

This Best Practice Guidance describes the minimum level of environmental requirements for contractors working on Galliford Try construction sites. Galliford Try adopt a suite of health, safety and sustainability (HS&S) standards and as such all contractors are required to co-operate with the employing operational management team and to comply with these HS&S standards and the Galliford Try Environmental Policy.

It is the duty of the contractor to have knowledge of relevant environmental legislation and to take account of environmental legislative requirements in the planning and execution of their work for Galliford Try.

Contractors are required to ensure that all relevant environmental legislative permission(s) applicable to their works are obtained prior to commencing a work activity and provide the Galliford Try management team with copies. Thereafter, Contractors are required to ensure conformance with the conditions and requirements of the obtained environmental legislative permission(s).

1. Environmental Incident Management

• **Environmental Incidents**

All environmental incidents should be reported to GT site management immediately. Examples of environmental incidents are:

- Any release of a polluting substances to land, water or air
- Any release of a polluting substances to surface / foul sewer
- Damage to flora / fauna or protected habitats and conservation areas
- Damage to any cultural asset
- Contact from a regulatory body i.e., EA, NRW, SEPA, local authorities
- Receipt of any enforcement action from a regulatory body
- Any emission of dust, odour, noise, vibration and / or light to the external environment that results in a complaint
- Any action that has the potential to cause a negative visual impact e.g., mud on the public highway.

Where the incident is a spill of a polluting substance, the emergency preparedness requirements (see section 5 below) should be followed. Contractors are required to assist and provide information to any investigation as a result of an incident occurring on a GT construction site to identify root cause and lessons learned.

• **Unexpected Environmental Find**

An environmental event that has affected construction progress but was identified before any environmental legislation was breached e.g., contaminated soils, archaeological features, protected flora / fauna. All works in the area must stop immediately and the find reported to GT management team. The area must be suitably protected to prevent access and / or damage until the issue has been investigated.

2. Communication and Consultation

Galliford Try operates an 'Open Door' policy and will respond positively to any environmental concerns or improvement opportunities suggested by contractors. Contractors working on site are expected to implement suitable and effective communication methodologies with GT management team to ensure:

- Site inductions contain an environmental component and are delivered to all persons attending site
- Attendance at environmental meetings, as and when requested
- GT site management are informed of the receipt of any complaints from external third parties or contact from a regulatory body
- To actively encourage innovation and disseminate good practice, alerts, bulletins and regulatory updates, as required.

Galliford Try is an Associate Member of the CCS and has committed to register all sites with a duration greater than six weeks. All Contractors should assist Galliford Try achieve an excellent level of performance, as set out in the CCS scheme.

3. Cultural Heritage

Where risk assessments, surveys or consultations determine that there is a potential for construction activities to adversely impact any cultural heritage asset, Contractors should develop risk assessments and method statements for work activities covering suitable, adequate and effective mitigation to assure minimal disruption, disturbance or damage to the cultural heritage asset(s).

In the event that any cultural heritage asset (e.g., historical artefacts, bones) is discovered during construction works all activities in the immediate area should be stopped and reported to the GT management team.

Any cultural heritage artefacts found by Contractor personnel within or near the site boundary should be turned over to, or brought to the attention of, the GT management team.

Upon the discovery of any human remains, Contractors should ensure that the GT management team are contacted. Thereafter, the area of the find should be made secure and the human remains left in situ until further instruction has been received from the GT management team.

4. Ecological Management

Where risk assessments, surveys or consultations determine that there is a potential for construction activities to adversely impact flora / fauna, habitats and / or invasive species, Contractors should develop risk assessments and method statements for work activities providing suitable, adequate and effective mitigation to assure minimal disruption, disturbance or damage to the flora / fauna, habitats and / or invasive species.

All trees and hedgerows should be protected from damage. Where trees are specified for retention, the protection measures employed should comply with BS 5837.

Any Contractor engaged to work on or with protected flora or fauna should be competent. Additionally, evidence to demonstrate their level of competency should be provided to the GT management team.

In the event that any protected flora or fauna is discovered, not already identified, during construction works, all activities in the immediate area should be stopped and the discovery reported to GT management team.

5. Emergency Preparedness

All Contractors working on site should comply with the site specific spill response plan based on the principles of **STOP – CONTAIN – NOTIFY** and ensure all employees who work with hazardous substances are trained in spill response.

All spills of hazardous / polluting substances should be immediately reported to the GT management team.

Contractors should comply with statutory regulations regarding the use of fuel storage tanks and ensure all mobile plant are refuelled so as to prevent soil, groundwater or surface water contamination e.g., by the provision of designated refuelling areas equipped with effective containment systems. Storage areas should be positioned at least 10m from a watercourse or surface / foul water drain and 50m from a water abstraction borehole.

Plant and equipment should be well maintained, checked on a regular basis and provided with a spill kit. All materials brought into the workplace by a Contractor that are hazardous to the environment should be stored in a manner to prevent soil, groundwater or surface water contamination (e.g., fuel, hazardous materials).

6. Land Use Management

Where risk assessments, surveys or consultations determine that there is a potential for construction activities to encounter contaminated land, Contractors should develop risk assessments and method statements that provide suitable, adequate and effective mitigation to ensure the effective management of contaminated materials.

Contractors involved in the management of soils and excavations / earthworks should obtain and review all required site surveys / investigations to identify any levels of contamination on site. Where contamination has been identified, works should progress in accordance with the site specific remediation strategy.

When works involve the delivery of the site specific remediation strategy, the Contractor should ensure all relevant permits, licences and / or exemptions have been obtained and employees retain the required competency to comply with the relevant permit or licence, as appropriate.

Where instances of land and / or groundwater contamination are unexpectedly identified during construction activities, the Contractor should ensure that:

- Works in the immediate vicinity are stopped and the discovery reported to GT management team
- The impacted area is cordoned off from unaffected construction activities.

Where known or unexpectedly identified contaminated materials are excavated and temporarily stockpiled prior to treatment or disposal the Contractor should ensure that:

- Storage areas are effectively demarcated from construction other works and are placed on an impermeable liner to prevent contamination of the underlying ground
- Stockpiles are covered to prevent windblown dust or the ingress of rainwater, where practicable
- Suitable, adequate and effective means of containing surface water run-off from contaminated stockpiles are implemented to prevent the uncontrolled discharge of contaminated effluent
- Clear and unambiguous signage is displayed to notify site personnel of the presence of contaminated materials.

When more than 50m³ of soil is to be stripped and / or excavated, Contractors should ensure that the following are addressed within their risk assessments and method statements:

- A clear definition of the intended depths to which topsoil is to be stripped
- Methods of soil handling, segregation, location and height(s) of soil stockpiles as well as the duration of storage
- Methods for maintenance of stockpiles e.g., weed control, soil reinstatement and aftercare.

7. Nuisance Management

Where risk assessments, surveys and consultations determine that there is a potential for construction activities to adversely impact sensitive environmental receptors (e.g., people, flora / fauna and / or buildings) from noise, odour, dust, traffic, visual, vibration or light impacts, Contractors should develop risk assessments and method statements to implement suitable, adequate and effective mitigation measures by applying Best Practicable Means (BPM) (e.g., provision of wheel wash facilities, undertaking dampening down activities, appropriately siting and managing of material stockpiles and noise / vibration reduction controls) to reduce potential nuisance impacts, as much as practically possible.

Contractors should adhere to any working hour restrictions that are applicable to the workplace and ensure that the GT management team is notified in advance of any construction activity that is likely to breach defined working hour restrictions.

Where applicable Contractors should comply with the Non Road Mobile Machinery (NRMM) standards and directives on emissions. All NRMM should be well maintained and should any emissions of white, blue or black smoke occur (except during startup) then the relevant machinery should be stopped and any problem rectified before being reused.

8. Resource Management

Galliford Try is committed to reducing the use of valuable resources by decreasing energy / water consumption and cutting carbon emissions to lower the total carbon footprint of all our operations. All Contractors should assist Galliford Try achieve this aim by:

- Adopting good housekeeping practices (e.g., switching off all non-essential equipment, unnecessary heating and lights and avoiding plant or vehicle idling) to conserve energy so as to minimise carbon emissions and reduce costs
- Using technologies and work practices that conserve water e.g., use of efficient fittings / appliances and rainwater collection systems. Reporting and fixing of leaks.
- Storing and handling materials so as to prevent damage, degradation, contamination and loss through theft / vandalism.

Timber

All timber or timber based board in loose form, or as a component in another product delivered to site should be FSC / PEFC certified and demonstrate full Chain of Custody (CoC). Contractors supplying timber, as described above, should report volumes of each type of certified timber on a calendar quarterly basis and provide evidence to demonstrate FSC / PEFC certification by:

- Providing a copy of the FSC / PEFC certificate from the supplier of the timber
- Providing a copy of the Material Delivery Note from the timber supplier when the product is purchased and delivered to site.

Imported soils

All imported soils should be clean / uncontaminated and tested to meet the intended site specific end use e.g., residential / commercial. Topsoil should be certified to BS 3882. Documents to demonstrate compliance should be provided by the Contractor prior to being brought onto a Galliford Try construction site.

Additionally, where soils are to be imported from another development / construction site all waste management 'duty of care' requirements should be identified and copies of relevant documentation should be provided by the Contractor before being brought onto a Galliford Try construction site.

Recycled aggregates

All recycled aggregates (either supplied or produced on site) should be produced in compliance with the Aggregates Quality Protocol: Production of Aggregates from Inert Wastes. Contractors should provide evidence to demonstrate conformance with this Quality Protocol.

Recycled aggregates produced and / or supplied should:

- Be produced to meet recognised specifications i.e., the Specification for Highway Works and / or European EN Standards and in accordance with the Aggregates Quality Protocol: Production of Aggregates from Inert Wastes.
- Be free from asbestos and other dangerous substances with the potential to cause harm to human health and / or the environment
- Have a content of other materials (i.e., wood, plastic, metal) of less than 1% by mass.

Contractors should visually check recycled aggregates on arrival to site to ensure compliance to the above. Recycled aggregates should be rejected and returned to the supplier where conformance failures are identified.

9. Training, Awareness and Competence

All Contractors working on site should be able to demonstrate the following minimum levels of environmental training, awareness and competency:

- CSCS card for the work activity being completed on site
- Attendance at site specific induction
- Attendance at environmental toolbox talks specific to the environmental risks identified on site.

When the work activity on site involves demolition and / or groundworks the Contractors' site supervisor should have attended a CITB approved 1-day Site Environmental Awareness Training Scheme (SEATS).

Contractors should provide records to demonstrate the minimum levels of environmental competency to GT management team, upon request.

10. Waste Management

The management of all wastes reused on site and / or removed from site for off site recycling and / or disposal should be conducted in accordance with waste 'Duty of Care' requirements and the waste hierarchy (i.e., reduce, reuse, recycle).

Waste Storage and Handling on site

All wastes should be effectively managed to prevent discharge to the external environment and to assure compliance to statutory waste legislation. For example, wastes should be:

- Stored in designated areas, protected from damage, in containers that are in good condition and located away from surface / foul drains and watercourses
- Segregated (hazardous / special from non hazardous, as a minimum) with the provision of adequate containers to allow for the segregation of dry recyclables i.e., glass, metal, paper, cardboard, plastic and food waste
- Secured / covered to prevent the escape of wastes, especially where there is a risk of vandalism
- Labelled i.e., labels that specify their contents to ensure wastes can be segregated.

Additionally, no wastes or other materials should be burned on a Galliford Try construction site.

Removal of Waste from Site

When waste is removed from site, the following documentation should be provided before waste leaves site:

- Copy of a completed waste transfer note or Hazardous / Special Waste Consignment note
- Valid copy of the waste carriers / broker's registration certificate or evidence to demonstrate why registration is not required
- Full copy environmental permit / licence or exemption for the site receiving the waste
- Copy of the hazardous waste site registration (Wales only) where work practices on site are likely to produce >500kg of hazardous waste on an annual basis
- Prenotification (72 hours notice) for the removal of Special Wastes (Scotland only)
- Documents to demonstrate the waste has been pretreated and tested to meet the relevant Waste Acceptance Criteria (WAC) if the waste is to be going direct to a landfill site.

Additionally, Contractors should provide information on the amounts (in tonnes) of waste removed from site on a monthly / quarterly basis.

11. Water Management

Where risk assessments, surveys or consultations determine that there is a potential for construction activities to adversely impact the local water environment, Contractors should develop risk assessments and method statements that provide suitable, adequate and effective mitigation to assure minimal disruption, disturbance or damage to the local water environment.

Throughout project activities, no Contractor may dispose / discharge or allow to escape any hazardous / polluting substances, effluents or waters from site to surface and / or groundwaters, site drainage systems (surface / foul) or land. Any discharge / disposal should be approved by the GT management team prior to the activity commencing.

No work should be conducted on, in or within 10 metres of a main river / ordinary watercourse (including tidal waters) or 50 metres of a borehole without permission from the GT management team.

Contractors should conduct all washing and cleaning operations, including the washing of vehicles and / or plant, in a designated area, which should be isolated from the surface water drainage system and unmade ground or porous surfaces. Effluents should be contained for off-site disposal or disposed of via the foul sewer (with permission from GT management team).

When required, Contractors should establish a concrete washout area to prevent the discharge of concrete wash waters, which should be located at least 10m away from drains or surface waters and trees, where possible. Concrete washout facilities should be designed to prevent liquid and solid wastes being discharged into the external environment and be capable of managing anticipated volumes of generated concrete washout. Additionally, concrete washout facilities should be covered to prevent rainwater ingress.