

Redevelopment of Pall Mall Court - Site Waste Management Plan

OP02.38

Project:	Redevelopment of Pall Mall Court
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PREPARED BY	Chris Myers (Projects Director)	DATE	September 2022
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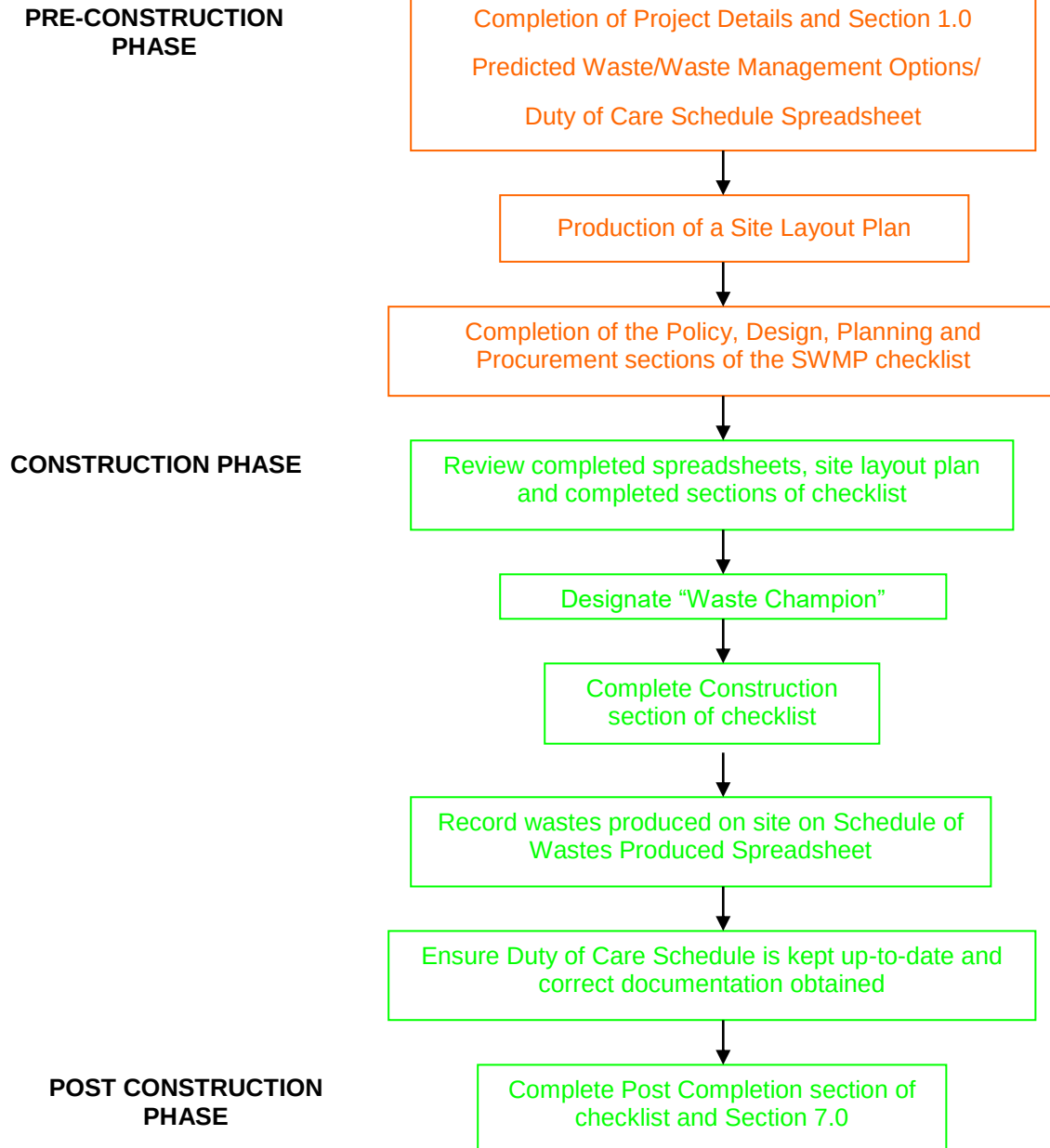
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INTRODUCTION

This Site Waste Management Plan (SWMP) details the approach and actions we will be undertaking to manage the waste produced by this project. The Plan will be implemented by the operations team, supported by the Local Construction Office Environmental Manager and the Divisional Management team. The Site Waste Management Plan process:



Orange – completed by Pre-Construction Green - completed by Site Manager/Waste Champion

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PROJECT DETAILS & TEAM

Project Name	Pall Mall Court – Refurbishment
Project Address/Location	Pall Mall Court, 61 – 67 King Street, Manchester, M2 4PD
Project Value	£20,000,000
Floor Area	120,000 Sq Foot
Project Description	Full refurbishment of existing building inclusive of new external windows, structural works, M&E and extension of 1nr floor.

ALL PROJECT TEAM MEMBERS ARE TO BE ASKED TO SIGN UP TO THE PLAN

Construction Manager	Claritas
Bid Manager	Andy Penza
Project Manager/Site Manager	Tony Dougan
Nominated Waste Champion	Hatham Rahman

Client	Bruntwood Works, Union, Albert Sqaure, Manchester, M2 6LW
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Designers/Architect	Sheppard Robson, City Tower, Piccadilly Plaza, Manchester, M1 4BT
Structural Engineer	DW LLP Marsden House, Marsden Road, Brooklands, Sale, Cheshire, M33 3AQ
Identified subcontractors (large waste producers)	Dragonfly Contracts Limited – Window Strip out and internal soft strip. Cubic Works – Mechanical contractor

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	Electrical Contractor – TBC Drylining Contractor – TBC
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1.0 SITE WASTE MANAGEMENT PLAN

Before the project commences, information is collected on the wastes likely to be produced by the project and the available options for reduction, reuse, recycling and disposal. This is entered onto an excel spreadsheet containing the following details:

- Predicted Waste Streams and Quantities
- Waste Management Options
- Duty of Care Schedule

All of the above schedules are to be completed as far as is possible by the Bid Manager during the pre-construction stage.

Trade Contractors and suppliers should be asked at time of enquiry to submit copies of their Waste Carriers Licenses, Waste Management Licenses and an estimate of their anticipated waste quantities.

Due consideration will be given to the Defra Waste hierarchy:

(<http://www.defra.gov.uk/environment/waste/legislation/waste-hierarchy/>)

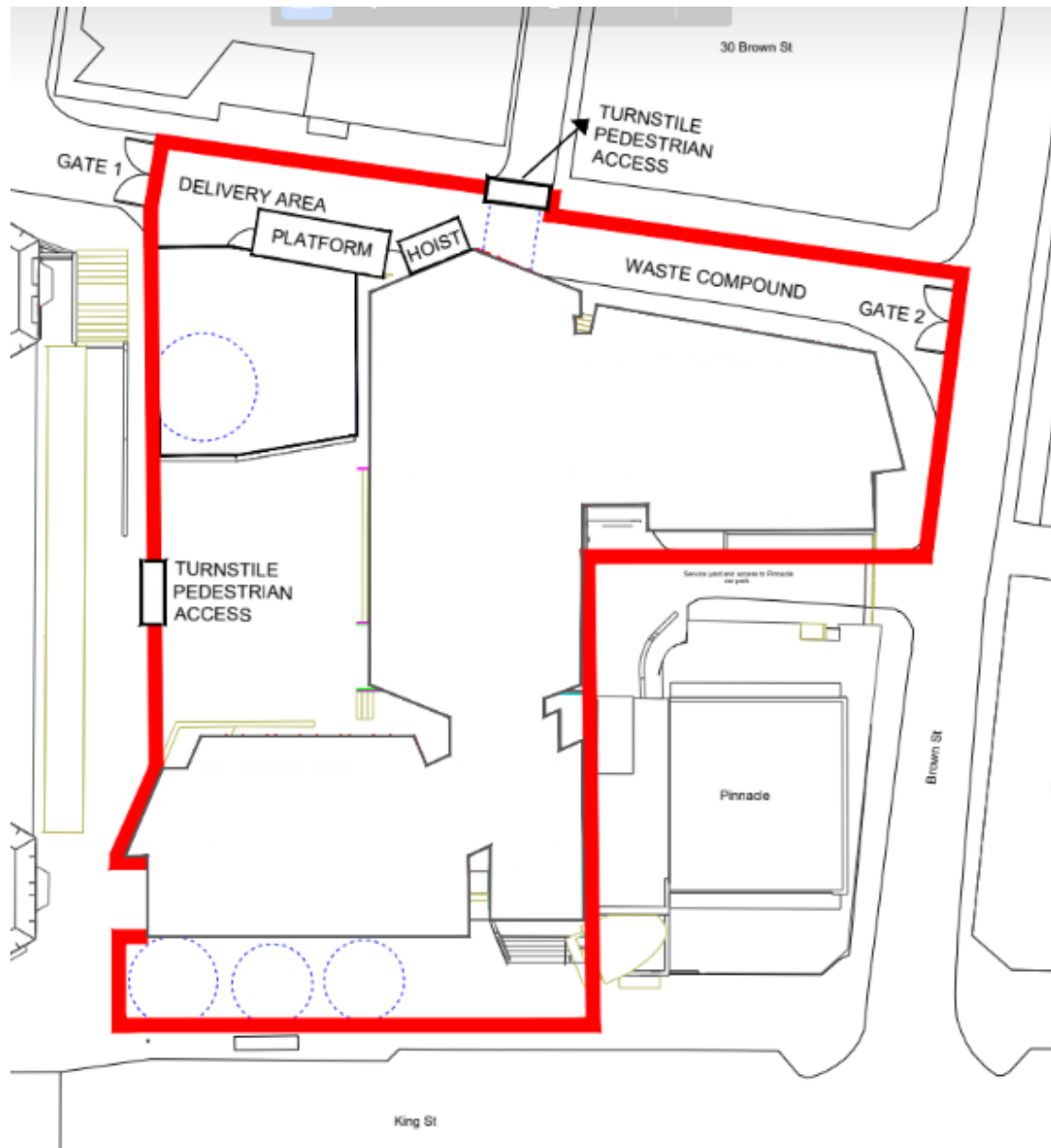
The Site Manager must ensure that the Duty of Care Schedule is kept up-to-date and all waste materials leaving site are recorded by the approved skip hire contracted to remove and recycle waste. Produced on the Waste Data Sheet in Section 5.

2.0 SITE LAYOUT PLAN

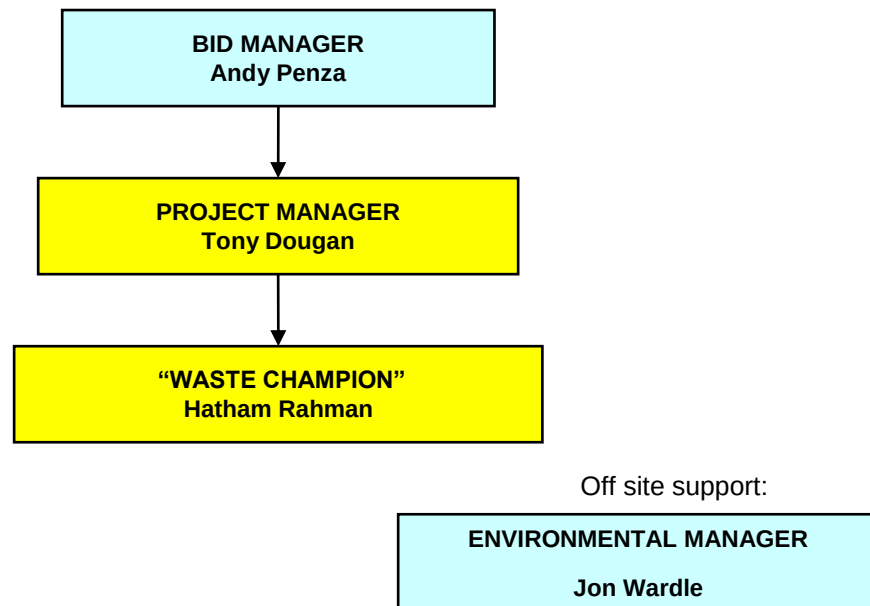
The “waste compound” are is where the following will be located:

- Material storage areas
- Skip and recycling areas
- Materials handling equipment

The Site Manager must ensure that any amendments to the Site Layout Plan are recorded in this section.



3.0 ROLES AND RESPONSIBILITIES



Bid Manager

Andy Penza is responsible for completing the Predicted Waste Streams and Quantities, Waste Management Options and Duty of Care schedule spread sheets during the Pre-Construction stage of the project. They also obtain copies of Subcontractors and Suppliers Waste Carriers Licences and Waste Management Licences and estimates of their anticipated waste quantities.

Andy produces the site layout plan detailing material storage areas, skip and recycling areas and materials handling equipment. He is also responsible for completing the Policy, Design, Planning and Procurement Stages of SWMP checklist.

Project Manager

Holds overall responsibility for material storage on site and implementation of the Site Waste Management Plan. They review the sections of the SWMP completed in the bid phase to ensure they are correct and up-to-date. Tony Dougan ensures that any amendments to the site layout are recorded in the Site Plan and completes the Construction section of the SWMP checklist. Tony Dougan is responsible for keeping the Duty of Care Schedule up-to-date and ensuring that all waste materials leaving site are recorded by the skip company contracted to remove and recycle waste from this site.

When the project is completed, Tony is responsible for completing the Post Completion section of the SWMP checklist and the Report and Review section of the SWMP.

Site Team Members can obtain environmental advice and information from Tony during the project with external support available if required.

“Waste Champion”

Hatham is responsible for ensuring that the Site Waste Management Plan is followed on site. Responsibilities of the Waste Champion include to:

Maintain and regularly update the Site Waste Management Plan.

Ensure all waste storage containers are clearly labelled and wastes are segregated correctly.

Ensure that good or best practice is followed on site.

Make sure that the Duty of Care is complied with at all times and that any waste produced on site is handled safely and within the law.

Ensure that the correct documentation is held for waste contractors using the site and controlled waste transfer notes for waste removed from site are correctly filled in and kept in the SWMP file.

Keep accurate records of the types and quantities of waste leaving site through use of the waste data spreadsheet.

Be a point of contact with regards to waste questions, queries and problems.

Attend training sessions on waste minimisation, and disseminate the information to the rest of the team. Ensure all site personnel know their responsibilities for site waste management and arrange training where necessary.

Engage in project meetings aimed at keeping track of and recording progress.

Implement waste minimisation as an important part of company culture and co-ordinate reduction, reuse and recycling initiatives between subcontractors.

Motivate and encourage minimisation of all types of waste, including efficient use of water and electricity.

The Waste Champion should be a Claritas employee in order to ensure retention of knowledge and policy continuity for the duration of the construction project. The nominated person should have the authority and enthusiasm to implement the ideals of the SWMP across site and have the visible support of management.

The above roles and responsibilities can be undertaken directly by the Waste Champion, or delegated accordingly.

4.0 SITE WASTE DATA

The Site Manager must ensure that all waste materials leaving site, including those managed by subcontractors, are recorded via the data provided by the skip hire company contracted to remove and recycle waste from this site. Please ensure that Head Office is stated to be the central point for receiving this monthly waste data which will then be recorded via BRE SMARTwaste

5.0 CERTIFICATES, LICENSES AND PURCHASE ORDERS

Sites producing hazardous waste will need to register with the Environment Agency as a 'Producer' of hazardous waste. The application form and full details are available on the intranet at:

<http://www.environment-agency.gov.uk/subjects/waste/1019330/1029396/?lang=e>.

When the site's Hazardous Waste Producer Registration Document is received from the Environment Agency it should be placed in this section of the file. The premises code should be entered onto the contract details sheet at the front of this SWMP.

All companies, including subcontractors, removing waste from site must be licensed waste carriers. The following documents should be obtained and placed in this section:

- Waste Management Contractors Licenses
- Waste Carriers Licenses
- Demolition and Groundworks Contractors Licenses

Waste Management Licenses or exemptions (or PPC permits) should also be obtained for all recycling facilities/disposal sites to which waste from site is taken. These should be licensed to accept the type of waste being handled.

Copies of final waste site licenses should be kept in this section.

All licenses should be checked to ensure they are valid and current by logging into to the EA website: <http://www2.environment-agency.gov.uk/epr/search.asp?type=register> and following the steps on Guidance Note GN-EM-02 in Appendix 1. Evidence should be printed out and kept in this section.

Duty of Care Audits should also be carried out during the project. Each waste contractor removing wastes from site should be followed to ensure they are taking the wastes to the correct waste sites. If possible during visits to waste facilities, checks should be made that wastes are being recycled/disposed of in accordance with the specified methods.

Skip Purchase Orders should also be kept in this section of the file.

The Site Manager must ensure that the Duty of Care Schedule in Section 1 is kept up-to-date with all of the above information.

6.0 WASTE TRANSFER NOTES

Put notes in here when scheme active:

A Waste Transfer Note must be obtained for every load of waste leaving the site, including groundworkers wastes, demolition waste and contents of septic tanks and wheel washes. Guidance on checking Waste Transfer Notes can be found in Appendix 1.

All Waste Transfer Notes must include the relevant 6-digit European Waste Catalogue Code and a description of the wastes. The Transfer Note must also be signed by the carrier's representative and ourselves. **Waste Transfer Notes must be kept for 2 years**

A Hazardous Waste Consignment Note must be obtained for every load of hazardous waste leaving the site, including asbestos, oil-contaminated wastes and part-full paint cans and mastic tubes. **All Hazardous Waste Consignment Notes must be retained for 3 years.** Further guidance on hazardous wastes can be found in Appendix 1.

7.0 REPORT AND REVIEW

At the end of the project, the Site Manager should complete the following Completion Report to review the information collected during Site Waste Management Plan process.

Completion Report

Confirmation of implementation of the plan

I [] confirm that the site waste management plan on [] will be monitored on a regular basis to ensure that work progressed according to the plan and that the plan was updated at least 6 monthly in accordance with "The Site Waste Management Plans Regulations 2008".

Name:

Signed:

Date:

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Comparison of predicted and actual wastes (example only)

	Predicted Quantities (m ³)	Actual Quantities (m ³)	Difference
Ceramics	1		
Inert	10		
Concrete	2		
Timber	5		
Plastic	5		
Packaging	5		
Electrical equipment	2		
Furniture	1		
Metals	3		
Liquids and Oils	1		
Insulation	5		
Plasterboard	10		
Miscellaneous	15		
Hazardous	3		

3.0 GLOSSARY OF TERMS

BREEAM	Building Research Establishment Environmental Assessment Method
DTI	Department of Trade and Industry (Now the Department for Business, Enterprise and Regulatory Reform)
EA	Environment Agency
PPC Permit	Pollution, Prevention and Control Permit issued by the Environment Agency to regulate the operations of a business
SMARTwaste	A waste auditing tool that enables waste types to be measured and benchmarked. This tool measures changes in waste reduction and recovery that are put in place on-site, providing information that can be of benefit to your whole organization
SWMP	Site Waste Management Plan
WRAP	Waste and Resources Action Programme
WRAP's Recycled Content Toolkit	A tool to help measure the recycled content of material in a new building by value
WRAP Quality Protocol	A quality management system which can be used to demonstrate that recycled wastes have become a product and no longer a waste

APPENDIX 1

Duty of Care

Instructions for the loading of “Waste” products from Claritas

These instructions are applicable when a trained person is loading or in charge of loading “Waste” products onto the following company’s vehicles:

R. Collard Demolition

Instructions

Make sure all loads are secure before loading.

Where a fork lift truck is required, make sure a licensed driver is available to load the said vehicle.

Waste Transfer & Consignment Notes:

These are supplied by the carriers of the waste material

The driver of the said vehicle will give you a Waste Transfer

Note for non-hazardous and a Consignment Note for hazardous waste.

It is your responsibility to check this document to ensure that the Waste Transfer or Consignment Note as a minimum has the following:

1. A full description of the waste.
2. Any Processes the waste has been through.
3. How the waste is contained or packaged.
4. The quantity of the waste being removed.
5. The place, date and time of transfer.
6. The names and address of both parties.
7. Details of the permit, license of the person receiving the waste.
8. The appropriate European Waste Catalogue (EWC) code for your waste, (see Waste Stream List SL-WS for details), Listing exactly what they have taken from our site.
9. A declaration / statement that you have applied the Waste Management Hierarchy.
10. The 2007 Standard Industry Classification SIC Code **41201** for Non-Hazardous Waste or the 2003 Standard Industry Classification SIC Code **4521** for Hazardous Waste.

Do not let the Driver leave the premises without leaving a signed copy of the relevant Waste Transfer or Consignment Note.

It is a legal requirement for the Company or Contractor on behalf of the Company supply’s a Waste Transfer or Consignment Note.

The completed and signed Waste Transfer or Consignment Notes must be given to Head Office for filing.

If in doubt ASK!

APPENDIX 2

Policy and Guidance

Dragonfly Contracts Ltd Environmental Policy appended to this SWMP.

APPENDIX 5

Index of European Waste Codes

17 01 concrete, bricks, tiles and ceramics

- 17 01 01 concrete
- 17 01 02 bricks
- 17 01 03 tiles and ceramics
- 17 01 06 mixtures of, or separate fractions of concrete, bricks, tiles and ceramics containing dangerous substances
- 17 01 07 mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

17 02 wood, glass and plastic

- 17 02 01 wood
- 17 02 02 glass
- 17 02 03 plastic
- 17 02 04 glass, plastic and wood containing or contaminated with dangerous substances

17 03 bituminous mixtures, coal tar and tarred products

- 17 03 01 bituminous mixtures containing coal tar
- 17 03 02 bituminous mixtures other than those mentioned in 17 03 01
- 17 03 03 coal tar and tarred products

17 04 metals (including their alloys)

- 17 04 01 copper, bronze, brass
- 17 04 02 aluminium
- 17 04 03 lead
- 17 04 04 zinc
- 17 04 05 iron and steel
- 17 04 06 tin
- 17 04 07 mixed metals
- 17 04 09 metal waste contaminated with dangerous substances
- 17 04 10 cables containing oil, coal tar and other dangerous substances
- 17 04 11 cables other than those mentioned in 17 04 10

17 05 soil (including excavated soil from contaminated sites), stones and dredging spoil

- 17 05 03 soil and stones containing dangerous substances
- 17 05 04 soil and stones other than those mentioned in 17 05 03
- 17 05 05 dredging spoil containing dangerous substances
- 17 05 06 dredging spoil other than those mentioned in 17 05 05
- 17 05 07 track ballast containing dangerous substances
- 17 05 08 track ballast other than those mentioned in 17 05 07

17 06 insulation materials and asbestos-containing construction materials

- 17 06 01 insulation materials containing asbestos
- 17 06 03 other insulation materials consisting of or containing dangerous substances
- 17 06 04 insulation materials other than those mentioned in 17 06 01 and 17 06 03
- 17 06 05 construction materials containing asbestos

17 08 gypsum-based construction material

- 17 08 01 gypsum-based construction materials contaminated with dangerous substances
- 17 08 02 gypsum-based construction materials other than those mentioned in 17 08 01

17 09 other construction and demolition wastes

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17 09 01 construction and demolition wastes containing mercury

17 09 02 construction and demolition wastes containing PCB (for example PCB-containing sealants, PCB-containing resin-based floorings, PCB-containing sealed glazing units, PCB-containing capacitors)

17 09 03 other construction and demolition wastes (including mixed wastes) containing dangerous substances

17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03