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

Pre-commencement Conditions

Planning Application Number: AWDM/1716/15 – Adur District Council 22nd April 2016

Condition 6

Construction Traffic Management

Access to and from the site will be via Mash Barn Lane, Lancing, West Sussex only.

Vehicles access/egress of the site will be seen in/out at the site entrance (as shown on CEMP-TM-001 plan) by a Banksman/Traffic Marshal. When leaving site, wheel washing facilities are not anticipated necessary at this time as vehicle and construction plant movements will be on the on-site existing roadways and soft ground will be protected using heavy duty sheet timber and or steel plates. The need for wheel washing will be continuously monitored and if found necessary at any time, a water power wash station will be established within the site to prevent dirt being tracked onto the public highway.

On-site parking will be available (as shown on CEMP-TM-001 plan) 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.

Vehicle deliveries to the site have been calculated at approximately 36 movements and are based on the following:

6Nº plant deliveries
6Nº Sub-base material
14Nº Concrete
1Nº Reinforcement steel
4Nº General building materials
2Nº Fencing material
2Nº Structural steel
1Nº Cladding

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

Plant will be stored in the contractors parking zone within the training grounds when not in use and materials will be stored within a material compound area and within the working area.
Construction plant fuel will be stored in a double bunded bowser within a segregated section of the contractor parking zone 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 within the training ground area that is fully fenced off from the public. The immediate working areas will be segregated by erecting high visibility exclusion barriers. The barriers will be moved as and when necessary to suite the project progression and will be inspected daily by the site supervisor.

The Provision of Wheel Wash Facilities

Wheel washing facilities are not anticipated necessary at this time as vehicle and construction plant movements will be on the on-site existing roadways within the training ground and soft ground that can be churned up by construction plant wheels will be protected using heavy duty sheet timber and or steel plates.
The need for wheel washing will be continuously monitored and if found necessary at any time, a water power wash station will be established within the site to prevent dirt being tracked onto the public highway.

Public Engagement Prior to and During Construction Work

All work shall be carried out during normal working hours 07:30 to 17:00 Monday to Friday and 08:00 to 13:00hrs Saturdays.
All of the construction work will be within the training ground only and 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 Project Manager
Andrius Varzukas – Adenstar Site Supervisor
Peter Davis – Adenstar Health, Safety and Environmental Manager (Grad IOSH, AIEMA)

Construction methods:

- Excavation
- Groundworks
- Concreting
- Drainage
- Fencing
- Structural steel installation
- Camera tower installation
- Reinstatement works

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 – CEMP-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

Construction Environmental Management Plan (CEMP)

Contents	Have you completed the section for the site and has it been filed?	Signed by: Date:
1. **Environmental Impacts Plan and Controls**	Yes	Peter Davis 4.5.16
2. **Accident / Pollution Incident Management Plan,** including; 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	Yes	
3. **Maintenance Checklist** and maintenance record	Yes	
4. **Training Checklist / Record** for your staff	Ready for implementation	
5. **Complaints Form** for recording complaints about the site from members of the public.	Ready for use	
6. **Accident (and incident) recording form**	Ready for use	
7. **Further Help**	Yes	
8. **Posters** for own use and display at facility	Yes	

Construction Environmental Management Plan (CEMP)

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	Yes, all electrical equipment turned off when not in use	Toolbox talk to be given to all site personnel	Site supervisor to monitor and enforce procedure and record toolbox talks.

Construction Environmental Management Plan (CEMP)

Emissions to Water [W]						
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 contained in double bunded bowsers, drip trays placed under fuelling points, spill kits available to hand. Parking construction plant close to drains is not permitted.

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 checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
Excavated ground	Minimal impact	Yes	Yes	Yes	Yes	Excavated ground 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.
Concrete washout into polythene lined skip	Minimal impact	Yes	No	Yes	Yes	Concrete washout will be allowed to dry before it is broken up for recycling e.g. crushed concrete

Construction Environmental Management Plan (CEMP)

Statutory Nuisance (e.g. Noise, Odour) [N]						
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**
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	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	If odours are experienced, work will stop and if necessary, further soil sampling carried out.
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	Light damping down may be necessary to control airborne particles.

Construction Environmental Management Plan (CEMP)

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 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. 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. Fuel will be kept in double bunded bowsers. Spill kits have been provided.

Construction Environmental Management Plan (CEMP)

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, PVA, expanding foam, spray paint in small quantities	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.

Construction Environmental Management Plan (CEMP)

General Waste Management					
Waste Produced at Site *(with EWC, if known)*	**Where does the waste go?**	**Can it go to recovery / recycling?**	**Is it being stored correctly on site?**	**Are Duty of Care requirements being met?**	**Comments**
Cardboard from food wrappings	Placed in bins ready for recycling	Yes	Yes	Yes	
Plastic from food and drink containers	Placed in bins ready for recycling	Yes	Yes	Yes	
Paper from welfare and office	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.
Print cartridges	Recycled when replaced	Yes	Yes	Yes	
Empty material containers from COSHH store	Placed in bins ready for recycling	Yes	Yes	Yes	

Construction Environmental Management Plan (CEMP)

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 authentication	Duty of care for waste removal from site	Health, safety and 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: Peter Davis **Date: 4.5.16**

Review Date: June 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
(amend, as required, to suit your site).

SITE DETAILS		
Location: Brighton and Hove Football Club Training Ground, Mash Barn Lane, Lancing		
Postcode: BN15 9FP		
Site Access Grid Reference: Mash Barn Lane, Lancing		
SITE CONTACTS	Tel:	Out of hours/Mobile:
Premises Manager	TBC	TBC
Health, Safety & Environmental Manager: Peter Davis	01273 439203	07747 066428
Project Manager: Paul Stokes	01273 439203	07795 517225
Site Supervisor: Andrius Varzukas	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.

Use as many of these forms as required

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. If you can 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.

- **Read each line and see if they are right for your site. Some may not be applicable. You may need some different ones.**
- **Make sure ADL are committed to doing the things it says as you will be held to them.**
- **If it refers to using equipment such as spill-kits, make sure ADL have these available.**
- **Finally make sure that all ADL staff know about the plan, where to find it, and what it contains. It is important that they know how to prevent accidents and what to do.**

Once the plan is completed, test it regularly and make a record of this. ADL will design exercises to be discussion based, table top or live. ADL will set them up to test the whole plan or critical elements within it such as:

• contacts lists
• the activation process
• equipment

If possible, include external parties as this helps validate your plan.

Frequency of testing should be related to the environmental risk the site poses, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

This plan should be reviewed throughout the contract. The plan will need reviewing following an incident, accident, complaint or if the Environment Agency asks you to do so.

Construction Environmental Management Plan (CEMP)

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. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. 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. 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, corrosion, severe weather, ground movement etc.		Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime.	Spill response procedure as described above.

Construction Environmental Management Plan (CEMP)

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
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. Storage locations of drums and non-permanent vessels protected by use of bunded COSHH store. Movement of drums and containers using safe techniques.	Spill response procedure as described above.
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. Smoking only permitted in designated points. Maintain tidy site and minimize stockpile of combustible materials. 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, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work.	Fire procedure as described above.

Construction Environmental Management Plan (CEMP)

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains by premises manager. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials within COSHH store.	Flood procedure 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. Due to utility supply being struck and broken / cut.	Flooding. Explosion with subsequent contamination of land, drains, groundwater and watercourses.	Maintenance of up to date plans showing location of utility services. 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. Inspection of primary and secondary containment facilities. 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. Stores locked when un-manned, tanks and valves locked when not in use out of hours.	Spill response procedure as described above. Site security offices will attend and act accordingly.

Construction Environmental Management Plan (CEMP)

3. Maintenance Checklist

Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)

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

Construction Environmental Management Plan (CEMP)

3. Maintenance Checklist

Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Add appropriate items for your site		✔						

3. Maintenance Record

You then need to keep a record that you have actually done these checks when they were supposed to be done. You could do this in a 5 year diary (easiest).

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)*

Alternatively you could use these forms. You will have to keep a good supply of them, for each line on your inspection checklist.

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.*

Construction Environmental Management Plan (CEMP)

4. Training Checklist/Requirements

Use as many of these forms as required

JOB	TRAINING REQUIRED (tick boxes to show who needs which training)																	COMMENTS
	Environmental awareness							Maintenance/operations						Accidents and emergency					
	Certificate of Technical Competence	Supervision of waste management	Environmental and permit awareness	Waste receipt inc Duty of Care	Waste separation and storage			Maintenance of mechanical plant	Maintenance of non-mechanical plant	Maintenance of COSHH store	Safe use of hazardous substances			Fire procedure	Spill response procedure	Flood procedure (where applicable)	Failure of services		
Project Manager	√	√	√	√	√			√	√	√	√			√	√	√	√		
Site Foreman	√	√	√	√	√			√	√	√	√			√	√	√	√		
Site operatives			√		√			√	√	√	√			√	√	√	√		

Construction Environmental Management Plan (CEMP)

Training Record

Employee Name	Job Title

Training Required	Date due	Date done	Passed as competent? yes/no	Reviewers Signature	Date for Refresher	Comments

5. Complaints Record

Who made the complaint? Name:	
Address	
Phone No	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Did the complaint relate to your site? If so, what happened? What went wrong?	
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 there was then you must notify the Environment Agency on 03708 506 506 ASAP. Have you done so?	Yes/No 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 What date did you contact?
Please print your name and sign:	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the EA when they visit.

6. 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 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 What date did you contact?
Please print your name and sign	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the Environment Agency when they visit.

Construction Environmental Management Plan (CEMP)

7. 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

Protecting the Environment

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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