

Site Waste Management Plan

**Woolpack Battery. The Garrison.
St Mary's
Isles of Scilly.**

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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 refurbishment of the Woolpack Battery 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the principles of the Site Waste Management Plan as required by the former Site Waste Management Regulation’s 2008 (repealed 1st December 2013.)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: The Woolpack Battery. The Garrison. St Mary’s. TR21 0HY

The Project Client is: Tregarthen’s Hotel Limited.

The Principal Contractor is: Yet to be appointed

Project Summary: The works include the refurbishment and minor alteration of the Woolpack Battery to create staff accommodation. Works include erection of new demountable timber partitions, new window openings, the creation of an additional ablution and utility area together with alterations to the existing mechanical and electrical services. All works are contained within the envelope of the Battery with the exception of the three new windows and the cleaning and repair of the fabric within the stairwell to ensure safety is maintained.

Project Start date: Autumn 2018

Project Duration: Eight weeks

Person Responsible for the Management of Waste: Principal Contractor

Third Party Waste Handling (Off Islands): Third parties, receiving imported waste from the islands, will be required to provide documentary evidence of their license to handle, transport and dispose of waste and provide consignment notes for each consignment of waste received for final disposal 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 re-use 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 off island "receiving" waste contractors are responsible for ensuring waste is managed 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'

- Off island “receiving” waste contractors are responsible for transporting it to a licensed waste management facility.
- Off island “receiving” 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 ready for off island transportation. 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:

	Biohazard
	Gypsum
	Hazardous
	Inert
	Metal
	Mixed
	Packaging
	Plate Glass
	Wood

- 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