

1.0 Purpose

The objective of the Site Waste Management Plan (SWMP) is to improve material resource efficiency by promoting the economic use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled and recovered in other ways before disposal options are explored i.e. to minimise the amount sent to landfill. The plan tracks the site waste stream management process through to completion.

SWMP is attached as an appendix to this document.

2.0 Scope

This plan stipulates the arrangements made within the Company to ensure that all areas of work are suitably prepared to produce Site Waste Management Plans and comply with both legislative and company requirements. To that end, subsidiary companies, franchisees, contractors and those working for and on behalf of the company must adopt as a minimum standard.

3.0 Responsibility

3.1 KN Circet

- Ensure the plan is prepared before construction work begins, and to ensure effective implementation. Key responsibilities include:
- Appoint a PSCS;
- Ensure a plan is produced before construction begins;
- Provide reasonable direction to any contractor to enable the PSCS to comply;
- Review, revise and refine the plan.

3.2 Project Supervisor Construction Stage

- Update the plan as work progresses and ensure site workers are aware of the plan and co-operate with it;
- Review, revise and refine the plan;
- Record all waste removed from the site;
- Ensure the plan is kept for 3 years after completion of the project.

3.3 Line Manager

- Be familiar with this procedure and comply with its terms, implementing requirements
- Ensuring compliance with the procedure. Line management is also responsible for ensuring the requirements of this procedure are cascaded to site operatives.

3.4 Operatives/Employees

- Update the plan as work progresses and ensure site workers are aware of the plan and co-operate with it.

3.5 HSEQ

- Review the contents of this procedure regularly.
- Consult where necessary with line management to plan a SSWP.
- Advise appropriately the necessary precautions to take where the control of waste is involved.

4.0 Procedure

4.1 Requirements for a Site Waste Management Plan

A Site Waste Management Plan must identify:

- Client;
- PSCS;
- Person who drafted the Plan;
- The description of the proposed construction/ demolition works;
- Location of the site;
- Estimated cost of the project.

It must:

- Record any decision taken before the Site Waste Management Plan was drafted on the nature of the project, its design, construction method or materials employed in order to minimise the quantity of waste produced;
- Identify the waste management proposals for each waste type, including re-use, recycling, recovery and disposal to landfill.

The PSCS must record on the Site Waste Management Plan:

- The identity of the Waste Contractor/Contractors removing the wastes from the site;
- The type(s) of waste removed;
- The location(s) to which the waste is removed;
- The waste carrier and waste management licence details to demonstrating compliance with duty of care.

It must contain a declaration that the client and the PSCS will take all reasonable steps to ensure that:

- All waste from the site will be dealt with in accordance with S(34) Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and
- Materials will be handled efficiently, and waste managed appropriately.

Within three months of work being completed, the PSCS must add to the plan:

- Confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan, and that the plan was updated accordingly;
- Any deviation from the plan.

4.2 Waste removed from site

Volumes and information of waste removed from site must be recorded within the SWMP. The information will help to ensure compliance with Duty of Care requirements as each waste transfer is logged along with the carrier's licence number, volume and destination. This should be backed-up by 'Duty of Care' checks on waste carriers and disposal sites.

The disposal route for each load of waste is also subdivided into:

- Reused on-site
- Reused off-site
- Recycled on-site
- Recycled off-site
- Recovered
- Disposal to landfill

If a skip full of cardboard and wood waste is sent away as general waste then it must be recorded as general waste, and not put on the waste register as wood and/or cardboard.

In order to accurately reflect the progress of the project, the actual cumulative waste volumes to date are compared with the initial expected ('exp') waste arisings which were forecasted at the beginning of the project.

4.3 End of project - Phase review

The end of Project Review must be completed within 3 months of work being completed by the PSCS who should also send a copy to the client. The PSCS must sign to confirm the SWMP has been monitored on a regular basis and updated.

There must be a comparison of the estimated quantities of each waste type against the actual quantities produced along with any expected deviation from the plan.

Finally, there must be an estimate of cost savings achieved by completing and implementing the plan. Cost Savings may arise for example from:

- More efficient design
- Reduction in waste volumes
- Lower disposal costs due to better segregation
- Reducing over ordering
- Increasing material yield



5.0 Training

All relevant personnel will receive training and information specific to their role within this procedure.

Operatives undertaking works which generate waste must be suitably trained to be able to complete Duty of Care documentations and implement the control measures stated within this procedure.



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Date Issued: 30/04/2021
Approved By: Niamh Sinnott

Appendices

Appendix A – Register of Waste Collection Permits and Destination Point Licences

Appendix B - Monthly Summary of Waste Handling on site

Appendix C – Waste Dispatch Log

Appendix D – Site Waste Management Drawings

Appendix E – Subcontractor Waste Management Plans



Appendix A: REGISTER OF WASTE COLLECTION PERMITS AND DESTINATION P

Project No. and Name: Unit 19 Crag Avenue Demolition works

Date:

Originator of waste (Company/Sub-Contractor)	EWC (European waste codes) for waste type leaving site	Waste type	Collection Permit Holder (Name and Ref. No.)	Waste destination location



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Date Issued: 30/04/
Approved By: Niam

Appendix C: Waste Dispatch Log

To be completed by Gates person for each load of waste dispatched from site.

Project Name and No.: Unit 19 Crag Avenue Demolition works

Month:

Date	Time	Originator of waste (Company/Sub-contractor)	Waste type	Vehicle Reg:	Haulier Name	Size of skip or quantity of waste dispatched



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Appendix D: SITE WASTE MANAGEMENT DRAWINGS



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Appendix E: SUBCONTRACTOR WASTE MANAGEMENT PLANS



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