Environmental Aspect, Impact Assessment & Action Plan

PROJECT TITLE: MET CENTRE **CONTRACT NO: BC 09174** **DATE: 10/02/17** **REVISION: - #**

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action

This Project Environmental Plan identifies the environmental impacts in the delivery of the above project. The plan assesses the significance of the likely impact of the construction process on the local and wider environment and defines the objectives, targets, procedures, measurements and actions to be taken to minimise that impact where appropriate.

Environmental Review & Impact Assessment
The Impact Assessment, for each identified aspect, determines the level of probability and the consequence leading to a categorisation of whether the impact is significant. Where aspects are significant, action will be defined to reduce or eliminate the impact where appropriate. The assessment is carried out in accordance with WI/42: Risk Assessment; Section 6.

Environmental Controls / Mitigating Action / Action Plan
The action will, for each identified significant environmental impact, define the action to be taken to manage, mitigate and where possible eliminate the environmental impact.
This document will act as a management plan for the implementation and monitoring of the required actions and provide a format for the ongoing assessment and measurement of progress in achieving the documented objectives.

Environmental Nominee / Champion
The project Environmental Nominee and Biodiversity Champion is as defined in the Project Health & Safety Plan.

Site Waste
Movements of waste from site in terms of quantity and type, will be detailed in the Project Waste Results table (Appendix 1). Data to enable this information to be populated should be obtained from the waste management companies employed on a regular basis, this must be specified and detailed on the purchase order. This shall be updated by the site environmental nominee on a regular basis.

A Duty of Care Matrix (Appendix 2), must be completed to summarise details of the company removing the waste, the carriers registration number, description of the waste (or reference to the Waste Transfer Note) and details the site that the waste is being taken to i.e. Waste Management Licence / permit under the Environmental Permitting Regulations 2007. A consignment note schedule (Appendix 3) must also be completed to record the consignment note codes which have been used to record the movement of hazardous waste from site.

Site Waste Management Plan
On the 1st December 2013 the Site Waste Management Plans Regulations 2008 (S.I. 2008/314) were revoked (refer to S.I. 2013/2854).
This document has been revised to incorporate some aspects of the regulations that still need capturing on a project by project basis and to also help with meeting companywide targets.

Only where requested by the client or where the project is subject to a BREEAM assessment must a Site Waste Management Plan be completed.

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action
Pollution (Ground Water)	All Construction	Contamination of Ground Water – Is there evidence / reports that show the site is on or near a potable water source, aquifer or ground water protection zone?	No		Potential contamination pathways must be minimised. Refuelling must be carried out away from site where there is a risk to groundwater.
Pollution (Water / Ground)	All Construction	Contamination of watercourse / ground from fuel storage & refuelling	Yes	No	Where fuel is to be stored on site or where fuel us brought onto site for refuelling purposes, the mobile bowser must be bunded and capable of retaining 110% of the tanks storage capacity. A spillage kit shall be retained with each item of plant or within easy access from the item of plant. The bowser / fuel must not be positioned any closer than 10m away from a watercourse / controlled waters. Re-fuelling of plant must only be carried out by competent persons. Where work is being undertaken in an environmentally sensitive location, extreme care must be taken to prevent any form of pollution entering a watercourse. Where works are being carried out near, over or in a watercourse, Environment Agency (EA) consent must be in place prior to starting any work. All contaminants including mould oils, curing agents etc. will be stored in a bunded area which is secure and lockable. Small quantities i.e. < 200 litres (45 gallon drum = 205 litres) should be stored in a secure, lockable and bunded area. Where site accommodation is powered by a self-contained generator, fuel must be contained in a secure bunded tank. The site accommodation must not be located within 10m of any watercourse. Refuelling of the generator must be supervised; a spillage kit will be located within the generator housing. All work will be carried out to the requirements and recommendations of the Environment Agency's Construction related Pollution Prevention Guidelines (PPG's 1 to 6 inc.).

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Pollution (Water / Ground)	All Construction	Plant Refuelling and Servicing	Yes	No	Drip trays shall be placed under all items of stationary plant. All items of plant shall be refuelled in a designated area within the site compound, i.e. at the furthest point away from existing watercourses. Re-fuelling of plant must only be carried out by competent persons. Plant must be regularly maintained / serviced in accordance with the manufacturers' guidelines to avoid the generation of excessive pollution. Records of servicing shall be maintained on the weekly SHE checklist. Items of plant must be turned off when not in use and isolated / immobilised.
Pollution (Water / Ground)	Run-off	Pollution of watercourses from silty / contaminated water Silty water run-off into drainage systems is an illegal discharge which could cause pollution of rivers. Silt pollution is a major cause in environmental incidents. It can damage and kill aquatic life by smothering and suffocating and can cause flooding by blocking culverts and channels.	Yes	No	Henry Boot Site Management will continually monitor run off and prevent any contamination of local watercourses and surface water drainage. Ensure any stockpiles are either battered or sheeted to minimise the potential for silt. The requirement to install a filter membrane 'geotextile fence' around stockpile(s) of excavated materials to trap silt in run-off shall be monitored. Where possible, excavated materials shall be removed from site on a daily basis to reduce the likelihood of runoff. Ensure all drains are suitably protected (e.g. with terram, straw or blocked using visqueen / clay cap). Consider the use of silt fences, silt traps / grips (stone filled trenches) where the risk is run-off is high. Road sweepers will be used as required to clean the surrounding access road when needed. The site must be kept free of contaminants to prevent contamination of any surface water run-off.

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Pollution (Water / Ground)	Dewatering	Pollution of watercourses from silty / contaminated water Silty water run-off into drainage systems is an illegal discharge which could cause pollution of rivers. Silt pollution is a major cause in environmental incidents. It can damage and kill aquatic life by smothering and suffocating and can cause flooding by blocking culverts and channels.	No		Any water encountered within excavations shall be pumped onto a grassed area, therefore allowing the water to disperse within the confines of the site settling any silt. The effectiveness of this method shall be closely monitored to ensure silty run-off does not reach any watercourses and surface water drainage. Where the above or not feasible or the effectiveness of the above measures is not sufficient, consideration shall be given to alternative measures such as pumping into settlement tanks for subsequent disposal. An alternative is to discharge to a foul sewer, although this requires consent from the sewerage 'undertaker'. Any liquid, with or without suspended particles, which is wholly or partially produced in the course of any trade or industrial activity carried out at "trade premises" will be classed as trade effluent. The only effluents which are not classed as Trade Effluent are clean, uncontaminated surface water (i.e. clean rainwater which has not been contaminated when running over the site). The consent from the Statutory Sewerage Undertaker is in the form of a Trade Effluent Consent or Trade Effluent Agreement.

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Pollution (Water / Ground)	Wash-out	Risk to groundwater from washing-out trucks, pumps etc *(contamination of watercourses)* Run-off from mixer wash-outs. During concrete pour and washout activities on site the resulting water will contain fines / silt and also be highly alkaline. If this gets into drainage, surface water or watercourses this can have considerable environmental impacts.	Yes	No	Careful consideration needs to be given to the washing out of concrete trucks. Ideally this needs to be done back at the batching plant or into a mixed waste skip. Washing-out of concrete wagons / mixers shall be carried out in a designated area within the site, which is not a hard-standing area and this area should be sited 10 metres away from any watercourse or surface water drain to minimise the risk of run-off entering a watercourse. The risk to groundwater must be assessed when deciding the washout decision. All concrete trucks will be washed out into a designated lined skip. The site must be kept free of contaminants to prevent contamination of surface water run-off into nearby watercourses and surface water drainage. Washing-out of mixers and tubs used for mixing small quantities of concrete required for benching shall be carried out into a mixed waste skip. Washings must not be allowed to flow onto any hardstanding areas or into any drain or watercourse. Mixer areas must be controlled and be at least 10m away from and any watercourse.
	In the event of any pollution incident, the Emergency Procedure must be implemented as detailed in **Appendix A**				

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Pollution (Ground Water)	All Construction		Yes	No	**Associated documents:** Work Instructions: WI/19 – Environmental Impact Management WI/01 environmental Incident Reporting WI/04 Environmental Management in Procurement Environmental Toolbox Talks: PP2 Pollution Prevention – Cement & Concrete PP3 Pollution Prevention – Fuel & Oil PP4 Pollution Prevention – Pumping & Overpumping PP5 Pollution Prevention – Silt PP6 Pollution Prevention – Spill Control PP7 Pollution Prevention – Washing down plant & machinery Environment Agency Pollution Prevention Guidelines: PPG1 General Guide to the Prevention of Pollution PPG2 Above Ground Oil Storage Tanks PPG5 Works and Maintenance in or Near Water PPG6 Working at Construction and Demolition Sites PPG7 Refuelling Facilities PPG8 Safe Storage and Disposal of Used Oils PPG13 Vehicle Washing & Cleaning PPG18 Managing Fire Water & Major Spillages PPG20 Dewatering of Underground Ducts & Chambers PPG21 Pollution Response Planning PPG22 Dealing with Spills PPG26 Storage & Handling of Drums & Intermediate Bulk Containers PPG27 Installation Decommissioning & Removal of Underground Storage Tanks Construction Environmental Manual Section 5 and 9
Pollution (Ground Water)	All Construction				BREEAM ref: Implementation of best practice policies in respect of water pollution will be monitored / reported under the **BREEAM credit MAN 3**

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Waste Disposal 	All Construction	It is important to ensure that any waste generated is classified correctly (e.g. Inert, Non-Hazardous, or Hazardous) and disposed of legally. Application of the Waste Management Hierarchy must be applied to all decisions taken. *Where requested by the client or where the project is subject to a BREEAM assessment, WI/15: SWMP must be completed.*	Yes	No	Henry Boot Construction Ltd are committed to reducing waste to landfill by increasing the reuse and recycling of materials through design and best practice. Following on from the Waste Resource and Action Programme's (WRAP) 'Halving Waste to Landfill by 2012 Commitment', we have committed to the ***Resource Efficiency*** initiative the ***'Built Environment Commitment'***. We implement an overall minimum waste recycling target of **95%** (diversion from landfill), this is reviewed annually. To help meet this target we set a project specific target taking into account the exact scope of works. The target for this project is **….. %** Inductions to all subcontractors and operatives shall include communication of the waste management requirements. At all stages during the construction period every opportunity will be taken to minimise waste and maximise resource efficiency, materials shall be reused on site wherever possible. As well as the guidance described in this plan, further guidance is available from DEFRA, BRE, Envirowise and WRAP. Where the opportunity exists, and at the relevant stage of the project, waste shall be segregated into separate skips (i.e. Pre-Treated) to maximize the recycling process and in support of the company's objective to reduce and recycle waste. Mixed waste shall be removed from site by the waste management contractor to their transfer station for subsequent sorting and recovery for reuse and recycling. Waste shall be segregated into the waste streams listed below where possible (subject to space restrictions on site) to maximize the recycling process: • Masonry Waste • Timber • Excavation Arisings • Mixed Metals Appropriate signage for the above will be provided. Site personnel / operatives shall be made aware of these arrangements as part of the site induction.

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action
					Arrangements must be made for the collection of any waste electronic equipment recognised under the Waste Electrical & Electronic Equipment (WEEE) Regulations where necessary. This type of waste is generally any piece of equipment, which has a battery or plug, for example, computers, desktop fans, heaters etc. Waste transfer notes must be in place prior to any waste leaving site, these must give a description of the waste as well as listing the European Waste Code (EWC). Management of waste disposal will be in accordance with Work Instruction 58: Waste Disposal. A copy of the waste transfer documentation, carrier's license's and details of the final disposal point (waste management license) will be obtained and kept on file for all controlled waste leaving site. Removal of all waste will be carried out by a licensed waste carrier. A database of current registered waste carriers is available at www2.environment-agency.gov.uk/epr/ In the event of discovery of a hypodermic syringe or needle, Henry Boot Construction Limited site management must be notified as instructed during the site safety induction. The needles shall be placed into a clinical waste box (contaminated sharps) and removed by the Local Authority. Materials shall be stored in a way as to prevent physical damage, all materials will be stored in the designated area(s). The designated area(s) must be kept in a clean and tidy condition. Protective packaging (where applicable) should be left on as long as possible. Any surplus materials must be returned to storage for re-use. General housekeeping standards shall be monitored by site management and audited / inspected by the visiting safety manager.

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Waste Disposal	Plasterboard / Gypsum Waste	The land filling of gypsum based waste is now subject to a greater level of control, all gypsum based waste that is sent to landfill must be buried in a separately constructed area in the landfill site for high sulphate waste.	Yes	No	Where plasterboard disposal is required, this must be separated from all other waste streams. For small quantities, make arrangements with the skip provider. A separate skip will be provided for plasterboard.
Waste Disposal (Hazardous Waste)	All Construction	Hazardous Waste Disposal - It is important to ensure that any waste generated is classified correctly (e.g. Inert, Non-Hazardous, or Hazardous) and disposed of legally. Hazardous waste has its own unique issues depending on the hazards it poses- e.g. flammable, carcinogenic , irritant etc. It poses an additional risk in its storage transport and disposal and also has additional legal obligations associated with its management.	Yes	Yes	A consignment note must be produced by the person / company (registered carrier) collecting the waste, this must show the unique consignment note code. The unique code is only valid for one consignment. Details of each consignment from this project and their unique code are listed in Appendix 3. Under no circumstances must any hazardous waste be allowed to leave site without the consignment note being produced, it is not acceptable for the registered carrier to forward on the consignment note after removal from site. A further copy of the consignment note is required after removal from site to show that the waste has been received at the final disposal point (ie with Part E completed). Hazardous Waste Identified: Asbestos
		***Hazardous Waste Consignment Note Code:**			**HENRYB/**

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Waste Disposal	All Construction	-	-	-	**Associated documents:** Work Instructions: WI/58 – Waste Disposal WI/19 – Environmental Impact Management WI/04 Environmental Management in Procurement WI/15 – Site Waste Management Plans Environmental Toolbox Talks: W1 Waste – Control of Road Sweeper Arisings W2 Waste – Segregation of Waste W3 Waste – Storage of Waste W4 Waste – Waste Hierarchy GP3 Good Practice – Material Handling & Housekeeping EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 4 **BREEAM credit WST 1**
Air Quality / Dust	Demolition Excavations Masonry Work Surfacing All Construction	The generation of dust is a statutory nuisance which can cause inconvenience, damage, health implications to surrounding properties, local residents, businesses & wildlife.	Yes	No	Dust suppression techniques and close monitoring of high risk activities will be implemented to minimise the threat that airborne contaminants bring. For activities carried out during the winter period, the generation of dust has a low probability, however wet cutting must be carried out to minimise the level of dust. The site will be dampened down in dry weather using a bowser or sprayer to minimise dust pollution, where necessary skips will also be covered. Beware, this could create a problem with silt if too much water is used, additional protection measures will be needed to mitigate against silt entering drains / watercourses. Suitable RPE must be issued to those affected, see specific RA/MS. Associated documents: Environmental Toolbox Talk N2 Nuisance – Dust and air quality EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 6 **BREEAM credit MAN 2 & MAN 3**

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Noise	All Construction	The generation of noise is a statutory nuisance which can cause inconvenience, damage, health implications to surrounding properties, local residents, businesses & wildlife.	Yes	No	Noise is to be kept to a minimum wherever possible. Consultation with the local stakeholders must be carried out and noisy activities planned in advance. Where identified noise readings shall be taken during noisy activities as required by the visiting safety manager. All plant must conform to existing legislation with regards to noise and vibration. All items of plant shall be switched off when not in use. Work will be carried out within the normal working hours. The normal working hours are: - 8.00am to 4.30pm Monday to Thursday 8.00am to 3.30pm Friday Saturdays & Sundays - by agreement Vehicle movements shall be kept to a minimum and within the normal working hours above. Noise monitoring equipment will be available to enable the site team to continuously monitor any noisy activities if necessary. Suitable PPE to be issued to those affected, see specific RA/MS. EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 6 **BREEAM credit MAN 3**

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Biodiversity: Habitat Protection	All Construction	The following species are protected by law: • Bats • Badgers • Adders • Great Crested Newts • Nesting Birds • Others – see the ecology sections of the Construction Environmental Manual for further guidance.	No		Where any of these have been identified either via an existing ecology or biodiversity report or where identified on site, special measures must be put in place before construction work can start or continue. The site Biodiversity Champion is the 'Site Environmental Nominee'. **Associated documents:** Work Instructions: WI/19 – Environmental Impact Management WI/04 Environmental Management in Procurement Environmental Toolbox Talks: NC1 Nature Conservation – Adders NC2 Nature Conservation – Badgers NC3 Nature Conservation – Bats NC4 Nature Conservation – Great Crested Newts NC5 Nature Conservation – Nesting Birds EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 7 **BREEAM credit LE 6**

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action
Biodiversity: Invasive Plants	All Construction	Invasive plants are those which can rapidly spread and take over areas to the detriment of other existing plant and animal species and the environment. Those invasive plants most commonly found in the UK are: • Japanese Knotweed • Himalayan Balsam • Common Ragwort • Giant Hogweed	No		Where any of these have been identified either via an existing ecology or biodiversity report or where identified on site, special measures must be put in place before construction work can start or continue. Further details to be added where species have been identified: **Associated documents:** Work Instructions: WI/05 – Japanese Knotweed Environmental Toolbox Talks: NC6 Nature Conservation – Giant hogweed NC7 Nature Conservation – Himalayan Balsam NC8 Nature Conservation – Japanese Knotweed EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 7 **BREEAM credit LE 6**
Biodiversity: Protection of Trees	All Construction	Protection of Trees	No		Any trees identified that require protection must be protected prior to commencing any work on site to BS 5837. Trees requiring protection must have a suitable bunding in place (e.g. stone) to prevent 'silty' water seeping into the root system of the trees. It is imperative that these trees are protected and the situation continually monitored by HBC site management. **Associated documents:** EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 7 **BREEAM credit LE 6**

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action
Ethical Sourcing of Materials	All Construction	Illegally or unsustainably logged timber can result in severe and widespread environmental and social degradation of forests and of local and indigenous peoples. It may also promote bribery and corruption in some of the poorest and politically unstable regions / countries. 80% of timber must be from certified sources, and 100% must be legally sourced.	Yes	No	All timber supplied for this project shall be from a sustainable source. The project buyer shall stipulate this with suppliers at the procurement stage. This requirement shall be stipulated to all subcontractors as part of the subcontract checklist meeting / subcontract agreement. Refer to Work Instruction WI/04
					Associated documents: EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 10
					BREEAM credit MAN 3
Office Environmental Management		Reduce waste, material use and energy	Yes	No	Empty printer cartridges shall be sent to charity for recycling. The cartridges (inkjet or laserjet) can be sent to the main cartridge collection point at Dronfield. Office energy shall be minimised where possible by turning off lights, heaters, appliances etc when not in use. Paper shall be re-used for internal use / scrap paper. Low energy LED or fluorescent light fittings are fitted to each office / area.
		Water Consumption	Yes	No	Measurement process for water usage for site accommodation and site activities to be established using the company water measurement software located on HBC Data. Trigger to be fitted to all hoses to avoid wastage.
		Energy / Carbon Reduction	Yes	No	CO_2 measurement process for site accommodation and site activities shall be measures using the company 'Carbon Calculator' located on HBC Data (refer to Environmental Bulletin issued July 2011). This shall be displayed as required. Plant / tools shall be turned off when not in use. Lighting / heating also to be switched off when not in use.
					Associated documents: EA PPG6 Working at Construction and Demolition Sites Construction Environmental Manual Section 10

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Environmental Management / Best Practice	All Construction	Environmental Awareness	Yes	No	Henry Boot Construction Limited operates an integrated management system which includes the management of Environmental issues, this is third party certified by Lloyds Register to ISO 14001:2004. The significant environmental impacts for the project have been identified in this document and appropriate environmental management procedures, for those impacts identified as significant. The Company Policy is, to minimise environmental impact, relative to the nature and scale of contracted obligations, and, where practicable within reasonable economic constraints, eliminating all forms of pollution and waste, to continually review and improve environmental performance and to work in accordance with relevant environmental legislation and regulation. The SHE checklist will be completed weekly to monitor and record compliance with this plan. This will be completed by the environmental nominee for the site. The workforce shall be suitably disciplined and be considerate to others, this will be discussed during site inductions and subcontractor checklist meetings. A complaints log shall be established to record details of any complaints made by members of the public. The checklist meetings will address environmental issues to all sub-contractors. Environmental issues are also covered as part of the site induction procedure. The existing roads must not be obstructed by construction traffic when offloading. Materials are to be securely stored within the site compound area and designated delivery routes will be available leading up to / into the site.

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Environmental Management / Best Practice	All Construction	Environmental Awareness 	-	-	All production related employees attend an environmental awareness course. Environmental best practice toolbox talks and appropriate Environment Agency PPG's (Pollution Prevention Guidelines) are available for reference on the company network. An Environmental Manual, written by the Construction Confederation specifically for construction site staff is available on the company network (HBC Data), titled 'Environmental Manual'. This manual gives up-to-date environmental legislation compliance guidance. The document is divided into a number of chapters, each of which addresses different environmental topics listing the relevant legal legislation / obligations.
Environmental Management / Best Practice	All Construction	Company and Industry Image	-	-	The project has been registered with the Considerate Constructors Scheme, although the site will abide by the principles of the schemes. The Henry Boot Construction Limited 'Company Compliance Requirements' document, available via HBC Data, outlines the company minimum in terms of compliance with the scheme. The workforce shall be suitably disciplined and be considerate to others, this will be discussed during site inductions and subcontractor checklist meetings. A complaints log shall be established to record details of any complaints made by members of the public.

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Legal Compliance (consents / permits)	All Construction	Receiving the necessary permits / consents for the operations on site. Failure to do so would mean operating outside of the legal boundaries & prosecution Environmental Permits are required for the following: • EA Permit to Work Over / Near Controlled Waters • Operation of a mobile crusher • Registration of 'Exempt Waste Operations' *(U1 Use of Waste in Construction).*	No		Where required, Environmental Permits will be applied for and in place prior to commencing the work on site / the relevant activity. These must be listed below: •

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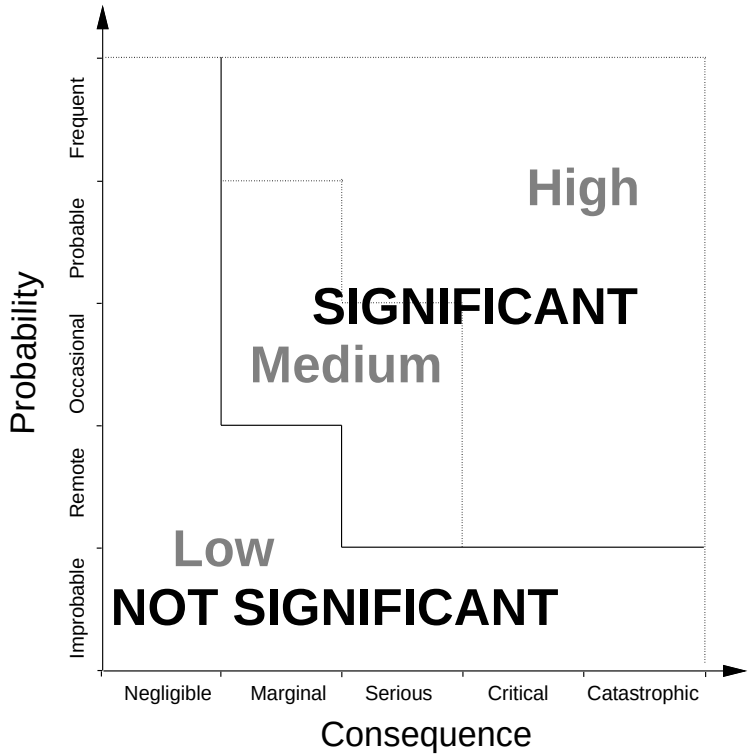
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Extract From Work Instruction 42 - Risk Assessment:

PROBABILITY	
Description	Guidance
Frequent	Likely to occur frequently, on a regular basis or as part of a routine activity i.e. daily, weekly or monthly. An event that is likely occur on an unpredictable basis > 10 times per year.
Probable	Occasional planned activities e.g. crane rigging, major excavation, beam placing etc. Unexpected events with a statistical probability of happening more than once in the project duration.
Occasional	Singular planned activities. Unexpected events with a statistical probability of happening some time in < five times the project duration.
Remote	Unexpected events with a statistical probability of happening some time in > five times the project duration.
Improbable	Unexpected events which, whilst possible, have not been known to occur.

CONSEQUENCE	
Level	Guidance
Catastrophic	Critical to the business and/or the environment. Action must be initiated immediately and control implemented: e.g. Legal non-compliance, severe damage to the eco-system.
Critical	Major importance to the business and/or the environment. Contract requirement. Plans must be initiated to reduce or eliminate within an agreed timescale: e.g. Imminent changes to legislation, severe concern from relevant interested party.
Serious	Important to the business and/or environment. Likely to contravene policy, codes of practice and good practice. Likely to be of major importance if normal working practice.
Marginal	No immediate effect on the business and/or the environment: minimal impact risk to the environment under normal working practices.
Negligible	Low or no significant importance to the business and/or the environment: minimal impact on the environment under emergency conditions.



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Appendix 1 - Project Waste Results

			Construction - Substructure, Superstructure & Finishing Trades								Non Hazardous				Hazardous
											Total Waste Recycled	Total Waste Landfilled	Total Non Hazardous Waste	Recycling Rate %	Total Hazardous Waste
Month	Demolition	Excavation	Hardcore	Timber	Metal	Plastic	Gypsum	Insulation	Packaging	Mixed					

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Appendix 2 - Duty of Care Compliance Matrix

Refer to Work Instruction WI/58 Waste Disposal for further guidance on Duty of Care.

Waste Description / Type	EWC Code	Service Provider	Carriers Registration Number	Expiry Date	Waste Transfer Note (Y/N)	Disposal Site	Type of Site	Licence Number

A database of current registered waste carriers and disposal sites is available at *www2.environment-agency.gov.uk/epr/*

Definitions:
Waste Description Written description of the type of waste
EWC European Waste Catalogue
Service Provider - Waste management company / skip supplier or subcontractor removing the waste
Carriers Registration Number - The waste carriers registration number for the company removing the waste from site (issued by the Environment Agency)
Waste Transfer Note - Document required to record the transfer of waste to one holder to another
Disposal Site - Details of the licensed site to which the waste is being taken.
Type of Site - The type of site the waste shall be taken i.e. Landfill, Waste Transfer Station or Exempt Site. Waste Electrical & Electronic Equipment (WEEE) must only be by a member of a Producer Compliance Scheme.
Licence Number - The unique licence number for the above site.

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action

Appendix 3 - Consignment Note Code Schedule

There is a legal duty placed on us to ensure that all hazardous waste is disposed of correctly. From the 1st April 2016 premises no longer need to register as hazardous waste producers. This change affects the entire hazardous waste control system. The Consignment Note Code which accompanies every single movement of hazardous waste is now created by ourselves as producer of that waste. A unique code must be used for each Consignment Note. The first six letter must be used (HENRYB) followed by a six number reference. This must contain the last three numbers of the Contract Number followed by unique consecutive numbering (e.g. 16801 for the first consignment note, then 02 etc. for each subsequent consignment note).
A record of each hazardous waste consignment must be maintained on the schedule below.

Further guidance on completing a consignment note, including assigning a consignment note code, is detailed in WI/58: Waste Management; Section 11.

As such, a schedule needs to be maintained for every unique code given.

Consignment Note Code	Waste Carrier	Date
HENRYB/		
HENRYB/		
HENRYB/		

Environmental Effect	Environmental Aspect / Activity	Environmental Impact / Risk	Applicable Yes / No	Significant Risk Yes / No	Controls / Mitigating Action

Appendix 4 - EMERGENCY PROCEDURE

Emergency Spillage Procedure
The following emergency procedure will apply in the event of spillage of fuel, oil or any other contaminant:

a) Identify the source of pollution and stop it, if safe to do so
b) Prior to the use of any equipment to absorb spillages of petrol, diesel, chemicals etc, the following Personal Protective Equipment must be worn:
   - Eye Protection - Resistant Goggles (Standard - EN 166-B-4,4)
   - Respiratory Protection - Respirator / Dustmask (Standard FFP 3)
   - Hand Protection - Rubber / Nitrile / PVC Gauntlets (Standard EN 388 & EN 374)
c) Spilt liquid is to be surrounded with absorbent pads or granules (contained in the spillage kit) and progressively soaked up from the edge of the spillage to absorb the liquid. Where spillage occurs on permeable ground, the affected area must be dug out and placed in a suitable container and disposed of as hazardous waste.
d) When the liquid has been fully absorbed, the pads / granules shall be placed in a suitable container and disposed of as hazardous waste in accordance with WI/58.
e) If the spillage occurred near to an existing road gully, surround the gully with a boom / absorbent pads to prevent the contaminant entering the surface water drainage system.
f) Where the spillage occurred on a road surface it will be cleaned by a road sweeper.

If the above measures do not contain the spillage and a watercourse is polluted then the Environment Agency (EA) must be notified immediately on the following number:

0800 80 70 60 Environment Agency Incident Desk

Major Spillage Procedure
Where the above spillage procedure does not or cannot contain the spillage and there is imminent danger of the pollutant entering a watercourse, our emergency spillage contractor must be contacted immediately on:

07970 462 788 Frogson Waste Management Ltd 24hr Call Out number

FROGSON WASTE MANAGEMENT LTD

FROGSON WASTE MANAGEMENT LTD

Frogson Waste Management Ltd.
20/25 Douglas Road,
Parkwood Springs,
Sheffield,
S3 9SA

24 Hour Emergency Response
07970 462 788

Robert Moore	(Sales Manager)	07733 007 942
Matthew Dennis	(Sales Executive)	07733 007 943
Ryan Hinshelwood	(Sales Executive)	07733 007 939
Paul Wilson	(Managing Director)	07867 522 512

20/25 Douglas Road, Parkwood Springs, Sheffield, S3 9SA
T: 0114 270 1551 F: 0114 275 2708
E: enquiries@frogsons.co.uk W: www.frogsons.co.uk