

Site Waste Management Plan

Project address/location	10a & 10b Burwell Road, Stevenage Herts SG2 9RF		
Project Manager	Melvin Marks. Tel: 01923 894957 Mob: 07572505410		
Client	Stevenage Borough Council	Principle Contractor	SJM and Co Ltd
Start Date	May 2024 - TBC	Duration	72 weeks
Project Scope & Constraints	<p>New build development comprising of 20 one and two bed flats with external amenity areas, car parking and buggy store.</p> <ul style="list-style-type: none"> Gross site area 1482m² / 0.148 hectares Gross building IFA 1277m² External Landscape area 972m² / 0.097 hectares. <p>Key project phases</p> <ol style="list-style-type: none"> Site set up/ clearance and preparations Construction of the sub-structure Construction of the super-structure Internal Fit out External hard and soft Landscaping <p>The site boundary and building footprints provides sufficient space to allow site segregation and storage of the main material types. Waste will be collated into common groups by skip or large euro bins where possible and where not, off-site segregation by specialist will be adopted.</p> <p>SJM waste management policy should be issued to all 'preferred' supply chain partners prior to orders being placed to enable evaluation of the packaging solutions offered to ensure minimum packaging is brought to site.</p>		
Document Reference	SWMP/SC/2022/542/22 Rev 01		

Received documentation (inc. WTN, Licenses/permits and exemptions) shall be stored centrally on site in SJM & Co Site Filing Index under HSEQ or Environment. An up-to-date copy of this plan should be made available to all site operatives and external parties who may want to look at how waste is managed on site.

Issue and revision record

Rev	Stage*	Date	Created by	Checked by	Signed (Site manager)
00	Draft for internal comment/site set up	01.02.24	Kieron McKay	Melvin Marks	
01	Issued for planning	29.02.24	Kieron McKay	Melvin Marks	

* = i.e. Design, site set up/ clearance, demolition, excavation, construction, maintenance, project completion

The purpose of this SWMP is to ensure that SJM & Co's waste management procedures are planned and implemented, and they are made specific to the site.

Waste is defined as 'something the owner intends to discard' under the written description of waste in section 34 of the Environmental Protection Act 1990. The Environmental Protection Act 1990 places certain obligations on businesses to ensure that their waste is suitably contained and disposed of in a proper manner. Under the Act:

- It shall be the duty of any person who produces, keeps or disposes of controlled waste to prevent its escape.
- Controlled waste will be packaged in suitable containers.
- It must be secured against unauthorized removal as far as is reasonably practical or damage by vandalism.
- The person removing waste is a registered carrier or holds a license to dispose of waste. Proof should be obtained from the waste carrier to ensure they are license to remove waste.
- Each transfer of waste will be documented by means of an accurate Duty Controlled Waste Transfer Note.

This document will contain details of SJM & Co, the organization to who is receiving the waste, the place of transfer and details of the nature and quantity of the waste being transferred.

This Waste Management Plan is to be used to identify the types of waste and their categories, how waste materials will be stored and transported, and to identify where waste may be re-used, recycled or removed.

SJM & Co will take all reasonable steps to ensure that;

Materials will be handled efficiently, and waste managed appropriately

Waste from the site will be dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protect Act 1990 and the Environmental (Duty of Care) Regulations 1991;

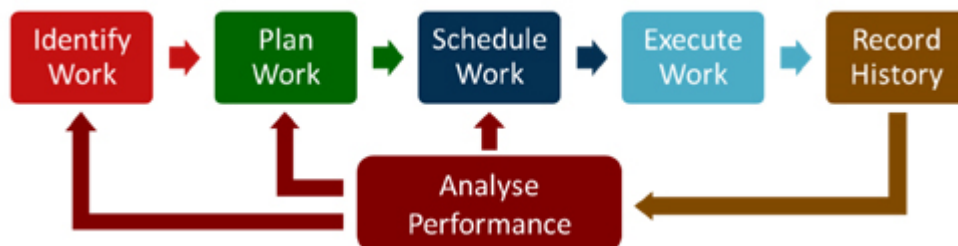
The SWMP will aim to provide:

A system to help make cost savings, better management of materials supply, materials storage & handling, reduction in waste production & increased re-use & recycling rates.

A tool to help fulfil the requirements of the project EMS.

Compliance with possible future contractual requirements and legislation.

The SWMP is designed to follow the key stage process of:



The adoption of the SWMP will ensure the project fulfils its legal obligations toward waste management

The SWMP shall be communicated to all staff and sub-contractors on the project.

Any deviation from the plan is not permitted unless approved by the Contract Manager. If the plan needs to be changed then a new revision of the document needs to be created and signed off by the project manager.

Failure to comply with this plan is an offence and can lead to action taken against you as per SJM & Co disciplinary procedure.

1 ROLES AND RESPONSIBILITIES

All SJM & Co personnel are responsible for ensuring that onsite waste management is legally compliant, and everything is be done to Reduce, Reuse and Recycle waste. This diverts waste away from landfill and makes SJM & Co a more environmentally responsible business.

Specific responsibilities are as follows:

Title	Name	Responsibility
Contracts Manager/ Operation Director	Melvin Marks	Overall legal responsibility for ensuring compliance and providing adequate resources for waste management.
Technical Director	Kieron McKay	Draft and write SWMP in conjunction with construction phase plan, HSEQ, Environmental plan and Site supervisor.
Site Manager	Colin Marks	Update and implement SWMP Overall Responsibility for implementing waste management on site. This includes waste minimization, duty of care and following procedures. Should ensure all documents (waste transfer notes / Environmental permits/licenses) are collected and the SWMP is completed.
Site Supervisor	Russell Marks	Responsibilities for following methods in the Project Method Statements (RAMS). Responsible for segregation of waste on site and Site inductions
HSEQ Manager	Bob Pearcy	Responsible for monitoring compliance
Environmental Specialist	Bob Pearcy	Responsible for advising sites, providing training and helping find ways to reduce, reuse and recycle.
Subcontractors/ operatives/ supply chain	Various	To follow SJM and Co SWMP requirements.

Subcontractors are responsible for following SJM & Co waste management procedures and implementing them into their work. SJM & Co are responsible for their sub-contractors waste and so should ensure that all waste produced is handled correctly and complies with the duty of care. Environmental permits (previously waste carrier's licenses), Waste Transfer Notes, Hazardous Waste consignment notes and details of the location the waste has been carried to should be obtained from the subcontractor and recorded in the SWMP.

2 WASTE MANAGEMENT

Surplus or waste materials arise from either the materials imported to site or from those generated by work activities. Imported materials are those, which are brought to the project for inclusion into the permanent works. Generated materials are those, which exist on the project such as topsoil, sub-soil, trees, and materials from demolition works etc.

However, there are other considerations to waste management such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This plan outlines the procedures that have been put in to place and demonstrate how they benefit the environment, how we can measure the effects and how these procedures and practices are sustainable.

Materials resulting from the construction activities shall be segregated into Waste Streams, as well as recyclable and non-recyclable wastes. All efforts shall be made to minimise the quantity of non-recyclable wastes, and, possibilities explored to see if such wastes can be reused in the building and construction activities. Non-recyclable wastes shall be minimised using all available and practicable methods of work and technologies.

Hazardous waste should be segregated from inert and controlled waste as a minimum. If space on site is limited, then smaller waste receptacles (wheelie bins) could be used. Otherwise a controlled waste skip will be obtained to be taken to a waste transfer station to be sorted. Once skips are ready for collection SJM & Co will arrange for collection and be responsible for obtaining waste transfer documentation. If a subcontractor is responsible for waste management on site, their documentation will be given to SJM & Co for filing.

General waste will be retained in skips to keep it safe and secure. Hazardous substances will be secured in a clearly labelled container and in a secondary containment system until removal.

All vehicles disposing of contaminated materials will be sheeted to prevent loss during transportation.

SJM & Co will ensure waste is securely contained in such a way to avoid it escaping into the environment; and that waste is transferred only to someone authorised to carry or manage it. Appropriate measures will be taken to ensure that those involved in the handling and disposal of the waste do so in accordance with the law.

If any fly tipped waste is found on site before starting up this must be photographed and logged to ensure that SJM & Co do not accept liability for this.

3 WASTE SEGREGATION

A specific area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage and reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labelling systems shall be the Waste Awareness Colour Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. Skips or bins for segregation of waste identified currently are:

- Wood
- Metal
- Mixed Packaging, including canteen/ office recyclables (plastic/ cardboard/ paper)
- Mixed construction

Excavations will be reused where possible on site, otherwise will be removed/ recycled by grab lorry

As works progress and other trades come to site, other skips or bins will be placed to enable certain waste to be removed from site. This is likely to include:

- Plasterboard
- Hazardous waste

4 REVIEW OF THE SWMP

The SWMP should be reviewed on a periodic basis and all revisions should be detailed on the front sheet. To make updating the SWMP easier, day to day waste movements can be recorded in either the Site Supervisor's Diary or in the Site Waste Management Register on site and the data from here will be used to complete the tables in section 10 and 11.

5 TARGETS & FORECASTS

Monitoring of targets will be completed monthly when updating the SWMP and by the HSEQ Advisor during inspections. Thus the project will be able to see how well they are doing in terms of managing their waste correctly. Recycling estimated targets have been set for this project as below:

KPI	Period of Measurement	Person Responsible	Success Criteria	Reported To
Waste Recycled and diverted from landfill	Monthly	Site Manager/Supervisor	90%	The Client

Build Type	Total New Build Floor Area GIA (m2)	Construction Waste Generation Rate (tonnes/100m2)	Waste Generation (tonnes)	Landfill Diversion (%)	Landfill Diversion (tonnes)	Disposal (tonnes)
Block of 20 flats	1227	10.9	139	90	125	14

Earthworks Waste Forecast

Material	Volume (m3)	Density (tonnes/m ³)	Total (tonnes)	On-Site Re-Use (tonnes)	Off-Site Recovery (tonnes)	Off-Site Disposal (tonnes)	Suggested List of Wastes Code	Description
Excavated Material	946	1.6	1515	200	1000	315	Various 17 01 07 17 05 04	Foundations, road/footway, driveways, Suds features, landscaping
Total	946	-	1515	200	1000	315	-	

Construction Waste Forecast

Waste	E.W.C (GN-011)	Estimated Quantity (tonnes)	Construction phase	Storage	End action
Timber	17 02 01	10.1	1, 2, 3, 4 and 5	Skip	Recycle
Concrete	17 01 01	7.0	2, 3, 4 and 5	Stockpile on site/ grab lorry	Recycle
Mixed Construction	17 09 04	42.2	1, 2, 3, 4 and 5	Skip	Recycle
Mixed Metals	17 04 07	5.6	2, 3, 4 and 5	Skip	Recycle
Biodegradable waste	20 02 01	2.8	1 and 5	Skip	Recycle
Plaster Board/ gypsum	17 08 02	12.5	4	Skip	Recycle
Bricks/ blocks	17 01 02	15.5	2 and 3	Skip	Recycle
Tiles and Ceramics	17 01 03	1.7	4	Skip	Recycle
Inert	17 01 07	4.2	1, 2, 3, 4 and 5	Skip	Recycle

Insulation	17 06 04	2.8	2, 3 and 4	Skip	Recycle
Mixed Packaging	15 01 06	23.7	1, 2, 3, 4 and 5	Skip	Recycle
Plastics	17 02 03	4.2	1, 2, 3, 4 and 5	Large Bin	Recycle
Paper and cardboard	20 01 01	3.5	1, 2, 3, 4 and 5	Large Bin	Recycle
Glass	20 01 02	0.1	1, 2, 3, 4 and 5	Large Bin	Recycle
Canteen/office/adhoc waste	20 03 01	2.8	1, 2, 3, 4 and 5	Large Bin	Landfill, where it cannot be recycled
Asphalt and tar	17 03 02	0.0	1 and 5	Large Bin	Specialist
Hazardous	17 09 03	0.3	1, 2, 3, 4 and 5	Large Bin	Specialist

6 WASTE IDENTIFICATION & REDUCTION

Once the project has been formally awarded, SJM & Co review how we can minimise the waste produced, thereby reducing the amount of potential waste arriving at site as well as what is to be removed from the project. Trade contractors, Design team and Suppliers are all being encouraged to look at ways to minimise the amount of waste produced at the work face.

SJM & Co will develop the construction phase and management plans in conjunction with the project specifications, programme, and associated quantity surveyor measures. Together these will assist in defining the construction methodologies, build sequences, materials, and specialist subcontractor packages.

From this, waste material streams can be identified and allocated to the respective work stage of the project to enable waste minimisation strategies to be considered and implemented. If during the identification of waste material, it becomes apparent that alternative construction methods would reduce waste being generated then this will be fed back into the project and construction methodologies for further consideration.

The tables below summarises the waste materials and minimisation strategies anticipated for the project.

Waste	EWC	Phase	Minimisation strategy/ target
Soil and stones	17 05 04	1 & 2	Ensure Foundation depths/ size are optimal and check soil samples have been carried out and incorporated into design. Minimise site levels where possible, identify 'fill' areas, store excavations on site and use as 'fill' 50-70% max. Consider other local sites that may require 'fill' material for reuse. If SJM have no need, then ask the Client if they need the spare fill material.
Plaster Board	17 08 02	3	Recycle 80-90% Minimise delivery pallets or use returnable ones – 80%
Timber	17 02 01	All phases	Recycle 90% Minimise delivery pallets or use returnable ones – 80% Reuse shuttering ply for following concrete pour section
Concrete	17 01 01	1	Crushed and Recycled on site – 90% used as sub base layers
Concrete	17 01 01	2	Omit beam and block design and use timber for floors 90%. Utilise 'mix' on site solutions, rather than predetermined delivery volumes.
Mixed Metals	17 04 07	2 and 3	Recycle – 95%
Mixed packaging	15 01 06	All phases	Request suppliers provide no or minimal recycled packaging. Provide temp covered store area and/or materials can be stored within building once built (where possible) – 65%

7 TRAINING AND COMMUNICATION

All staff should be briefed on the SWMP during a full site induction and informed about recycling, segregation and expectation of waste management. Details should also be included in work package plans and task briefing sheets where applicable.

Training can be given by an External Environmental Specialist or by SJM & Co Environmental Advisor. The person responsible for waste on site must have a competency to do so and if there is any short fall in this understanding training shall be provided.

The contractor will provide on-site instruction and distribution (at induction) to include the following:-

- 1.The SWMP.
- 2.Roles and Responsibilities.
- 3.Waste Procedures on site.
- 4.Hazardous Waste (if applicable)
- 5.Duty of Care.
- 6.Materials Storage.

Toolbox Talk will be delivered by the site manager at regular intervals to be attended by all site personnel.

A log of all inductions and training will be retained on site. Refer to training log form at the back of this document.

8 POST PROJECT COMPLETION

On completion of the project, a final review of the Site Waste Management Plan shall take place no later than 3 months from the completion date. The table below shall be completed to compare estimated quantities of waste to actual quantities of waste produced during the project. Lessons learned can then be taken forward to future projects. Refer to completion review form at the back of this document.

9 WASTE STREAMS AND DUTY OF CARE DOCUMENTATION

Guidance:	<p>This section is designed to ensure all documents are checked so we are not using carriers who are not license and we know where the waste is going. This includes Waste Transfer Note, Hazardous consignment notes, Environmental permits.</p> <p>Site Diary / Project Waste Management register – Designed to log day to day waste movements as its is easy to use.</p>
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Waste carriers' licenses

Carrier	Waste type	License No	Address	Expires	Check on EA website
Stevenage Skip Hire Ltd.	Mixed Construction. Timber. Mixed Metals. Plastics & packaging hazardous	CBDU220266	STEVENAGE SKIP HIRE, JACKS HILL, HITCHIN, SG4 7EQ	01/02/2024	Yes
Pentcourt Ltd	Plasterboard.	CBDU195088	Swanland Road, South Mimms. Herts EN6 3NQ	04/09/2023	Yes
B P Mitchell Haulage Contractors Ltd	Muck/ soil/ excavations	CBDU72987	B P MITCHELL HAULAGE CONTRACTORS LTD, Burnside, Hertford Road, HATFIELD, AL9 5RB	04/01/2025	Yes

10 WASTE COLLECTION LOG

It is mandatory to record and collate all waste transfer notes identifying the type and quantities of waste produced and what has happened to this waste.

You can use this table to collate individual waste collections from site for future assessment purposes.

Type of Waste Collected (add EWC)	Waste Carrier details (who collected from site)	Date collected	Record Waste Transfer Note Number	What was collected (skip/ bin/ grab)	What was the approx. weight or volume (tonnes or m ³)	Notes

13 TRAINING / COMMUNICATION LOG

Name	Company	Date	Who trained by	Type of training	Date next training due

15 COMPLETION REVIEW

This section must be filled in within 3 months of the work being completed on this project (i.e. project finish) :

We confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated

Signature

Print name

Date

This stage is designed to help you evaluate the success of your SWMP, and to identify key 'lessons learnt' to use on your future projects, it is helping you strive for continual improvement.

Please explain any deviation from the original plan:

1. Please review how successful you believe the implementation of the SWMP was:

If project value in excess of £500,000 estimate of cost savings achieved:

£

Actions planned for next project:

Form should be completed within 3 months of the project finishing, this is the responsibility of the principal contractor

This plan should be kept at either the principal contractor's place of business or at the site of the project for 2 years

APPENDIX 1 – HAZARDOUS WASTE REGISTER

WASTE TRANSFER NOTES/HAZARDOUS WASTE CONSIGNMENT NOTES

Details to check for on each standard WTN:

- *Description of the waste*
- *EWC code*
- *How the waste is contained*
- *Quantity of waste*
- *Details of waste producer*
- *Person Transferring the waste*
- *Place where the waste is going to*
- *Time/date of transfer*
- *Signature from site operative and waste collector*

Details to check for on each Hazardous Waste Consignment Note:

All of the above details plus:

- *Hazardous Waste Registration Code (Which is obtained when the site is registered)*
- *S.I.C code for the process that gave rise to the waste*
- *Physical form of waste*
- *Chemical components of the waste*
- *Details of the vehicle (name of drive, registration plate)*
- *Signature of the place where the waste was taken to (This should be signed and then sent back to SJM & Co)*

APPENDIX 2 – SITE SELF CHECKSHEET (TO BE COMPLETED BY SITE TO CHECK THEIR OWN COMPLIANCE)

Site name:	Burwell 2		Contract Number:			
Location:	10a & 10b Burwell Road, Stevenage Herts SG2 9RF		Contract/ Project Manager:			
Checked by:			Site Manager:			
Project Start Date:			Project End Date:			
SWMP on site¹:			Date of last update²:			
Project Stage:	Design <input type="checkbox"/>	Site set up <input type="checkbox"/>	Demolition <input type="checkbox"/>	Excavation <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Completion <input type="checkbox"/>
Who manages waste on site⁴:	SJM & Co					
Is hazardous waste produced⁵:	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Does the SWMP mention decisions to minimise waste⁶:						
Does the SWMP detail⁷:	Waste Types ✓	Storage Method ✓	Predicted Quantities ✓			
Does the SWMP detail⁸:	<u>Waste carriers used. List:</u>		<u>Waste Carrier registration details</u>			
	<u>Where waste was taken</u>		<u>License numbers?</u>			
Waste Transfer Notes available⁹?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Level of detail acceptable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Hazardous Waste Consignment Notes available¹⁰?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Level of detail acceptable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Waste segregated on site¹¹?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waste managed on site ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the Site management aware that the SWMP must be completed and saved in the project H&S file at the end of the job¹³?				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments						

Non Compliance description	Action required?	Close by Date	Closed date

Guidance Note:

1 – SWMP to be on site and available for all operatives/subcontractors/clients to read i.e. not on someone's computer

2 – Update the SWMP on a quarterly basis. Much of the information can be filled in before the project starts. On long projects, this must be completed every 3-4 months. On more short-term projects its more realistic to fill out at the halfway stage and at the end of the project.

3 – It is a requirement of the client (Stevenage Borough Council) that the site must have a SWMP in place

4 – SJM & Co will have overall responsibility for waste management on site so must receive all documentation and check waste is transferred in accordance with our Duty of care. Subcontractors sometimes manage waste on our behalf, but SJM & Co management must oversee the process and check all documents.

6 – Minimise waste either through design or onsite segregation/reuse/recycling. This should be detailed in the SWMP and customised to the site?

7 – Legally the site must specify all waste types, how they are going to be stored and quantities of each waste type that will be produced. This will ensure that waste is managed effectively and ways to minimise waste can be devised.

8 – SJM & Co must obtain Environmental Permits/licenses of the carriers of the waste and the locations the waste is taken to (i.e. landfill site/Waste transfer station). These must be obtained and retained within the project filing system. These licenses can be checked on the EA website if they are poor copies or look suspicious.

9 – Legally SJM & Co must have documentation transferring waste from one party to another. Normal Waste Transfer Notes document the movement of inert/controlled waste. Ensure European Waste Catalogue code is on there

10 – Hazardous Waste Consignment Notes document the moving of hazardous waste from one party to another. These contain more extensive details than on a normal waste transfer note.

11 – Waste should be segregated on site as a form of treatment where possible. If space/money/quantity is an issue, the financial planning would dictate having a domestic skip for general waste and an inert skip. Inert skips are less expensive and will normally be recycled.

12 – General house keeping and segregation being used i.e. no hazardous waste in general waste skips.

13 – Within 3 months of the project ending the completed SWMP must be archived with the H&S file. This should show recycling percentages, money saved from recycling/reuse initiatives and all duty of care documentation. This means if the EA start an investigation in a year after the project has finished all documentation will have been retained. Legal obligation to keep for 3 years.