



Construction Environmental Management Plan

The Highfield School

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Key participants

Client:

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Site Manager:

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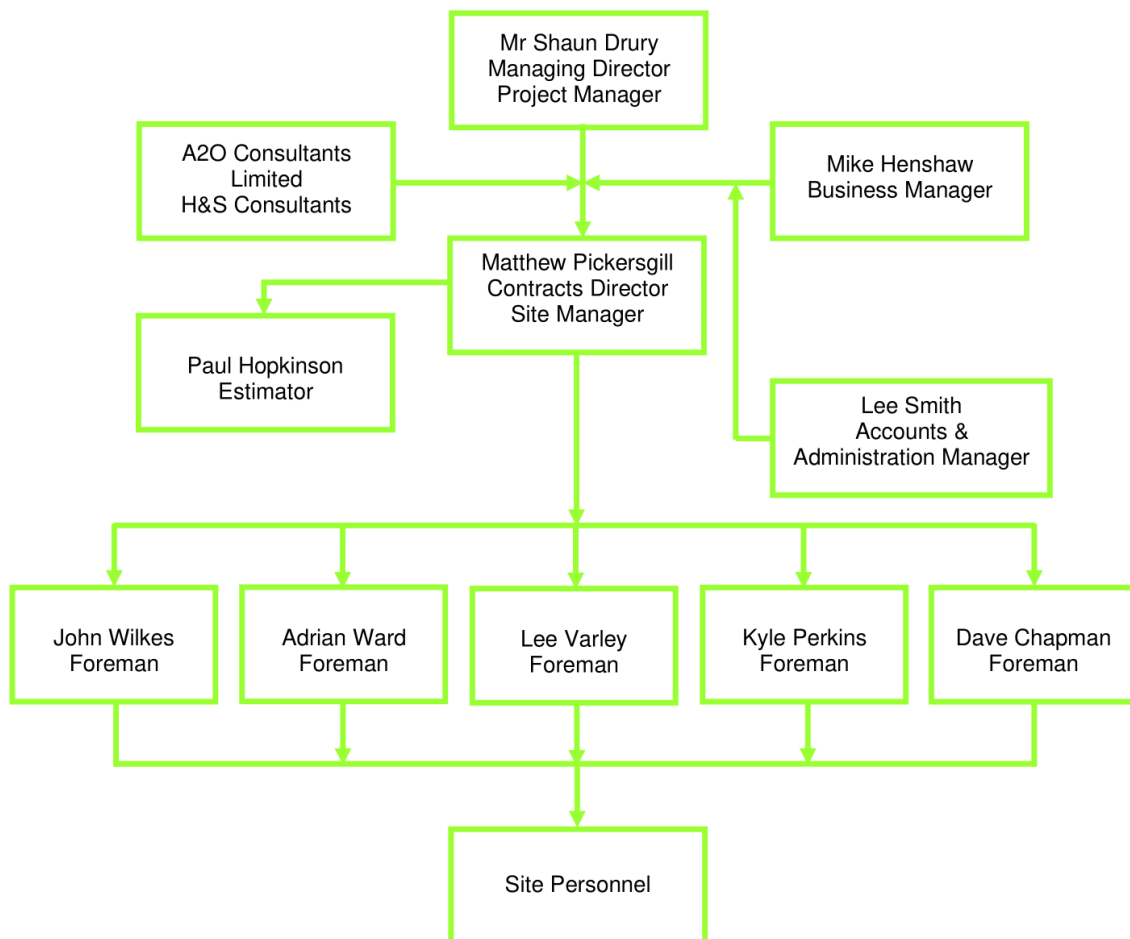
Introduction

This Construction Environmental Management Plan (CEMP) incorporates the Management Plan for the Project works at The Highfield School. It sets out the policies and environmental controls required to ensure that the environmental impacts are minimised. It highlights the key activity specific risks, detail control measures, and makes reference to all associated forms and processes where required.

Final decisions on a number of items have yet to be taken so much of what follows will be reviewed and updated at a later date as required.

Project organisation chart

For the undertaking of this Project, the following Hunts Contractors Project Organisation Chart sets out the key roles and personnel allocated to those roles.



Sub-contractors

The following sub-contractors are to be appointed:

TBC

Responsibilities

The Project Manager, Shaun Drury, approves and supports this CEMP as the principal document demonstrating a planned and systematic approach to implementing environmental policy through effective environmental management.

He is responsible for authorising and maintaining this document and ensuring it is implemented. He is also responsible in ensuring it complies with all relevant environmental legal, contractual and planning requirements. He will ensure that the Contract Administrator is informed of any amendments.

He will ensure that all project personnel, including sub-contractors, are aware of the contents of this CEMP and understand their role in complying with its requirements and fulfilling the project's obligations. He will also oversee the onsite management of this CEMP.

The Site Manager, Matthew Pickersgill, will have day to day on site responsibility for the implementation of the CEMP and ensure all project personnel are aware of and understand the requirements through site inductions and onsite checks. He will report to the Project Manager and keep him updated of any issues arising.

The Site Supervisors will have direct responsibility for site personnel working under them and will manage their site work in accordance with the requirements of this CEMP. Between them they will have coverage of all site personnel. They will report to the Site Manager and keep him updated of any issues arising.

Environmental policy

The Project will comply with Hunts Contractors' Environment Policy. The project shall ensure that the policies and their requirements are made known to all relevant personnel. This will be undertaken through a number of methods including site inductions, method statement and risk assessment briefings and toolbox talks.

All subcontractors will be provided with a copy of this CEMP and will give an undertaking to comply with all relevant environmental legal, regulation, contractual and planning requirements prior to commencing works.

Legislation, regulation and other requirements

The Project will comply with all relevant legislation, regulations and client standards and additionally, obtain and comply with all necessary consents to ensure legal construction works, especially planning conditions.

The Project Manager is responsible for ensuring that the project complies with all applicable environmental legislation, regulations and other requirements. Any applicable changes will be evaluated and communicated to the relevant project personnel through briefings or toolbox talks.

Other requirements and regulations from Local Authorities, Highways Agencies or other Statutory Bodies will be reviewed by the Project and applied where applicable.

All work carried out on the project will be conducted with due cognisance of legislation, regulation and obligations.

Environmental objectives and targets

Project specific environmental objectives and targets will be formulated and updated as required through the CEMP. These reflect the issues and requirements of the project, together with the Client Administrator, Local Planning Authority (LPA) and any relevant statutory bodies.

The objectives and targets are communicated through a variety of media on a regular basis which includes, though is not limited to the site induction, toolbox talks, personnel briefings and project review meetings.

In addition to statutory requirements, the following will be key objectives of the Project:-

- Any storage or relocation of spoil, re-profiling or bankworks will meet the requirements as set out in planning conditions.
- To satisfy the planning requirements in respect of avoiding harm being caused to the amenity of the area and highway safety by meeting and exceeding the stipulations set out.
- Reduce the consumption of limited resources through processes set out including just in time ordering to avoid overstocking, turn off engines while not in use, ensuring plant and equipment is fully serviced and working efficiently and following the waste hierarchy of Eliminate, Reduce, Re-use, Recycle, Dispose.
- Aim to ensure that, as far as possible, all purchasing practices reflect social and environmental as well as economic costs such as purchasing from local suppliers.
- Implement travel arrangements where site staff vehicle share wherever possible and approved transport route instructions are given to suppliers.
- Limit noise pollution through choice of plant and construction techniques along with limiting construction times to minimise early morning, nighttime and weekend disturbance.

Training, awareness and competence

All personnel whose work may cause a significant impact on the environment will receive environmental training and/or awareness. This will include but is not limited to:

- Environment & sustainability element of Company induction
- Environment & sustainability element of site induction
- Pollution prevention and emergency spill response
- In-house training

All relevant environmental induction training and awareness will be delivered by the Site Manager. The Company induction is, and site induction will be, based on the environmental items in the library of toolbox talks based on individual requirements. The library of toolbox talks relevant to environmental issues are based on the Environmental Good Practice Guide. The topics covered in the site induction and associated awareness training will cover all the elements in this CEMP.

Records

This document is the principal operating document for environmental management of the Project. The CEMP defines policies and arrangements for the main environmental issues. The other relevant documents together form the Environmental Management System for the Project.

An up to date version of this document together with paper copies of associated documents such as on site environmental inspections by the Project Manager and Site Manager will be kept on file throughout the project.

Management review

The Project Manager will undertake a follow up review of the project and include the following topics for input into the Company's annual management review:

- Results of internal audits and evaluations of compliance with legal and other requirements
- Communication(s) from external interested parties, including complaints
- The extent to which objectives and targets have been met
- Status of corrective actions
- Follow-up actions from previous management reviews
- Changing circumstances, including developments in legal and other requirements related to the environmental aspects
- Recommendations for improvement

The review will be held on file and any action points instigated accordingly.

Emissions and monitoring

The principles of Best Practicable Means will be employed to minimise emissions levels during construction.

Part III of the Environmental Protection Act 1990 defines BPM as:

- 'Practicable' means reasonably practicable in terms of local conditions/circumstances, the current state of technical knowledge, and financial implications.
- 'Means' refers to the 'design, installation, maintenance and manner and periods of operation of plant and machinery, and the design, construction and maintenance of buildings and structures.'

Emissions

The emissions that the project produces will form a significant proportion of the potential for environmental impact during the works. The following table describes the type and level of these emissions from the site. Monitoring regimes and control measures are also detailed.

Emission Control

Objectives

The objectives will be:

- As far as is reasonably practicable, to control and limit emissions to the atmosphere in terms of gaseous and particulate pollutants from vehicles and plant used on the proposed development and dust from construction activities
- To identify potential sources of emissions to the atmosphere and apply appropriate control techniques
- To implement measures to reduce the impact of dust and mud in a timely manner

General

Activities with the potential to emit particulate matter or oxides of nitrogen to air will be controlled by specifying plant to meet emission standards at tier 3.

The application of standard dust control measures included in the British Research Establishment guidance (Building Research Establishment, 2003) are normal working practice on all well managed construction sites in the UK. Standard measures will be applied to the construction areas within the proposed development.

Vehicle and plant emission control measures

Vehicle and plant emissions will be controlled by implementing the following measures:

- Engines of all vehicles and plant on site are not left running unnecessarily
- Using low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices where possible
- Using ultra low sulphur fuels in plant and vehicles where available
- Plant will be well maintained, with routine servicing of plant and vehicles to be completed in accordance with the manufacturer's recommendations and records maintained for the work undertaken
- All project road vehicles, will hold current MOT certificates, where required due to the age of the vehicle, (or to be tested to an equivalent standard) and that they will comply with exhaust emission regulations for their class
- Siting haul routes and operating plant away from potential receptors such wherever possible
- Avoiding the use of diesel or petrol powered generators and using mains electricity or battery powered equipment as far as is practicable
- Maximising energy efficiency (this may include using alternative modes of transport, maximising vehicle utilisation by ensuring full loading and efficient routing)
- All commercial road vehicles used in construction must meet the European Emission Standards pursuant to the EC Directive 98/69/EC (commonly known as Euro standards) of Euro 3 during any works

Dust and mud management and monitoring

Dust control procedures will be implemented to avoid as far as is reasonably practicable the emission of dust and other particulates that would adversely affect the air quality to ensure there is no significant deterioration of current air quality as a result of the works.

Dust monitoring, subject to conditions and work being undertaken, will comprise passive deposition monitoring techniques (glass slides/ Frisbee gauges/ sticky pads) at locations on site boundaries or near to local receptors.

The emission of dust and other particulates will be controlled by implementing the following measures:

Measures controlling the emissions from dust & mud from worksites

- Ensure no burning of waste materials takes place on site
- Ensure an adequate water supply on the site
- Ensure disposal of run-off water from dust suppression activities, in accordance with the appropriate legal requirements
- Keep site fencing, barriers and scaffolding clean using wet methods when required
- Not allow dry sweeping of large areas
- Provide and ensure the use of wheel-wash facilities wherever there is a potential for carrying dust or mud off the proposed development.
- Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit
- Inspect site haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable
- Ensure that un-surfaced haul routes and work areas are regularly damped down in dry conditions
- Ensure vehicles working on site have exhausts positioned such that the risk of resuspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable
- Impose maximum speed limits of 5 mph on un-surfaced haul routes and work areas and 10 mph on surfaced haul routes and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided with the agreement of the local authority, where appropriate)
- Ensure all vehicles carrying loose or potentially dusty material to or from the proposed development are fully sheeted
- Store materials with the potential to produce dust away from site boundaries where reasonably practicable

- Sheet, seal or damp down unavoidable stockpiles of excavated material held on site, where required
- Avoid double handling of material wherever reasonably practicable
- Ensure that no crushing or grinding plant is used on site
- Considerate location of grinding and cutting activities
- Seal or re-vegetate completed earthworks as soon as reasonably practicable after completion
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction
- Carry out site inspections regularly to monitor compliance with dust control procedures set out above
- Increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions
- Works will cease in times of very dry weather and high winds where there is high risk of dust blowing offsite, if adequate dust suppression cannot be maintained
- Ensure equipment is readily available on site to clean any spillages and clean up spillages as soon as reasonably practicable after the event
- Where appropriate use enhanced fencing to protect receptors

Odours

Air pollution, arising from odour, fumes and smoke, may arise from the following activities:

- Use of heavy plant and machinery
- Road vehicles, particularly HGVs

Pollution to air will be managed in order to reduce impacts to a minimum, and to eliminate where practicable. Management will be achieved through:

- No fires permitted on site
- All fuels, oils and other Volatile Organic Compounds (VOC's) will be stored in secure, sealed, labelled containers
- Vehicles and plant will be switched off when not in use
- Ensure vehicles and plant are not over loaded to prevent labouring
- Modern, well-maintained plant and equipment is used
- Mains electricity supply will be used in preference to generators where practicable

All work will be carried out in accordance with relevant Legislation and statutorily issued guidance.

Noise

Noise and vibration will be controlled and limited so far as reasonably practicable so that sensitive receptors are protected from excessive noise and vibration arising from construction. Recommendations for the control of noise and vibration on construction sites are set out in BS 5228. The following measures will be used where appropriate:

- Hydraulic plant will be used in preference to pneumatic plant where possible
- Plant and equipment will be maintained in good working order and fitted with silencers and acoustic panels where appropriate
- All plant will be shut down or throttled back between periods of use.
- Methods used for concrete breaking and demolition should be carefully considered, non-percussive means should be used where possible
- In sensitive locations, acoustic enclosures may be required for fixed plant such as generators.
- Hours of construction will be limited to minimise early morning, night time and weekend noise pollution
- No piling is envisaged on this Project

It is not envisaged that portable generators will be required on site but if this becomes necessary, they will be specified to meet all necessary regulations and will be in good serviced condition.

Vermin and pest control

Welfare facilities (canteens, mess rooms, drying rooms, locker rooms, toilets, showers etc.) will be provided by Hunts Contractors for the duration of the project. These will be cleaned daily and maintained in a good condition. It is expected that the users behave properly towards the facilities provided. Anyone found to be abusing welfare facilities will be dismissed from the site.

Toilets will be provided on site. Anyone found misusing or not using these will be dismissed from the site immediately.

All food and drink is to be consumed within the mess rooms / canteens or else off the construction site. Consumption of food outside of welfare facilities encourages the spread of vermin causing further potential occupational health risks, e.g. leptospirosis (Weil's disease).

All food and drink waste will be disposed of in a lidded container and emptied on a weekly basis.

Prevention, containment and cleaning up spillages

Liquid storage

Best practicable means will be employed to prevent polluting materials from entering the hydrological systems.

All oils and fuels will be stored in compliance with the Control of Pollution (Oil Storage) Regulations 2001.

- Fuel shall be stored in dedicated bunded, impervious storage areas, away from drains and watercourses
- Drums over 200 litres shall be stored on drip trays capable of holding 25% of the drum's maximum capacity
- Fuel tanks shall be stored within a bund capable of holding 110% of their capacity. All pipes and gauges shall be within the wall of the bund.

Bowsers shall be double skinned and shall be stored in a bund capable of holding 110% of the volume of the bower.

- Small mobile plant shall be placed on drip trays
- Spill kits will be available at various points around the site and located next to bowsers and drums.

Consideration will be given to any required surface coatings which contain bitumen or related materials as being delivered in a hot and ready to lay format. This will avoid the bituminous materials being heated on site.

Solids

Spillages of dry and dusty materials will be avoided by good housekeeping methods including storing under cover and on hard standing. Skips will be covered where there is a risk of material becoming airborne.

Wheels of site vehicles will be clean before they leave site. This will be supplemented by a road brush to clean roads as required; this will prevent tracking of mud and debris onto surrounding routes.

Dealing with spills

Spill kits will be available at various points around the site and located next to bowzers and drums. These will be Spillshop Spill Kit in Plastic Drum - 35L Oil & Fuel or equivalent.

Should a spill occur the following will be implemented:

- Work will be stopped immediately
- All possible ignitions will be extinguished if the spilt material is flammable
- The spill will be contained using spill kits
- The source will be identified and sealed as practical
- Granules/pads to will be used to mop up as much spill as possible
- The Project Manager will be informed of the spill
- If the spill enters the hydrological systems Project Manager must be contacted immediately who will contact the Environment Agency and British Waterways
- The granular material and pads and any containment items will be treated as hazardous waste and disposed of accordingly

An incident report form will be produced and sent to the Project Manager and Contract Administrator within 24 hours of the incident occurring. If the incident is significant a full investigation will be carried out.

Fire control

General

The project will ensure that operations are carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 "Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation".

There are basic rules that apply to all of our construction sites which aid in the prevention and control of fires. These will be covered in the site rules and toolbox talks to ensure all site personnel are aware of them. The Site Manager and Site Supervisors will observe checks to ensure adherence. This will be recorded on the Health and Safety Inspection Hazard Checklist form.

A Site Fire Safety Coordinator will be appointed to ensure adherence to the site fire safety. In addition, he will coordinate the issues below:

- General Housekeeping
- Fire extinguishers
- Hot Work Permit regime
- Fire brigade access, facilities and coordination
- Fire drills and training
- Effective security measures to minimise the risk of arson
- Materials storage and waste control regime

All areas will be kept clean and tidy and stored materials will be properly coordinated and controlled.

Storage of Materials

We will operate a 'just in time' delivery system with all deliveries needing to be booked in one week prior to the week of the delivery. These will insure that that there will be minimal storage within the construction area.

Nuisance to neighbours and the local environment

Considerations and any mitigating processes have been covered in specific sections of this document. Any complaints will be forwarded to the Project Manager. Once these have been dealt with they will be recorded and retained in the project file together with any remedial actions taken.

Traffic and transportation

Traffic both on and off site together with loading and unloading of plant and materials will be managed in order to minimise the impact to site operations and the local community.

On site, the following will be implemented:

- Switching off vehicle engines when not required
- Parking provided within the site compound
- Use of a form of wheel washing process as appropriate
- Selection of access routes
- Scheduling of deliveries
- Site speed limits on access roads both private and highways
- Banksman use and signage to manage safety of pedestrians and cyclists

Works should avoid tracking/spillage of mud; soil etc. by construction vehicles onto public roads. With the site being stone based there is minimal risk of tracking mud onto the public highway but all construction traffic leaving site will be checked and if required will be cleaned through appropriate wheel wash prior to exiting. In the unlikely event of an issue arising, measures are to be taken immediately to clear up excessive spillage/tracking.

Construction traffic routing

Objective

The objective is to avoid, reduce and manage transport effects of construction traffic servicing the site and the movements associated with construction waste.

The overall strategy includes the following main elements:

- Design: minimising the requirement for material to be imported or exported. For example, the movement of earthworks material off-site will be reduced to a minimum by maximising the use of raised material into the landscaping specifying materials and construction techniques that are resource-friendly.
- Using locally sourced materials where possible, to reducing haulage lengths
- Managing effectively the supply of goods to the construction site - this can significantly reduce both road vehicle mileage and construction costs and wastage
- Managing the movement of workers into the development addressing the main means by which the workforce will travel to the site, i.e. vehicle share in Company crew cab 6 seater vans

Practicality of construction traffic movements

In practice, regardless of any super-imposed controls, only a very limited number of car and HGV construction movements typically occur during the peak hours. The working hours of most operatives would not coincide with the network peak, construction processes would be programmed to avoid reliance on deliveries of concrete and bituminous materials during the more congested periods and delivery drivers would wish to avoid being on the network at congested times of the day when drivable hours used are disproportionate to the quantities of goods deliverable.

Site plan

Refer to separate site plan

Routing instructions to contactors, delivery companies and all visitors

Access to the site will be via Highfield Road following the approved access route.

All purchase orders and invitations to site will be accompanied by the enclosed route map and written instructions regarding protocol on site and notes to avoid peak times.

Parking on site

An area within the site setup will be allocated for parking of vehicles of site operatives and visitors. This will be separate from the construction works being undertaken.

HGV turning

All delivery vehicles will enter the site in a forward direction. The site will always have an area of flat, even ground to turn vehicles within the site compound. All delivery vehicles leaving the site will do so in a forward direction.

Loading, unloading and waiting

All loading and unloading of HGV's will be within the site safety fencing as shown on the plan enclosed. This area will also form the waiting area and primarily comprise a prepared area on the pitch base which will be surfaced late in the programme.

Site operating times

The site operating times are set out below and no construction works will take place outside the following hours:-

Monday to Friday – 08.00 to 18.00

Saturday – 08.00 to 13.00

Sunday – No construction operations

Bank holidays – No construction operations

Deliveries – 08.00 to 18.00

Landscape and visual

Hunts Contractors will take measures to control the visual impact of the works, where reasonably practicable.

Where lighting is needed overnight for security purposes, this will be low level lighting, directed away from sensitive areas where directed light could impact on any bat flight paths.

Site information will be displayed in compliance with HSE requirements.

The site security fencing will be maintained to an acceptable standard.

Temporary site facilities will be sited in a suitable location and kept clean and tidy.

The Project will prevent significant environmental impacts beyond the boundaries of the work sites.

All reasonably practicable measures to control the visual impact of the works and to preserve and reinstate any damage to landscape will be taken, including:

- Considerate positioning of site facilities
- Sympathetic construction practices
- Avoidance of unnecessary tree and vegetation removal
- Good housekeeping arrangements, keeping all sites in a tidy manner and prevent release of litter and mud accumulation on public roads
- Use of fencing or seeded bunding where appropriate
- Restrictions on lighting to prevent intrusion
- On site temporary parking

Any temporary storage and final location of excess spoil from excavations will be positioned in line with requirements of planning consents. Site reinstatement will be wherever practical be returned to its original state or as agreed with the Client.

On completion, all construction materials will be removed and the sites left in a tidy manner, to the satisfaction of the Client.

Waste

It is Hunts Contractors policy to minimise the amount of waste generated and sent to landfill. Waste elimination (through design) and minimisation shall be an integral part of the process. Opportunities to minimise waste through the design process (where applicable) will be considered and actions taken where identified and cost effective. All waste streams will be assessed against the waste hierarchy to determine the most effective waste management option.

- Eliminate
 - Reduce
 - Re-use
 - Recycle
 - Dispose

The Site Supervisor will hold the delegated duty of Waste Manager. He will ensure that waste measures are adhered to and ensure any changes to methods of handling wastes and amendments to destination recycling or landfill sites are legal and fully audited. Copies of waste transfer notes shall be collected for the duration of the works and shall be stored at Head Office for the statutory required period of 5 years.

All waste will be handled and disposed of in line with current "Duty of Care" Regulations under section 34 of the Environmental Protection Act 1990 (the EPA). It is the responsibility of all persons on site to dispose of waste in the correct receptacles and to report any waste being stored incorrectly or escaping from the site area.

Implementation

Identify

- The wastes, and their category, that will be generated by the project
- Opportunities for reuse and/or recycling
- Proposed methods of storage, segregation, handling and transportation of waste
- Means of disposal including licensing requirements of carriers and destination sites
- Management, monitoring and review process

To avoid:

- Damage by mishandling, weather and inadequate storage
- Vandalism and rework
- Over ordering and lack of delivery checks
- Lack of recycling opportunities
- Poor workmanship

We will:

Plan and design to prevent and minimise waste

- Including conditions for sub-contractors that require implementation of waste minimisation
- Implement procurement and purchasing that support waste avoidance
- Manage storage, handling, taking correct quantities to workforce, protect final product
- Encouraging recycling and reusing of materials and products on site
- Induction and promote waste minimisation

The implementation of environmental protection and site waste management will be covered in the site induction.

Archaeology and built heritage

No archaeological remains have been identified in the site although all construction procedures will be in line with any relevant planning conditions.

All planning conditions will be adhered to. The general objective is to ensure that works are carried out in such a way as to avoid or minimise, as far as reasonably practicable, potential damage and disturbance to archaeological sites and deposits, and buildings of historic interest (both listed buildings and important non-listed above ground features and structural elements).

Geological site management

There are no identified special geological sites present on the proposed development either SSSI or otherwise, however contractors and site management will be made aware of the need to look out for indications of geological site interest and inform the client if any such indications arise.

The operations listed below are some items from the OLDs list (Operations Likely to Damage sites of special interest). None of these operations should be undertaken if any indications of geological site interest are confirmed and Natural England must be consulted as their consent will be required in advance of any operation commencing:

- Cultivation, including ploughing, rotovating, harrowing, and re-seeding
- Dumping, spreading or discharging of any materials
- Tree and/or woodland management and alterations to tree and/or woodland management (including planting, felling, pruning and tree surgery, thinning, coppicing, changes in species composition, removal of fallen timber)
- Draining (including the use of mole, tile, tunnel or other artificial drains)
- Infilling or digging of ditches, dykes, drains, ponds or pits
- Extraction of minerals, including hard rock, sand, gravel, silt, clay, topsoil, subsoil, chalk and spoil
- Destruction, construction, removal, re-routeing or regarding of roads, tracks, walls, fences, hardstands, banks, ditches or other earthworks, including soil and soft rock exposures or the laying, maintenance or removal of pipelines and cables, above or below ground
- Storage of materials
- Erection of permanent or temporary structures, or the undertaking of engineering works, including drilling
- Modification of natural or man-made features, (including cave entrances) and clearance of boulders, large stones, loose rock or scree
- Battering, buttressing or grading of geological exposures and cuttings (rock and soil) and infilling of pits and quarries
- Removal of geological specimens, including rock samples, minerals and fossils.
- Recreational or other activities likely to damage or disturb the features of special interest.

Lighting

The objectives are to provide adequate lighting on the proposed development ensuring a safe and secure worksite but avoiding incorrectly positioned site lighting which may cause nuisance or may unnecessarily interfere residents or passing motorists.

In determining the lighting arrangements for the worksite, consideration will be given to residents and other sensitive receptors that may experience a nuisance by the light. Where appropriate, measures will be implemented to reduce obtrusive light (including consideration of hours of lighting, provisions for dimming or switching off light, equipment to be used and lighting position).

Reference to and consideration of the Bat Conservation Trust's best practice guide shall be made (Bats and Lighting in the UK, Bats and the Built Environment Series).

Where possible, a daylight only construction schedule will be adopted to minimise adverse lighting effects as different phases are completed. It is unavoidable that construction work may require work during the hours of darkness in consideration of shorter daylight availability during winter months.

Where appropriate the following measures will be considered for implementation:

- Do not "over" light
- Dim or switch off lights
- Use specifically designed equipment
- Keep glare to a minimum, and
- Position lights sensibly.