# Adenstar Developments Ltd

Construction Environmental Management Plan
Location – Land to the North of Brighton and Hove
Albion Training Ground Lancing
Vision Bund
**Document No:** CEMP-C458-001

## Construction Environmental Management Plan (CEMP)

What is it?

The CEMP is specifically aimed to assist Adenstar Developments Ltd (ADL) manage their operations to reduce the risk of harming the environment. To work well it requires full commitment from senior management within ADL and key personnel to take overall responsibility for environmental management on site. The tasks corresponding to the different sections of this CEMP can then be assigned to the appropriate staff.

This CEMP complements the more extensive guidance on environmental management provided by the Environment Agency, and is not intended to meet all the requirements of an environmental management system (EMS) however; it can be used to form part of an EMS.

Why use it?

Most businesses have the potential to cause pollution. This CEMP will help consider:

- Is there a less risky alternative to the way we do things?
- Is our equipment fit for purpose, inspected and maintained?
- Are our procedures and training adequate?
- In the event of something going wrong, are we prepared to deal with it?

As well as addressing these questions, this CEMP will also help identify and manage our typical impacts on the environment, of which are listed in the Aspect/Impact Register in Appendix B.

As a result, benefits to a well managed site include:

- ✓ Improved **resource efficiency** and **productivity** and help build a **sustainable** business
- ✓ Reduce **risks and loss**
- ✓ Reduced operating **costs,** including costs associated with environmental regulation
- ✓ More likely to **obtain business** from others that require their business partners to manage Their environmental impacts effectively
- ✓ Improved **reputation** amongst staff, customers and the public
- ✓ Increased chance of **funding** for business by demonstrating responsible environmental management
- ✓ Improved **legal compliance,** avoid **prosecution,** receive fewer visits from environmental regulators

ADUR & WORTHING
PLANNING SERVICES

| | |
|---|---|
| PLAN | AWDM/ 0759/16 |
| DATE VALID | - 3 AUG 2016 |

Pre-commencement Conditions

Planning Application Number: application AWDM/0759/16 (Land North and East of Brighton & Hove Albion Training Ground)

Condition 6

Construction Traffic Management – Appendix A – C458-TM-001

Access to and from the site will be via the A27, Lancing, West Sussex only. The entrance and exit points will be secure overnight .When entering the site all drivers and delivery vehicles will be given a drivers induction at the gate by Mark Marsha the site manager , this will include the sites speed limit , routes and working hours.

Signage will be erected in advance of the entrance and exit points to warn the public road users of slow moving construction vehicles.

On-site parking will be available, along with a loading/unloading area within the site. No loading or unloading will be carried out on the public highway at any time.

Adenstar Development's supply chain will be notified of the traffic management arrangements when purchase orders are raised to ensure the traffic management is followed at all times. Any changes to the agreed arrangements will be communicated to the supply chain by the procurement manager.

Storage of Plant and Materials Used in the Construction of the Development

Plant will be stored in a designated area east of the training ground along with the welfare unit , material stockpiles will be formed on both the east and north side of the training ground
Construction plant fuel will be stored in a double bunded bowser within the segregated section of the welfare/ laydown area with spill kits and drip trays located nearby. Other materials hazardous to health and the environment such as hydraulic oil etc, will be held in a COSHH store with bunded floor to at least 110% of its contents on site near the Oasis Unit.

The Erection and Maintenance of Security Hoarding

All of the works are carried out adjacent to the training ground area that is fully fenced off from the public. The immediate working areas will be segregated by erecting HERAs panels covered in debris netting to give additional privacy

Public Engagement Prior to and During Construction Work

All work shall be carried out during normal working hours 08:00 to 18:00 Monday to Friday and 08:00 to 13:00hrs Saturdays.
The Football Club have a liaison officer with the local residents committee who will advise them of the proposed work and if deemed necessary by the residents committee, a letter drop will be carried out to all local residences.

The project team responsible for controlling and monitoring this CEMP:

Paul Stokes - Adenstar Operations Manager
Paul Ashton – Adenstar Project Manager
Paula Hale – Adenstar Health, Safety and Environmental Manager

**Construction methods:**

- Excavation
- Groundworks
- Tarmac
- Drainage
- Construction of Vision Bund
- Construction of Swales
- Top soiling
- Fencing

**Pollution protection methods:**

- Construction plant shall be regularly maintained and inspected daily for leakage.
- Fuel will be double bunded to 110% away from drains and watercourses.
- Stacking and storing plant, tools and equipment near drains and watercourses is not permitted.
- Spill kits will be placed and maintained at various stations throughout the site.
- This CEMP will be communicated to site personnel at site induction.
- All plant shall be switched off when not in use.
- All plant will be isolated and securely locked to prevent unauthorised use.
- Environmental control measures will be monitored by the Project Manager, Supervisor and Health, Safety and Environmental Manager regularly to monitor the effectiveness of the controls in place and make any necessary improvements.

# Appendices:

Appendix A – C458-TM-001

# Construction Environmental Management Plan (CEMP)

The CEMP will help identify and manage typical impacts on the environment:

- Air emissions, (e.g. dust from the storage and the works, treatment and movement of waste)
- Land contamination, (e.g. accidental spills of fuel and oils)
- Noise and odour pollution, (e.g. vehicle movement, waste handling, storing, transporting)
- Energy usage, (e.g. poorly maintained machinery, inefficient procedures and motors)
- Waste disposal, (e.g. such as solid and liquid wastes – these need correct disposal)
- Water discharges, (e.g. run-off from waste storage or spills from sewage tankers)



Storage tanks inside a concrete bund.

## Example: Tank bunds

A bunded tank will contain a spill should an accidental leak or rupture occur. The bund will have prevented contamination of the groundwater which is commonly used for drinking water, or surface water which may be used for fishing.

It is important that the bunds are regularly inspected; maintained and collected rainwater regularly removed and disposed of properly.



A stream contaminated with surface run-off.

## Example: Site drainage

A blocked drain could mean that rainwater containing sediment and other contaminants enters surface water courses. This can damage plants and wildlife and leave you open to prosecution.

Making sure the site drainage is free from blockages will reduce the chances of polluting surface water courses. Know where the drain flows to and, if contamination needs to be contained in the event of a spillage, seal the drainage off and have a plan to handle the contained spillage in a responsible way.

# Construction Environmental Management Plan (CEMP)

How should it to be used?

The intention is for the site responsible person/persons to:

- amend the plan, if required, to make it specific for the site activity
- have the appropriate person in our business take responsibility for completing the plan
- keep the plan in a file, or as an electronic document, for quick reference by site personnel, customers and for the regulator during their visits
- track progress in preparing the plan by completing the last two columns in the contents table when it has been completed.

In summary, with regard to environmental regulation, these simple tools will help:

- show that activities that could harm the environment are under control
- to develop an environmental management system for your site activities
- to be less likely to breach any permit, authorisation or licence
- to avoid causing pollution and, therefore, avoid enforcement action
- avoid having to pay the costs resulting from non-compliance



| Contents | | Have you completed the section for the site and has it been filed? | Signed by: Date: |
|---|---|---|---|
| 1. | Environmental Impacts Plan and Controls | Yes | P.Hale 13.07.2016 |
| 2. | Accident / Pollution Incident Management Plan, including: | Yes | |
| | A – Site Plan | | |
| | B – Key Site and Emergency Contacts | | |
| | C – List of Substances and Storage Facilities | | |
| | D – Preventing Accidents… and what to do if they happen | | |
| 3. | Maintenance Checklist and maintenance record | Yes | |

# Construction Environmental Management Plan (CEMP)

| | | Ready for use | |
|---|---|---|---|
| 4. | Accident (and incident) recording form | | |
| 5. | Further support | Yes | |
| 6. | Posters for own use and display at facility | Yes | |

## Energy Usage [E]

| Process \ Activity \ Equipment on Site | Potential Impact | Is impact controlled by equipment? | Is equipment included on maintenance checklist? | Is impact controlled by a procedure? | Person using the procedure received training? | Comments |
|---|---|---|---|---|---|---|
| Use of electricity for site office, welfare arrangements and site storage. | High use of electricity if not controlled by local site procedures. | Yes | Yes | | | NIA All equipment is to be powered by generators |
| | | | | | | |
| | | | | | | |

## Emissions to Water [M]

| Process \ Activity \ Equipment on Site | Potential Impact | Is impact controlled by equipment? | Is equipment included on maintenance checklist? | Is impact controlled by a procedure? | Person using the procedure received training? | Comments |
|---|---|---|---|---|---|---|
| Fuelling of plant such as excavator and dumper etc. | Fuel spills through ground or drains into a watercourse potentially causing harm to environment. | Yes | Yes | Yes | Yes | Fuel containers in double bunded bowsers, drip trays placed under fuelling points, spill kits available to hand. Parking construction plant close to drains is not permitted. |
| | | | | | | All re-fuelling to take place at |

# Construction Environmental Management Plan (CEMP)

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|---|---|---|---|---|---|---|
| | | | | | least 10 meters away from the watercourse | |
| | | | | | | |

# Construction Environmental Management Plan (CEMP)

| Waste Disposal [D] | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Process \ Activity \ Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance check/list?** | **Is impact controlled by a procedure?** | **Person using the procedure receiving training?** | **Comments** |
| Excavated ground | Minimal impact | Yes | Yes | Yes | Yes | Excavated ground and stock piles shall be reused on site. |
| e.g. General unsorted waste | Most general unsorted waste is landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements. | No | No | Yes | Yes | General waste produced from the welfare facilities will be separated for ease of recycling. |
| | | | | | | |
| | | | | | | |

| Statutory Nuisance (e.g. Noise, Odour) [N] | | | | | | |
|---|---|---|---|---|---|---|
| **Process \ Activity \ Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance check/list?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| Noise from the use of site plant such as excavators, dumpers and generators | Part III of the Environmental Protection Act 1990 , noise can be classified as a statutory nuisance | Yes | Yes | Yes | Yes | Working hours must be adhered to Engines turned off when not in use, plant inspections carried out and recorded daily/weekly, toolbox talks given on procedures. |
| Hydrocarbon and organic odour from ground displacement | Part III of the Environmental Protection Act 1990 , odour can be classified as a statutory nuisance | No | No | Yes | Yes | It odours are experienced, work will stop and if necessary, further soil sampling carried out. |

# Construction Environmental Management Plan (CEMP)

| | | | | | | |
|---|---|---|---|---|---|---|
| Dust from dry working conditions | Part III of the Environmental Protection Act 1990 , dust can be classified as a statutory nuisance | Yes | Yes | Yes | Yes | Dust will be controlled by the use of water bowsers , dusty conditions are to be monitored at all times , increased levels of dust must be reported immediately . Site speed limit must be adhered too to reduce the risk |
| | | | | | | |

| Resource Consumption (not energy) [R] | | | | | | |
|---|---|---|---|---|---|---|
| **Process \ Activity \ Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| Use of ready mixed concrete and other small quantities of substances hazardous to health | Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations | Yes | Yes | Yes | Yes | A COSHH store with bunds will be established to safely contain substances hazardous to health. COSHH assessments have been carried out to control the safe use, storage and disposal. Spill kits have been provided. |
| Small quantities of hydraulic oil for excavator | Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations | Yes | Yes | Yes | Yes | A COSHH store with bunds will be established to safely contain substances hazardous to health. COSHH assessments have been carried out to control the safe use, storage and disposal. Spill kits have been provided. |
| Use of water | Inefficient use results in natural resource depletion | Yes | Yes | Yes | Yes | Water will be used only when necessary for damping down. The |

# Construction Environmental Management Plan (CEMP)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | concrete is pre-mixed so only using the exact amount of water necessary. |
| Diesel fuel used for excavators and dumpers | Harm to human health or escape to the local environment. Managementof hazardous substances according to COSHH and Special Waste Regulations | Yes | Yes | Yes | Yes | A COSHH store with bunds will be established to safely contain substances hazardous to health. COSHH assessments have been carried out to control the safe use, storage and disposal. Fuel will be kept in double bunded bowsers. Spill kits have been provided. |

## Land Contamination (e.g. storage of hazardous substances) [L]

| Process \ Activity \ Equipment on Site | Potential Impact | Is impact controlled by equipment ? | Is equipment included on maintenance checklist? | Is impact controlled by a procedure ? | Person using the procedure received training? | Comments |
|---|---|---|---|---|---|---|
| Storage of substance such as hydraulic oil, JCB grease, 2 stroke oil, diesel oil, diesel, petrol. | Substances can cause harm to the ecotoxicity of the soil, and could leak into groundwater. | Yes | Yes | Yes | Yes | Substances held in bunded COSHH store in small quantities. Diesel to be held in double bunded bowsers. |
| | | | | | | |

## General Waste Management

| Where does the waste go? | Can it go to recycling? | Is it being stored correctly on site? | Are Duty of Care requirements being met? | Comments |
|---|---|---|---|---|
| Placed in bins ready for Cardboard from food (with EMC, if known) | Yes | Yes | Yes | |

# Construction Environmental Management Plan (CEMP)

| | | | | | |
|---|---|---|---|---|---|
| wrappings | recycling | | | | |
| Plastic from food and drink containers | Placed in bins ready for recycling | Yes | Yes | Yes | |
| Paper from welfare | Placed in bins ready for recycling | Yes | Yes | Yes | |
| Sewerage from site toilets | Removed from site by WC hire company | Yes | Yes | Yes | Transfer and consignment notes to be obtained from WC hire company. Waste carriers licence to be obtained and checked on EA website. |
| Empty material containers from COSHH store | Placed in bins ready for recycling | Yes | Yes | Yes | All hazardous waste including containers segregated and packaging are to be disposed of by a certified waste removal company |

**List of Procedures (list procedures identified in the above, and any other procedures You have in addition)**

| Procedure Name | What process / activity / equipment does it relate to? | Where is the procedure kept? | Version Number | When was the procedure last reviewed? | Comments |
|---|---|---|---|---|---|
| Storage of substances hazardous to health | The safe storage of substances within the COSHH store | Health, safety and environmental files on site | | | |
| Waste segregation for recycling | Work activities and use of site welfare and office activities | Health, safety and environmental files on site | | | |
| Waste licence | Duty of care for waste removal | Health, safety and | | | |

# Construction Environmental Management Plan (CEMP)

| authentication | from site | | environmental files on site | | | |
|---|---|---|---|---|---|---|
| COSHH | Control of substances hazardous to health | | COSHH Assessments on site | | | |
| plant & equipment inspection checks | Safety inspections of plant such as excavators and dumpers and other significant work equipment | | Health, safety and environmental files on site | | | |
| Accidental release of substances | Spill kits on site at various locations to contain spills, use of drip trays for filling/decanting substances | | Health, safety and environmental files on site | | | |
| Control of statutory nuisance such as noise and dust | General work activities using plant and working in dry condition | | Health, safety and environmental files on site | | | |
| Awareness training | Toolbox talks to be given to site personnel to raise safety and environmental awareness | | Health, safety and environmental files on site | | | |

# Construction Environmental Management Plan (CEMP)

## 2. Accident / Pollution Incident Management Plan

Created by: Paula Hale Date: 13.7.16

Review Date: Aug 2016 Version: 1

**Accident / Pollution Incident Management Plan Contents**

A – Site Plan

B – Key Site and Emergency Contacts

C – List of Substances and Storage Facilities

D – Preventing Accidents / Incidents… and what to do if they happen.

### A – Site Plan

Develop a site plan showing location of the following items:

- Site entrances and exits available to the emergency services
- Buildings; the buildings and other main constructions
- Drainage; including
  - foul drainage
  - surface water drainage
  - showing
    - the direction of flow and
    - the discharge points to the sewer, watercourse or soakaway.
    - The location of manhole covers and drains,
    - The location of stop and diverter valves and interceptors
- Service mains; the routes of
  - water supply, gas, electricity)
  - mains water stop tap, and gas and electrical supply isolating valves / switch.
- Storage of hazardous materials; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- Process lines; location and direction of main process lines/pipes.
- Accident and emergency response items; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- Vulnerable receptors; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- Pollution control points; such as inspection or monitoring points, bunds.
- Treatment; location of any on site trade effluent or sewage effluent treatment plant.

# Construction Environmental Management Plan (CEMP)

## B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency

| **SITE DETAILS** | | |
|---|---|---|
| Location: Brighton and Hove Football Club Training Ground, Mash Barn Lane, Lancing | | |
| Postcode: BN15 9FP | | |
| Site Access Grid Reference: A27 , Lancing | | |
| **SITE CONTACTS** | Tel: | Out of hours/Mobile: |
| Premises Manager- Mark Marsha | | 07815 729160 |
| Health, Safety & Environmental Manager: Paula Hale | 01273 439203 | 07799 117631 |
| Operations Manager: Paul Stokes | 01273 439203 | 07795 517225 |
| Project Manager: Paul Ashton | 01273 439203 | 07894 516222 |
| Security Contact: | | |
| Landowner / Agent: | | |
| **EMERGENCY SERVICES** | Office Hours | Out of hours |
| Emergency | 999 | 999 |
| Medical: | 999 | 999 |
| Police: | 999 | 999 |
| Fire: | 999 | 999 |
| **REGULATORS** | Office Hours | Out of hours |
| Health and Safety Executive (HSE) | 0345 300 9923 | 0151 922 9235. |
| Local Authority: | 01273 4822 | |
| EA (Local) | 0370 8506506 | |
| EA (24 hour emergency hotline) | 0800 80 70 60 | |
| Natural England | 0845 6014523 | |
| **UTILITY AND KEY SERVICES** | Office Hours | Out of hours |
| Water provider | 0800 820 999 | 0800 820 999 |
| Sewerage provider | 0800 820 999 | 0800 820 999 |
| Gas supplier: | 0800 111 999 | 0800 111 999 |
| Electricity supplier: | 0800 316 3105 | 0800 316 3105 |
| Oil supplier: | | |
| Fuel supplier: | | |
| Chemical supplier: | | |
| Oil spill contractor: | | |
| Maintenance contractor: | | |
| Electrician: | | |
| Plumber: | | |
| Locksmith: | | |
| **OTHER KEY CONTACTS** | Office Hours | Out of hours |
| Head Office: Adenstar | 01273 439203 | |
| | | |
| | | |
| | | |

# Construction Environmental Management Plan (CEMP)

## C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

| Material | Maximum Quantity | Type and size of storage | Type and size of Secondary Containment |
|---|---|---|---|
| Diesel | 2000 litres | Above ground mobile double skin bowser bunded to 110% | Self bunded to 110% of contents |
| Engine oil | 1Ltr | In original container from supplier | Bunded COSHH store |
| 2 Stroke oil | 0.5Ltr | In original 1Ltr container from supplier | Bunded COSHH store |
| Petrol | 10Ltr | In original 20Ltr container from supplier | Bunded COSHH store |
| | | | |

# Construction Environmental Management Plan (CEMP)

## D - Preventing Accidents / Incidents ..... and what to do if they happen

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for a site such as this but should look and see if you can see anything else specific to your site that could cause a problem, then add it to the list.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|---|---|---|
| **Spillages** | | | |
| Spillage during transfer, sorting, crushing and compaction of wastes. | Contamination of land, drains, groundwater and watercourses. | Inspect and validate all out-going wastes.<br>Remove hazardous liquids from wastes prior to processing.<br>Train the staff | Follow the spill response procedure.<br>It describes what to do in the event of a spill and where the kit is kept. |
| Spillage during delivery of oil or fuel. | | Supervise fuel deliveries.<br>Use drip trays and spill materials. | |
| Spillages during refuelling of plant and equipment. | | Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials. | |
| Slow seepage of liquids from poorly maintained plant and equipment. | | Carry out daily/weekly checks and obtain certificate of thorough examination where appropriate. | |
| | | | |
| **Overfilling** | | | |
| Overfilling of oil / fuel tanks during delivery. | Contamination of land, drains, groundwater and watercourses. | Stock level control checks, supervised delivery and high level alarms/dip tests. | Spill response procedure as described above. |
| | | | |
| **Failure of Plant or Equipment** | | | |
| Leakages; due to faulty pipe work, valves, over-pressure, blockages, | Contamination of land, drains, groundwater and | Daily visual inspection and completion of weekly inspection checklist record. | Spill response procedure as described |

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|---|---|---|
| corrosion, severe weather, ground movement etc. | watercourses. | Preventative maintenance regime. | above. |
| Puncture; of vessels and tanks etc due to impact – such as excavators. | Contamination of land, drains, groundwater and watercourses | Tanks and vessels generally located within / on secondary containment facilities.<br>Storage locations of drums and non-permanent vessels protected by use of bunded COSHH store.<br>Movement of drums and containers using safe techniques. | Spill response procedure as described above. |
| | | | |
| **Fire** | | | |
| Fire | Smoke and pollution,<br>Firewater causes contamination of land, groundwater and watercourses. | Separation of incompatible materials and of combustible materials and ignition sources.<br>Incorporation of fire breaks into site layout and containment of fire water.<br>Smoking only permitted in designated points.<br>Maintain tidy site and minimize stockpile of combustible materials.<br>Fire training and emergency drills. | Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden/marshal and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers. |
| **Cross contamination** | | | |
| Due to transfer and mixing of incompatible materials, drainage cross connections etc. | Explosion, smoke and pollution of air,<br>Contamination of land, drains, groundwater and watercourses. | Maintenance of up to date drainage plan.<br>Maintenance of inventory of substances with material property details.<br>Procedure for contractors to work on site including induction training and permit to work. | Fire procedure as described above. |
| **Flood** | | | |
| Due to ingress of | Contamination of | Maintenance of drains by | Flood procedure |

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|---|---|---|
| watercourse floodwater, blocked drains, burst water main, use of fire water. | raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water. | premises manager.<br>Fitting of flap / non return valves on drains.<br>Safe location for storage of hazardous materials within COSHH store. | describing what to do in the event of a flood. Movement or protection of sensitive materials. |
| | | | |
| **Failure of Services** | | | |
| Due to failure of supply; water, electricity, gas supply and of sewerage system.<br>Due to utility supply being struck and broken / cut. | Flooding.<br>Explosion with subsequent contamination of land, drains, groundwater and watercourses. | Maintenance of up to date plans showing location of utility services.<br>Procedure for contractors to work on site including induction training and permit to work. | Utility supply failure procedure describing what to in the event of services supply, start-up of emergency generator. Flood and fire procedure as described above. |
| | | | |
| **Failure of Containment** | | | |
| Failure of containment facilities due to land movement, impact, corrosion etc. | Contamination of land, drains, groundwater and watercourses. | Provision of secondary containment for hazardous liquids.<br>Inspection of primary and secondary containment facilities.<br>Integrity testing of tanks and bunds. | Spill response procedure as described above. |
| | | | |
| **Vandalism** | | | |
| Unauthorised entry and tampering or malicious damage to property, plant and equipment. | Contamination of land, drains, groundwater and watercourses. | Construction plant locked and immobilised.<br>Stores locked when un-manned, tanks and valves locked when not in use out of hours. | Spill response procedure as described above.<br>Site security offices will attend and act accordingly. |

# Construction Environmental Management Plan (CEMP)

## 3. Maintenance Checklist

| Item requiring maintenance | How often? (tick the appropriate box) | | | | | | Where are maintenance instructions? | Who is responsible? |
|---|---|---|---|---|---|---|---|---|
| | Day | Week | Month | Year | 2 years | 5 years | | |
| Check the oil interceptor | | | | | | | N/A | |
| Check drains and drainage channels for blockages. | | | | ✔ | | | Premises owner | Premises owner |
| Clean up spills on surfaced areas or tank bunds | ✔ | | | | | | Site office | Foreman |
| Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank). | | ✔ | | | | | N/A | Foreman |
| Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary. | | ✔ | | | | | Site office | Foreman |
| Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor). | | | ✔ | | | | Site office | Foreman |
| Inspect the bunds for potential leaks, cracks, holes etc. | | | | ✔ | | | Site office | Foreman |
| Plant and equipment checks | ✔ | ✔ | | | | | Site office | Foreman |
| | | | | | | | | |

## 3. Maintenance Record

You then need to keep a record that you have actually done these checks when they were supposed to be done.

If you do them you should enter:

- The check or maintenance job done (e.g. *Checked interceptor)*
- Who did it (e.g. *Fred Smith)*
- The result (e.g. *40cm of oil was emptied*

| **Item: inspect fences** | | **Due: weekly** |
|---|---|---|
| ***Completed on*** | ***Completed by*** | ***Comments*** |
| *e.g. 4-5-16* | *e.g. S. Jones* | *e.g. fence wire broken (rusted) behind cabin. Repaired and re-tensioned.* |
| | | |

4. Accident (and Incident) Record

Record of accidents, other incidents or near misses

We are particularly interested in things that could impact on the environment, for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse.

"Other incidents" covers impacts on the environment that are not accidents, such as failing to empty the oil interceptor causing oil to get into the drains, or vandals causing an oil spill.

It is good practice to record near misses in order to avoid future incidents – e.g. the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

| | |
|---|---|
| Date and time of the incident | |
| What happened, what was it about? | |
| Was anyone else aware of this – other witnesses? If so who? | |
| What caused it? | |
| What have you done to make sure that it does not happen again? | |
| Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse? If so what? | |
| If there was then you must notify the EA on 03708 506 506 ASAP. Have you done so? | Yes/No<br>At what time did you phone? |
| You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so? | Yes/No<br>What date did you contact? |
| Please print your name and sign | |

5. Further Help

**Pollution Prevention Guides (PPGs**

http://www.environment-agency/business/sectors/136246.aspx

**There is a range of PPGs including:**

Prevention of Pollution

Construction, Demolition and Excavation Waste

Sustainable Construction

Planning

Wildlife and Conservation

***Business recycling directory***

***Find your nearest waste site***

***http://www.wastedirectory.org.uk/***

***Environment Agency (EA)*** – EA provides **free environmental guidance** for businesses in England and Wales (http://www.environment-agency.gov.uk/)

**EA's pollution hotline and floodline service can be contacted on the numbers below. For all other queries, please contact the National Customer Contact Centre.**

- **EA's Pollution Hotline - 03708 506 506** - available 24/7
- **EA's Floodline service - 03708 506 506** - available 24/7

**EA can be contacted on the details below:**

National Customer Contact Centre

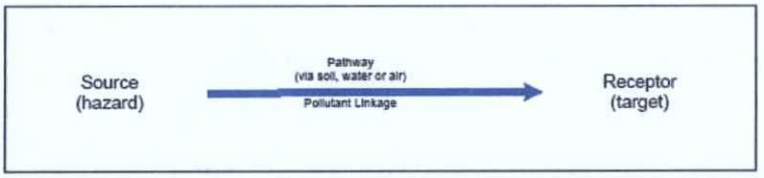
PO Box 544

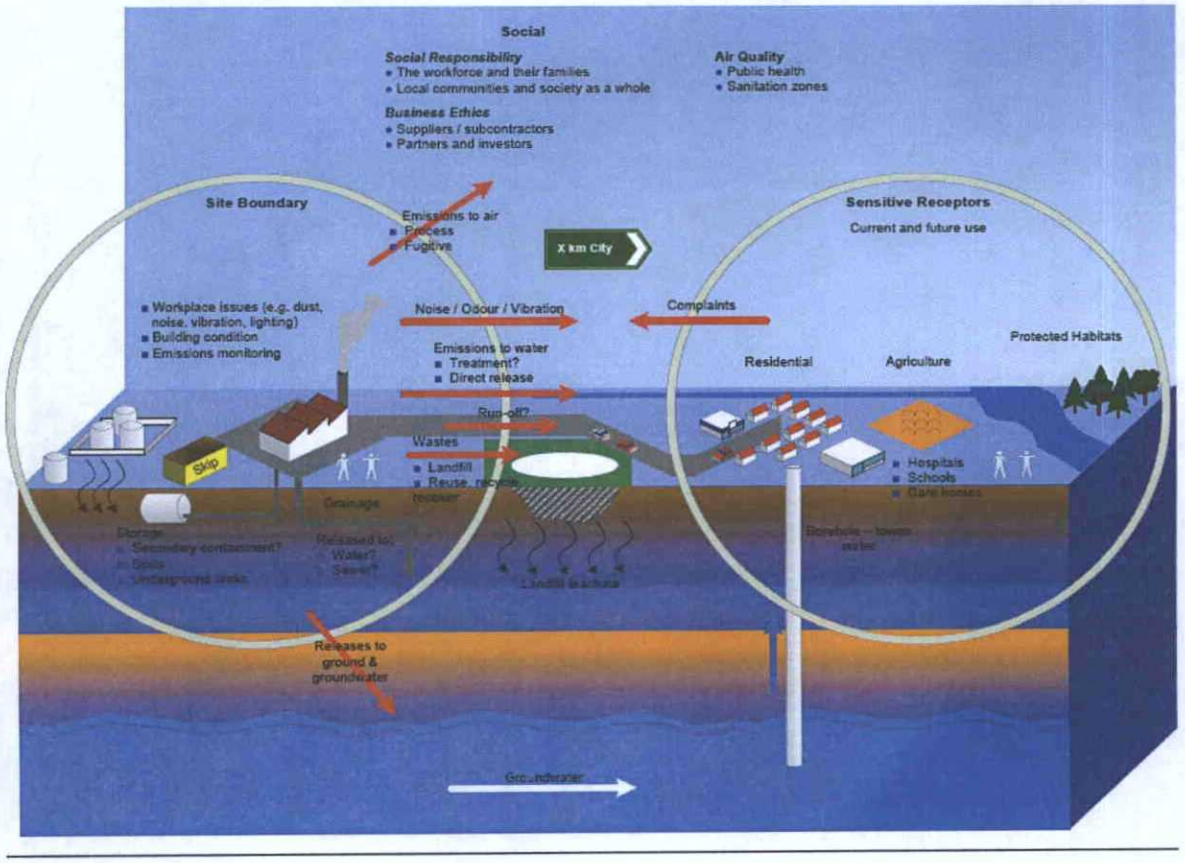
Rotherham

S60 1BY

Tel: 03708 506 506

## 8. Posters




This site's main potential **pollution sources** are:

*[e.g. Storage of waste oils in drums]*
*[e.g. Fibrous asbestos storage]*
*[e.g. Potential for dust creation if site roads are not damped down]*

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Sensitive **environmental receptors** at or near the site are:

*[e.g. Underground aquifer used for supplying drinking water]*
*[e.g. Houses and gardens to the south of the site]*
*[Site of Special Scientific interest next to building B3]*

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