Site Waste Management Plan

Port Light Cottage
Tregarthen's Hotel. St Mary's.
Isles of Scilly.

Tregarthen's Hotel Limited

Date / 15.12.16
Issue / P02
Ref /

Contents

Revision List

Revision	Revision Date	Description	Revised (sign & title)	Approved (sign & title)

1.0 Introduction

The document constitutes the “best practice initiative” adopted by the Tregarthen’s Hotel management team by encouraging the construction team for the proposed internal alteration and improvement works of Port Light cottage to embrace the principles of the Site Waste Management Plan as required by the former Site Waste Management Regulation’s 2008 (repealed 1st December 2013.)

The Project Site is: “Port Light Cottage”. The Bank, Hugh Town,St Mary’s. Isles of Scilly. TR21 0HY.

The Project Client is: Tregarthen’s Hotel Limited.

The Principal Contractor is: Yet to be appointed

Project Summary: The internal alteration and improvement works of Port Light cottage to deliver an open ground floor living /dining /kitchen space together with a cloakroom, accessed through a new hallway. From the hallway a new flight of stairs will lead to new bedroom 2 accessed from a new corridor leading to bedroom 1 and the existing bathroom. The works will adopt traditional domestic construction techniques in the forming of the new accommodation and partial re-modeling. A new kitchen is to be installed. The cottage is to be re-wired and the domestic hot and cold water plumbing systems and sanitary ware is to be replaced. Fire separation between Port Light Cottage and Starboard Light Cottage will also be improved in line with current Building Regulations. Roof space insulation, where accessible, is to be improved together with new doors and joinery throughout with re-decoration and new floor finishes.

Careful consideration by the design team to both the extent of re-modeling and proposed improvement has been adopted in order to minimize physical alteration and to minimize waste.

Project Start date: January 2017

Project Duration: Three months

Person Responsible for the Management of Waste: Principal Contractor

Third Party Waste Handling: Third parties will be required to provide documentary evidence of their license to handle, transport and dispose of waste and provide consignment notes for each movement off site together with final confirmation of tonnages removed.

2. Objectives

The project objectives with regard to waste are:

- To take all reasonable steps to ensure that waste management controls are observed.
- To minimise the amount of waste generated and maximise the amount of waste reused and recycled.
- To reuse as much waste as possible on-site. Where reuse on-site is not possible to identify the most appropriate waste management option in line with the waste hierarchy.
- To manage waste as close as possible to the site location.
- To provide training to improve awareness of waste management issues with all staff and sub-contractors and to ensure correct waste management practices are followed on-site.

3. Responsibilities

The responsibilities in relation to the SWMP are set out below.

The 'Site Waste Coordinator' is [Principal Contractor yet to be appointed] and will be responsible for implementation of the SWMP. Duties include but are not limited to:

- Ensuring waste is managed on site according to the SWMP. This includes ensuring appropriate segregation of waste on-site, making arrangements for the removal of waste from the site.
- Ensuring all staff and sub-contractors understand their duties in relation to the SWMP. This includes organising appropriate training.
- Ensuring correct records and documentation is kept. This includes checking waste transfer documentation, and maintenance of documentation relating to waste transfer.
- The 'Site Waste Coordinator' is the point of contact for all staff, contractors and waste contractors in relation to the SWMP and waste management issues.
- All contractors' staff and operatives working on site are responsible for adhering to the principles of the SWMP. This includes attending training as specified and following arrangements for the movement and segregation of waste on site.

Waste contractors

The waste contractors are listed in the table below with contact details (to be completed by the Principal Contractor on site once works commence). All waste contractors are responsible for adhering to the SWMP including:

- All waste contractors are responsible for ensuring compliance with their Duty of Care including providing the appropriate records to the 'site waste coordinator'.
- All waste contractors are responsible for ensuring waste is managed off-site as specified in the SWMP. They are responsible for ensuring the waste treatment facilities have a waste licence and that records are provided to the 'site waste coordinator'
- Waste contractors are responsible for removing waste off site and transporting it to a licensed waste management facility.

- Waste contractors are responsible for providing adequate containers for the collection and segregation of waste as specified in the SMWP.

Waste haulier	Address & Phone Number	Contact Name	License Number and Expiry Date	Waste Types Handled

4. Register of Legislation

The project aims to adopt the principal of complying with all necessary current legislation and that since repealed relating to the management of site generated waste.

Construction Activities	Waste Legislation and Other Relevant Legislation	Documents/Records Kept
Ordering / Procuring Materials	Chemicals Hazard Information and packaging for Supply regulations 2002	Material Safety Data Sheet (MSDS)
Waste Management	Waste Management Licensing Regulations 1994	Waste Management Licence
	Pollution Prevention and Control (PPC)	PPC Permit
	Waste Carriers	Waste Transfer Notes
	Duty of Care	Consignment Notes (for special waste)
Preparing for Construction	Health & Safety at Works Regulations 1999	Method Statements and Health & Safety Risks Assessments
Waste Materials/ Procuring Materials	Control of Substances Hazardous to Health (COSHH) 2002	COSHH Assessments Records

5. Document Register

The following document register is proposed to be adopted by the Principal Contractor in order to manage the principles of the SWMP:

Document Name	**Location of document**	**Length of Time Records will be kept**	**Contact**
<insert document name. minimum requirements are listed>	<detail filing location e.g. head office, site office>		<detail who can be contacted to obtain copies of documents>
SWMP			
Training records			
Meeting minutes			
Waste Transfer Notes Discharge consent			
Trade effluent consent			
Waste Management Licence			
COSHH & risk Assessments			

6. Waste Arisings and Management Options

Details of the waste arising during the project would be prepared by the Principal Contractor by completing waste data sheets, examples of which are attached at the end of the plan. These tables would also detail the waste management options proposed for each waste type.

A new table will be inserted every time that the information is updated. At the minimum this will occur at the end of the project.

7. Management of Waste on Site

The principal contractor shall adopt that materials that will be re-used or recycled on site will be segregated and stockpiled in designated areas. Reprocessing, where applicable, will take place in these areas. The locations of the designated areas shall be identified by the contractor prior to commencement and recorded as below:

Location on site	Materials	Container type (if applicable)
	<insert materials e.g. metals, plastic, mixed>	<e.g. skip, wheeled bin>

- Re-use and Recycle Off site

Materials that will be removed from site for recycling will be segregated from the waste stream and collected in containers for transport. The locations of collection and segregation area/s and the materials that will be collected at these sites are listed below.

Location on site	Materials	Container type (if applicable)
	<insert materials e.g. metals, plastic, mixed>	<e.g. skip, wheeled bin>

- The waste containers will be colour coded according to the National Colour Coding Scheme:

- All waste which can be reused or recycled as specified in the tables above must be segregated out of the waste stream by staff and sub-contractors.
- Contamination of the waste containers will be monitored.
- At the end of each day all staff and package contractors must ensure that waste is moved to the appropriate area as specified above.
- All lockable containers will be locked at the end of each day.
- Any problems found with arrangements for waste segregation should be reported directly to the site waste coordinator.

8. Training

As a part of adopting the principles of the SWMP the Principal Contractor shall implement training and as such the site waste coordinator shall be responsible for ensuring all of the contractors' staff and operatives receive training on the implementation of the SWMP. Training will include:

- Why SWMP is required.
- Waste management issues.
- Roles and responsibilities.
- Waste minimisation arrangements.
- Waste segregation arrangements.
- Waste collection arrangements.

In addition all of the above will be outlined in the site induction undertaken by all of the contractors' operatives and staff.

Details of training arrangements would be confirmed by completion of the below schedule:

Training	Date	Subjects covered	List attendees
<insert e.g. project start up meeting, H&S induction, Toolbox talks, questionnaires >	<insert e.g. at project start, at monthly intervals>	<insert e.g. introduction to SWMP, reminder of waste collection arrangements, maintaining awareness>	

9. Measuring and Monitoring

The attached tables set out the principle recording that is to be adopted by the Principal Contractor throughout the project. The Site Waste Coordinator will be responsible for ensuring this monitoring takes place. Attached are the following:

- “Estimated Waste” generation schedule
- Summary of “Actual Waste” generated.
- Actual Waste carrier record

Port Light Cottage

Site Waste Management Plan

Date 15.02.16

Revision

Estimated Waste

Waste stream	Waste totals (tonnes) Disposed - land-fill	Disposed - other	Recycled - recycling facility	Recycled - used off-site	Recycled - used on-site	Reused - off-site	Reused - on-site	Total	Comments
Top Soil								**0.00**	
Excavated Material								**0.00**	
Concrete in excavations								**0.00**	
Masonry in walls & partitions					34.00			**34.00**	**Removed stone to be re-incorporated within the new cottage development**
Wood								**0.00**	
Plasterboard								**0.00**	
Bituminous Felt									
General waste (rubbish)		0.25	0.50	0.25				**1.00**	**Minimal change proposed resulting in minimal waste eg carpets, old wiring / pipework with the remainder being off-cuts etc in forming new walls, paint cans, floor finishes off cuts etc.**
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
Total (t)	**0.00**	**0.25**	**0.50**	**0.25**	**34.00**	**0.00**	**0.00**	**35.00**	
Total (%)	**0%**	**1%**	**1%**	**1%**	**97%**	**0%**	**0%**	**100%**	

Notes

1. Please note that all arising waste(with the exception of the stonework which will be reincorporated into the new cottage development) will be containerised and shipped back to Penzance and taken to SJ Quick & Son's yard for re-sorting into the appropriate waste material skip and disposed to licenced tip.

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Site Waste Management Plan (Actual)

Date	Revision
02.12.16	

Summary report

Waste stream	Waste totals (tonnes) Disposed - land-fill	Disposed - other	Recycled - recycling facility	Recycled - used off-site	Recycled - used on-site	Reused - off-site	Reused - on-site	Total	Comments
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
Total (t)	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Total (%)	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	

Notes

Port Light Cottage

Date Revision

Site Waste Management Plan (Actual)

Waste movements

No.	Waste producer	Waste stream	Material type	Further description of waste	On or off-site destination	Off-site carrier	Destination	Date of movement	quantity (no.)	weight (t)	total (t)	Actual Cost	£/m3	£/t
1	All	Non Hazardous	General Waste		Recycled - recycling facility									
2	All													
3	All													
4	All													
5	All													
6	All													
7	All													
8	All													
9	All													
10	All													
11	All													
12	All													
13	All													
14	All													
15	All													
16	All													
264														
Insert rows above														

Waste producer	Waste stream
ALL	Non Hazardous

Destination type
Reused - on-site
Reused - off-site
Recycled - used on-site
Recycled - used off-site
Recycled - recycling facility
Disposed - land-fill
Disposed - other

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Date: 02.12.16 **Revision:**

Estimated Material Schedules:

NOTE: SJ Quick & Son's Limited are the proposed contractors for these works and will be responsible for the procurement of all building materials required to complete the works associated with the internal alteration and improvement works of Port Light Cottage. All materials will be procured from the Penzance area and shipped to the islands and stored within the cottage, with materials likley to be "called off" for incorporation with the works in order to minimise site storage difficulties and preserve the "shelf life" of finishing materials.

No.	Material Ref:	Quantity	Unit	Supplied from:	Transported on the islands by:	Notes:
1	Manufactured softwood staircase	1	nr	Unknown at this time:	SJ Quick own vans	
2	Replacement external quality entrance door	1	nr			
3	Sawn 75 x 225 mm joists in floors	21	m			
4	Sawn 50 100mm studs in walls	140	m			
5	100mm softwood skirting	85	m			
6	125mm flooring boards	10	m2			
7	100mm sound insulation quilt in walls	42	m2			
8	12.5mm plasterboard in walls & part ceilings	31	shts			
9	New doors and linings complete in sets	5	nr			
10	25kg bags of multi-finish plaster	3	nr			
11	Emulsion paint	40	ltr			
12	Undercoat	10	ltr			
13	Satin finish	10	ltr			