

Appendix 1 Proposed Development Strategy & Proposed Roof Plan



PROPOSED STRATEGY



Proposed Strategy

A - NEW BUILD COTTAGES

Create new self catering 'cottages' in character with the best vernacular architecture of St Marys - Provides new build element in least sensitive part of the site.

B - EXISTING COTTAGES

Reassign old stone cottages to newly refurbished self catering units - Reuses existing building stock, minimising site wastage.

C - EXISTING STAFF BLOCKS

Remodel & reuse existing staff accommodation as 2No. Self catering cottages - Reuses existing building stock, minimising site wastage.

D - NEW STAFF BLOCK

Remodel further flat roof staff accommodation to form 2No. Staff flats for 'key staff' - Maintains key staff on site.

E - LANDSCAPING & DINING TERRACE

Create a newly landscaped garden including an external dining terrace and removing unsightly outbuildings - Improves the setting of the historic wall - improves outlook from hotel accommodation and guest experience.

F - NEW ENTRANCE APPROACH

Create lychgate/pergola to form new improved hotel entrance - Enhances Garrison Hill entrance/approach.

G - SEDUM/WILDFLOWER FLAT ROOF

Create indigenous wildflower/cliff top sedum roof over large expanse of flat roof - Improves outlook from hotel rooms and neighbouring properties whilst refurbishing existing roof.

H - NEW CONSERVATORY / RESTAURANT LINK

Re-model existing flat roof building to form new conservatory and link from restaurant to external dining terraces. - Provides new conservatory whilst upgrading poor quality flat roof building.



Grass topped historic wall - informing flat green roof



View out to sea with native wild flowers in foreground



Traditional stone cottage with slate pitched roof and clipped eaves



View out to sea with native wild flowers in foreground



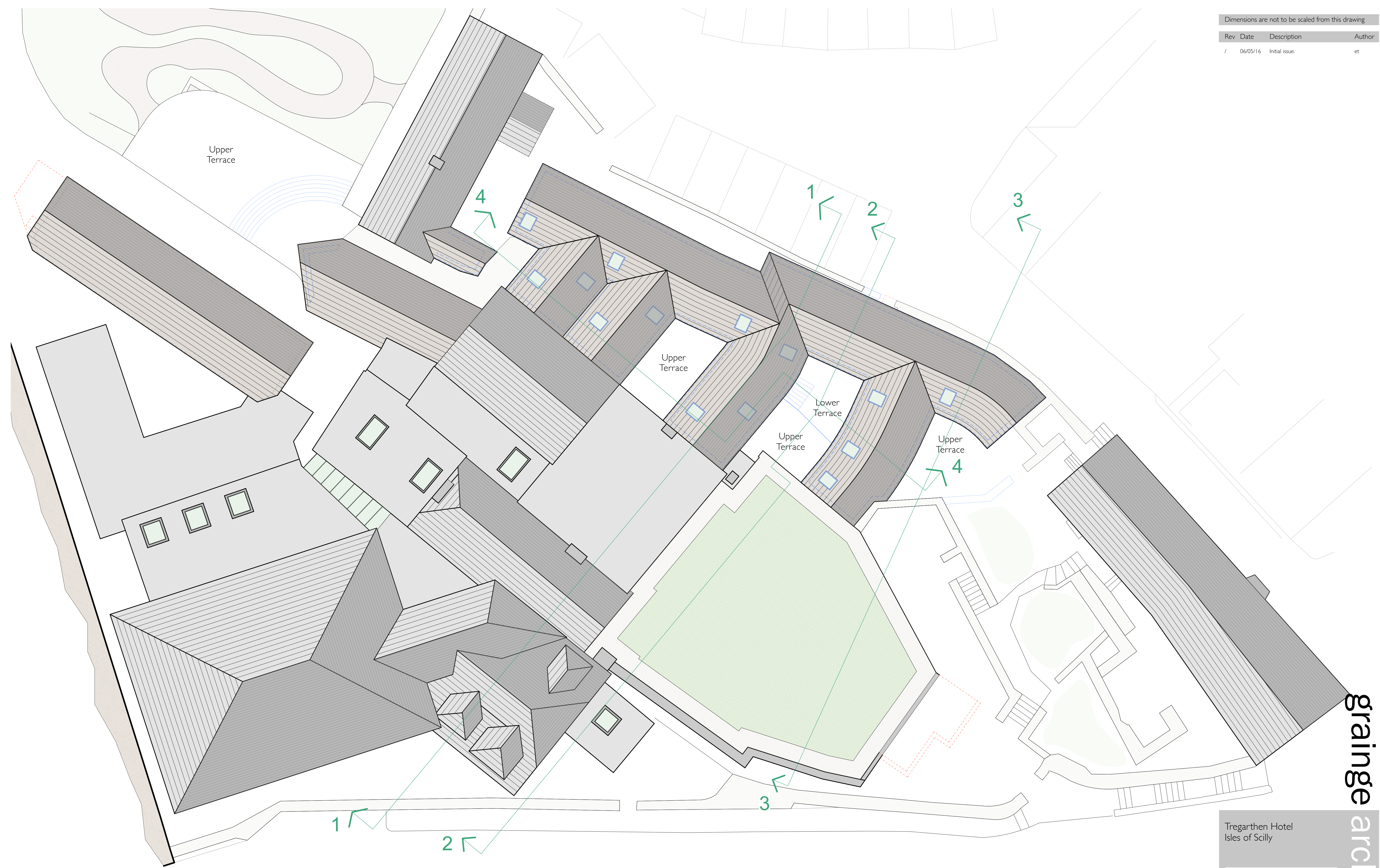
Traditional stone cottage with slate pitched roof and clipped eaves



Traditional stone cottage with slate pitched roof and clipped eaves

Dimensions are not to be scaled from this drawing

Rev	Date	Description	Author
/	06/05/16	Initial issue.	et



Tregarthen Hotel
Isles of Scilly

Proposed Roof Level

Scale: 1:100 @ A1 (1:200 @ A3)

Drawing No: 1156 / SK07 Rev

The Boat Shed, Michael Browning Way
Exeter EX2 8DD
01392 438051 mail@g-a.uk.com

grainge architects

Appendix 2 Environment Agency's Pollution Prevention Guidelines for Works and maintenance in or near water (PPG5)



Environment Alliance - working together

Pollution Prevention Guidelines

Works and maintenance in or near water: PPG5

These guidelines are produced jointly by the Environment Agency for England and Wales, the Environment and Heritage Service for Northern Ireland and the Scottish Environment Protection Agency, referred to here as we or us.

These guidelines cover construction and maintenance works in, near or liable to affect surface waters and groundwaters.

Surface waters include rivers, streams/burns, dry ditches, lakes/lochs, loughs, reservoirs, ponds, canals, estuaries and coastal waters.

Groundwater is all water below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

You should consider these guidelines on a site by site basis, and we advise you to consult us for help. You can find contact details at the end of these guidelines.

Pollution Prevention Guidelines (PPGs) are based on relevant legislation and good practice. They will help you manage your environmental responsibilities and protect the environment.

Following these guidelines doesn't remove your responsibility to comply with the law and prevent pollution. If you cause or allow pollution you may be committing a criminal offence. It is in the operator's interest to follow the PPGs because they constitute current best practice and following them will minimise threat to the environment.

1. Introduction

1.1 Legal requirements

Your construction and maintenance activities in or near water have the potential to cause serious pollution or impact on the bed and banks of a watercourse and on the quality and quantity of the water. Some activities with the potential for affecting watercourses or groundwater may require either consent in England and Wales under the Water Resources Act 1991 or an authorisation in Scotland under the Water Environment (Controlled Activities) (Scotland) Regulations 2005 (also referred to as CAR) - see reference 1. In Scotland depending on the nature of the activity there are three levels of authorisation.

Types of activity that may impact upon the bed and banks of a watercourse or of a wetland include:

- repairs, maintenance or improvements to any structure in, over or above main river (as defined in the Water Resources Act 1991)
- erection or construction of any structure, either permanent or temporary, in, over or above main river
- diversion of flows
- works within the river channel or a lake/loch
- works within the vicinity of a river, or loch or wetland (in Scotland)
- any works likely to increase the risk of flooding
- works within 10.0metres of a Main River watercourse or flood defence (in England, Northern Ireland and Wales). There may be local variations in this distance e.g. in Environment Agency Midlands region it is 8.0 metres. Contact us at the planning stage of your project to confirm this.

Types of activity that have the potential to cause pollution of groundwater include:

- use of potentially polluting substances near groundwater abstraction boreholes (within Source Protection Zones in England and Wales, and within 50 metres in Scotland)
- use of potentially polluting substances near wells and springs
- use of potentially polluting substances in areas where groundwater is vulnerable, e.g. high groundwater table and thin covering soil
- sub-water table construction using materials containing potential pollutants (in Scotland)

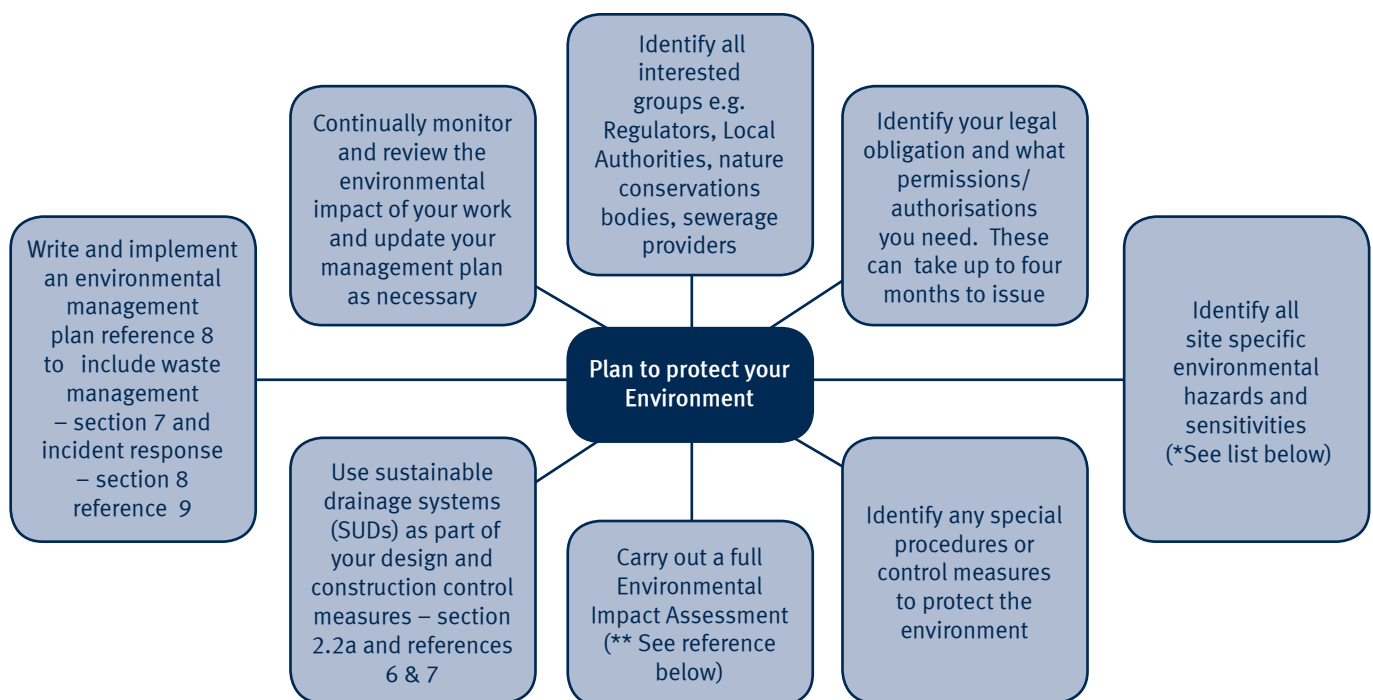
Types of activity that may remove water from sensitive parts of the water environment or affect other water users include:

- dewatering of excavations, particularly abstraction of large amounts of groundwater

You should contact us early on in your project as the time-scale for obtaining consent or authorisation for these activities can take up to four months from receipt of the application. Check the NetRegs website - see web site list- for information on your legal environmental obligations; in Scotland, read also references 2 and 3.

1.2 Planning

Most pollution incidents are avoidable. With careful planning you can reduce the risk of your work causing pollution. Most of the measures needed to prevent pollution cost very little, especially if they are included at the planning stage of any scheme or project. We suggest the following framework for managing environmental hazards on your site; some of the items may be legal requirements.



* Some examples of site specific environmental hazards and sensitivities:

- oil or chemical pipelines
- mains water supply pipelines
- high voltage fluid filled cables
- downstream abstractors
- high amenity areas
- fish farms
- sensitive habitats e.g. wetlands

** Environmental impact assessments may be a legal requirement of your project as part of the planning process. You should contact your Local Authority planning department for advice on this part of your project. In England

see the Communities and Local Government web site and reference 4; in Scotland see reference 5 or it's update and Appendix 8 of reference 4

Reference 8 covers many of the above points in detail.

You can get information on local surface and groundwater water sensitivity from us before you start any work. In addition to preventing pollution of surface waters and groundwaters you should take precautions to prevent blocking of channels and culverts, and erosion of the riverbank or bed. This information should form part of the environmental impact assessment and site management plan.

1.3 Pollution prevention

If you cause pollution you will be responsible for the cost of the clean up. This can be expensive particularly if groundwater has become contaminated. There may be additional costs associated with our incident response and/or fines through the criminal courts or civil claims.

Following these good practice guidelines will help you reduce the likelihood of an incident. If one does occur contact us immediately on our hotline number 0800 80 70 60. A rapid response to incidents will help to minimise the environmental impact and could reduce your overall costs - see section 8 and reference 9.

Potential pollutants from your type of works could include:

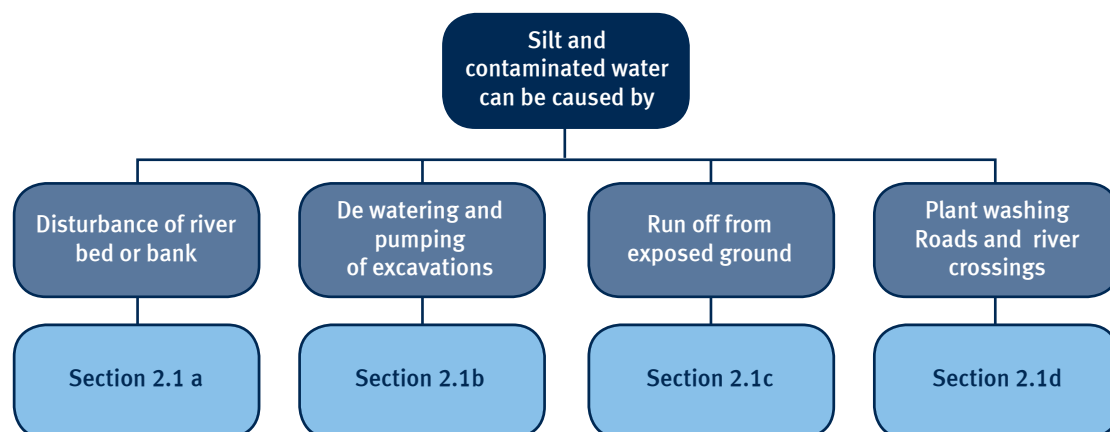
- silt - section 2
- cement and concrete - section 3
- chemicals and solvents -section 4
- bridge cleaning debris - section 5
- herbicides - section 6
- waste materials (including hazardous waste or special waste in Scotland) - section 7

Our PPG6 guidance document covers construction and demolition sites -reference 10. Also, the NetRegs website - web site list - has guidance, specific for the Construction sector, on environmental regulations and good practice. You should check these references to find the information that applies to your project.

2. Silt

Silt pollution is a major cause of environmental incidents. It can damage and kill aquatic life by smothering and suffocating and can cause flooding by blocking culverts and channels.

2.1 Activities that can cause silt pollution



If you can prevent water becoming contaminated in the first place, then it reduces the risk of pollution and the overall cost of your control measures. To avoid silt pollution you should, wherever possible, use methods of work that reduce or eliminate working in the channel and that do not contaminate surface water.

2.1a Disturbance of the river bed / working in the river channel

When you have considered all other options and working in the channel is still necessary, such as in dredging operations, contact us as early as possible in your planning stages to discuss appropriate pollution control measures. Permission for this type of work may take up to four months to obtain. The risk of silt pollution causing an incident will depend on many factors including: -

- likelihood of silt being disturbed
- what the river bed is made of, e.g. silt or gravel
- the conditions in which the work is carried out, e.g. hot weather and low flows

Silt pollution caused by working in surface waters can be minimised or prevented by keeping water out of the works area using appropriate isolation techniques, such as coffer dams and by-pass channels.

2.1b Disposal of water from excavations, dewatering and pumping

Problems with disposal of water from the above activities may be minimised or avoided by:

- preventing water from entering excavations, by using cut off ditches
- considering the impact on groundwater if you use well point dewatering or cut off walls
- using pump sumps in excavations
- supporting inlet hoses above the bed
- discharging on to hard surfaces (concrete slabs/gravel) in to surface waters
- use of appropriate pump rates – to avoid disturbance of bed or bank the maximum rate should be set after consideration of the flow of the river, the location of the discharge and the risk of erosion
- protection of the pump inlet to avoid drawing in aquatic life and other debris
- minimising disturbance of standing water

2.1c Exposed ground and stockpiles

Soil stripping and vegetation removal at the start of a project can increase the volume of contaminated surface water run-off. It can also reduce the area of vegetated land available for disposal of silty water.

You should:

- minimise the amount of exposed ground and soil stockpiles from which the water drains and the period of time such water drains – this is also a legal requirement in Scotland (see General Binding Rules in reference 1)
- only remove vegetation from the area that needs to be exposed in the near future
- seed or cover stockpiles
- use silt fences at the toe of the slope, made from geotextiles, to reduce silt transport
- collect run-off in lagoons and allow suspended solids to settle before disposal - reference 3

2.1d On-site working

The movement and maintenance of plant on site can generate silt and oil contaminated water. Sources of silt such as plant and wheel washing and site roads and river crossings carry a high risk of causing pollution.

Plant and wheel washing

To reduce the pollution risk make sure that:

- plant and wheel washing is carried out in a designated area of hard standing at least 10 metres from any watercourse or surface water drain
- run-off is collected in a sump - recycle and reuse water where possible
- settled solids are removed regularly
- discharge of contained water goes to foul sewer (if possible) with prior permission from your local sewerage provider – section 2.2e - or
- tanker off site for authorised disposal – section 2.2f

Site roads and river crossings

Run off from site roads and river crossings can contain high levels of silt. Reduce the pollution risk by:

- brushing or scraping roads to reduce dust and mud deposits
- putting small dams in artificial roadside ditches to retain silt
- using existing permanent bridges or pipe crossings for river crossing
- if necessary building temporary bridges - but not fording rivers
- working from the bank where possible – not in the river

2.2 Disposal of contaminated water - treatment and disposal methods

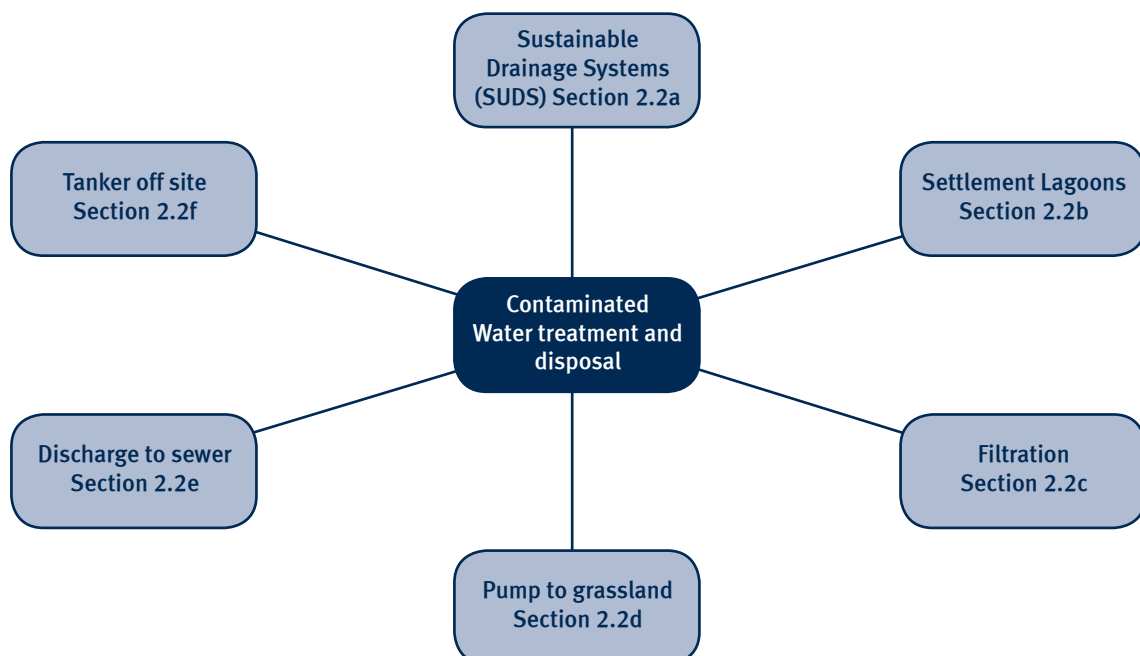
Where run off water is contaminated with silt or other pollutants such as oil this water must not be pumped or allowed to flow directly or indirectly in to surface waters or groundwater without treatment.

If a discharge to surface waters, groundwater, soakaways or surface water sewers is necessary it may require consent or authorisation from us. Contact us early in the planning stage of your project as a consent or authorisation could take up to four months to issue. If we issue a consent or authorisation it will limit volume, amount of silt and the presence of any oil in the discharge, and may have conditions for additional substances.

The choice of method for the treatment and disposal of contaminated water will depend on:

- the volume of water
- the area of land available for storage, treatment or discharge
- the amount and type of silt
- the presence of other substances in the water
- the conditions of any consent or authorisation

Treatment and disposal methods include:



2.2a Sustainable Drainage Systems (SUDS)

Sustainable drainage is the practice of controlling surface water runoff as close to its origin as possible by slowing flows, allowing adequate settlement and biological action to take place before water is discharged to a watercourse or to ground. It uses softer engineering solutions to imitate natural drainage rather than traditional piped drainage solutions. Sustainable drainage methods used both in the construction phase and in the design of the project will:

- reduce flood risk from development within a river catchment
- minimise diffuse pollution arising from surface water runoff
- minimise the risk of pollution to groundwater
- minimise environmental damage, such as bank erosion and damage to habitats
- maintain or restore the natural flow regime of the receiving watercourse
- maintain recharge to groundwater
- achieve environmental enhancements, improvement to wildlife habitats, amenity and landscape quality

Some examples of source control methods are shown in the following list:

Examples of source control sustainable drainage systems

Porous surface pavements – water permeates through in to the soil or sub-surface reservoir which can then be allowed to discharge slowly rather than directly running off. This will minimise the volume of water that you might need to treat and can also recharge groundwater. Porous pavements need to be protected during installation from blocking by excessive silt contaminated water.

Infiltration trenches – a shallow excavated trench backfilled with stone to make an underground reservoir. Run off is diverted in to the trench and then filters in to the subsoil. The closer to the source the more effective this method will be.

Infiltration basins – a shallow surface impoundment where water is stored until it gradually infiltrates in to the soil of the basin floor. The performance of the basin depends largely on the permeability of the soil and the depth of the water table

Filter drains or French drains - these are similar to infiltration trenches but also allow movement of run off slowly towards a watercourse allowing time for filtration, storage and some loss of water due to evaporation / infiltration.

Swales – grassed wide shallow depressions which lead water overland from a drained surface in to storage or discharge system. They provide temporary storage for run off reducing high flows. Solids are retained and oily residues and organic matter broken down in the top layer of the soil and vegetation.

Filter strips – vegetated sections of land designed to accept run off as an overland sheet flow. To be effective they should be 5 – 15 metres wide and are best employed on the upstream end of a drainage system. They are most effective at removing excess solids and pollutants before discharging to downstream system.

Other SUDS can be considered including ponds, detention basins (dry ponds) and wetlands.

At the planning stage of your project consider how your drainage can be managed by using SUDS. Pollution removal by these methods is achieved by sedimentation, adsorption, absorption, filtration and microbial action.

In Scotland, discharges of water run-off from construction sites are required to be treated by either a Sustainable Urban Drainage System (SUDS) or an equivalent equipped to avoid pollution. However, the final SUD System cannot be an equivalent and must be a recognised SUD System (see General Binding Rule 10 in reference 1).

For more information on SUDS see the CIRIA website in the websites list and references 6 and 7.

2.2b Settlement lagoons or tanks

To be effective a settlement lagoon or tank should retain contaminated water long enough for silt to settle out. The length of time will depend on the type of silt, with finer clay solids taking longer to settle. If you use flocculants to aid settlement you must discuss this option with us before use. Flocculants can themselves be polluting and/or toxic and need careful use and monitoring to be effective. The checklist below gives guidance on lagoon/tank operation.

Table 1 gives guidance on the volume of lagoon or tank needed for a three-hour settlement at a defined rate of inlet discharge.

Typical dimension of a settlement lagoon / tank for a three hour settling time			
Pump Diameter	Discharge rate in to the lagoon	Length	Width
6 inch pump	3000 l/min	60m	20m
	6000 l/min	80m	27m
4 inch pump	1000 l/min	30m	10m
	2500 l/min	50m	17m
Assuming a tank / lagoon depth of 1 m , where length = three times the width			

Table 1: Settlement pond dimensions - the size of the tank/lagoon is determined by the rate of introduction of water .

Settlement lagoon / tank – a checklist
<ul style="list-style-type: none">• maintain a constant pumped inlet rate• minimise the inlet flow as much as possible by using energy dissipaters or rip rap• position inlet pipe work vertically to dissipate energy• provide lined inlet chamber to reduce velocity of flow• line the inlet chamber and outlet weir with materials like geotextiles , brickwork ,polythene or timber• have a long outlet weir to minimise disturbance• two or three lagoons in series will increase silt retention• clean inlet chamber regularly• monitor discharge quality frequently

See reference 8 for more detail.

2.2c Filtration

If you do not have the space for lagoons and the water is contaminated with coarse silt you may be able to use tanks filled with filter material. Single sized aggregates 5–10 mm, geotextiles or straw bales can be used as a filter. You must monitor carefully the inlet pump rate and discharge quality.

2.2d Pump to grassland

You must have our permission and the landowners' before planning to use this method of disposal. The discharge rate must match the rate of infiltration in to the soil which will vary with the type soil, amount of vegetation cover and the gradient.

2.2e Discharge to sewer

If discharge to a foul sewer is possible you will require the permission of the local sewerage provider. You should approach them at an early stage in the project. They may issue a consent/authorisation limiting the volume and content of the discharge.

2.2f Tanker off site

If no other disposal routes are available then contaminated water can be collected and disposed off site by tanker. This may be a costly option and must be discussed with us at the planning stage of your project.

3. Concrete and cement

Fresh concrete and cement are very alkaline and corrosive and can cause serious pollution. Concrete and cement mixing and washing areas should:

- be sited 10 metres from any watercourse or surface water drain to minimise the risk of run off entering a watercourse
- have settlement and re-circulation systems for water reuse, to minimise the risk of pollution and reduce water usage
- have a contained area for washing out and cleaning of concrete batching plant or ready mix lorries; see section 2.1d above
- collect wash waters and, where necessary, discharge to the foul sewer (you must have permission from the local sewerage undertaker for this), or contain wash water for authorised disposal off site

Wash waters from concrete and cement works should never be discharged in to the water environment.

4. Oil and chemicals

In England, oil storage containers (e.g. tanks, IBCs, drums and mobile bowsters) greater than 200 litres must comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 - reference 11. Similar legislation is expected in Northern Ireland.

In Scotland, storage must be compliant with the Water Environment (Oil Storage) (Scotland) Regulations 2006 - reference 12 -; these regulations apply to the storage of any volume of any kind of oil, with more prescriptive requirements applying to industrial, commercial and institutional sites storing over 200 litres of oil.

4.1 Storage - general

Make sure fuel, oil and chemical storage on site is secure. Site the storage on an impervious base within a secondary containment system such as a bund. The base and bund walls should be impermeable to the material stored and able to contain at least 110% of the volume stored. Site the storage area above any flood water level and where possible away from high-risk locations (such as within 10 metres of a watercourse or 50 metres of a well, borehole or spring), to minimise the risk of a spill entering the water environment. Detailed guidelines concerning above ground oil storage tanks can found in our guidance PPG2 - reference 13 - and in PPG 26 -reference 14.

Keep a spill kit with sand, earth or commercial products that are approved for your stored materials, close to your storage area. Train staff on how to use these correctly.

Remove damaged leaking or empty drums from site immediately and dispose any drums via a registered waste disposal contractor

4.2 Security

You should secure your site against theft and vandalism. Statistics show that damage from vandalism is a common cause of pollution. You can't use vandalism as a defence if you are taken to court because of a pollution incident

Therefore take action to secure your site by

- fitting lockable valves and trigger guns on pipework from storage containers
- installing anti siphon valves in pipework between containers and pumps
- installing armoured hoses
- storing tanks drums and mobile bowzers in a locked container or compound when not in use
- considering lighting, alarm or CCTV systems for your site or compound
- installing lockable fencing around the site or employing security staff

4.3 Refuelling

The risk of spilling fuel is at its greatest during refuelling of plant. To minimise this risk:-

- refuel mobile plant in a designated area, on an impermeable base away from drains or watercourses
- use a bunded bowser
- supervise all refuelling and bulk deliveries
- check the available capacity in the tank before refuelling
- don't jam open a delivery valve
- check hoses and valves regularly for signs of wear
- turn off valves after refuelling and lock them when not in use
- position drip trays under pumps to catch minor spills
- keep a spill kit with sand, earth or commercial products for containment of spillages
- provide incident response training to your staff and contractors

4.4 Biodegradable oils

If possible use biodegradable chainsaw chain bar lubricant and biodegradable hydraulic oil in plant when working in or near watercourses. The Environment Agency and its contractors use biodegradable oils for their own operations. Biodegradable oils are less toxic than most of the synthetic oil but should still be stored and used to the same standards as other oils.

4.5 Trade materials

Sealant, coatings, adhesives and glazings can be toxic to plants and animals if released in to the environment. Select, store and use these materials carefully to save resources and protect the environment. You must not use sealant and glazing compounds containing asbestos. You should

- use water based or low solvent products
- avoid products containing lead as a drying agent and those containing hazardous solvents (toluene or chlorinated hydrocarbons)
- provide safe and secure storage

For guidance on general storage see our 'Pollution Prevention Pays. Getting your site right' pack and DVD - reference 15.

5. Bridge maintenance and structures over water.

Work to maintain bridges or other structures over or next to watercourses has a high risk of causing pollution. The maintenance work itself may require authorisation from us and you should contact us at an early stage in your plans to agree the most appropriate method of working and to agree an environmental management plan.

You may need authorisations if the bridge crosses a main river. Contact us prior to starting your work to confirm this.

5.1 Pollutant containment

Dust, debris and wastewater are the most common pollutants produced by structure maintenance. You should choose a containment system designed to reduce the risk of pollution from your work. The system should take account of the sensitivity of the environment. The type of containment you need will depend on the sensitivity of the site.

Methods of containment include:

- air or water impenetrable walls
- rigid or flexible framing lined as necessary
- fully sealed joints
- airlocks or resealable entryways
- negative air pressure (achieved by forced or natural air flow) and
- exhaust air filtration

In sealed containment areas you should provide filtered ventilation to prevent the build-up of dust and minimise the possibility of air escaping through breaches of the containment.

Use physical cleaning instead of liquid chemicals such as caustic and acid solutions. Contain wastewaters from surface washings and agree the disposal method with us as part of the environmental management plan before you start work. In some circumstances, you may be able to use a barge with a wastewater containment facility for working over water, or dispose to foul sewer with prior permission of the local sewerage undertaker. You should contact us early on in the planning stages of the project so we can advise on pollution prevention methods.

The containment facility must be designed so that the structure does not obstruct the river flow beneath it to such an extent that it increases the risk of flooding to an unreasonable level.

5.2 Paint removal

Paint removal methods include:-

- abrasive blast cleaning
- blasting in a closed circuit
- preparation by various types of wet abrasive blasting or water jetting
- chemical stripping and
- hand or power tool cleaning

Abrasive blasting produces the greatest level of dust and debris. The use of vacuum attachments on power tools can reduce dust generation. Water cleaning methods produce less debris, but generate run-off, which needs to be contained and treated. We can advise you on the best method of treatment.

Sample existing coatings for hazardous materials (e.g. lead) before starting to remove them. This can help determine the level of containment you will need. The level of containment needed depends on:

- the amount of paint to be removed
- the type and concentration of the hazardous materials
- the sensitivity of the surrounding environment

5.3 Surface cleaning

If you are using high-pressure water or steam cleaners see our guidance in PPG 13 - reference 16 - before starting work. You should avoid using grit blasting with slag-derived grit as they can contain significant levels of heavy metals such as copper. These can be toxic if they get in to the water environment. Reduce the potential for contamination by using garnet, low silica abrasive or recycled glass media with vacuum attachments.

5.4 Painting

Our advice for painting is much the same as for paint removal although the volume of waste and size of operations will be less. Remove dust and debris by sweeping or vacuum cleaning before painting. Paints can be applied on-site using brush, conventional spray or airless spray. Consider using electrostatic spray units to reduce the loss of product by over-spraying.

Carefully consider the type of paint you use. Although water based solvent free paints have lower environmental impact they may require more frequent application. Solvent-based paints could have a higher environmental impact but will last longer and require less maintenance. The decision to use water or solvent-based paints should be based on the environmental sensitivity of the area/surrounding environment and ease of access to the structure.

6. Herbicide use

In England, Northern Ireland and Wales you must have our written approval to use herbicides in or near waters. This takes two weeks from the date we receive the application. Only approved herbicides may be used, and only by authorised contractors. If approval is given you, as the applicant, and the contractor are responsible for ensuring that the interests of other river users are not adversely affected.

In Scotland, aerial application of herbicides in or near the water environment needs approval from us; also, you should consult with us on any other application of herbicide in or near the water environment, as pollution caused by such herbicide use will be deemed an unauthorised activity and enforcement action may be taken against the person responsible.

7. Waste management

Legal waste storage and disposal are essential for effective pollution prevention.

Under the Duty of Care - reference 17 - you have a legal duty to make sure any waste you produce does not escape from your control. Waste must be transferred to an authorised registered or exempt waste carrier or waste manager. It must be accompanied by a full description of the waste and a waste transfer note and be disposed of lawfully.

Hazardous wastes, or special wastes in Scotland, such as oily wastes, acids, solvents and solvent-based products, have particular legal requirements and their movement must be accompanied by a consignment note - reference 18. Everyone involved in the transfer of the waste, including us, must keep copies of the consignment notes for proof of legal disposal.

If you are a hazardous waste producer located in England or Wales you must register with the Environment Agency as a Hazardous Waste Producer. For further advice contact us on 08708 502 858 or go to our web site. There is no such requirement in Northern Ireland or Scotland.

Find out how these waste regulations affect your site. Check the Guidance by Environmental Topic section of the NetRegs website (in web site list) for information on waste legislation and how you can comply. In Scotland see also reference 19.

Draw up a site waste management plan.

Site waste management plan checklist

- Carry out a waste minimisation audit to identify where you can reduce the volume of waste you produce - contact Envirowise for free advice, on 0800 585794 or using its website (see websites list below)
- Reuse materials or use products that can be reused many times
- Substitute materials for less hazardous ones – e.g biodegradable lubricants and water based paints
- Recycle waste where possible – In England, Northern Ireland and Wales contact your local council or waste contractor for recycling facilities. In Scotland in the first instance check the Waste Awareness website (www.wasteawarebusiness.com) to identify waste recycling facilities in your area. Also contact your local council, waste contractor, or the Scottish Industrial Symbiosis Programme (www.nisp.org.uk/)
- Segregate different wastes for recycling, hazardous waste and general waste and label them. Do not mix or dilute hazardous wastes
- Store waste in suitable containers of sufficient capacity to avoid loss, overflow or spillage
- Store waste in designated areas, isolated completely from surface water drains and areas which discharge directly to the water environment.
- Cover or enclose skips unless they are stored undercover or within a building.
- Take waste off your site frequently; do not allow large quantities to accumulate.

8. Incident response

You should immediately report to us any incidents that have had or that could have had an environmental impact. Use our hotline number 0800 80 70 60 to report all incidents.

Incidents include spillages (oils and chemicals), contaminated run-off, flooding, riverbed disturbance, damage to underground services, damage to habitats, poor waste disposal and storage. If in doubt report it.

You should produce an Incident Response Plan as part of the environmental impact management of your work. Include the following: -

- list of key external and internal contacts
- reporting procedures
- site plan including drainage and location of storage/refuelling areas
- list of stored materials
- details of local environmental sensitivities, e.g. abstractors, high amenity areas and fish farms
- location of spill equipment
- procedures for spill containment and remediation

Train your staff and contractors in the use of spill equipment and how to manage and dispose of waste materials legally.

If you are using oil and chemicals in close proximity to a watercourse, store a suitable spill kit or absorbent materials nearby. Provide appropriate temporary storage for any oils and chemicals. Contain all spillages using absorbents such as sand, soil or commercially available booms or pads and notify us immediately, using the emergency hotline number above.

For full guidance on Incident Response planning use our PPG 21 - reference 9.