk of fuel and oil spillage is greatest during the refuelling and maintenance of vehicles and plant.

- 1 Whenever possible always refuel in a designated storage area or compound.
- 2 Never refuel near drains or watercourses.
- 3 Avoid spillages onto the ground when refuelling. Always use a funnel or nozzle-never pour directly from a drum or can.
- 4 Never allow vehicles or plant to be left unattended during refuelling and never jam delivery valves open.
- 5 Site vehicles and plant should, wherever possible, be serviced on hard standing to prevent contamination of the ground.
- 6 Used oil and filters etc are "hazardous" waste and must be disposed of accordingly. If there is no suitable disposal facility on site they must be removed from site for proper disposal elsewhere.
- 7 Leaks of fuel and oil from site vehicles and plant must be repaired as soon as possible.
- 8 Plant operators employed by contractors must carry a spill kit on their machines.

SECTION 2

SILT

Silt is best described as muddy or dirty water. It harms the environment if it enters rivers, streams etc or surface water drains. Silt is responsible for many pollution incidents on construction sites. It may not seem particularly harmful but it is.

- 1 Never pump silty water into any drain or watercourse. It must be pumped to a suitable open area where it can soak away or it must pass through a settlement tank/lagoon before discharge as clean water.
- 2 Take appropriate measures to prevent water from entering excavations to reduce the need to pump it out.
- 3 Rainfall running off disturbed ground can carry large amounts of silt to drains and watercourses. Areas of bare soil should be kept to a minimum and run off water should be channelled away to safe areas.
- 4 Site vehicles and plant should not be located in or driven through watercourses without prior permission from the contracts manager.
- 5 Site vehicles and plant should not be washed off near drains and watercourses.
- 6 Any mud deposited on the highway by contractors vehicles or plant must be cleaned up immediately as it is both polluting and a danger to traffic.

SECTION 3

CEMENT AND CONCRETE

Wet cement and concrete are highly alkaline and contain suspended solids. For this reason they are harmful to aquatic life.

- 1 Never discharge surplus concrete where it can find its way into a drain or watercourse.
- 2 Never wash out mixers, concrete pumps etc. where the run-off could enter the drains or watercourses.
- 3 Wash off water containing cement should run to safe area where it can be allowed to soak away. If in doubt consult Site Management.

SECTION 4

WASTE MANAGEMENT

Waste management on site is covered by the Environmental Protection Act 1991 (Duty of Care). Strict requirements are imposed on the storage, transport and disposal of waste.

- 1 All persons who transport commercial waste must be licensed by the Environment agency. Contractors who intend to carry waste from site or use a third party to do this for them must provide a copy of the carriers licence to the principal contractor.
- 2 All waste removed from site must go to a licensed recipient (landfill site, transfer station, recycling plant etc).
- 3 Where waste is removed from site by a sub-contractor or by a waste carrier acting on his behalf the movement must be accompanied by Duty of Care transfer notes or waste consignment notes and copies of these must be submitted to the Principal contractor.
- 4 Where waste segregation is operating on site contractors must use the correct skips for the type of waste involved.
- 5 Used engine oil, oil filters, grease cartridges, chemicals, paints, solvents etc are special waste and must not be disposed of in general waste skips. Unless disposal facilities are provided on site, contractors must make their own arrangements for the correct disposal of these materials. Asbestos is also classified as special waste, although this will almost always be dealt with by a licensed asbestos contractor.
- 6 Where contaminated excavation spoil is stockpiled prior to removal from site suitable measures must be taken to prevent contaminated run-off entering drains and watercourses. These measures may include placing the material on and covering it with polythene sheet e.g, visqueen.
- 7 Under no circumstances must surplus paints ,solvents, chemicals etc ever be disposed of down any drain or into any watercourse.
- 8 Where sub-contractors provide their own skip on site, they must be located as directed by the principal contractor.
- 9 Where necessary ,skips should be covered to prevent the spread of wind blown litter. Skips must always be properly netted before leaving site.
- 10 Wagons carrying contaminated spoil from site must be sheeted to prevent the release of contaminants on to the highway.
- 11 The burning of rubbish is not permitted.
- 12 Excavation contractors who come across possible contaminants (as indicated by colour or smell of the ground) must stop work and report this to the principal contractor.

SECTION 5

NOISE

Excessive or unwanted noise is regarded as pollution. Noise can damage workers hearing ;it can be a nuisance and a source of annoyance to neighbours and is often the cause of complaints. It can disturb wildlife. It is difficult to contain on site.

- 1 Contractors must establish before starting work on the site any restrictions on noise levels, working hours and delivery times.
- 2 All plant and equipment must be suitably silenced in line with current standards and guidance.
- 3 To reduce noise and air pollution ,vehicles and plant should not be left running unnecessarily.
- 4 As far as circumstances permit, plant should be sited away from obvious noise sensitive areas.

SECTION 6

DUST AND FUMES

Dust and fumes from construction sites can be both harmful to health and damaging to the environment.

- 1 Operations that create dust must be damped down or screened off.
- 2 All mobile crushing plant must be fitted with effective dust suppression. A copy of the Local Authority authorisation for the crusher must be supplied to the principal contractor.
- 3 Materials which could release dust when it is windy should be covered.
- 4 To reduce air pollution and noise ,site vehicles and plant should be left running unnecessarily.
- 5 Care must be taken to ensure that dust and fumes from site activities are not taken into the air conditioning systems of existing buildings.

SECTION 7

WILDLIFE AND VEGETATION

Dependant on the location of the site, construction activities can have significant effect on the surrounding wildlife.

- 1 Harmful substances must not be released into the atmosphere.
- 2 Windblown litter from open skips etc, must be controlled.
- 3 Work should be carried with Minimum disturbance to any known bird and bat nesting areas.
- 4 On some sites it maybe necessary to report sightings of certain wildlife to the principal contractor, client, CA etc. If this applies it will be covered at the pre-contract/site induction stage etc.
- 5 Contractors must not damage the vegetation in areas of the site which are to be retained at the end of the contract.
- 6 Access to the site and work areas within the site must only be by the designated authorised routes.

SECTION 8

ARCHAEOLOGICAL FINDS

It is a legal requirement to notify the appropriate authorities if any items of archaeological or historical interest are found during exaction works on site.

- 1 If you discover any old coins ,pottery, bones, foundations etc; which maybe of historical nature, you should stop works and notify the client, CA etc.
- 2 After initial discovery you should not disturb any items unless authorised by the client/CA.

SECTION 9

ACTION IN THE EVENT OF A POLLUTION INCIDENT

The most likely incident to occur will be contamination of drains, waterways or land with one of the following ; silt, cement, grout, concrete, fuel, chemicals or solvents.

- 1 If spillage occurs contractors must immediately take all necessary steps to stop the escape of the substance. Prevent it from entering drains or watercourses by the use of spill kits or sand or by building a bund to contain it.
- 2 The incident must be reported immediately.
- 3 It maybe necessary to excavate contaminated ground and dispose of it as special waste. This will be at the contractors own expense.
- 4 Pollution of drains and watercourses is easily traced back to the source by the environment agency. Never ignore an incident –taking appropriate steps to limit the damage will reduce the chance of expensive fines and clean up costs.

SECTION 10

METHOD STATEMENTS

Contractors should include in the Health and Safety risk assessments and method statements relevant information about environmental risks and controls appropriate to their work on site.

APPENDIX E: **PROCEDURE ON DISCOVERY OF SUSPECTED ASBESTOS CONTAINING MATERIALS (ACM).**

ENSURE ALL SITE OPERATIVES ATTENDED ASBESTOS AWARENES COURSE (Legal requirement)

