

## Hylton Castle 275/66kV Substation

<b>Title:</b>	Site Waste Management Plan
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<b>This Document Supports:</b>	The OTW Integrated Management System applies to all OTW businesses in the UK.
<b>Responsibility for this Document:</b>	The functional responsibility for the development, review and maintenance of this document rests with the SHEQ Manager.

### Revision History

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## 1. Purpose & Scope

The purpose of this Site Waste Management Plan (SWMP) is to set out how waste be managed throughout all stages of the Hylton Project. Specifically, this SWMP outlines the following:

- *The methods required to avoid, reduce, reuse and recycle waste, considering a circular economy.*
- *Identify options for value-engineering, that will benefit the environment and sustainability of the project as well as the cost.*
- *The type and quantities of waste that will be produced throughout the entire length of the project and the planned management options for each waste type.*
- *The storage, handling and transportation requirements associated with waste generated.*
- *The roles and responsibilities for the management of waste.*
- *Methods of reporting and retention of Duty of Care documentation.*

The SWMP shall be reviewed every 6 months and updated where necessary to accurately reflect the progress of the project or changes in legislation. A final review of the SWMP shall be carried out upon completion of the Project.

### 1.1 Project Specific Waste Management Requirements & Guidance

#### 1.1.1 VINCI Construction UK

The following VINCI requirements will be embedded within the delivery of the SWMP:

- Metals will be managed in accordance with the VINCI metal recycling agreement
- 100% of Non-Hazardous Demolition and Excavation Waste will be diverted from landfill
- Optimising the use of resources through the circular economy.

#### 1.1.2 National Grid Environment Strategy and Action Plan

The following National Grid objectives will be embedded within the delivery of the SWMP to support meeting national targets:

- *Performance that is equal to or greater than National Grid’s RIIO-T1 baseline % for recycling*
- *By 2026 National Grid will achieve zero-waste to landfill across key areas of waste and use circular economy principles to make the most out of natural resources and their assets.*

#### 1.1.3 Statutory Requirements

Applicable UK waste legislation and guidance includes:

- Environmental Protection Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- The Environment Act 1995

- Clean Neighbourhoods and Environment Act 2005
- The Hazardous Waste (England and Wales) Regulations 2005
- The List of Wastes (England) Regulations 2005
- The Environmental Permitting Regulations (England and Wales) 2010
- Waste (England and Wales) Regulations 2011
- CLA:RE Code of Practice
- UKCG Responsible Sourced Products List
- ISO 14001:2015

## 2. Roles & Responsibilities

3. Table 1. Roles and Responsibilities

Roles and Specification	Responsibilities
<b>Suitably Qualified and Experienced Person</b> Gary Marshall (Atkins)	Gary is advising the project as the land contamination specialist or soil specialist and is overseeing the soil handling strategy/MMP.
<b>Site Waste Manager</b> Lewis Fouweather	<ul style="list-style-type: none"> <li>• Completion and compliance with the SWMP.</li> <li>• Oversees the site team to ensure compliance with waste duty of care.</li> <li>• Obtains all necessary waste related consents, licences and permits required for the management of waste/ waste related activities.</li> <li>• Liaises with statutory bodies as required.</li> <li>• Ensures that waste is minimised.</li> <li>• Ensures training and awareness programmes are carried out according to requirements.</li> <li>• Provides support and advice on all waste related matters.</li> <li>• Manages waste contractors.</li> </ul>
<b>Project Director</b> Ali Siddiqi	Responsible for resource and waste management throughout the duration of the project.
<b>Works Manager</b> Dave Sadler	<ul style="list-style-type: none"> <li>• Responsible for control and management of resources and waste across the site.</li> <li>• Ensures that adequate facilities are available on site for the appropriate management, storage and segregation of material and waste.</li> <li>• Ensures that works are planned effectively to maximise resource consumption and reduce the production of waste.</li> <li>• Ensures subcontractors are disposing and managing resources and waste in line with the SWMP.</li> </ul>

<b>Environmental Manager</b> Dawn Love	<ul style="list-style-type: none"> <li>• Prepares the SWMP.</li> <li>• Reviews and audits.</li> <li>• Provides support and advice.</li> <li>• Maintains an up-to-date SMWP.</li> <li>• Ensures that records are reported to Client and Parent Companies.</li> <li>• Obtaining the approval of the relevant planning authority.</li> <li>• Ensures the implementation of the plan through checks on site and investigating non-compliances.</li> </ul>
<b>Commercial Manager</b> Rebecca Mullens	<ul style="list-style-type: none"> <li>• Responsible in supporting the plan and ensuring that contracts and procurement process are aligned to achieving the aims.</li> <li>• Responsible in helping ensure that information and data is received by the supply chain and subcontractors.</li> <li>• Responsible in ensuring that the most cost-effective yet resource efficient options are explored and considered in procurement processes</li> </ul>
Engineers, Foreman, and Storeman	<ul style="list-style-type: none"> <li>• Control the movement of materials received on site.</li> <li>• Checks that waste is segregated into correct skips and containers.</li> <li>• Check and signs off WTNs (waste transfer notes) and hazardous waste consignment notes.</li> <li>• Communicates and implements the SWMP on site</li> </ul>
Subcontractors and Suppliers	<ul style="list-style-type: none"> <li>• Provide information and data monthly for the materials procured for site activity and waste removed offsite.</li> </ul>
PCSM	Oversees the SWMP process

**Table 1: RACI Table**

R – Responsible A – Accountable (Approver) C – Consulted I - Informed	Project Director, PCSM	Project Works Manager	Project Works Manager and Supervisors	Project Environment Manager	Project Subcontractors
Preparation of SWMP	I	A	C	R	C
Review of SWMP	I	A	C	R	C
Issue of SWMP to client and subcontractors	I	I	A	R	I
Briefing SWMP to workforce	I	A	I	R	A
Ensuring SWMP is considered during design	I	A	A	R	I

R – Responsible A – Accountable (Approver) C – Consulted I - Informed	Project Director, PCSM	Project Works Manager	Project Works Manager and Supervisors	Project Environment Manager	Project Subcontractors
Ensuring SWMP is considered during construction	I	A	R	C	A
Ensuring SWMP has been implemented into MS/WPP	I	A	R	C	A
Identify Waste Training needs of project	I	A	C	R	C
Delivery of Waste Training needs on project	I	A	C	R	A
Collection of compliance information for inclusion in plan	I	A	I	R	R
Identification of Permit/Consents requirements	I	A	C	R	C
Delivery of Permit/Consents Requirements	I	A	C	R	A

## 4. Waste Management

### 4.1 Waste Management Options & Forecasts

The waste management strategy employed at Hylton Castle follows the waste hierarchy:

**Avoid → Minimise → Reuse → Recycle → Recover → Landfill**

In the pre-construction and detailed design phase of the Hylton Castle Project, a forecast of the waste arising from the scheme has been completed and contained within Table 2 below.

Within the forecast, proposed waste management routes have been identified and will be updated as the project progresses to construction, subcontractor packages of work agreed, and waste management subcontractors appointed by the OTW waste brokers.

#### Waste Minimisation opportunities

- Cement/concrete – cement or concrete arisings will be collected and recycled as hardcore at a recycling facility. Cement washings shall be collected into a designated area and disposed of off-site. Where possible, waste concrete will be utilised for non-structural concrete blinding.
- Rebar – all offcuts of rebar shall be collected and recycled off-site at a recycling facility for disposal. Bar Bending Schedules to be utilised when ordering steel to minimise requirement for cuts made on site

- Wooden formwork/temporary works – all wooden formwork/temporary works or support timbers shall be disposed of as hazardous waste where it has come into contact with poured concrete. However, clean (non-concrete impacted) used timber will be collected and reused, sent to a recycling facility, or disposed of. Where considered feasible, reusable or permanent formwork may be used to reduce timber usage
- Crushed stone – crushed stone will form the surface of the temporary compounds. When the compound is no longer required, the crushed stone will be removed with the ground returned to its original condition unless the landowner requests otherwise. Where suitable, the stone will be recycled to other site compounds or sent to a recycling facility for disposal.
- Pre-construction and post-construction drainage materials – the project will use plastic, concrete, brick, and stone-based materials as part of the preconstruction and post-construction drainage installation. Waste generated will be collected and sent to a recycling facility for treatment and disposal.
- General office and welfare waste – logistic hubs and construction compounds will have several offices and cabins. The following have been identified:
  - o General office waste – items that are not classified as hazardous that cannot be reused, recycled, or separated are the only types of waste that will be disposed of in general waste bins (for landfill).
  - o Paper – paper will be separated from the general waste stream and placed in dedicated paper bins.
  - o Cardboard – waste card and cardboard will be collected separately and placed in suitable containers for collection by a recycling contractor.
  - o Food – biodegradable kitchen and canteen waste included with general waste.
  - o Metals/aluminium – waste metals and aluminium, including cans, will be separated from the general waste stream, and collected by a recycling contractor.
  - o Plastic – waste plastic items (food and drink containers, wrapping materials, bags, etc.) will be separated from the general waste stream and collected by a recycling contractor.
  - o Mixed recycling – co-mingled dry recyclables which include plastic, paper and cans will be separated from the general waste stream and stored for collection by a recycling contractor.
  - o Glass – waste glass (not including bulbs and fluorescent tubes) will be separated from the general waste stream and stored for collection by a recycling contractor.
  - o Ink cartridges (not toner) – cartridges will be separated from the general waste stream and stored separately for collection by a specialist contractor.
  - o Toner cartridges – toner cartridges will be separated from the general waste stream and stored separately for collection by a specialist contractor.
  - o Clinical waste – any material containing blood or bodily fluids such as dressings, bandages and clothing is classed as clinical waste and considered to be hazardous. This will be disposed of in similar fashion to feminine hygiene waste.

- o Waste electrical and electronic equipment (WEEE) – redundant computers, monitors and any other waste electrical equipment are described as waste electrical and electronic equipment (WEEE). These items are classed as hazardous waste and must never be disposed of into the general waste stream. They will be stored separately while awaiting collection by a specialist recycling or disposal contractor.
- o Fluorescent light tubes – these may contain mercury and, as such, are classed as hazardous waste. Waste fluorescent tubes will be separated and securely stored on-site for collection by a specialist waste contractor.
- o Batteries – all batteries will be separated from the general waste stream, stored separately in secure containers, and collected by a specialist recycling contractor.

**Table 2: Hylton Castle Substation Waste Management Options**

Waste Stream Identified	EWC	Activities	Forecast (Tonnes)	Recycling, Reuse, Recovery options	Disposal/Recycling Destination
Paper and Cardboard	20 01 01	Office supplies and materials	0.8t	Reused	Direct OTW waste will be handled by Go Green and/or Recycling Lives our waste broker and will be updated prior to disposal.  For subcontractor waste, this section will be updated as subcontracts are awarded.
Timber	17 02 01	Site packaging	4t	Recycling Lives – can be reused on site	
Mixed Metals	17 04 07	Any fencing panels or pedestrian barriers, waste from steel fixing	3t	Recycled	
Mixed Construction Waste	17 09 04	Produced from site	8t	Recycled	
Oily rags, used spill kits, aerosols, paint tins and mastic cartridges	15 02 02, 17 09 03	COSHH	0.6t	Aerosols and paint tins can be recycled	



Mixed Municipal Waste	20 03 01	Canteen/ food waste	1.2t	Onsite kitchen waste food composter	
Soils	17 05 04	Earthworks	17,800t	Soil (hopefully for quarry restoration or landfill cover)	TBC
Soils	170504	Earthworks	10,800t	Pelaw Clay to be reused (development platform)	Reused onsite

**Table 3: Hylton Substation Waste Forecast vs Actual**

Waste Category	Forecast	Actual	Diverted from Landfill	
			Forecast	Actual
Construction	14t		98%	
Demolition	N/A	N/A	N/A	N/A
Excavation	17,800t 10,800t		0% (unless we find donor site or more reuse) 100% (reused onsite)	
Commercial	2t		97%	

## 4.2 Compliance

All waste will be treated, kept, carried, or disposed of in accordance with the requirements of relevant legislation and any bespoke environmental permits where they are required.

### 3.2.1 Waste Management Contractors

OTW will utilise registered waste carriers for the removal of all wastes.

All waste haulage subcontractors working on behalf of OTW will provide their waste carrier registration certificate and the full environmental permits for the disposal facilities to be used. If waste is going to a transfer station, the environmental permits or exemption details for the final disposal sites will also be provided and detailed in the following tables below, (Tables 4 and 5). This documentation will be held on site for the duration of the project.

These tables will be updated throughout the project to reflect current waste carriers and waste disposal routes.

Six monthly checks on the EA public registers will be undertaken on the validity of the waste carrier certification and environmental permits for the disposal facilities to ensure compliance with the Duty of Care requirements. This will also include a site audit/inspection of the waste handling chain by the Environmental Manager.

**Table 4: Summary of waste carriers**

Waste Carrier	Post Code	Type of Material/Activity	Contracted By
Go Green <a href="#">CBDU100445</a>	DN4 7PB	Carrier, Broker, Dealer - Upper Tier	Taylor Woodrow
Recycling Lives <a href="#">CBDU515720</a>	PR1 1QE	Carrier, Broker, Dealer - Upper Tier	Taylor Woodrow
Community Wood Recycling <a href="#">CBDL78864</a>	BN1 1UJ	Carrier, Broker, Dealer – Lower Tier	Taylor Woodrow

**Table 5: Summary of Waste Destination and Recycling Rates**

*This Table will be updated once waste carriers are agreed upon with waste brokers and prior to waste being removed from site*

Company	Waste Destination	Licence Number	Type of Waste

### 3.2.2 Waste Duty of Care

Waste Transfer Notes (WTNs) will be completed for every assignment of inert and non-hazardous waste removed from site, and a Hazardous Waste Consignment Note (HWCN) for any hazardous waste loads. WTNs used will have provisions for recording specific items including date, times, vehicle registration, number and name of carrier, load volume, EWC, destination, SIC codes, declaration of the waste hierarchy and signatures. These tickets shall be issued in triplicate and held by each party to whom the waste is transferred for not less than two years for WTNs and 3 for HWCN. One copy will be kept on site.

### 3.2.3 Permits and Exemptions

At present there is no intention to require bespoke waste management permits and/or exemptions throughout the delivery of the project. If this changes, this SWMP will be updated.

### 3.2.4 Hazardous Property Assessment, Waste Acceptance Criteria Testing and Contaminated Material

Where relevant, a Hazardous Properties Assessment (HPA) will be conducted for any potentially contaminated soils to be removed from site. Specific guidance has been developed to assist delivery in this area, entitled Hazardous Soils Assessment (Tender Stage). For further information on this, please refer to Appendix 1.

Waste Acceptance Criteria (WAC) testing will also be undertaken for all granular wastes being disposed of at landfill, to ascertain the category of landfill. The results of the testing will be provided to the waste contractor to ensure correct disposal. WAC testing is not required where the waste can be proved to be inert, or where it is not going to landfill.

The waste contractor/s will be provided with a list of any hazardous wastes to be removed from site to ensure handling and transportation etc. is managed effectively and safely.

## 5. Training and Communication

Training on the efficient and legal management of materials and waste will be provided to all staff, including sub-contractors on the SWMP. Training will be given on the following topics:

- Waste management on site, including handling storage and disposal
- Waste roles and responsibilities
- Waste procedures
- Hazardous wastes
- Duty of Care requirements
- House Keeping
- Contractual, legal or permit requirements

Training will be provided during site induction, through toolbox talks and briefing sessions. In some cases, external training will also be delivered.

Training on Duty of Care and waste transfer notes specifically will be given by the Environment Manager or CIWM trained personnel. It will be delivered to key operatives on site, works managers, supervisors and traffic marshals who will be designated as responsible for signing Waste Transfer Notes. Training records will be retained on site.

## 6. Measuring & Monitoring

A weekly inspection of the site shall include a focus on site waste management.

Subcontractors will also provide monthly reports of volumes and types of materials brought to site. Including where they have been sourced and their recycled content.

Waste volumes, type and recycling rate will be recorded each month/period and inputted into both the OTW Footprint system and National Grid’s Contractor Sustainability Portal with an aim to achieve the targets set.

Material volumes, type, recycling rate and carbon footprint shall be recorded each month/period and records retained on site for use in reporting business and project KPIs.

## 7. SWMP Review

This SWMP will be reviewed on a six-monthly basis, and whenever significant changes occur.

Monitoring of objectives and targets will be monthly.

## Appendix 1. Guidance for Hazardous Properties Assessment

### Hazardous Soils Assessment (Tender Stage)

