CHICHESTER CARPENTRY & BUILDING LTD

Construction Environment and Waste Management Policy

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The Proposed site at MARQUIS OF GRANBY WEST STREET SOMPTING WEST SUSSEX BN15 0AP

DEMOLITION OF EXISTING STRUCTURE AND ERECTION OF NINE DWELLINGS WITHIN A TWO / TWO AND HALF STOREY BUILDING WITH ACCOMMODATION WITHIN THE ROOFSPACE CONSISTING OF 8NO. 2 BED AND 1NO. 3 BED APARTMENTS, WITH ROOF TERRACES ON THE SECOND FLOOR AND ASSOCIATED CAR PARKING, BIN AND CYCLE STORE, ACCESS, LANDSCAPING AND BOUNDARY TREATMENT.



Site Operating Hours

The proposed operating hours are outlined below.

Official site working hours would be:

Monday - Friday 08:00 - 18:00 Hours
Saturday 09:00 - 13:00 Hours
Sundays and Bank Holidays no work permitted

In order to maintain these working hours, contractor(s) will require a period of 30 minutes before and at the end of the working shift to start up and close down the works activities.

Welfare Facilities

Chichester Carpentry & Building Ltd has assessed the need for the following welfare facilities. A full arrangement of facilities will be provided on site by Chichester Carpentry & Building Ltd and will be revised as the project is progressing.

Expected numbers on site: Maximum: 20, Minimum: 4

Phase 1

Welfare Facility Location Toilets Facilities will be available within the property as agreed with the client Washing Facilities will be available within the property as agreed with the client Drinking Water Facilities will be available within the property as agreed with the client Changing Facilities will be available within the property as agreed with the client Rest Area Facilities will be available within the property as agreed with the client Canteen Facilities will be available within the property as agreed with the client. Kettle / Microwave / Fridge Provided by Chichester Carpentry & Building Ltd

Figure 1 below shows the welfare facilities location, scaffolding location, hoarding, access gates , parking etc.

The compound and site perimeter will be demarcated and secured by a solid construction perimeter fencing or hoarding and monitored by CCTV and manned guard.

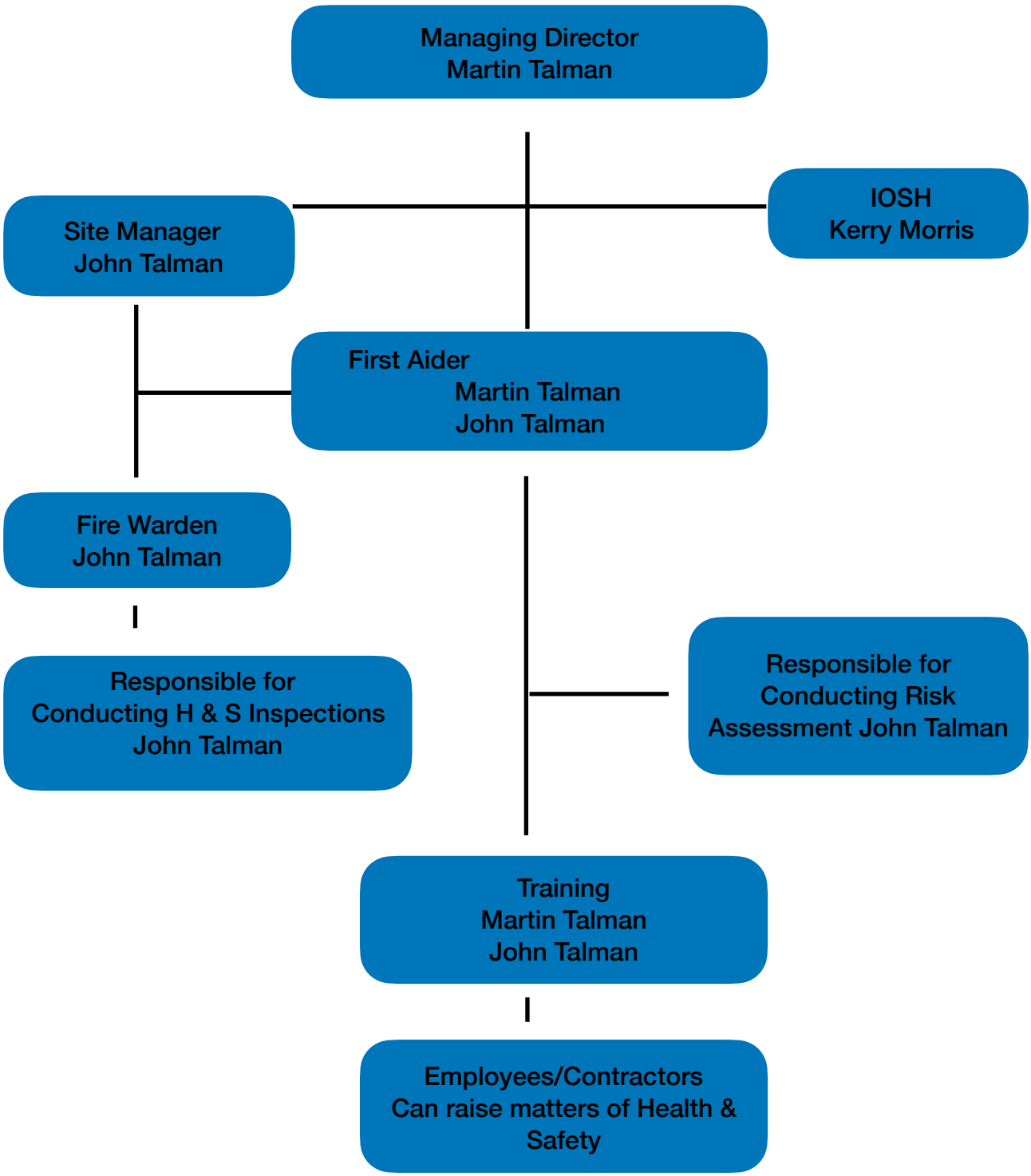
Vehicle parking within the development hereby permitted shall take place within designated parking bays only, as shown on approved site layout plan Fig 2.

The loading and unloading of plant/materials will be through the access gate and inside the site boundaries, waste will be to the left of the skips and storage, and parked on grass verge (see plan) within the site entrance and will not affect public highway, these will be planned ahead and booked in via Site Manager. Also see section 2 and 4.3.

FIGURE 1



Company Health & Safety Organisation Structure



Name	Address	Contact Details
Client/Principal Designer	Bridge Road Developments Ltd Park Farm Barn East Street Hambleton PO7 4SB	Derek Beason Email: derek@keebee.co.uk Tel: 023632096
Principal Contractor	Chichester Carpentry & Building Ltd Unit 15 The Enterprise Centre Terminus Road Chichester PO19 8FY	Martin Talman Email: martintalman@chichestercarpentry.co.uk Tel: 07966974083
Construction Architect	ECE Architecture Brooklyn Chambers 11 Goring Road Worthing West Sussex BN12 4AP	Adam King Tel: 01903 248777
Local Authority	Adur District Council Portland House 44 Richmond Road Worthing BN11 1hs	Tel: 01243 785166
Health & Safety Advisor	Chichester Carpentry & Building Ltd Unit 15 The Enterprise Centre Terminus Road Chichester PO19 8FY	Kerry Morris Email: accounts@chichestercarpentry.co.uk Tel: 07939569856

1. Mission statement

Chichester Carpentry and Building recognises that it has a responsibility to contribute to the **Government's 25 Year Environment Plan.** We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We also ensure that any subcontractors we employ also work to the same standard. In its own internal operations Chichester Carpentry seeks to minimise waste.

An essential feature of the environmental management system is a commitment to improving environmental performance, this is achieved by setting annual environmental improvement objectives and targets, which are regularly monitored and reviewed. The objectives and targets are to improve year on year.

2. Responsibility

Chichester Carpentry & Building Ltd are responsible for ensuring this policy is implemented. All employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Chichester Carpentry will:

- involve staff in the implementation of this policy, for greater commitment and improved performance
- review this policy annually
- provide staff with relevant training
- work with suppliers, contractors and sub-contractors to improve their environmental performance
- use local labour and materials where available to reduce CO2 and help the community
- comply with all relevant legislation
- continually improve and monitor performance
- continually improve and reduce environmental impacts
- incorporate environment and waste management factors into business decisions
- increase employee environment and waste management awareness

The site constraints are inherent within the site/adjacent areas and residual areas. Chichester Carpentry will ensure that all residents are aware of works being carried out. The following actions shall be taken prior to and during the period of the contract.

Boundaries to be securely fenced off

Gates shall be provided for deliveries and for pedestrians to ensure that

No unauthorised persons can enter

Gates will be locked at all times

No materials or tools will be kept outside the site boundary.

There will be no trenches around the boundaries

Deliveries will not be carried out during school times 8-9 am and 2.30-3.30

Delivery drivers will call the banks-man prior to delivery ensuring that the public cannot be struck by moving plant and vehicles.

There will be clear/visible signs mounted on the boundary fencing for members of the public to call.

3. Boundaries and Access

Hoarding will be erected around the premises as a whole with ply hoarding (8ft high), to the front/North elevation and to the left/East elevation. Herris fencing (6ft high) will be erected to the rear/South elevation and the right/West elevation. This will be locked up at night to prevent unauthorised access into the compound. Additional signage will be erected to prevent children/unauthorised persons accessing the site.

4. Environment

4.1 Water Pollution Control

- ensure that deleterious materials do not reach open or underground watercourses or adversely effect local flora and fauna
- ensure silt and cement washout from concrete mixing will not be allowed to flow into surface drainage or watercourses

4.2 Energy Management and Fuel Conservation

- seek to reduce the amount of energy used as much as possible
- turn off lights and electrical equipment when not in use
- adjust heating with energy consumption in mind
- The energy consumption and efficiency of new products will be taken into account when purchasing
- We will minimise wasted or unnecessary journeys in company vehicles and thereby save on fuel and vehicle maintenance costs by:
  - use vehicle sharing where destinations are the same
  - delivering materials directly to the point of use where possible
  - ensure vehicles are clean, tidy and capable of transporting there full capacity potential therefore reducing repeat trips to reload

Reduce Carbon Footprint

Chichester Carpentry & Building Ltd will try to do the following where possible:

- switch to LED lighting
- go paperless where possible
- cycle/walk to work where possible
- switch off appliances at the end of the day
- enable Power Save mode
- unplug phone chargers
- swap a desktop computer for a laptop
- recycle waste
- metal recycling
- use your recycled products again
- recycle old computers
- switch to rechargeable batteries
- use energy efficient appliances
- read the newspaper online
- use ceiling fans rather than air conditioning
- have an energy consumption audit
- replace business trips with video conferencing
- ensure efficient heating
- offset with tree planing
- use sustainable office furniture

Office supplies

Chichester Carpentry & Building Ltd will try to do the following where possible:

- evaluate whether the need can be met in another way
- evaluate whether renting/sharing is an option before purchasing equipment
- evaluate the environmental impact of any new products that we intend to purchase
- favour more environmentally friendly and efficient products wherever possible
- reuse and recycle everything that we are able to

4.3 Transportation/Deliveries

Traffic Management systems will be implemented in line with the traffic management plan (TMP) as necessary to demark site traffic routes, works access and egress, pedestrian segregation routes, footpath alterations and road and pavement closures. Where possible to avoid or reduce trips through the nearby Worthing AQMA,

- All deliveries to the site will be restricted to the timings set out in this document.
- reduce the need to travel, restricting to necessary trips only
- promote the use of travel alternatives such as e-mail or video/phone conferencing
- make additional efforts to accommodate the needs of those using public transport or bicycles
- favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency
- Planned timed deliveries/waste collections will be organised by John Talman/Martin Talman and **will not** take place during school times of **8-9** and **14.30 and 15.30** where possible.
- All deliveries will be between the hours of **9 to 16.00**.
- The delivery vehicles will not exceed 18 tonnes.
- As outlined in 4.6 there will be a sweeper in operation for all deliveries.
- All delivery drivers will have to call ahead to the site Manager who will let them know the optimum delivery time as there may be prior deliveries booked in. This will reduce the amount of disruption to local residents.
- All materials will be deposited within the site compound storage area.
- On a weekly basis the Site Manager will evaluate details of the daily profile of deliveries proposed for the upcoming week, including the proposed unloading method and specific location Hauliers will be required to contact the site on a daily basis and indicate their delivery schedule for the following day. The proposed deliveries will be checked against the weekly delivery schedule. When planning deliveries the following will be considered:
  - Deliveries will be permitted only in the specified loading areas;
  - A policy to stagger deliveries will be employed to avoid vehicles queuing or waiting on the local highway network in the vicinity of the Site; and
  - Material storage areas will be prepared on-site in advance of deliveries to minimise loading and unloading times.

4.4 Maintenance and cleaning

- cleaning materials used will be as environmentally friendly as possible
- materials used in office refurbishment will be as environmentally friendly as possible
- we will only use licensed and appropriate organisations to dispose of waste
- review this policy and any related business issues at our monthly management meetings

4.5 Control of Statutory Nuisance

A considerable weight of legislation and guidance under the banner of Environmental protection deals with the control statutory nuisance i.e. Noise, Vibration, Dust and Fume. The following sections detail the approach required when tackling these issues.

4.6 Control of Emissions from Vehicles

- every effort shall be made to ensure that vehicles comply environmental standards required by the various schemes implemented by local authorities affecting the movement of heavy goods vehicles
- To avoid construction traffic congestion and nuisance to the surrounding area all suppliers and contractors will be made aware of traffic routes.
- Site entrances will be maintained and kept clean and clear. There will be a road sweeper in operation when required and in line with the works activities to ensure no mud is left on the live highway or accessing water courses as a direct result of the works.

- Clearly marked turning and manoeuvring areas will be within the site boundary and clearly demarcated shoes in Figure 2.
- For environmental and road safety all materials containers leaving site will be appropriately covered to avoid soiling of the roads and highway.
- Using ultra low sulphur fuels in plant and vehicles where possible.
- Plant will be well maintained, with routine servicing of plant and vehicles to be completed in accordance with the manufacturers recommendations and records maintained for the work undertaken.
- other company vehicles will comply with the MOT emissions testing regime as a minimum
- Site Supervisors and other operatives shall not allow engines to run while lorries or plant are waiting to be unloaded or leaving the site. The only exception is if an engine needs to be run for unloading e.g. Hi-AB or similar

4.7 Dust Nuisances

- we shall take all necessary measures to avoid creating dust nuisance before starting work
- Before commencement of any work we shall assess the sensitivity of the locality to dust nuisances. The locality is defined as the area where any dust emissions form the works might disperse and settle
- our managers shall work closely with the local authorities and comply with any requirements of the local authority regarding dust emissions

4.8 Control of Dust Nuisances

- Provide easily cleaned, hard standing areas for vehicles. This is particularly important where we intend to use heavy vehicles or anticipate heavy plant or vehicular traffic
- Where appropriate we shall damp down unsurfaced haul routes and verges, as well as cleaning areas of assessed sensitivity . Off-site Road cleaning will be considered as a safety issue

Our supervisors will enforce proactive rules to minimise the creation and dispersal of dust namely:

Establish & enforce speed limits over unmade surfaces

Ensure adequate enclose of material stockpiles and provide water sprays for periods of dry weather

Control cutting, grinding and chasing processes on site

Ensure that all vehicles carrying surplus spoil are suitably covered to prevent unwanted spillage or loss of the load

Store materials away form the site entrance and principal access routes

Mix cement and other damaging substances in controlled conditions to prevent unwanted leaching or run-off into nearby watercourses

Replace top soil and re-vegetate open areas as soon as possible

The right size of building materials so less cutting or preparation is needed

Silica-free abrasives to reduce the risks when blasting

Where possible a less powerful toll - eg a block splitter instead of a cut off saw

Water - this dampens down the dust clouds and shall be used in the right levels for the duration.

On-tool extraction - these shall be used directly on tools with the correct extraction unit as specification

Adequate RPE is worn with a min APF 20

Limiting the number of people near work

Rotating those doing the work

Enclosing the work to stop dust escaping. Use of temporary sheeting or temporary screens

General mechanical ventilation to remove dusty air from the work area.

Many hazardous materials are used on construction sites. Chemicals are contained in adhesives, admixtures, brick and stone cleaners, decorative/protection treatments for timber, metals, floor treatments, finishes, formwork and mould treatments, fumigants, cements, grouts, insulants, sealants, solvents and weed killers. Accidents can be prevented if you know what the chemicals are, the hazards they pose, and the precautions to be taken in handling them. If there are any doubts, seek information and instruction from your supervisor. Avoid hazards by following the guidelines listed below;

- Chichester Carpentry & Building Ltd has a legal duty to assess the risk involved in working with a hazardous substance, decide what precautions should be taken to deal with the risk and to instruct you on how to deal with the matter. Make sure you have this instruction before you work with any hazardous substance, get the COSHH assessment.
- Always read the label on the container and make sure that you understand the information. If there is no label, do not use the contents. Do not assume that because 2 containers look the same, they contain the same material. Chemicals in construction may be; explosive, inflammable, poisonous, irritant or corrosive and may have more than one of these hazards. Check for danger symbols on the label before opening the container.
- When opening containers, hold a rag over the cap as some volatile liquids tend to spurt up when the cap is released.
- Always check that you are wearing the correct protective equipment before handling chemicals. Gloves, eye protection, protective clothing, rubber boots or respirators may be required. All these must be kept in good order.
- Some chemicals become unstable when old, and explosions can result in these are mishandled. Check the condition of all containers for indications or leakage or age.
- All flammable liquids give off vapours, which can be easily ignited by flames, sparks or just head alone. Never smoke if there are flammable chemicals in the area and know what action to take in the case of fire.
- All chemicals should be regarded as toxic; Poisoning can occur if by accidentally swallowed, or when eating, drinking or smoke in the same area as the chemicals.
- Some chemicals can be absorbed through the skin and cause a wide range of diseases. Always use the right protective equipment and clothing and apply barrier creams if solvents are being handled.
- Some chemicals are poisonous if inhaled. Provide good ventilation, or work in the open air. Leave the area immediately if you feel dizzy or unwell. Report to your supervisor.
- Corrosive chemicals, like acids and alkalis, destroy tissue, the skin and the eyes are particularly vulnerable, even to fumes. Always wear PPE when handling these chemicals
- Use the smallest quality of chemical that is necessary for the job. Do not mix or decant them. If the skin is splashed with a chemical, it should be washed off immediately with clean running water. If you are burned or feel unwell after using a chemical, tell your supervisor and seek medial attention without delay.
- If there is a spillage of chemicals, report the matter at once to your Supervisor.

4.9 General Noise Control

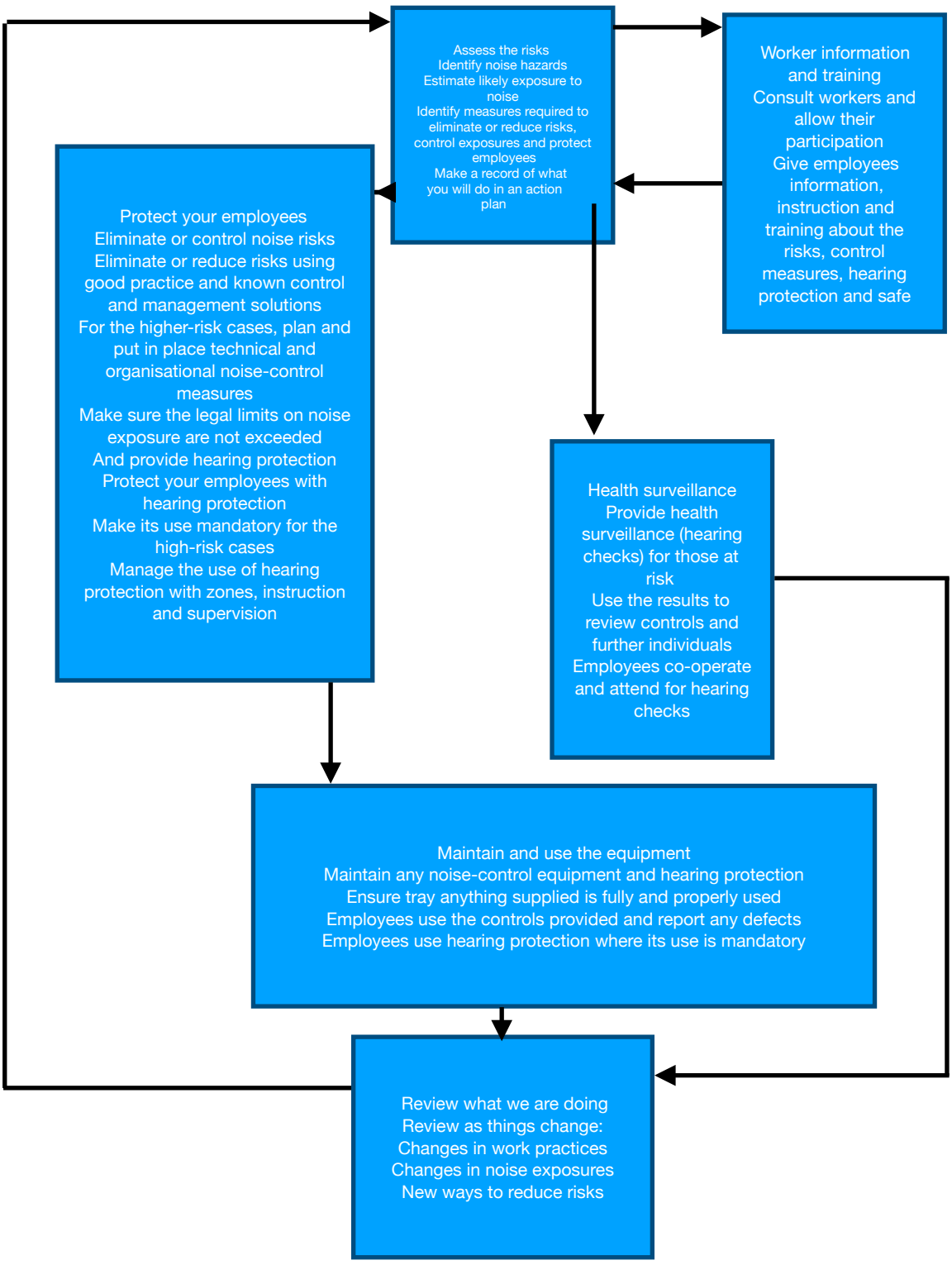
Chichester Carpentry must take all reasonable steps to ensure they:

- carry out a noise assessment prior to works if the work will affect the local residents
- where noisy works cannot be avoided an appointed person will liaise with local residents, third parties and the local authority at regular intervals and field any complaints or concerns

4.10 Noise Control Strategy

- **Substitution -** replace noisy plant or processes with less noisy alternatives or use pre-drilled or prefabricated materials. Use electric motors instead of combustion engines as power plants
- **Modification -** stiffen resonating panels or components, ensure that no parts are loose or rattling, fix resilient materials to moving parts that make contact and fit efficient silencers and mufflers
- **Enclosures** - use acoustic screens around noisy operations such as breakers, enclose noisy operations as close to the source as possible
- **Location of Equipment** - reduce noise by placing noisy operations away from sensitive areas. Use natural barriers where possible e.g. spoil heaps, fences or hills
- **Use of Equipment** - Do not leave equipment idling when not in use, do not drop or throw materials, keep covers engaged, do not excessively rev plant and machinery, ensure correct maintenance of equipment and train operatives in correct use

Managing Noise Risks



4.11 Personal Noise Exposure

Chichester Carpentry must take all reasonable steps to ensure they:

- Carry out a noise assessment where noise emissions are likely to exceed 80dB and ensure that controls reduce noise levels to within legal limits. Use PPE as a last resort

5. Lighting Hazards

There are several hazards in the workplace. Chichester Carpentry & Building Ltd will take all necessary measures to avoid creating light nuisance before starting work.

Chichester Carpentry & Building Ltd will not be using any external lighting on this development as the working hours do not determine it.

Hazards	Solutions
Insufficient light on the task	Clean lamps
Uneven Lighting	Replace failed lamps
Luminaries too bright	Remove any obstructions
Natural light too bright	Move working area
	If bare lamps fit light controller
	Raise or lower Lamps
	Fit window coverings as necessary

There will be no lighting externally that will affect the public highway or portion of water supplies.

6. Waste Management

6.1 Duty of Care

Chichester Carpentry must take all reasonable steps to ensure that waste is managed and disposed of properly, in accordance with section 34 of the **Environmental Protection Act 1990** in doing so Chichester Carpentry must ensure:

- the company/s who subsequently take control of any waste is licensed to do so
- we take steps to prevent it from escaping from our control
- we store any waste safely and securely
- we prevent any waste from causing an environmental pollution or harming anyone
- we describe the waste in writing and prepare a transfer note before it is passed on
- we are authorised under the law to collect and carry waste
- we get a weighbridge ticket following each load tipped so we can prove where it was taken, how much and when
- we can trace where the waste went from each job
- https://www.gov.uk/managing-your-waste-an-overview

6.2 Recycling of Paper, Card and Plastic

Chichester Carpentry must take all reasonable steps to ensure they:

- minimise the use of plastic and paper in the office
- reduce packaging as much as possible
- seek to buy recycled and recyclable paper and plastic products
- reuse and recycle all paper and plastic where possible

6.3 Waste Transportation

Chichester Carpentry must take all reasonable steps to ensure they:

- hold an up to date Waste Carriers Licence
- follow current legislation

6.4 Monitoring and improvement

Chichester Carpentry must take all reasonable steps to ensure they:

- comply with and exceed all relevant regulatory requirements
- continually improve and monitor environmental performance
- continually improve and reduce environmental impacts
- incorporate environmental factors into business decisions
- increase employee awareness through training

7. Location of existing Services

Services are to remain fully operational during refurbishment work. Parts of the building will be isolated required by the M&E Contractors to allow works to be carried out in specific areas.

Services	Course of Action
Gas	Gas will/has been premaritally disconnected
Electric	Temp supply will be organised before Demo
Water	Water supply already at the property
Asbestos	Please see Attached report

8. Site Material & Plant Storage

All materials will be located within the site compound/boundary of the working zone to minimise congestion. The materials will be stored within the compound or within the onsite storage containers. No plant movement will be allowed outside the site boundary unless prior arrangements are in place with the local authority. See Fig 2.

9. Significant Design & Construction Hazards

Co-ordinating Ongoing Design & Design Changes

Any changes to the intended design or details during the contract will be identified and communicated to all parties to ensure the changes do not affect other works and do not add additional health & safety risk to the project. Any changes that are felt to add or alter risk levels will be highlighted and discussed so that the risk can be removed, mitigated or controlled.

Exchange of Health & Safety information between contractors
This Construction Phase Plan will be issued to all contractors involved in the project to ensure they are aware of the site specific: scope of work, hazards, access arrangements, welfare arrangements, emergency procedures and reporting procedures.

Contractors will be encouraged to highlight any health & safety issues which they feel may impact on others on site. Any concerns or issues should be raised with the Site Manager to ensure coordination with others on site.

A Health and Safety information board will be set up on site, the place to be decided by the site manager. It contains information on the emergency/fire plan as well as the health and safety law poster, etc. Site entrances and exits will need to be specifically signed up in compliance with the Site Layout plan. All health and safety signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

10 CONTROL OF HAZARDOUS SUBSTANCES

During construction, the strategy for controlling all substances/ materials coming onto site and all work activities which may generate hazardous substances will be managed and controlled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and COSHH (Amendment) Regulations 2004, as well as best practice guidance, such as that published by the Environment Agency.

The control measures that will be employed are summarised below:

- all fuels and chemicals will be stored in designated areas, with deliveries of all hazardous materials supervised;
- storage tank or container facilities will be appropriately bunded within designated areas and sites as far as possible from any watercourses or surface drains;
- in the case of spills or discharges, remedial action will be taken as soon as possible; and
- a logistic plan will be developed to take into account the management and control of hazardous substances on site.

Compliance with the following will be mandatory:

- COSHH Regulations 2002 and COSHH (Amendment) Regulations 2004; o Provision and Use of Work Equipment Regulations, 1998;
- Highly Flammable Liquids & Petroleum Gases Regulations, 1972; and o Health & Safety at Work Act, 1974.

There is strictly No Fuel or Chemicals being stored on site.

The Clean Air Act 1993

It is an offence to allow the emission of dark smoke from industrial premises, which includes building construction and demolition sites.

It is an offence to burn timber that has been treated with chemical preservatives.

Local Authorities have the power to set up 'smoke control areas' where it is likely that the emission of smoke will be prohibited.

The Waste Management Licensing Regulations provide exemption for the burning of specified volumes of construction or demolition waste, without a licence.

Check Planning Conditions and other contract documents for control measures

- Contact Local Authority Pollution Control Officer before undertaking any burning to ascertain restrictions applicable to the site.

Under the Waste Management Licensing Regulations activities such as burning waste on site will require Environmental Permit.

There will be strictly No burning of any type on site premises.

11 The Conditions Element:

Condition 3 Requirements	Page
(a) The anticipated number, frequency and types of vehicles used during construction	Site Location & Operating Hours &, P4 4.3 Transportation/Deliveries & P4-5 4.6
(b) The provision made for the parking of vehicles by contractors, site operatives and visitors	Site Location & Site operating hours Figs 1
(c) The location and unloading of plant, materials and waste	Site Location & Site operating hours Fig' 1
(d) The storage of plant and materials used in construction of the development	Site Location & Site operating hours Fig' 1
(e) The erection and maintenance of security hoarding	Site Location & Site operating hours Fig' 1 & P2 section 3
(f) The provision of road sweepers and /or wheel washing facilities to mitigate the impact of the construction upon the public highway	Section 4.3 & 4.6 P4-5
(g) Measures to control the emission of dust and dirt during construction, to include where relevant sheeting of loads, covering and dampening down stockpiles	4.7 & 4.8 pages 5 & 6
(h) Measures to control the emission of noise during construction	4.9, 4.10 & 4.11 & diagram Pages 6, 7 & 8
(i) Details of all proposed external lighting required. Lighting shall be used only for security and safety	Section 5 P8
(j) Appropriate storage of fuel and chemical, in bunded tanks or suitable paved areas, and	Section 10 P10
(k)Waste management including prohibiting burning	Section 10 P10

12. Reference

HM Government - A Green Future: Our 25 Year Plan to Improve the Environment

Environmental Protection Act 1990

Environment Act 1995

The Waste (England and Wales) Regulations 2011

The Waste Electrical & Electronic Equipment (Amendment) Regulations 2018

13. Appendix

Appendix 1 - Waste Carriers Licence

Appendix 3 - Waste Transfer Note

Appendix 4 - Hazardous Waste Consignment Note

Martin Talman	Managing Director
On behalf of: Company	Chichester Carpentry & Building Ltd
Reviewed date:	28th March 2022
Review date:	28th March 2024