Colbre Projects Ltd

Site Waste Management Plan (SWMP)

23 New Mount Street, Manchester



1 Introduction

1.1 Purpose of this Document

This Plan sets out Colbre Projects Ltd approach to waste management. It promotes an improvement in waste management across our construction sites.

In time it is envisaged that this Plan will lead to:

- Better resource efficiency and sustainable waste management practices;
- Best means of sharing waste management information, for example on contractors' rates and licences;
- A method of recording the volumes of waste going to landfill or recycled from our construction sites; and

1.2 Benefits

Waste minimisation can provide competitive advantage to Colbre Projects Ltd in the following ways:

- **Cost savings** through reducing waste to landfill, subsequently reducing landfill tax paid;
- **Environmental benefits** by saving on landfill space, reducing emissions through appropriate storage and minimising waste transport;
- **Reducing the space** needed at Colbre Projects Ltd premises for the storage and recycling of waste;
- **Risk reduction** both legal through duty of care compliance and financial through reducing exposure to increase in landfill tax; and
- **Improved market** positioning by promoting an organisation and properties which manage waste efficiently.

Colbre Projects Ltd recognises that the true cost of waste is:

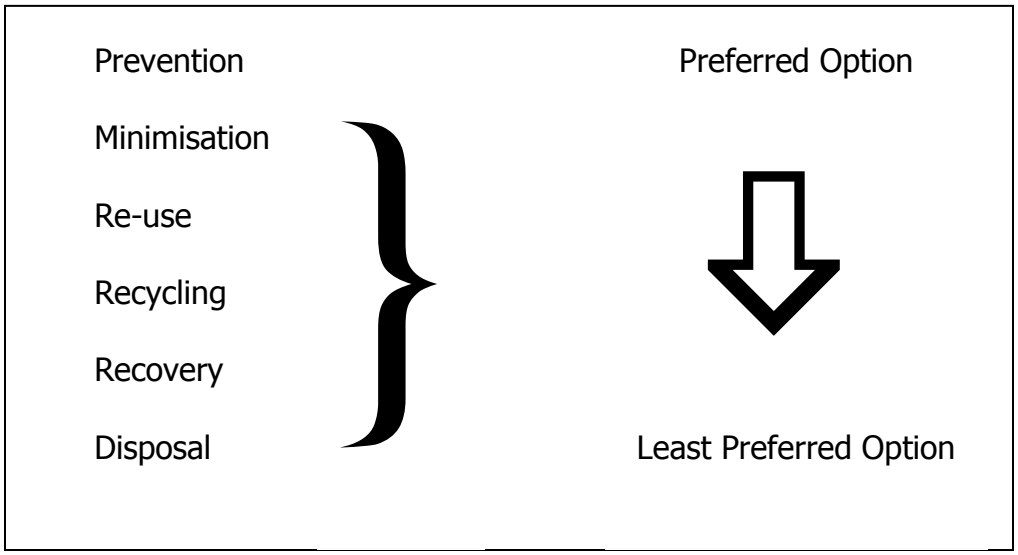


2 PRINCIPLES OF WASTE MANAGEMENT

2.1 Waste Management Hierarchy

The prevention (or avoidance of production) of waste is better than the treatment and disposal of waste and is regarded as the most favourable and sustainable **'waste management'** option.

The figure opposite sets out a hierarchy of waste management options. The most preferred options represent the balance of least environmental impact and least cost.



3 WASTE MANAGEMENT & THE PROPERTY LIFE-CYCLE

The sections below identify good practice waste management specific to each business area.

3.1 Investments

The main areas where waste management can become an issue and how they can be managed are outlined below:

Waste Issue	Guidance
Contaminated soil generated from new build	For properties with contaminated soil, as part of site assessment or due diligence work: • Identify extent of contaminated soil; • Consider option to treat in-situ; and • Consider use of surplus soil on site (depending on extent and nature of contamination) • Identify how the cost of treating or disposing of contaminated soil can be considered in transaction costs
Surplus soil generated from new build	Recognise that where a new development requires excavations and surplus soil is generated, this may need disposal. The cost of this needs consideration in property transactions. Mitigation of this cost can be through identifying a use for the soils either on site or at other development sites.
Waste management facilities within properties	Recognise that appropriate facilities are required to manage waste generated from properties (including waste collection and storage areas, compactors and bunded areas for storage of liquids).

3.2 Development

3.2.1 Design and Planning

"Designers have a key role to play in minimising waste from construction and building occupation by virtue of being upstream in the overall project development process" - CIRIA 1998.

Through effective design it is possible to reduce waste from materials. For example, having a design, which can incorporate recycled materials or a design which can utilise existing building elements. Some good practice guidance is provided below.

Waste Issue	Guidance
Design parameters	The designer should consider: • Likelihood of building usage changing and design in flexibility to accommodate changes; • Not over specifying structures that support areas that require heavy loading. This will reduce concrete, timber and steel usage and wastage; • Use of existing building elements; • Incorporating during the construction process flexibility to accommodate changes in design without wastage; and • The life-cycle of the building, including deconstruction and its potential environmental impacts.
Material specification	Consider the use of reclaimed materials wherever practicable, by: • Incorporating materials from demolition; • Preparing specification such that reclaimed materials are not excluded; and • Considering reclaimed materials from other industries (e.g. industrial byproducts such as metallurgical slag and pulverised fuel ash or glass in the use of 'con-glass-crete'). When sourcing reclaimed materials consider: • Is there sufficient supply of the material from the source(s) identified? • Are the material's engineering, chemical and structural properties known? • Is the reclaimed material a cost effective option? • The life-cycle of the material. For example will it need replacing or does it require extensive maintenance throughout its life. • Embodied energy of the material, e.g. energy required to transport and produce the material.
Component size and capacity	Consider use of standardised and pre-fabricated modular building systems. Aim to avoid the use of irregular and composite forms.

Waste Issue	Guidance
Temporary works	Consider the amount of temporary works required to construct and aim to reduce.
Surplus soil management	The design of new properties should aim to minimise the amount of soil being disposed to landfill. This can be achieved through: • Where excavation is required - aiming to realise a neutral soil (cut/fill) balance whereby fill requirements match excavation, for example topsoil storage for landscaping works. • Identifying other developments that can utilise surplus soil.

Waste management facilities	Designers should consider the need for: • Recycling bays; • Space and power for waste compactor(s) and bailers; and • Special containment for hazardous, clinical and liquid waste

3.2.1 Design and Planning

Colbre Projects Ltd aims to reduce construction waste; the following are some of the good practice initiatives that Colbre Projects Ltd expects contractors to consider.

Waste Issue	Guidance
Soil	Consideration should be given to reducing the need for off-site soil removal or disposal, through: • Re-use of soil on site as part of landscaping or as acoustic barriers (the good storage of topsoil will also allow for the greater potential for it to be reused); and • Identifying re-use opportunities on other sites. Additionally to reduce soil generation it is good practice not to over excavate foundations.
Aggregates and blacktop	Sourcing of aggregates will aim to use reclaimed materials, depending on specification (see Design and Planning, above). Consideration will be given to crushing concrete (either from works or demolition) on site for use as aggregates. Consideration will be given to use of blacktop in road formation and where bulk fill is required.
Timber	Consideration should be given to: • Re-use of formwork and hoarding; • Segregation of wood waste so that off site recycling (e.g. wood chipping) can occur; • Return of storage pallets where possible.
Vegetation and other organics	Process through mulching or composting organic materials arising from the construction works. Such materials could include vegetation, naturally occurring peat, and food waste and could be used in landscaping.
Metal	Separate metals from the general waste stream and send for off-site recycling. Steel, stainless, aluminium and copper can often be sold on to merchants. Best practice should keep ferrous metals separate from non-ferrous metals.

Waste Issue	Guidance
Architectural features	With careful and planned demolition a number of materials can be salvaged for either re-use on site (depending on the specification) or re-use off-site. These include: • Bricks • Bathroom fittings • Floor coverings • Window and door frames • Floorboards • Stair cases • Ductwork • Wiring and cabling
Hazardous waste	Reduce production of hazardous waste in the first place. This generally entails appropriate storage and handling of hazardous materials to prevent spillage. Used oils, asbestos and contaminated soil; in cases where such wastes arise disposal should be by an authorised contractor to a facility authorised to receive the waste.
Procurement	Surplus materials are often wasted, and poorly stored materials are sometimes damaged and wasted. This can be alleviated through ordering the correct amount of materials at the right time. Additional benefits include: • Improved cash flow; • Better use of limited storage space on site; and • Reduce piles of stored materials - and create a safer site. It is good practice for the collation of waste invoices to be undertaken by the procurement team - this allows for reporting volumes of waste.
Waste Management Plans	Waste Management Plans for large developments may be required to ensure that off site waste disposal is reduced and regulatory controls met. The site Waste Management Plan should as a minimum identify: • A person responsible for waste management; • The types of waste that will be generated; • Waste management options for those wastes that considers the Waste Management Hierarchy; • Appropriate waste management sites and contractors; • A plan for monitoring and reporting the quantity of waste.

4 APPENDIX A-WASTE MANAGEMENT REQUIREMENTS

Legal responsibilities relating to waste management (in particular storage, transporting and disposal) fall in varying degrees on the company's agents. At an operational level it is the managing agents who handle day-to-day management of waste and its legal aspects. At a higher, management level Colbre Projects Ltd have an overall duty to ensure that waste is managed effectively and legally. The following sections provide an outline of how those responsibilities can be met to reduce the risk of non-compliance.

Duty of Care

The Environmental Protection Act 1990 places a Duty of Care on any person who produces, imports, carries, keeps, treats or disposes of controlled waste. The main requirements of the Duty of Care are as follows:

- All controlled waste is to be properly stored, managed and disposed of;
- All waste transferred and disposed of must be supported by a waste transfer note. Records must be kept

for 2 years;
- Waste is to be transferred only to authorised persons; and
- 'Duty of Care' transfer notes need to identify wastes using the relevant six-digit codes from the European Waste Catalogue (EWC) in addition to providing a written description of the waste.

Where waste transfer notes and special waste consignment notes are required for waste disposal from the premises ensure the following information is provided:

- What the waste is, how much there is and its 6-digit EWC;
- What sort of containers the waste is in; Time date and place waste was transferred;
- Names and addresses of both persons involved in the transfer;
- Appropriate certificate and licence numbers of waste carriers and disposer; and
- Waste disposal location.

Landfill Regulations

The Landfill Regulations (England and Wales) 2002 (as amended) sets out a new waste classification and treatment regime, whereby the co-disposal of inert, hazardous and non-hazardous waste is prohibited. The implication is increased disposal costs. It is therefore important to:

- Ensure waste minimisation and recycling practices are employed wherever possible; and
- Where waste is to be disposed:
    - Inert, non-hazardous and hazardous waste are segregated; and
    - Appropriate classification of waste is provided on waste transfer.

NINE STEPS

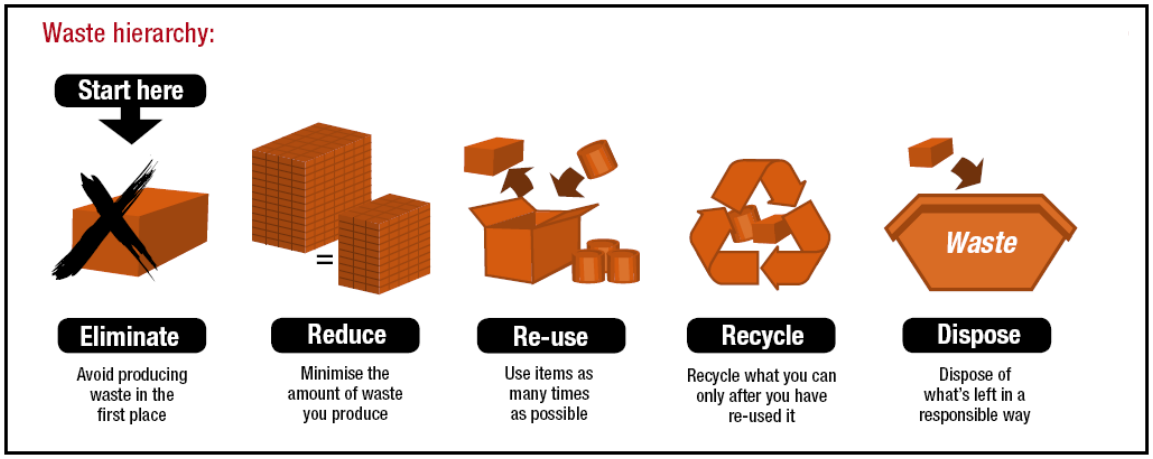
Step one – appointed person responsible for the SWMP

The Company will appoint someone to take overall responsibility for the SWMP. Any number of individuals can be involved in the delivery of the plan but just one person needs to be in charge and responsible for updating the plan throughout the life of the project.

That person will be clear on their responsibilities and also have enough authority to ensure that others will co-operate.

Step two - waste identification

The appointed person will Identify the types and quantities of waste that will be produced during the project. This will involve thinking through every stage of the project and working out in advance what materials will be used. They will estimate how much waste will be produced and set realistic targets for how much of that waste will be able to be reused, recycled or disposed of. A data sheet will be used to get this information together (example attached). This will include the waste hierarchy, on- and off-site options and any special arrangements that may be needed to make for hazardous wastes produced.



Step three - identifying waste management options

The appointed person will work out all the best options available for recycling and disposal of the site's various waste streams.

They will sure each person knows where, when and what sort of materials can be reused, recycled or disposed of both on- and off-site.

- all waste is stored and disposed of responsibly
- a record is kept of all waste disposed of or transferred through a system of signed Waste Transfer Notes (WTN).

Step four – identify where and how you will dispose of your waste

The appointed person will ensure each person knows how and where waste will be disposed of. Where using contractors for waste disposal the appointed person will ensure they comply with all legal responsibilities. Waste is only handled or dealt with by individuals or businesses that are authorised to deal with it. A waste management licence will be in place.

Step five –on-site materials and waste handling is well organised

Important savings will be made by careful planning of the materials needed for each project. Pre-ordering materials to specification at the design stage will reduce workmen's time. Over-ordering will be avoided as this will reduce site waste.. Consideration will be made where using recycled or previously used materials as another way of keeping costs down and helping the environment. All SWMP targets will be recorded on a data sheet.

Step six – communicating the plan and training

Once a Clear plan is in place it will be communicated to staff, contractors and subcontractors via pre-contract meetings. Also the plan will be regularly assessed and discussed through on-going progress meetings

A training programme will be developed to make sure everyone fully understands how to report the use of waste and materials. The training will include making sure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials etc.

Step seven – measuring waste

Once the plan is being used on site, all movements of waste within and from the site will be monitored;

- to measure how well it's working assessing how much and what type of waste is being produced
- measurements will be set up to compare with future projects, for example:
    - volume (eg number of full skips)
    - value (eg cost of disposal)
    - weight (eg weighbridge tickets returned).

- there is a benefit from recording these costs against:
    - value of project
    - area of build floorspace
    - volume of building.

- track progress:
    - record this on data sheets regularly
    - prepare to update it if circumstances change.

Step eight - monitoring the success of the SWMP

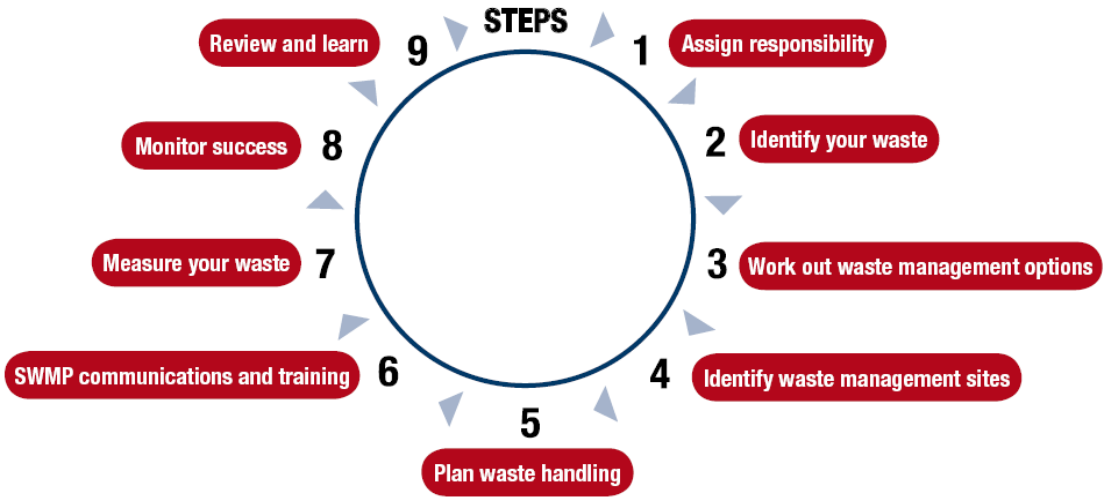
The appointed person will ensure all is going according to plan and will be prepared to make changes where applicable.

Step nine - review and learn lessons for the future

By the end of the construction project the SWMP will give an accurate record of how effectively materials have been managed on the site and how well targets for waste management were met.

The recorded information will be valuable for future construction projects.
A report will be sent to staff and customers that gives details of the results of the SWMP and include a list of action points for the future.

This report will help to inform future projects and it will also keep everyone involved in delivering the SWMP aware of its value, its impact on the cost of the project and its benefit to the environment.



Site Waste Management Plan data sheet

Project name: New Mount Street

Date when this sheet was filled out: 19/07/2018

Stage of project (eg planning stage, during project delivery, end of project): Planning Stage

Report number (projected waste arising should be report number one etc):

Project address / location: 23 New Mount Street, Manchester, M4 4DE

Principal contractor: Colbre Projects Ltd.

Person responsible for waste management on site (name and job title): Neil Watkiss, Site Manager

Person and company completing this form, if different: Tom O' Brien

Types of waste arising (add more rows if needed): Mixed construction Waste

Material	Quantity (in m^3)						
	Re-used onsite	Re-used offsite	Recycled for use on-site	Sent to recycling facility	Sent to WML exempt site	Disposal to land-fill	WTN † Completed?
Inert							
Concrete							
Brick / Block							
Tarmac							
Non-hazardous							
Plasterboard							
Metals							
Hazardous							
Totals (in kg/T)							
Performance score as % *							
SWMP Target % *							

Additional Info (continue overleaf):