Business Management System

Section 11: Environment

Part 3 – Waste Management

Document Record		
Rev	Changes	Date
1	Original	1st May 2024

1. Introduction

This Company will take reasonable steps to ensure that all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990(3) and the Environmental Protection (Duty of Care) Regulations 1991 (4) and materials will be handled efficiently and waste managed appropriately.

This Company will make and maintain arrangements that will enable the contractors and workers engaged in the construction work to co-operate effectively in developing measures to ensure that waste is managed within the terms of a plan.

This Company will ensure that every contractor knows where a plan is kept and will make it available to any contractor carrying out work described in the plan. A copy will be kept in the project site file.

The Site Waste Management Plan (SWMP) should be reviewed as often as necessary to ensure that the plan accurately reflects the progress of the project and this must be done as a minimum once every *3* months. Evidence of review will be recorded on the document history section and as meeting minutes and action log as appropriate.

The plan shall define the management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving and maintaining the Site Waste Management policy, objective and targets associated with this Company 's scope of supply.

2. Waste Plan Process.

2.1 In developing and implementing a SWMP, key objectives have been set and include:

- Briefing SWMP requirements to employees e.g. tool box talks
- Agenda item at project review meetings
- Waste reporting
- Provision of a list of decommissioned equipment to maximise re-use of redundant equipment

2.2 Strategy
The overall waste impact should be considered and a waste recycling target of 90% should be a minimum target.

2.3 Costs
Costs associated with waste and waste reduction options will be systematically considered and documented as part of design scope. Decisions taken during design that reduce waste must be recorded in the detailed design.

2.4 Concept Design
This Company will work with the contractors to identify possible targets to reduce waste and these shall be recorded in the detailed design.

2.5 Delivery

Waste shall be forecasted and, where practical, reuse planned. Start-up meetings and tool box talks shall discuss material management and waste minimisation, method statements and construction plans shall be checked against the SWMP.

2.6 Measurement

Monthly reports including contractually required KPI's against waste targets will be produced. Failure to hit targets should lead to the investigation to establish whether performance can be improved.

2.7 Benefits Realisation

The Project Manager shall undertake a costs analysis and lessons learnt that shall be reported to management.

3. Waste Minimisation Strategy

3.1 The AIMS of this waste plan (See also Appendix A) are to:

- PREVENT the generation of waste
- MINIMISE wastes produced unavoidably
- RE-USE materials where practicable
- RECYCLE waste materials where practicable
- DISPOSE of waste correctly and cost effectively.

3.2 Environmental Protection Act 1990,

Under the Environmental Protection Act 1990, Section 34, anyone dealing with controlled waste shall have a duty of care that requires;

a) Prevention of any other person committing the offences of disposing of “controlled waste” or treating it ,or storing it:

- without a waste management licence; or
- breaking the conditions of a licence; or
- in a manner likely to cause pollution or harm to health

b) Prevention of the escape of waste, that is to contain it.

c) A guarantee that, if the waste is transferred, it goes only to an “authorised person” or to a person for “authorised transport purposes”

d) A guarantee that when waste is transferred, to make sure that there is also transferred a written description of the waste, a description good enough to enable each person receiving it:

- to avoid committing any of the offences under (a) above; and
- to comply with the duty at (b) to prevent the escape of waste.

CONSIDER ALL CONSTRUCTION WASTE AS CONTROLLED WASTE

3.3 Removal of Waste from Site

Any waste generated from our works will be securely stored on site and removed at the earliest opportunity to a licensed Waste Transfer site or Waste disposal site where it will be dealt with accordingly. Before the waste is removed from site, a Waste Transfer Note (BMS/11/3/FM1) must be completed by the Site Supervisor and must be handed to the vehicle driver. On arrival it must be completed and a copy returned to site for filing.

4. Waste Forecasting

Completing this table thoroughly is the main tool that can deliver cost reductions for a project. By estimating the amount and cost of materials required it will become apparent where significant financial savings can be made.

Some waste materials will not be generated from purchased materials (e.g. decommissioning equipment wastes).

The estimated wastage rate is one of the most important estimations to be made.

Consultation with the suppliers, project manager, designers and contractor will help evaluate the probable wastage rate.

Example of waste forecasting table

Waste Forecast								
Material Type	**Units**	**No. of units**	**Cost/ unit £**	**Estimated wastage rate %**	**Cost of disposal per unit**	**EWC Code**	**Landfill Class**	**Disposal method**
Wooden pallet	**1**	**10**	**5**	**20**	**10**	**17.02.01**	**Non-Hazardous**	**Recycle**
Domestic waste	**m^3**	**2**	**0**	**25**	**10**	**20.01.08**	**Non-Hazardous**	**Recycle**
Cable ties/fixings	**m^3**	**0.01**	**0.02**	**20**	**10**	**17.04.11**	**Non-Hazardous**	**Recycle**
Paper	**m^3**	**0.5**	**0**	**20**	**10**	**15.01.01**	**Non-Hazardous**	**Recycle**
Cardboard	**m^3**	**0.5**	**0**	**20**	**10**	**15.01.01**	**Non-Hazardous**	**Recycle**
Plastic /sheet packing	**m^3**	**0.5**	**0**	**100**	**10**	**15.01.01**	**Non-Hazardous**	**Recycle**
Cable & stripping waste	**tonnes**	**0.1**	**200**	**10**	**80**	**17.04.01**	**Non-Hazardous**	**Landfill**
Reclaimed copper	**tonnes**	**2.0**	**0**	**100**	**0**	**17.04.01**	**Non-Hazardous**	**Recycle**
Removal Electrical/ Electronic	**tonnes**	**2.0**	**0**	**100**	**200**	**16.02.16**	**Non-Hazardous**	**Recycle**
Cast Iron steel	**tonnes**	**0.5**	**1000**	**10**	**80**	**16.01.07**	**Non-Hazardous**	**Recycle**

5. Monitoring & Measurement

All Audits, Directors Safety Tours and Planned General Inspections shall include checks of:

- Waste Transfer Notes are completed and filed
- All site personnel receive a briefing of this plan at their site induction.
- All site waste type and weight/size is recorded.

Appendix A – Site Waste review

PREVENTION	Yes	No	Comments
Have suitable locations for the storage of materials been identified?			
Have sub-contractors storage requirements been considered?			
Will there be sufficient access to remove materials without damage?			
Could racking be used to reduce storage area size and damage to materials?			
Are there sufficient, suitable dry storage areas within the building, or will additional dry storage areas be required?			
Has the purchasing department been contacted to discuss ways in which suppliers can eliminate unnecessary packaging?			
Are there any factors that will inhibit implementation of waste management strategies? If yes, please list below.			
MINIMISATION			
Are material schedules counter checked by a colleague?			
Have you spoken to suppliers about their scheduling services?			
Are there alternative products or methods, which produce less wastage? e.g. silos compared to tubs, or use of a mixer. Please attach information and notify your line manager.			
Have waste percentages been agreed with sub-contractors?			
Are you aware of minimisation initiatives identified at the marketing, design, estimating and pre-construction stages?			
Has a delivery programme been developed and suitable storage allocated for all materials?			
RE-USE			
Have any materials been identified for re-use by the design or estimating departments? If yes, list.			
Is excavated material is to be recycled and used as capping?			

RECYCLING			
Is the site using a waste service provider that has facilities for recycling construction wastes?			
Is there sufficient space on the site for more than one skip? If yes, will material segregation be implemented?			
Will there be sufficient quantities of recyclable materials to warrant segregation at source?			
Can materials such as bricks/blocks be processed on site for aggregate?			
Are there any other recycling initiatives being implemented on the site?			
Are there materials or products that may be re-used within the scope of the project?			
Are any sub-contractors practicing recycling on the project?			
Are there any materials or products that may be suitable for use on other sites? E.g. blocks, timber, drainage etc.			
Will site office paper waste be segregated and collected for recycling?			
STORAGE			
Will waste be imported onto the site from other sites (for aggregation prior to disposal)? If yes is a license required?			
Have the locations for waste storage been planned?			
Is there a need to locate away from environmental concerns? (eg adjacent residential property, water courses etc.)			
Is there a particular need for security? (eg to prevent fly tipping or access by other parties on site)			
Where wastes are segregated has provision been made to properly label containers?			

DISPOSAL			
Has the waste contractor servicing provided all relevant licenses?			
Have any waste contractors servicing sub-contractors at the site provided all relevant licenses?			
Is waste to be stored on the ground (eg excavated material)? If yes, is there sufficient space? is there a need to intercept rainwater runoff ? is there a need to dampen to prevent dust ?			
Is the material contaminated? If yes what additional precautions are required to prevent pollution?			
Is waste to be stored in containers? If yes, do containers need to be covered for security and/or prevent pollution?			
Are there any hazardous or special wastes that require removal from site? If yes:- a) list below and name waste carrier b) ensure pre-notification procedures carried out			
Has the waste contractor visited the site to discuss the sites waste disposal requirements? If no, when will this be done?			
Has the waste contractor developed a waste plan for the site based on the programme information and waste pulses identified by the site team? Volumes Weights Waste Composition % Landfilled			
Have KPI's been set to monitor the cost effectiveness of waste disposal on the project?			
Will the site be completing waste transfer notes for all skips removed from the site?			

Signature:  **Date: 1st January 2026**