

**Easterly Alternation Infrastructure
Draft Site Management Plan (SMP)
(Selected Parts Only)**

This document has been prepared on behalf of Heathrow Airport Ltd by;

VolkerFitzpatrick Ltd
Hertford Road,
Hoddesdon,
Hertfordshire
EN11 9BX
United Kingdom

Tel 01992 305000

It is intended for use as a model framework system for the management of Health & Safety, Environment, Quality and Sustainability (HSEQS) on a working project. This document has been developed, pre-construction stage as supporting information to a Construction Environmental Management Plan (CEMP) developed for the proposed Easterly Alternation Infrastructure project.

The sections of the SMP herewith reproduced in this document comprise only those sections required to support the

*Construction Environmental Management Plan (CEMP) and
Circular Economy Statement (CES)*

for which this is provided as a supporting Appendix and includes the following;

Section 3 Environmental Plan
Environmental Planning Meeting Agenda

VF-B ✓	VF-C ✓	VF-R R01-03	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
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Business Unit:	Volker Fitzpatrick Infrastructure (Airside)		
Contract No.:	C15596	Contract Name:	Heathrow – Easterly Alternation Infrastructure

Site Management Plan

This Site Management Plan (SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.

The SMP has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.

The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment.

For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).

Company procedures and documents referred to within this SMP can be found within the IMS Screens. Any project variations to company procedures and documents shall be detailed within this document.

Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.

SMP ISSUE NUMBER: ECI (Draft [v 0.18])

PREPARED / AUTHORISED BY: ECI Team

COPYHOLDER 1: (Project / Site Manager)

COPYHOLDER 2: (Principal Designer)

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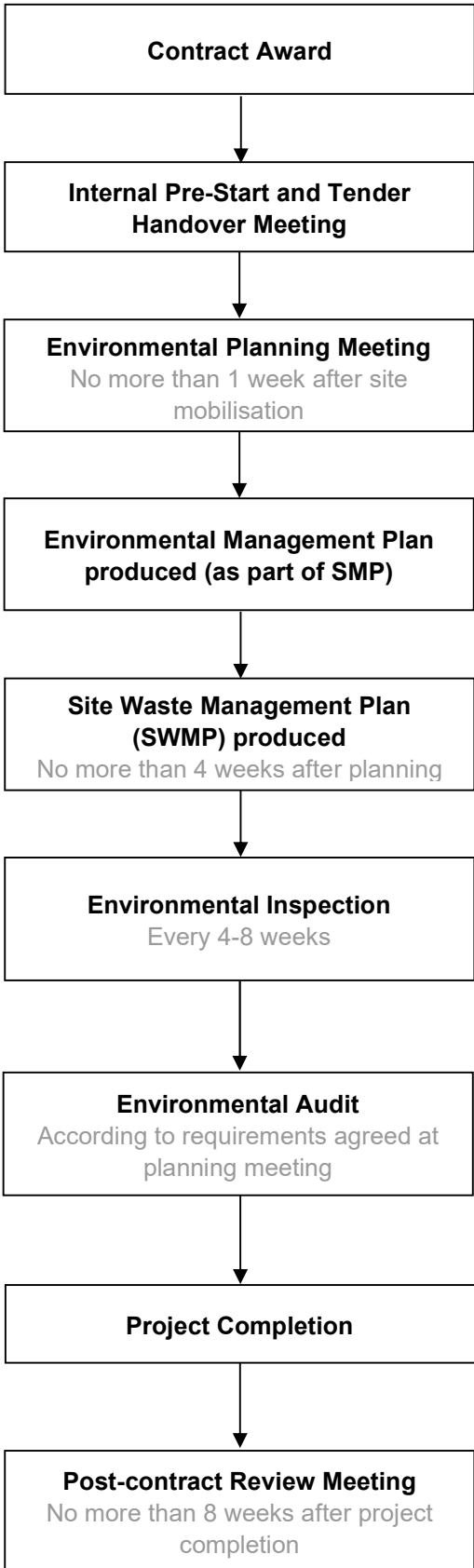
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PROJECT ENVIRONMENTAL MANAGEMENT



Key outputs / actions at each stage

- Contract award memo
- Minutes of meeting(s)
 - 'Internal Pre-Start Meeting'
 - 'Tender Handover Document Transmittal'
- EMS-01 *Environmental Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda*
- E01-02 *Environmental Risk Assessment*
- Audit requirements / date(s) agreed

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.

- Site Management Plan (incorporating Environmental Management Plan)
- Initial production of E04-01 *Site Waste Management Plan (SWMP)*
- SWMP to be maintained by Project Team throughout project life
- Relevant EMS-07 *Environmental Inspection*
- Audit report
- Any non-conformance reports or observations
- QMF-02 *Post Project Review and Closeout* or relevant business unit Q05 *Lessons Learnt* process.
- Completed E04-01 *SWMP*
- Achievements against objectives

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3. ENVIRONMENTAL PLAN

This Plan fulfils the requirements of our environmental policy statement and has been prepared to include any environmental considerations brought to our attention by the Client or their representative. It should be read in association with business unit policies and procedures, CIP Environmental Manual (found in the Workspace Document Library), and the pre-construction information where applicable.

The development of a project specific Environmental Plan will flow from the EMS-01 *Environmental Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of EMS-01 / HSE-60 must be stored in folder 11.9.1 *Environmental Planning Meeting*.

The Project Management Team are responsible for reviewing the proposed work processes and monitoring site activities. The environmental implications of the project's activities will be considered during design reviews, planning meetings, method statement reviews and on site as part of the Health, Safety and Environment inspections.

An appointed specialist from HSEQS will provide environmental management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

The Environmental Manager that has been appointed for this project is

Name:	<<TBA>>
Mobile Number:	<<TBA>>
Email Address:	<<TBA>>

3.1 ENVIRONMENTAL STANDARDS

All sites will:

- Comply with all relevant environmental legislation avoiding prosecutions for the contravention of environmental law and regulations
- Raise environmental awareness throughout the Site Management Team and subcontractors by means of regular environmental tool box talks and awareness sessions
- Implement suitable and sufficient controls to achieve zero pollution incidents (emergency spills, noise / nuisance, water contamination, waste management issues) whilst maintaining an operational work site
- Implement the waste hierarchy: prevent waste where we can; reuse materials until we can't use them again; recycle waste where reasonably practicable; recover waste (e.g. energy recovery); and only dispose of waste if no other options within the hierarchy are possible
- Identify and recognise all designated sites (Sites of Special Scientific Interest, Areas of Otstanding Natural Beauty etc.), listed buildings and protected flora, fauna and wildlife that may potentially be affected by site activities. The site will instigate appropriate mitigation measures to ensure adequate protection and that minimum disturbance is caused

BS EN ISO 14001:2015 registration

All VW UK business units hold registration to BS EN ISO 14001:2015. The certificates can be made available on request.

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3.2 PROJECT ENVIRONMENTAL MANAGEMENT

At the project Environmental Planning Meeting the E01-02 *Environmental Risk Assessment* is implemented to identify the significant project environmental impacts and aspects. Projects must ensure the significant environmental risks are suitably controlled. E01-02 must be stored in folder 11.9.2 *Environmental Risk Assessments*.

The common project environmental risks are detailed within section 1.2. Risk Assessments detailed in the pre-construction information, together with further risk assessments deemed necessary including those for activities carried out by other contractors, shall be reviewed and approved for use. The identification and effective management of activities with risks to the environment is planned, organised, controlled, monitored and reviewed at the Four Weekly Health & Safety, Environmental and Quality Meetings.

Method statements are prepared for activities with significant environmental risk, and these will be briefed to site operatives and a record kept using H02-02 / H02-03 Method Statement Briefings Register and stored in folder 11.3 *Risk Assessment + Method Statements WPP, TBS*.

All persons attending site, whether visitors, employees or self-employed, will be informed of the risks together with the preventive and protective measures established, so that they understand what they need to do.

Environmental permit to work systems to protect environmentally sensitive areas on site (e.g. waterways) will be instigated when required and records will be maintained in the site offices.

VW UK recognises that waste management and storage / handling of fuels are high risk activities and therefore will be managed with the utmost importance.

3.3 CONSIDERATE CONSTRUCTORS SCHEME

VW UK are an Associate member of the Considerate Constructors Scheme (CCS). As such all projects (acting in the PC role) over six weeks duration will be registered with CCS, unless advised to the contrary by the Environmental Manager. Compliance with the Scheme's Site Code of Considerate Practice indicates a site is achieving a standard beyond statutory requirements. The five criteria of the CCS code are:

- Care about Appearance
- Respect the Community
- Protect the Environment
- Care about Safety
- Value their Workforce

Project performance against these criteria will be evaluated by an independent assessment by the Considerate Constructors Scheme.

For further information refer to the CCS website: <http://www.considerateconstructorsscheme.org.uk/>

The following table details neighbours in proximity to the project site which require notification of the works (by Client, their rep or the project) and who potentially may be affected by our activities. Include details of any specific considerations e.g. access issues and / or contact details. For domestic properties, houses etc. can be grouped as one entry e.g. 21-45 Acacia Avenue, so individuals do not need to be listed. Records of any correspondence must be stored in folder 13.7 *Considerate Constructors Scheme*.

Project Neighbours (add additional rows as required)

Neighbour	Type*	Considerations**	Letter Drop
Energy Centre		<<TBA>>	N/A
Terminals		<<TBA>>	
Airside operation buildings		<<TBA>>	
Longford Village	Community	Night-time and Daytime works on Acoustic Barrier Lighting of TM to be kept low level	
Duke of Northumberland's River	Non tidal waterway	Environmental Permit	

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* Type - e.g. School / College, Domestic, Industrial, Business / Office

** Considerations - any restrictions on working operations must be detailed within the Working Hours table of section 1.1

3.4 SITE ACCOMMODATION

When locating site accommodation, consideration shall be given to minimising visual impact and to providing wastewater discharge to a suitable approved sewer. Where this is not possible, alternative arrangements shall be made for temporary storage and subsequent disposal of sewage via a specialist contractor. This will include an appropriate waste duty of care trail.

Consideration shall also be given to the type of foundation to be used for temporary accommodation, to avoid disruption of the existing environment, where it is not located on an area of proposed hard-standing for incorporation into the contract works. Connection of services and other ancillary requirements will be completed with care and consideration. On project completion the area will be returned to pre-existing conditions or according to contract / Client requirements.

Requirements for Site Connections / Arrangements

Connection / Arrangements	Applicable	Approved (include date of approval)
Water	Yes / Ne	Water connections to be requested.
Mains Electricity	Yes / Ne	Electricity connections to be requested from UKPN.
Generator	Yes / Ne	May be required until UKPN connection available
Gas	Yes / No	N/A
Foul - Mains	Yes / No	N/A
Foul - Septic tank	Yes / Ne	Connected into existing HAL septic tank to be requested
Other	Yes / Ne	BT connection to be requested.

Approval correspondence must be stored in the subfolders of section 12.0 *Public Authorities* as appropriate.

3.5 OPERATIONAL CONTROL

This section details the project control measures for those risks identified in section 1.2. Additional project specific control measures must be included under each subsequent section from planning conditions and environmental statements, Client specific pre-construction information, local authority construction codes and similar documentation.

Additional sections should be added where additional site-specific risks exist on site, for example, where archaeology is present or suspected.

Noise and Vibration

Excessive noise and vibration not only represent a major hazard to site workers, but can annoy neighbours and also disturb wildlife. VW UK will control and limit noise and vibration levels so that affected properties and other sensitive receptors are protected from excessive noise and vibration levels associated with construction activities.

- Best Practical Means (BPM) will be employed which will balance noise and vibration against the works to be completed. The following factors will be considered:
 - Proximity to residents
 - Duration of the works
 - Time of day the works are to be undertaken
 - The engineering practicability and safety
- Working hour restrictions that have been placed on the project will be adhered to. Night time works will only be undertaken where there is no alternative. Noisy night time works will be undertaken with extra vigilance to avoid inadvertent excessive noise
- The noise control hierarchy will be implemented - Eliminate > Substitute > Isolate > Control – to minimise the effect of our operations and plant and machinery on neighbours
- Where works adjacent to sensitive receptors are unavoidable, the construction method utilised will be chosen to minimise noise and vibration
- Where possible, noise and vibration will be controlled at source
- Plant shall be positioned so that emissions do not cause nuisance to neighbours or sensitive receptors

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- Where noise cannot be avoided, screening and acoustic enclosures will be utilised to minimise noise transmission off the construction site. Cut off trenches will be created where excessive vibration is likely to be transmitted off site
- The site layout will be created and maintained to avoid creation of unnecessary noise and vibration, e.g. one way traffic routes created and haul routes regularly inspected and maintained
- The site is expected to be subject to a Section 61 by the Local Authority. Supporting operational controls will be agreed between the Project Manager and the Environmental Manager
- Where our works are likely to cause disturbance to neighbours or other sensitive locations noise / vibration monitoring will be carried out to ensure effects are measured. Additional controls will subsequently put in place should any issues arise. Background readings will be undertaken in these circumstances so ongoing monitoring can be assessed against noise levels prior to works commencing

Dust

As well as causing a nuisance to neighbours, dust can lead to both health issues to persons on and off site, and can have adverse ecological impacts. Potential sources of emissions must be identified and appropriate controls applied to eliminate or minimise effects on neighbours and other sensitive receptors.

Where possible, dust creating activities will be completed away from sensitive receptors e.g. crushing or cutting of concrete materials. The following control measures will be implemented as a minimum:

- All dust-producing activities will be dampened down, preferably at source
- Dust controls will be planned prior to demolition and maintained during demolition
- Debris netting will be utilised during potentially dusty demolition and construction activities
- Hard standing will be provided as early as possible to provide a running surface for vehicles so that it is easier to control dust emissions
- Wheel wash facilities will be provided where mud is likely to be transported onto the public highway, this will be combined with road sweeping to reduce the possibility of dust even further
- Haul routes will be regularly damped down with mobile suppression systems and regularly cleaned
- Maximum speed limits of 5mph on unsurfaced haul routes and work areas and 10mph on surfaced haul routes and work areas will be imposed
- All vehicles carrying loose or potentially dusty material to or from the site are to be fully sheeted
- Drop heights will be minimised from conveyors, loading shovels, hoppers and other loading or handling equipment, additional water suppression will be utilised where possible
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction
- Vehicles will be well maintained to minimise release of particulate matter through the exhaust
- Carry out regular inspections to monitor dust levels and the effectiveness of any suppression in use
- Dust monitoring will be carried out where dust is likely to cause potential nuisance or damage to adjacent sensitive receptors. The results of this monitoring will be assessed against background readings to determine any effect of our works on dust levels

This list is not exhaustive and additional measures detailed by the Client, planning conditions and previous environmental statements will be included in this section.

Waste

Waste can have significant effects on the environment. Waste on site will be managed in accordance with the waste hierarchy: Eliminate > Reduce > Reuse > Recycle > Recover > Dispose. Waste management contractors will be selected to help VW UK achieve its goals, increasing reuse and recycling rates, and reducing waste sent to landfill.

- E04-01 *Site Waste Management Plan* (or the Clients own Site Waste Management Plan) must be completed for all waste and non-waste movements and maintained as a live record in folder 11.9.10 *Site Waste Management Plan* (SWMP)
- Where waste is produced, and where possible, reports will be requested to show the actual tonnage of waste produced and the breakdown of how this waste was dealt with, e.g. diversion from landfill rate
- Procedure E04 *Waste Management* provides further detail on managing waste
- Where possible, precast or precut materials to eliminate waste creation on site

Waste Storage:

- Waste will be stored to prevent its escape and will not be stored near sensitive receptors

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Site Management Plan

H01-01

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- Hazardous waste will be stored separately from inert and non-hazardous waste, and different hazardous waste will not be co-mingled
- All waste containers will be signed to show the accepted waste stream
- Where feasible, different waste streams will be segregated to aid in maximising reuse and recycling rates

Waste Disposal:

- Carrier licenses will be obtained and checked for all companies who remove waste from site
- Full environmental permits, exemptions or other evidence will be obtained and checked to ensure that disposal locations can accept the waste type to be sent there, and in the quantity required
- All waste transfer notes / hazardous waste consignment notes are to be checked before signature to ensure all required information is recorded before the waste is removed
- All waste duty of care information and waste movements will be captured in E04-01 *Site Waste Management Plan*
- Where possible excavated natural material will be used in accordance with CL:AIRE The Definition of Waste: Development Industry Code of Practice. This will ensure that these materials do not get classified as waste and are used in a sustainable manner
- Where feasible, inert waste from demolition and construction will be crushed in line with the WRAP Quality Protocol for the Production of Aggregate from Inert Waste and reused either on site or transported for use at other construction sites
- Procedure E09 *Use of Materials on Projects* gives more detail on the options to be considered on site

The Hazardous Waste Premises Code for this Project is (if applicable):

Code:	None Advised - all waste from site prefixed with VOLKER
Expiry Date:	

Ecology

Construction can have significant and irreversible effects on species and habitats both on and off site. Sites will manage works to minimise any ecological effects, and where possible enhance the ecological condition of the site.

- Documentation will be reviewed to ensure sufficient information is available to manage ecological issues, and where necessary, further survey works will be undertaken
- Where protected species are identified on site, mitigation requirements of ecology surveys will be briefed to the workforce and fully implemented on site
- Ecologists will be utilised to provide a watching brief where works could impact upon protected species
- Where required works will be programmed in accordance with the guidance provided by CIRIA C567 *Working With Wildlife*, e.g. tree and shrub clearance will be undertaken outside of bird breeding season (March - July)
- Retained vegetation will be fenced off, appropriately signed and unauthorised entry to the area prohibited
- Materials and plant will not be stored under the canopy of retained trees
- If invasive species are identified after works have begun, works will cease, the area will be fenced off and the Environmental Manager contacted
- Further guidance can be obtained from our term order ecology consultants

Ground and Water Pollution

If works are not planned properly, construction activities have the potential to cause pollution to the land and water environments.

It is an offence to cause or knowingly permit any solid, noxious or polluting material to enter controlled waters unless consent by the EA or SEPA has been issued.

- Where information on existing ground conditions is not already available, investigations will be undertaken to determine the existing conditions of the site, and any contamination already present
- Where required, a remediation strategy will be implemented to deal with any existing contamination
- Areas of known contamination will be fenced off and access only made available to authorised persons
- Where contaminated arisings need to be stockpiled, these will be placed on and covered by a polythene liner or similar to prevent cross contamination with the underlying ground

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- Details on fuel / oil / chemical storage can be found in section 3.6
- The site location must be checked to see whether it falls within an inner or outer source protection zone, appropriate controls will be put in place should this be the case
- Where dewatering of excavations is required, this will be carried out in accordance with the EA position statement *Temporary Water Discharges from Excavations*
- When pumping anything other than clean uncontaminated rainwater, a settlement tank is to be used to remove suspended solids and if required, hydrocarbons
- Fuel / oil and chemical storage along with all refuelling will take place at least 10m away from water courses or surface / foul drainage
- Concrete washout will be undertaken into a lined skip or pit and will not take place within 10m of a watercourse or surface / foul drainage
- Wash waters from wheel washing will not be allowed to enter water courses or drainage
- Controls to prevent uncontrolled runoff into watercourses will be put in place and agreed with the EA where required
- Where abstraction of water is required, only 20m³ per day will be abstracted from surface / ground water. If more water needs to be abstracted, consent will be sought from the EA
- A flood defence consent will be sought from the EA where works are required in, over or within 8m of a main river (16m of a tidal watercourse). Consent will be sought from the Local Authority where works that will affect the flow of ordinary watercourses is required

Materials

The construction industry is a major consumer of natural resources, this use can be minimised through the consumption of recycled materials, and the effects minimised by using sustainably sourced materials. Also, the way materials are used and stored can have an impact where these are damaged and need to be replaced.

- Where possible, recycled or secondary aggregates will be used to avoid the use of virgin aggregate
- Products with a recycled content will be used in preference to those without where possible
- Locally sourced materials will be used preferentially where this is economically feasible
- Where specification allows, the use of cement replacements will be investigated to lower the embodied carbon or concreting operations
- Only timber that is from a demonstrable sustainable source will be used. Delivery tickets will be on file with each line item stating whether it is from an FSC / PEFC source and referencing the chain of custody certificate number. The chain of custody certificate will also be on file showing the list of products covered under the certificate. This should be followed in line with VW UK applicable business unit procedures
- Materials vulnerable to damage through the weather / vehicle movements etc will be stored in designated areas and suitably protected

3.6 STORAGE AND HANDLING OF FUELS, OILS AND CHEMICALS

The storage of fuels and oils is to be strictly in compliance with the Control of Pollution (Oil Storage) (England) Regulations. This applies to all fuel stored on site including that of our subcontractors. For additional guidance see Appendix 5 *Storage and Handling of Fuels, Oils and Chemicals* of this Plan.

Each site must nominate a Fuel Storage Coordinator (as detailed in H01-04 *Allocation of Responsibilities*) and all storage locations must be inspected weekly and recorded on the relevant HSE-07. All fuel deliveries must be supervised by the Fuel Storage Coordinator(s) for the entire duration of the refuelling operation.

All fuel storage and chemical stores must remain locked when not in use.

All containers / vessels must be of an approved type and clearly marked / labelled.

The storage arrangements for fuels, oils and chemicals are detailed in the table below.

Contractor / Trade	Approx. Quantity	Storage Mechanism / Location	Responsible Person
VFL	5000L	Locked double bunded bowser	Works Manager
Associated Asphalt	5000L	Locked double bunded bowser	AA Works Manager

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3.7 EXTERNAL CONSULTANTS

The project may at any time enlist the services of external consultants. This may include pre-construction investigations, as well as construction phase support, from ecologists, archaeologists, and waste management specialists. This will be conducted with the direction or support from HSEQS staff through the use of approved supply chain organisations.

3.8 EMERGENCY PROCEDURES

E03-G01 *Emergency Spill Procedure Guidance* details the actions to be taken before, during and after an incident. Copies of EMS-09 should be attached to fuel bowsers and spill kits. Spill kits must be retained with all static fuel tanks and mobile bowsers and also provided at strategic locations around the site, taking into consideration the nature and volume of works, as well as plant and equipment in use at any given time.

The type, number and content of spill kits must be established at the Environmental Planning Meeting (EMS-01 / relevant HSE-60) and reviewed on a regular basis.

Additional site-specific environmental emergency procedures should be developed in conjunction with the appointed Environmental Manager and contained within Appendix 9 *Miscellaneous* of this Plan.

3.9 DISSEMINATION OF ENVIRONMENTAL PLANS AND TRAINING

The Project is to ensure that the existence of this Plan and its provisions are made well known to all personnel on site and any other interested parties. Induction shall address environmental issues, plus other training sessions as needed, including toolbox talks to raise awareness of the environmental issues affecting the site and how they are to be tackled.

3.10 SITE RESTORATION

At the end of the contract, those areas of natural habitat affected by construction activities but not permanently lost to development shall be left to regenerate naturally, or be replanted in accordance with the contract requirements. If there is any 'waste' or surplus material after the construction has been completed, it shall be removed from the site, including any potential contaminants, such as cement, concrete, diesel, formwork oils etc.

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
1.	Introduction					
	Working hours					
	Sustainability goals					
	Client environmental objectives					
	Project specific environmental objectives					
	Site Plan					
	Permits and consents					
	Contact with regulators					
	Planning Conditions					
	Significant environmental risks					
3.2	Project Environmental Management					
	E01-02 <i>Environmental Risk Assessment</i>					
	Method statements cover controls of environmental risks					
	Environmental permits to work					

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 Shared Services
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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
3.3	Considerate Constructors Scheme					
	Project Considerate Constructors Scheme registration					
	Project aware of Considerate Constructors Scheme requirements and check sheet					
	Identify and document neighbours and environmental issues					
	Project specific liaison scheme	Y			Community liaison – Proactive links between noise management activities and community relations activities will be maintained to keep local residents informed of periods of likely intensive construction activities, including changes to hours of work. A site contact will be appointed to whom complaints / queries about noise and vibration can be directed, investigated and acted upon.	
3.4	Site Accommodation					
	Office / cabin location considerations					

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Connections made and approved					
	Person responsible for SWMP data entry appointed (fuel & utilities tab)					
	Domestic sewage disposal arrangements					
	Drainage plan obtained (surface and foul) (for brownfield sites only).					
	Energy and water reduction					
3.5	Operational Control - Noise and Vibration					
	Is the site required to operate under Section 61 Consent?					
	Are there surrounding dense residential areas / sensitive receptors?					
	Background noise readings					

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 Shared Services
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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Requirement for noise / vibration control and monitoring	Y			Noise and vibration monitoring – A noise and vibration monitoring protocol will be developed to ensure compliance with any acoustic commitments and consents and to enable action upon potential breaches quickly and efficiently	
	Are there requirements to establish any specific vehicle routes (e.g. avoiding schools) / No-Go areas on site?					
	Screening	Y			Screening – can site hoarding, site cabins and material stores provide noise screening to low level sources of noise. Is it practicable for specific sources of noise to be enclosed or screened, to reduce further reduce noise. Note; Inherent screening will be provided by the completed noise barrier during the 09L infrastructure works.	
	Working Methods – shutting down plant not in use	Y			Construction plant that is intermittently used will be shut down in the intervening periods between work or otherwise throttled down to a minimum. Include in Toolbox Talks / Site Rules	
3.5	Operational Control - Dust					
	Crushing and screening					
	Requirement of dust control and road sweeping.					

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
3.5	Operational Control - Waste					
	Site Waste Management Plan initiated (E04-01 <i>Site Waste Management Plan</i>)					
	Person responsible for waste and SWMP data entry appointed					
	Relevant exemptions and permits identified					
	Waste storage locations to be agreed					
	Suitable storage containers arranged					
	On site segregation arrangements or waste sent to transfer station?					
	Process for managing subcontractor waste					
	Waste carriers identified and licenses obtained					

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 Shared Services
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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Waste Disposal / Transfer / Recycling locations identified and authorisation to accept obtained					
	Waste Transfer Note arrangements (review E04 <i>Waste Management</i>)					
	Scrap Materials Policy	N				
3.5	Operational Control - Ecology					
	Ecology surveys / reports					
	Controls required for fauna					
	Controls required for flora (including invasive)					
	Tree Preservation Orders (TPOs) / retained vegetation					

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 Shared Services
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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Tree Work Recommendations	Yes			<p>The HAL Arboricultural report highlights potential effects on trees and vegetation from the construction of the noise wall, particularly along the stretch behind Littlebrook Nursery.</p> <p>The following suggested points are to be reviewed;</p> <p>Above Ground Impacts</p> <ul style="list-style-type: none"> • “During demolition and construction work there is potential for the stem and branches of retained arboricultural features to be damaged by the contractor making physical contact. Such damage can reduce vitality and cause decline in health. • To prevent above ground damage to arboricultural features a construction exclusion zone (CEZ) should be established. An AMS should cover the duration of demolition and construction with appropriate levels of arboricultural supervision where work is near trees. • The proposed noise barrier is much taller than the current fence. As trees overhang the current fence, pruning in the form of crown lifting will be required for trees in groups G1 to G7. The extent of pruning is relatively minor, and trees have been pruned previously to ensure clearance over the car park. • All tree works undertaken must comply with British Standard 3998:2010 – Tree Work Recommendations and should therefore be carried out by skilled tree surgery contractors”. 	
	If in proximity to SSSI / SPA / SAC, are additional controls required					
3.5	Operational Control - Ground and Water Pollution					
	Historical land use / land contamination					

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Water abstraction / discharges					
	Works in, on or near water					
	Concrete washout					
3.5	Operational Control - Materials					
	Materials that could be deemed waste					
	Re-used / recycled / secondary aggregates					
	Timber from sustainable sources					
3.5	Operational Control - Other considerations					
	Archaeology					
	Operation Control site specifics					
	Employers Requirements (ERs) and client documentation					
3.6	Storage and handling of Fuels, Oils and Chemicals					

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 Shared Services
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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Fuel storage coordinator appointed / applicable					
	Fuel storage locations agreed					
	Project storage arrangements for fuels and oils completed					
	Project refuelling arrangements / procedure					
	Emergency spill procedure and signage at fuel storage area					
	Spill kits at fuel storage areas					
	Disposal facilities established for contaminated spill kit materials					
3.8	Emergency Procedures					
	E03-G01 <i>Emergency Spill Procedure Guidance</i>					

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
	Emergency spill response contractors (Adler and Allan)					
	Additional project specific emergency plan required?					
	Spill kit coverage					
3.9	Dissemination of Environmental Plans and Training					
	Project specific environmental induction					
	Environmental tool-box talks					
	Project specific environmental training					
3.10	Site Restoration					
	Are site cabins located on an area which requires restoration					
	Enhancement measures					
App 3	Site Rules					
	Additional site rules				Noise and Vibration considerations	
	Other rules to be followed					

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
App 10						
	Environmental responsibilities					
	Additional responsibilities					
	Other					
	SMP / EMP approval					
	SMP upload					
	BREEAM / CEEQUAL registration					
	Incident reporting					
	First Environmental Inspection date / Environmental Audit date					
	New environmental initiatives / requirements					
	Review last 3 months of record of revisions					
	Review relevant environmental sections of Project structure within ASite					
	Tree Work Recommendations				See section 3.5; Operational Control - Ecology	

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Plan Section	Description / Topics for Discussion	Action Required Yes / No / N/A	Responsibility	Target Date	Comments	Completion Date
MISC ACTIONS						
	Heathrow documents...					
	Carbon reporting					
	NRMM					
	Construction Stage Sustainability Scoping Tool					
	CEMP template					
Minutes prepared by:				<u>Distribution:</u> HSEQS: Contracts Manager: Project Manager:		

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