GUIDANCE ON SITE WASTE MANAGEMENT PLANS

1.0 Summary

1.1 The Site Waste Management Plans Regulations 2008 have been revoked but many clients require appropriate persons to prepare and implement a 'Site Waste Management Plan' (SWMP) for works involving construction or demolition.

2.0 Responsibility for writing the SWMP

2.1 The client and main contractor are jointly responsible for writing and implementing the SWMP with a named individual having delivery responsibilities. If more than one contractor is employed directly by the client on a project, the client is required to appoint one as principal contractor.

2.2 All contracts and sub-contracts should include details of responsibilities for managing the waste produced in the course of the contract and reduction targets etc.

2.3 Larger sites may well need to provide training for contractors and sub-contractors to ensure that they are fully aware of the parts of the SWMP affecting their work.

2.4 The SWMP will identify and record the responsible persons within contractors and sub-contractors responsible for implementing the SWMP and its objectives.

2.5 Principal contractors are required to:

i. ensure co-ordination and co-operation between contractors at work during the construction phase;

ii. where reasonably practicable, provide a suitable site induction and further information and training for contractors and sub-contractors to ensure that they are fully aware of the parts of the SWMP affecting their work;

iii. ensure all waste produced on site is managed within the terms of the SWMP; and

iv. ensure waste on site is as far as is practicable re-used recycled or recovered

2.6 The client is required to give any contractor reasonable directions to ensure compliance. If there is no principal contractor then the client is assumed to have responsibility for the SWMP.

2.7 The SWMP will identify and record the responsible persons within contractors and sub-contractors responsible for implementing the SWMP and its objectives.

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3.0 Who can inspect the SWMP?

3.1 Both the Environment Agency and Local Authorities are able to inspect construction sites and may show interest in the SWMP. An inspector will have to carry specific authorisation and identification.

3.2 When approached by a person requesting to inspect records ask them to sign your visitors' book and produce evidence of their authority (a warrant card) to enter your site. If you experience any serious problems on site, please call Oaktree Environmental Ltd for advice on 01606 558 833.

3.3 If you are cautioned by an inspecting officer seek advice immediately. Do not ignore warning letters or notices, they may not be followed up immediately but could result in a summons landing on your doorstep several months later.

4.0 What penalties are there?

4.1 There are no specific SWMP penalties since the regulations were revoked but compliance with waste management and environmental legislation is still required.

5.0 What should a SWMP contain?

5.1 The SWMP should be prepared in part before work commences on site and should include standard information irrespective of the size of the project, as set out below.

5.2 The identity of:

i. the client, the principal contractor and the person who drafted the Plan;

ii. the person in charge of the project; and

iii. the contractor used (if there is more than one contractor, the principal contractor).

5.3 A description of the works proposed including the:

i. location of the site; and

ii. a description of the waste type that will be produced in the course of the project;

iii. an estimate of the volume of each different waste produced;

iv. the waste management action proposed for each waste type i.e. reuse, recycling, recovery or disposal;

v. a declaration that the person in charge of the project and the principal contractor will take all reasonable steps to ensure that waste management controls e.g. the duty of care, will be observed; and

vi. details of any decision taken before the SWMP was drafted to minimise the quantity of waste produced on site.

5.4 The main contractor should record:

i. the identity of the waste management contractor removing the waste and other details to comply with the Duty of Care Code of Practice;

ii. the types of waste removed, when it was removed;

iii. the site that the contractor is taking the waste to; and

iv. Within three months of the work being completed they must add to the plan;

- confirmation that the site waste management plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation; and
- description of any lessons learnt from any differences in circumstances between the first draft of the site waste management plan and actual performance.

5.5 As often as necessary to ensure that the plan accurately reflects the progress of the project, and in any event not less than every six months, they must:

i. assess the plan;

ii. record the types and quantities of waste produced;

iii. record the types and quantities of waste that have been:

- re-used on-site, re-used off-site;
- recycled for use on-site; recycled for use off-site;
- sent to recycling facility;
- sent to waste management licence exempt site; or
- sent to landfill site for disposal; and

iv. produce a further plan, if it is necessary to do so, making changes necessary to reflect the progress of the project.

5.6 Within three months of the work being completed they must add to the plan:

i. confirmation that the site waste management plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation;

ii. a comparison of the estimated quantities of each waste type against the actual quantities of each waste type;

iii. where relevant, drawing on any lessons learnt, an action plan to address these for the next project; and

iv. an estimate of the cost savings that have been achieved by completing and implementing a site waste management plan.

5.8 Any efforts to improve resource efficiency and minimise waste during the design phase of a construction project should be described in the site waste management plan. This would simply be a statement that confirmed whether alternative, more resource efficient methods had been adopted, and if desired the degree of cost savings. This would allow the source of any cost-savings to be more easily traced as the plan would encompass the entire design-build process.

5.9 There is no requirement for firms to produce an action plan for each project detailing how lessons learnt may be addressed in future, however, drawing on such learning can help

maximise the benefits and savings to be gained from SWMPs. Clients, principal contractors, designers and others involved in the planning and execution of projects may therefore wish to consider the most appropriate way of integrating the outcome of SWMPs into further construction work. It may be helpful, for example, to undertake a regular audit or review process of company SWMPs involving all key players, or to produce an overarching action plan building on the findings of a number of projects.