



SITE WASTE MANAGEMENT PLAN

Tilley and Barrett
Addison Lee Building
Union Park
North Hyde Gardens
UB3 4QR

	Name	Position	Signature	Date
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Revision Log:

Site amendments to the contents of this Site Waste Management Plan are to be recorded below.

Following planned reviews any amendments are to be recorded here including reference to the date of the review and location of the review records.

Site-Specific Amendments:

Amendment No.	Description	Revised By	Date
Rev 00	First Issue		

Table of Contents

1	Introduction.....	3
2	Project Description	3
3	Roles and responsibilities.....	4
3.1	Employees shall	4
3.2	Estimating / Pre-construction	4
3.3	Project Director / Contracts Manager	5
3.4	Project Manager	5
3.5	Site Manager/Supervisor	6
3.6	Haulage Manager / Buying Department	6
3.7	Appointed Supplier / WAMITAB Qualified Person	6
3.8	Safety, Health, Environmental and Quality (SHEQ) Team	7
3.9	Project management team.....	7
4	Key Materials	7
5	Site Management	7
5.1	Waste Monitoring and Recording.....	7
5.2	Training	8
5.3	Inspections and Audits.....	8
6	Site Infrastructure.....	8

1 Introduction

This Site Waste Management Plan (SWMP) has been prepared for works to take place at Union Park, North Hyde Gardens, UB3 4QR.

The purpose of this Plan is to provide information necessary to ensure that the management of construction waste is undertaken in accordance with current legal and industry standards at EU and local level including the Waste Management Act 1996 and associated Regulations and the Environmental Protection Act 1990.

In particular, this plan aims to ensure maximum recycling, reuse and recovery of waste with diversion from landfill, wherever possible and to reduce the amount of waste produced. It has been prepared in line with construction and Environmental Agency (EA) Best Practice Guidelines.

This revision incorporates clients and company waste management objectives and target requirements. It is to be read in conjunction with Toureen's Project Environmental Management Plan (PEMP) and Environmental Aspect, Impacts and Risk Assessment.

2 Project Description

The proposed development site is located to the West of the wider Project Union development site. The site is in the administrative jurisdiction of Hillingdon Council.



Figure 1 – Site Location

Scope of works encompass demolishing the former Addison Lee building which consists of a steel warehouse connected to a brick office building. The structure will be demolished to ground slab level.

- Soft Strip
- Deconstruction of steel warehouse
- Demolition of office

- Stockpiling of materials

3 Roles and responsibilities

Figure 2 illustrates where waste management responsibilities lie within Toureen management. Essentially it demonstrates that all personnel, across several departments have a shared responsibility towards implementing good waste management practices.



Figure 2

3.1 Employees shall

- Follow the waste hierarchy principles when managing wastes (waste prevention, minimisation, reduction, reuse, recycling, energy recovery and disposal).
- Ensure that all wastes are handled in compliance with the requirements of the Waste Management Act
- Ensure sites are operated so as not to cause pollution of the environment, harm to human health or serious detriment to local amenities.

3.2 Estimating / Pre-construction

- Consider the implementation of waste hierarchy during the tendering stage and/or the site preparation phase.

- Identify any client specific requirements for recycling, re-use, monitoring or reporting and communicate this information to the operations director.
- Arrange collection of additional waste information from surveys/assessments and allow time in project schedule for necessary assessments.
- If provided with soil test results, communicate these to the Contracts Manager and Haulage Manager.
- Confirm waste management responsibilities (including for piling arising's and soil testing) with the client for the overall site development.
- Consult with the environmental department to determine suitable waste recovery and/or disposal options for the materials identified in the tender information.
- Collate information regarding waste streams, initial characterisation and estimated waste volumes from the tender information and forward to the Contracts Manager for inclusion in the Site Waste Management Plan (SWMP).
- Where possible, identify environmental permitting/licensing requirements for Toureen activities.
- Increase client awareness of the need to provide adequate waste information during the tendering stages specifically hazardous waste.
- Assist with preparing pre-commencement audit.

3.3 Project Director / Contracts Manager

- Ultimate responsibility for wastes transferred from site.
- Responsible for allocating sufficient resources and ensuring that required information is distributed to all parties.

3.4 Project Manager

- Oversee and ensure that SWMP record keeping and ensure that this SWMP is reviewed and revised on a regular basis.
- Brief out the conditions of this SWMP to make sure all conditions are met
- Ensure appropriate exemptions are in place prior to the storage, transfer, disposal or use of waste which require registration with the EPA. Advice should be sought from the designated SHEQ / Environmental Manager.
- Review the information and waste recovery and /or disposal options provided in the Site Waste Management Plan (types and quantities of waste to be produced) and then forward to the Haulage Manager for the management of the waste.

- Establish if a Site Investigation (SI) has taken place and gather all available HAZMAT, SI and Chemical Testing of waste and soils. Send information to approved service provider for a summary analysis and waste classification sampling frequency and ensure sufficient information to classify waste/soils before removing from site.
- Ensure all waste analysis information is passed to the Haulage Manager in time to identify suitable waste management facilities.
- Ensure key waste management issues are included in the Project Risk Register.
- Identify time and cost variations between waste treatment and disposal options.
- Communicate waste issues to the project team during handover meetings.
- Organise intrusive site investigations.
- Consider the carbon emissions generated by each waste treatment / disposal option when selecting suitable waste management approaches.

3.5 Site Manager/Supervisor

- Assist project manager in communication the conditions of this SWMP to site team
- Ensure compliance with any relevant exemption consents and licenses
- Ensure only vetted and approved haulier and waste contractors are used.

3.6 Haulage Manager / Buying Department

- Update project regularly on waste management costs.
- Identify permitted/licensed waste treatment or disposal options (considering any client specific requirements).
- Update the approved waste contractors and waste management facilities list.
- Assist site with carrying out waste classification testing and relate them to the relevant receiving facilities.

3.7 Appointed Supplier / WAMITAB Qualified Person

- Assist sites with carrying out sampling and waste characterisation testing and interpretation to give the correct EWC Code for waste being removed from site
- Produce a Sampling and Testing Plan for the project as instructed by project team
- Carrying out audits of waste management facilities

3.8 Safety, Health, Environmental and Quality (SHEQ) Team

- Provide Guidance Notes and training on waste management for project team
- Carry out site environmental audits and inspections.
- Assist with arranging site investigations and advice on tests to be carried out.
- Maintain a list of companies and individuals who can assist with waste management issues (e.g. SIs, laboratories, competent persons for waste analysis etc.)
- Assist set up waste targets for the project and check that reporting and waste tracking log is being kept updated.
- Advice on waste, CO2 and other related matters.

3.9 Project management team

- Director: David Jameson
- Project Director: Ian McKeown
- Project Manager: Peter Edgerton

To assist with the implementation of the SWMP the Project Manager, should in particular be concerned with training & communications of sub-contractors and appointing trained and competent persons to check skips, vehicles, record waste types and amounts being produced on site.

4 Key Materials

A Pre-demolition audit has been conducted by Tilley & Barrett to: -

- Identify each waste type to be produced throughout the course of the project
- Estimate the quantity of each different waste type expected to be produced; and
- Identify the waste management action proposed for each different waste type, including re-using, recycling, recovery and disposal

For each waste type this plan identifies the proposed waste management actions and the targets which have been set.

5 Site Management

5.1 Waste Monitoring and Recording

All waste sent offsite will be recorded, with quantities of which is reused, recycled, recovered, or landfilled reported.

Approved contractors will remove all waste arising in accordance with applicable environmental and health and safety regulations and documentation note obtained. A copy of the Waste Carrier Licences, Waste Facility Permits, and waste movement documentation will be always maintained on site.

5.2 Training

Operatives on site, including sub-contractors will be given training and information on the SWMP as part of their induction. In addition, toolbox talks will be given reinforcing existing training and informing the workforce of the SWMP progress.

The onsite training will include the following topics: -

- The SWMP
- Roles and responsibilities
- Waste procedures on site
- Hazardous waste
- Duty of care/responsibilities
- Materials storage

Toureen project team will ensure the works are coordinated during the works to ensure waste is managed according to the requirements of the SWMP.

5.3 Inspections and Audits

The SHEP Team will carry out internal inspections and audits to establish compliance with all relevant environmental requirements. These may be supplemented by:

- Audits and inspections carried out by the client
- Audits of sub-contractors
- Third party or regulatory authority audits of ourselves or our subcontractors including those carried out for quality system certification purposes

Audits will be carried out in accordance with EMS ISO 14001: 2015.

A copy of the SHEP Audit and Inspection Reports shall be issued to the Project Manager for action. The Project Manager shall be responsible for ensuring, by review, that such items have been addressed.

Any non-conformances or deviations from procedures identified during audits will be tracked and evaluated to identify any trends. These will allow to implement effective preventive measures as well as corrective measures.

6 Site Infrastructure

A general waste skip will always be provided in the site compound. Additional skips for individual waste streams will also be provided to match current work activities.

The storage provided will be on a hard standing area where possible, sited away from drains and clear signage to denote segregation required. Roller bins will be used when removing waste from upper levels of building structure and will be emptied regularly on all floors. Staff will be briefed on the requirements and skips / containers will be marked clearly with their intended contents.

Skips will be covered when not in use to prevent windblown waste and enclosed bins and skips for degradable waste streams to prevent pests.

It is not anticipated that stockpiles will be maintained onsite for any great length of time. Soil stockpiles will be managed for runoff in wet weather and dust in dry or windy weather. Consideration will be given to location of stockpiles to areas that minimise onsite movement.

In addition, separate enclosed bins / skips will be provided for hazardous waste types. Hazardous wastes will not be mixed and will have suitable containment. Regular collections will be arranged to ensure wastes are not stored longer than necessary onsite.