

CLIENT	London Square
CONTRACT TITLE	Holloway Prison
CONTRACT NUMBER	
SITE NAME	Former Holloway Prison, Islington

DOCUMENT TITLE
SITE WASTE MANAGEMENT PLAN

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00	15/09/2018	Issued for implementation and comments
01	07/09/2021	Reviewed for design freeze 27.08.2021
02	24/09/2021	Issued for comments
03	29/09/2021	Revised for comments
04	20/10/2021	Revised for comments
REV	DATE	STATUS DESCRIPTION

DOCUMENT NO.	SWMP – Rev. 04 – Holloway Prison
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Controlled Copy Distribution List

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Gavin Avis	Regional Waste Manager
	Logistics Manager
	Waste Carrier
Colin Gears	Environmental Manager

Declaration

The Developer will take all reasonable steps to ensure that:

<p>a) All waste from the site is dealt with the waste duty of care in Section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and</p> <p>b) Materials will be handled efficiently and waste managed appropriately.</p>	
<p>Signature (Developer)</p>	

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1.0 INTRODUCTION

1.0 Report Objectives and Limitations

The purpose of this draft Construction Site Waste Management Plan is to:

- a) Identify relevant policy and guidance the proposed development needs to consider and support;
- b) set the waste management principles and aspirations for the proposed development;
- c) identify the waste expected to arise during the demolition, enabling and construction phases,
- d) identify and implement roles and responsibilities of all parties involved in the waste management;
- e) monitor and review waste minimisation and waste management on a quarterly basis; and,
- f) to provide a completion summary statement (debrief) for the end of the construction project.

The Site Waste Management Plan includes, as a minimum, details of:

- a) The anticipated nature and volumes of waste;
- b) measures to ensure the maximisation of the reuse of waste;
- c) measures to ensure effective segregation of waste at source including waste sorting, storage, recovery and recycling facilities to ensure the maximisation of waste materials both for use within and outside the site;
- d) any other steps to ensure the minimisation of waste during construction;
- e) proposed monitoring and timing of submission of monitoring reports; and,
- f) the proposed timing of submission of a completion summary statement to demonstrate the effective implementation, management and monitoring of construction waste during the construction of the development.

1.1 Site Location & Existing Site Use

Figure 1.1 shows the location of the site. It is bound by Camden Road and Parkhurst Road to the south-east and residential areas to the north, west, and south. The site is located within the London Borough of Islington (LBI). Camden Road and Parkhurst Road both form part of the Transport for London Road Network (TLRN) and are red routes.

Figure 1.1: Existing Site Plan

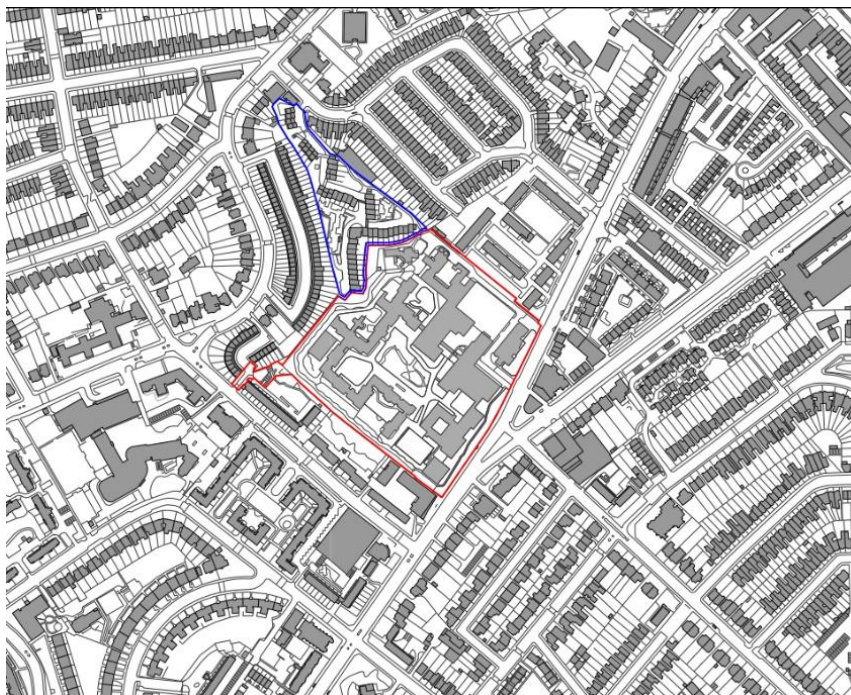
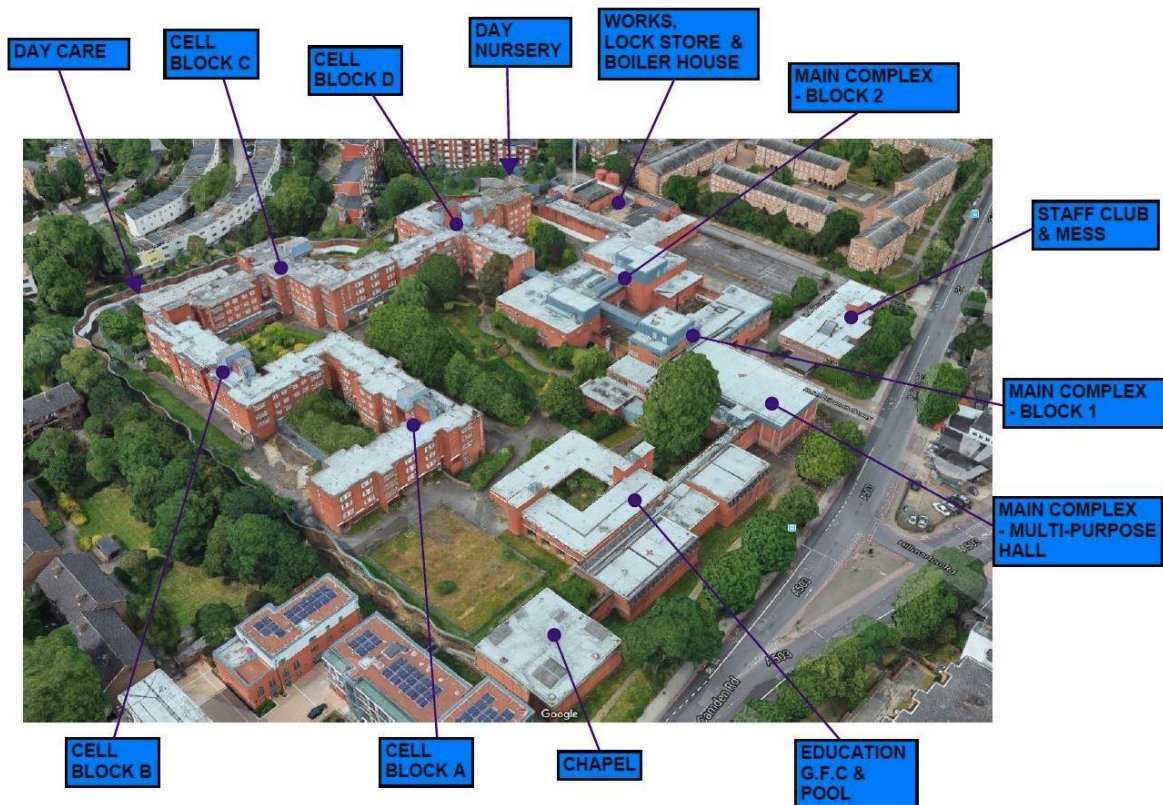


Figure 1.2: Existing Site Layout



The site is currently occupied by the disused Former Holloway Prison and there are approximately 84 car parking spaces. There are two existing vehicle access points from Parkhurst Road (A503) / Camden Road.

1.2 Proposed Development

The application is for full planning permission for the demolition of the existing buildings and redevelopment of the site. The proposed development of the site will provide a new residential-led masterplan comprising:

- 985 residential homes, including Extra Care Homes (Land Use Class C3);
- 1,822 GIA sqm of flexible Class E Land Use;
- 1,489 GIA sqm A Women’s Building (Land Use Class F.2);
- 1,334 GIA sqm resident facilities including concierge; and
- A new public park and play space.

2.0 WASTE MANAGEMENT REGULATION & GUIDANCE

2.1 Definition of Waste

Waste is defined by the Council Directive on Waste (75/442/EEC) as “any substance or object which the producer or person in possession of discards, intends to discard or is required to discard.” Hazardous Waste is waste with one or more properties hazardous to health or the environment as defined by the Hazardous Waste (England and Wales) Regulations 2005 (HWR). Hazardous properties are listed H1 to H14 in Schedule 3 of the HWR.

Under the Hazardous Waste Regulations 2005, "it is an offence to produce hazardous waste at premises, or remove that waste from premises, unless those premises are either registered with the Environment Agency or are exempt."

Where subcontractors produce hazardous waste, it will be removed under the Hazardous Waste Premises Registration for that site. The Hazardous Waste (England and Wales) Regulations 2005 require a Hazardous Waste Consignment Note (HWCN) to be produced for each consignment of hazardous waste removed from site.

The following types of wastes are always classified as hazardous:

- Fluorescent tubes and other mercury-containing waste.
- Waste oils and acids.
- Solvents.
- Coal tar and tarred products.
- Lead, Ni-Cad and mercury-containing batteries.
- Construction materials containing asbestos.
- Insulation materials containing asbestos.
- Potentially contaminated soils

The definition of inert waste (including bricks, tiles and ceramics, concrete, soils and stones, glass), is set out in the Landfill Directive (99/31/EC). It states that:

"Waste is considered inert if:

- It does not undergo any significant physical, chemical or biological transformations;
- It does not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health; and
- Its total leach ability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water or groundwater."

Waste materials will be classified by reference to a six-digit code and associated description as required by the List of Wastes (England) Regulations 2005 (LoWR).

2.2 The Site Management Plans Regulation

The Site Waste Management Plans Regulations 2008 were repealed on 1st December 2013. However all construction companies have a duty of care towards managing their waste under section 34 of the Environmental Protection Act 1990. Therefore, this SWMP has been prepared as best practice.

The Regulations required that the Principal Contractor must provide waste estimates for every site with a SWMP. The Regulations stated that the SWMP must:

- (a) describe each waste type expected to be produced in the course of the project;
- (b) estimate the quantity of each different waste type expected to be produced; and
- (c) identify the waste management action proposed for each different waste type, including re-using, recycling, recovery and disposal."

2.3 Duty of Care

The Duty of Care is set out in section 34 (1) of the Environmental Protection Act 1990 and imposes a duty on any person who is the holder of controlled waste. Any persons, who import, produce, carry, keep, treat or dispose of controlled waste, or as a broker has control of such waste, is subject to a Duty of Care whereby they must take all reasonable applicable measures:

- To prevent another person illegally treating, keeping, depositing or otherwise disposing of the waste;
- To prevent the escape of waste; and
- To ensure that transfer of the waste only occurs to an authorised person and that the transfer is accompanied by a written description of the waste.

2.4 Waste Transfer Notes (WTN)

The Environmental Protection (Duty of Care) Regulations 1991 require a Waste Transfer Note (WTN) to be provided on the transfer of waste between parties. The WTN will contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered whilst maintaining compliance with law. Copies of WTNs must be retained for 2 years minimum and be available for inspection by the environmental regulator following the transfer of waste. The Regulations give specific requirements for the content of a WTN, which must:

- Contain a written description of the waste and the corresponding 6-digit EWC reference code;
- State the quantity of waste;
- State whether the waste is loose or in a container, and if in a container, the type of container used; State the time and place of the transfer;
- State the name and address of the transferor and transferee; State whether the transferor is the producer of the waste; State to which category of person the waste is transferred to e.g. a registered waste carrier, or a holder of a waste management licence; and
- Provide details of any waste carrier's registration or any waste management licence, where used.

2.5 Waste Carrier's Registration (WCR)

The Control of Pollution (Amendment) Act 1989 establishes the requirement for carriers of controlled waste to register with the Environment Agency. There are a number of exceptions to these requirements, including charities, waste collection authorities and emergency situations.

Waste will only be removed from site using a subcontractor or supplier holding a valid WCR. The Logistics Manager will verify the details on the WCR with the Environment Agency Public Register.

2.6 The Directive on the Landfill of Waste (Landfill Directive)

The Landfill Directive aims to improve standards of set waste to landfill across Europe, by setting specific requirements for the design, operation and aftercare of landfills, and for the types of waste that can be accepted at landfill sites.

It aims to reduce the pollution potential from landfilled waste that can impact on surface water, groundwater, soil, air and also contribute to climate change. In England and Wales the directive is applied under the Landfill (England and Wales) Regulations 2002 and must be fully implemented by July 2009.

This directive bans the landfilling of:

- Waste which is corrosive, oxidising, highly flammable, flammable or explosive;
- Liquid hazardous waste, infectious hospital and other chemical wastes; Whole used tyres (from 2003); and
- Shredded tyres (from 2006).

The Directive classifies landfills as hazardous, non-hazardous, or inert waste and prevents the co-disposal of hazardous and non-hazardous waste after July 2004. It also requires that waste must be

pre-treated before being landfilled and that landfill gas must be collected, treated and used to produce energy. This means that if the gas cannot be used, it must be flared.

3.0 ADMINISTRATION & PLANNING

3.1 Project Information

Table 1.1 provides the general project information, including estimated cost, building footprint and Principal Contractor information.

Table 1.1; Project Information

Client	Peabody Construction Ltd					
Principal Contractor	London Square Developments Ltd					
Principal Designer	TBC					
Name of person in charge of project	TBC					
Site reference						
Site location	Former Holloway Prison, North London					
Project cost (estimated)	TBC					
Total Site Area (m ²)	41 600					
Start date	Day	04	Month	07	Year	2022
Completion date	Day	01	Month	10	Year	2027
Description of project scope	Phased comprehensive redevelopment including demolition of existing structures; site preparation and enabling works; and the construction of 985 residential homes including 60 extra care homes (Use Class C3), a Women's Building (Use Class F.2) and flexible commercial floorspace (Use Class E) in buildings of up to 14 storeys in height; highways/access works; landscaping; pedestrian and cycle connection, publicly accessible park; car (blue badge) and cycle parking; and other associated works.					
Waste Management Champion	TBC					
Person responsible for SWMP	TBC, Project Manager – London Square					
Document Controller	TBC					
Location of SWMP	Electronic document - controlled by London Square					
	Paper based document - Site Office					

3.2 Responsibilities

The Principal Contractor shall distribute copies of this plan to the Principal Designer, Client and Site Manager and each Subcontractor will be made aware of the plan. This will be undertaken every time the plan is updated.

The Site/ Project Manager is the environmental co-ordinator of the project and as such is responsible for instructing workers, overseeing and documenting results of the SWMP.

It is recommended that a 'reduce, reuse, recycle' "Waste Champion" is nominated on-site to be responsible for the daily management, monitoring and enforcing of waste and also co-ordinating pickup times with the waste management companies.

Subcontractors are expected to ensure compliance, to adhere to the principles and site practices described in this SWMP, to attend training sessions and to contribute to the achievement of the SWMP targets as necessary.

Table 1.2 provides the nominated Sub-contractors, responsibilities and contact details.

Table 1.2; Project Contractor Information

Subcontractor Name	Responsibility	Contact Details
TBC	Piling	TBC
TBC	Substructure	TBC
TBC	Groundworks	TBC
TBC	Superstructure	TBC
TBC	Roofing	TBC
TBC	Brickwork/ Cladding	TBC
TBC	Carpentry	TBC
TBC	Electrical	TBC
TBC	Plumbing	TBC

The majority of the subcontractors have yet to be confirmed. This SWMP will be updated and revised as information becomes available.

The Waste Management contractors will be responsible for recording the amount of waste taken off-site. They will also provide suitable waste containers, equipment and personnel as necessary to meet the requirements set out in this SWMP as well as produce documents and keep records as required.

3.3 Key Personnel Contact Details

Table 1.3 provides the detailed information on those who will take the SWMP forward, including the site waste champion and person responsible.

Table 1.3; Key Personnel Details

Position	Name	Contact Details			
		Address	Phone number	Fax number	Email address
Client	TBC Project Manager	London Square, York Rd, Uxbridge, UB8 1RN	--	--	--
Principal Contractor			--	--	--
Principal Designer			--	--	--
Name of person in charge of project			--	--	
Waste Management Champion	TBC Project Manager	Site Office	TBC	TBC	TBC
Person responsible for SWMP	TBC Project Manager	Site Office	TBC	TBC	TBC
Document Controller					

4.0 WASTE QUANTITIES AND DIVERSION FORECAST

4.1 Introduction

This section sets out the following:

- a) Total target segregation and diversion rate from landfill to aid with monitoring; and,
- b) Indicative types and quantities of waste materials expected to arise from the demolition, enabling and construction of the proposed development.

Demolition of the existing structures will focus on maximising the re-use and recovery of materials, where practically possible.

Any material arising from the demolition, which can be reused on the construction phase, for example 'Site Won' hard core, is to be stockpiled, tested and quantified.

The quantities of materials that would arise from demolition have been estimated, however prior to commencement of demolition a pre-demolition audit will be undertaken to identify quantities of individual waste types.

Some hazardous waste has been estimated, however a detailed Hazardous Waste Management Plan would need to be developed at the time of the pre-demolition audit. All hazardous waste would be dealt with in accordance with relevant policy with the completion of an Asbestos Risk Register and Control of Substances Hazardous to Health (COSHH) report.

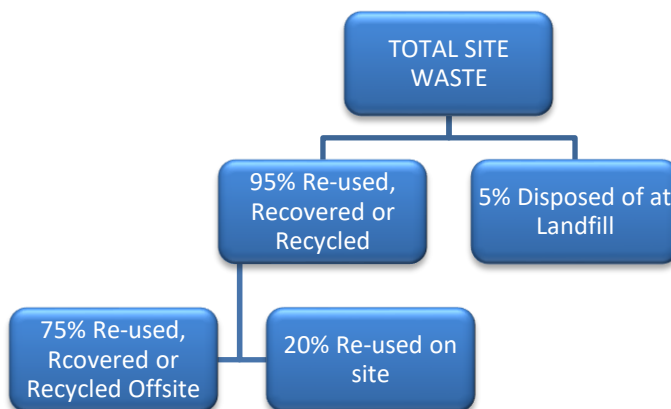
4.2 Segregation and Diversion Targets

Figure 1.3 shows the segregation and diversion targets for this development, and discussed below:

- 95% of waste materials will be re-used, recovered or recycled, where practical of which;
- 20% will be reused on site
- 75% will be reused, recovered or recycled off-site

b) The remaining 5% will be sent to landfill.

Figure 1.3: Segregation and Diversion Targets



4.3 Waste Quantities

The SWMP provides an initial forecast of wastes arising, identifies options for disposal and describes the process by which waste management arrangements will be reviewed throughout the Contract.

Demolition Including Crushing Activities - Waste Forecast

Table 1.4; Demolition Waste Forecasts:

Item	Description	Area (m2)	Volume (m3)
1	Day Nursery	156.4	344
2	Works Lock Store and Boiler House	1192.2	2384.4
3	Staff Club and Mess	1086.4	2172.8
4	Main Complex Block 1	3443	6886
5	Main Complex Multipurpose Hall	1134.8	2269.6
6	Main Complex Block 2	4873.5	9747
7	Education GFC and Pool	2474.7	4949.4
8	Chapel	458.2	916.4
9	Block A	3450.6	6901.2
10	Block B	2594.7	5189.4
11	Block C	1818.2	9636.4
12	Block D	5712.8	11425.6
13	Day Care	155.8	311.6
	Total Waste Forecasted	31551.3	63133.88
	Piling Mats – Crushing activities estimated requirement		8009

Estimates of Key Excavation and Construction Quantities

Table 1.5; Estimates of Key Excavation and Construction Quantities

Description	Quantity
Bulk Excavation	31,755 m3
Concrete & Arisings in Piles and Substructures	22,047 m3
Concrete in Superstructures	47,351 m3
Substructure/Infrastructure Rebar - Excluding Piles (Awaiting Piling Design)	2,122 tonnes
Superstructure Rebar (Concrete Frame)	6,826 tonnes
Façade Brickwork, Cladding and Glazing	62,593 m2
Roof Finishes	16,169 m2
Internal Walls & Partitions	75,360 m2
Ceilings	81,493 m2
Wall and Floor Finishes	278,027 m2
Hard and Soft Landscaping	29,122 m2

Estimates of Key Excavation and Construction Waste Quantities

Table 1.6; Estimates of Key Excavation and Construction Waste Quantities

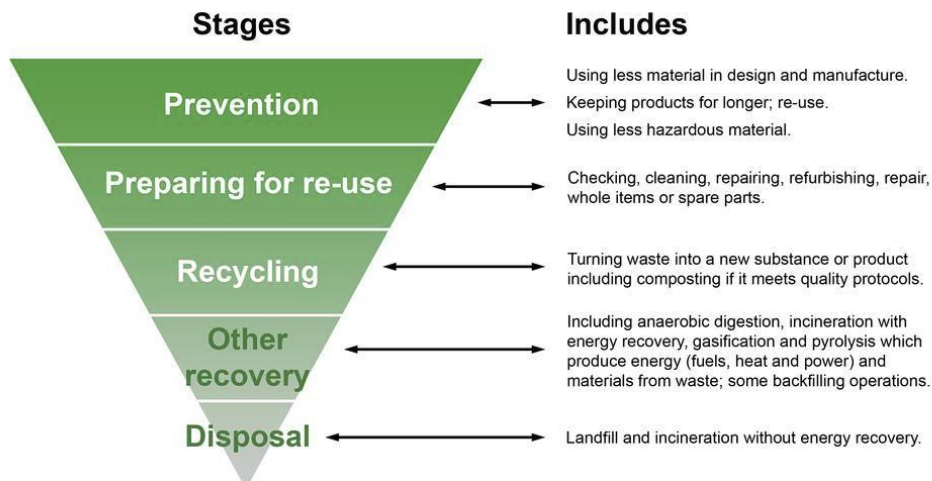
Material	Materials Arising From	Quantity
Crushed Concrete	Foundations, Substructure, and Superstructure	3,470 m ³
Crushes Masonry	Internal and External Walls	2,592 m ³
Structural Steel	Roof & External Walls	0 tonnes
Glass	Windows, Shopfront & Balcony Doors	884 m ²
Sundry Metalwork	Soft Strip services, Ceiling supports and Studding	3,503 m ²
Plasterboard	Internal walls & Ceilings	15,172 m ²
Carpets	Floors	763 m ²
Timber	Internal fixtures and Glulam beams	2,117 m ²

*Note: Approximate quantities to be confirmed. A general allowance of 5% wastage to all elements has been applied

Upon completion of the works, the Site Waste Management Plan will be revised to include the Contract Waste Report and re-issued. The revised SWMP will include a Performance Review. This will summarise the actual waste quantities generated by the works and the disposal routes. As well as providing a valuable final record of waste management and costs on the Contract it will also include any recommendations for waste management on future Contracts.

5.0 WASTE MANAGEMENT

Figure 1.4: The Waste Hierarchy (Defra, 2013)



5.1 Legal Compliance

Contract waste arising will be estimated and disposal options considered prior to the start of the works. During the works all waste movements off site will be recorded and actual waste arising will be reviewed periodically. Within three months of the works being completed the Plan will be revised to include details of total waste arising, costs and disposal routes. This will be retained for three years after completion of the works.

All waste removed from site will be covered by a Waste Transfer Note or Hazardous Waste Consignment Note containing all the legally required information, including the correct waste code. Hazardous wastes will be transferred using a 'Hazardous Waste Consignment Note'. Waste Transfer Notes will be kept for two years and Hazardous Waste Consignment Notes for three years.

All waste will be transported using registered waste carriers and all waste will be disposed of at licensed waste disposal sites or under an Environment Agency waste exemption or permit. All waste services will be procured through the Regional Waste Manager, who will ensure that Waste Carrier Licences and Waste Management Licences are valid and appropriate, by checking details with the Environment Agency.

Records will be maintained in accordance with the *Group Procedure – Records and Archiving (SWMP – REV 02 – Holloway Prison)* and kept as listed in the *Filing Index (SWMP – REV 02 – Holloway Prison)*.

5.2 Waste Minimisation Statement

O'Neill & Brennan is committed to minimising the impact of our activities on the environment including minimising the use of resources through among other measures managing our waste effectively and in accordance with the waste hierarchy principle of REDUCE, RE-USE, RECYCLE.



5.3 Responsibilities

Full details of Environmental Responsibilities within the company are given in the *Group Procedure Environmental Responsibilities (SWMP – REV 02 – Holloway Prison)*. The main roles with waste management responsibilities are:

The *Project Manager* will:

1. Prior to the works starting on Site and in conjunction with the Commercial Manager and Environmental Adviser, forecast the waste arising and identify options for disposal.
2. Assign personnel to the roles required for production and implementation of the Site Waste Management Plan.
3. Ensure waste minimisation measures are incorporated into the design, construction method and/or materials employed where possible.
4. Inform the Environmental Adviser if any changes to the forecasts/ disposal routes occur.
5. Ensure employees and subcontractors implement the controls contained in this Site Waste Management Plan.

The *Environmental Manager/ Adviser* will:

1. Ensure a forecast of the waste arising and disposal routes is produced prior to works starting on Site.
2. Produce the Site Waste Management Plan, ensure it is regularly reviewed throughout the course of the works and produce Final Report on Site Waste Management at the end of the Contract.
3. Obtain prior agreement from the Group Environmental Manager in writing for any deviations from Group Waste Procedure (e.g. use of client procedures or forms).

4. Prepare periodic Review Reports for discussion at Site Meetings and submission to the Client if requested.
5. Identify employees that require waste training, provide training and maintain training records of such training.
6. Collate Contract waste information for discussion in Management Review Meetings.

Commercial Manager will:

1. Monitor waste costs and assist Environmental Adviser in production of periodic Review Reports for discussion at Site Meetings and submission to the Client if requested.

Regional Waste Manager will:

1. Ensure environmental and waste requirements are included on Requisitions and in subcontracts and orders.
2. Check with the Environment Agency that Waste Carriers are registered and Waste Management Sites are licensed before subcontracts or orders are placed.
3. Register sites producing hazardous waste with the Environment Agency if not already registered by the client.
4. Check invoices from Waste Management Sites against Waste Transfer Notes/ Hazardous Waste Consignment Notes before authorising payment.

Logistics Manager will:

1. Arrange for collection of waste through Regional Waste Manager and Company Buyer.
2. Keep an up-to-date record of waste removed from Site.
3. Confirm with Regional Waste Manager that Carrier Licences/ Disposal Site Licences are valid and either keep a record of confirmation or obtain copies for site files.
4. Complete and sign Waste Transfer Notes/ Hazardous Waste Consignment Notes. Give copies to Drivers, send top copy to invoicing and keep photocopy on file.
5. Before hazardous waste is moved off site ensure the site has been registered with the Environment Agency as a 'Hazardous Waste Producing Premises' providing it is within our package or a signed instruction from the client has been given.
6. Ensure waste storage/ segregation/ recycling activities are correctly implemented and appropriate waste records and statistics are maintained.
7. Send requisition to the Regional Waste Manager and company buyer.
8. Include waste requirements on Requisitions and attach relevant clauses.

Subcontract Buyers will:

1. If subcontractor is to act as a Waste Carrier and dispose of waste provide details of their Carrier Licence and the intended disposal sites Waste Management Licence or Exemption Number to the Regional Waste Manager before placing subcontract.
2. Include environmental and waste requirements in subcontracts (as stated on the Requisition).

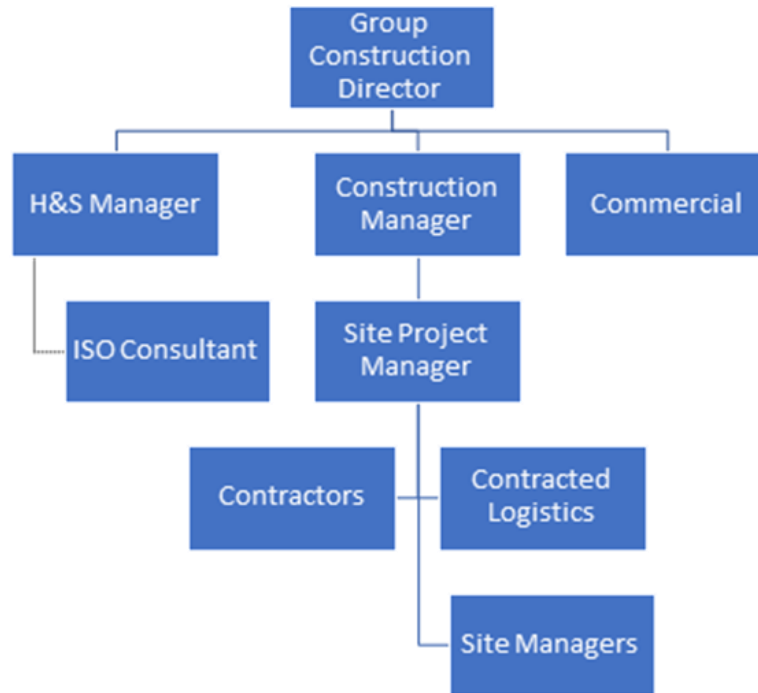
Drivers will:

1. Inform the Logistics Manager. What waste they are removing and where it is being taken prior to removing any waste from Site.
2. Collect Waste Transfer Note/Hazardous Waste Consignment Note from Waste Rep when collecting waste or confirm 'Season Ticket' is already in place.
3. Only take waste to a licensed Waste Management Site as instructed by the Logistics Manager/ Regional Waste Manager.
4. Get Waste Management Site to sign Waste Transfer Note/ Hazardous Waste Consignment Note and give to Regional Waste Manager along with all associated receipts.

All Staff will:

9. If waste needs collecting, inform the Logistics Manager.

Figure 1.5: LSQ Hierarchical Organogram



5.4 Waste Controls

Wastage of materials due to spoiling or damage will be minimised by ensuring all materials on site are handled efficiently and stored in accordance with the *Group Environmental Control Materials Storage and Management*, the *Group Environmental Control Oil Storage and Control* and any site specific controls given below:

TASK	RESPONSIBILITY
Ensure all waste disposals are arranged via the Regional Waste Manager / Procurement Manager and copy in the Regional Waste Manager.	Logistics Manager
Plan to segregate waste as far as practicable.	Project Manager/ Logistics Manager
When ordering materials, contract buyers will introduce a 'take-back policy' on suppliers, so where possible, no delivery will leave the site without taking associated waste and packaging with them.	Project Manager/ Subcontractor Managers/ Logistics Manager
Documentation:	
Ensure that copies of the following are retained on site: <ul style="list-style-type: none"> ▪ All relevant Waste Carriers Registration Certificates and associated Environment Agency validity checks. ▪ All relevant Waste Management Licences / Exemption Certificates and associated Environment Agency validity checks. ▪ Waste Transfer Notes and Consignment Notes. ▪ Evidence of the Hazardous Waste Premise Notification. ▪ Site Waste Management Plan/ Hazardous Waste Register. 	Project Manager/ Logistics Manager
Site Controls:	
Do not accept damaged skips / waste containers on to site.	Logistics Manager

TASK	RESPONSIBILITY
Locate skips/ waste containers away from drains, watercourses and heavily trafficked areas.	Logistics Manager
Locate skips/ waste containers on hard standing if possible	Logistics Manager
Ensure all waste is stored securely so that it cannot escape (by wind / vermin).	Logistics Manager
Ensure all hazardous waste containers are covered and stored in COSHH areas	Project Manager
Ensure all skips and bins are labelled with their contents.	Logistics Manager
Remove rubbish at frequent intervals to ensure the site is kept clean and tidy.	Logistics Manager
Place the correct waste in the correct skip.	All staff
Report skips that are leaking or overfull to your supervisor.	All staff
Eliminate unnecessary wastage by: <ul style="list-style-type: none"> ▪ Storing material neatly on flat solid ground to avoid damage and loss. ▪ Keeping materials in their packaging for as long as possible to protect them from damage. ▪ Ensuring existing material containers are empty before opening new ones. ▪ Keeping significant off-cuts for use elsewhere. 	All staff

Should any contaminated land be encountered it will be stockpiled separately; covered to prevent wind or water spreading contaminants to the wider environment; tested, at a UKAS accredited laboratory and sent for remediation/ disposed of in accordance with 'Duty of Care'.

Demolition Waste:

All material will be recycled in accordance with Environment Agency standards and where possible inert, rubble and brick waste will be crushed and reused on site for piling mats and at a later date a temporary haul road for site vehicle access.

5.5 Training

Training will be provided in accordance with the *Group Training Procedure*

Waste training on this contract will include:

- NVQ level 1 and 2 (training in Waste segregation and no waste to landfill)
- More detailed training for staff with specific waste responsibilities (if competence cannot be proven)
- Tool Box Talks on Waste Management and Minimisation.

5.6 Waste Carriers

Details of the waste carriers to be used on the project are given on the *Waste Forecast* Subcontractors will be appointed in accordance with the *Group Procedure* which includes environmental criteria, and will be required to work in accordance with the Contract Environmental Management System and Method Statements.

The validity of a waste carrier's licence and whether the receiving premises are licensed or exempt will be checked with the Environment Agency prior to waste being allowed off site.

All waste carriers will be required to present a FORS certificate to show compliance with London borough's safe driving schemes.

5.7 Recording Waste Movements

Throughout the course of the Contract, whenever waste is removed from Site, information on the identity of the person removing the waste, the type and quantity of the waste and the site where the waste is being taken to will be recorded using a Waste Transfer Note/ Hazardous Waste Consignment Note issued to the site by the driver collecting the waste. This information will be retained on site and summarised on the *Record of Waste Movements and submitted to the client (London Square) on a monthly basis.*

5.8 Quarterly Waste Report

The actual waste arising, disposal routes, percentages recycled and costs will be reviewed every calendar month and recorded on the *Monthly Waste Report*

The review will monitor performance against the Waste Forecast and identify opportunities for improvement.

The review will be discussed in a meeting with the logistics manager after the monthly report has been submitted to the client (London Square) Meeting minutes will be attached below.

6.0 PERFORMANCE REVIEW

6.1 Contract Waste Report

The waste arising on this Contract has been monitored in accordance with *the O'Neill & Brennan Group procedure.*

The total waste produced on the Contract, the costs associated with its disposal, the disposal locations and the percentage recycled is summarised on the end of *Contract Waste Report.*

6.2 Performance Review

Using the information summarised in the *Contract Waste Report (SWMP – REV 02 – Holloway Prison)* a final review will be carried out.