



Department of Education & Skills

Scoil Aine Naofa, Lucan, Co. Dublin

CONSTRUCTION
ENVIRONMENTAL
MANAGEMENT PLAN

Prepared: September 2022

Prepared By:

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1.0 Document Control System

1.01 Document Version - History

Version	Date	Description	Approved by
V1	13.09.2022	Construction Environmental Management Plan	Seamus Torris

1.02 Document Location and Access

The Construction Management Plan for Scoil Aine Naofa is available in both our Head Office and On-Site.

1.03 Document Approval and Issue

The Project Management Team (PMT) is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

New documents will be approved by the appropriate signatory, i.e. the Project Manager.

1.04 Revisions

The Construction Management Plan will be reviewed and updated as required.

2.0 Introduction & Overview

This Construction Management Plan (CMP) has been prepared for the Proposed Construction of temporary modular accommodation.

The document will be revised as required to take account of the progress of the work and any significant changes that occur.

3.0 General Description & Scope of Works of the Project

The project will consist of the installation of new modular buildings, fit out, M&E works, together with all associated site works.

The project will be completed on a phased basis. 2 no. modular building blocks.

4.0 Site Location

The site is located on the grounds of Scoil Aine Naofa.



5.0 Project Personnel

Role	Address	Contact Details
Client	Scoil Aine Naofa, Lucan, Co. Dublin.	
Contact		01 628 1972
Architect	Gogarty Architects 52 Tyrconnell Rd, Inchicore, Dublin.	
Contact		087 620 3378
		info@gogartyarchitects.net
Project Supervisor Design Process (PSDP)	Gogarty Architects 52 Tyrconnell Rd, Inchicore, Dublin.	
Contact		087 620 3378
		info@gogartyarchitects.net
Project Supervisor Construction Stage (PSCS)	Instaspace, Unit 5 Duleek Business Park, Duleek, Co. Meath	041 988 2656
	Seamus Torris	087 6818334
Site Foreman	Alan Long Instaspace Ltd	
		087 229 6708

6.0 Extent of works

1. Meet Client and Agree Site Boundaries
2. Agree Design
3. Prepare Shop Drawings and Agree
4. Procure Materials
5. Prepare and Agree H&S Plan
6. Notify H.S.A.
7. Fence and Secure Site Area
8. Install Site Welfare Buildings
9. Manufacture Buildings
10. Strip and Stone sites as required
11. Install Foundations and support structures
12. 1st Fix Mechanical
13. 1st Fix Electrical
14. Install Boundary Dressing
15. Install Drainage and Service Ducts
16. Deliver and Install Buildings
17. Second Fix Electrical
18. Second Fix Mechanical
19. Specialist Fit Out
20. Install Kerbing and Edging
21. Fit Floor Covering
22. Commission and Test
23. Clean and Snag
24. Prepare Site Safety File
25. BCAR Certification/Compliance

7.0 Project Schedule

This project scheduled is scheduled for commencement in September 2022.

8.0 Working Hours

Working hours – 8.00 to 18.00. Monday to Friday and 8.00 to 13.30 on a Saturday. Work outside these hours will need to be agreed with the client.

9.0 Noise

When machinery is used/workers are in a noisy environment, ear protection may be necessary.

Instaspace, in undertaking the construction of the works, will comply with the recommendations of BS 5228: Part 1 and the European Communities (Noise Emission by Equipment for Use Outdoors) Regulations 2001.

Instaspace where reasonably practicable will ensure that:

General Considerations:

- All site staff shall be briefed on noise mitigation measures and the application of best practicable means to be employed to control noise.
- Site hoarding should be erected to maximise the reduction in noise levels.
- The contact details of Instaspace and site manager shall be displayed to the public, together with the permitted operating hours, including any special permissions given for out of hours work.
- In the event that Instaspace gets a complaint about noise from a neighbour he will act immediately to remedy the situation.
- The site entrance shall be located to minimise disturbance to noise sensitive receptors.
- Internal haul routes, if needed, shall be maintained, and steep gradients shall be avoided.
- Material and plant loading and unloading shall only take place during normal working hours unless the requirement for extended hours is for traffic management (i.e. road closure) or health and reasons (application must be made to local council a minimum of 4 days prior to proposed works).
- Minimise opening and shutting of gates through good coordination of deliveries and vehicle movements.

Plant:

- Ensure that each item of plant and equipment complies with the noise limits quoted in the relevant European Commission Directive 2000/14/EC.
- Fit all plant and equipment with appropriate mufflers or silencers of the type recommended by the manufacturer.
- Use all plant and equipment only for the tasks for which it has been designed.
- Shut down all plant and equipment in intermittent use in the intervening periods between work or throttle down to a minimum.
- Power all plant by mains electricity where possible rather than generators.

- Maximise screening from existing features or structures and employ the use of partial or full enclosures for fixed plant.

10.0 Dust

Site clearance and excavation work to be undertaken may result in airborne dust. In addition, the general work activities of the site will have potential to generate dust throughout the day.

- In order to mitigate against airborne dust, the following controls will be implemented by Instaspace Ltd.
- Damping down during dry periods
- Limiting vehicle speeds
- Switching off all engines when not in use
- All vehicles will be washed down before leaving site
- Minimize drop heights when loading and offloading
- Cutting equipment will use water as a dust suppressant
- Dust extract equipment will be fitted to all saws
- Effective barriers around dusty activities
- Dust levels will be monitored throughout the construction phase

11.0 Dirt

A road sweeper shall be retained for the duration of the haulage works and water supplies shall be recycled for use in the wheel wash. All waters shall be drained through appropriate filter material prior to discharge from the site.

All loading and unloading associated with construction work activities will be accommodated on site and only within the designated site compound area. Skips will be appropriately covered with netting to reduce dust/debris causing a nuisance to nearby businesses and properties.

12.0 Vibration

The risks associated with everyday construction are set out in the Company Safety Statement of Instaspace Ltd.

13.0 Environmental Emergency Planning and Response

See Instaspace's attached Environmental Policy

In the event of an environmental emergency, a procedure for Environmental Emergency Preparedness and Response will be developed prior to commencement of construction in order to ensure to minimise such environmental impacts. An environmental emergency at the site may include the following:

Discovery of a fire within the site boundary

Uncontained spillage / leakage / loss of containment action - Discharge concentration of potential pollutants in excess of environmental trigger levels The general required emergency response actions will be posted at strategic locations, such as the site entrance, canteen and near the entrances to buildings.

As an example of emergency response actions required, in the event of a spillage, the following procedure shall be followed:

1. In case of spillage of oils or chemicals to a watercourse report immediately to the Site Manager and/or the Foreman. The Site Manager should then report the spillage to the Local Authority and Fisheries if required.
2. Try to identify the source of pollution and stop the flow immediately. Switch off sources of ignition.
3. Stop the spillage spreading.
 - a. Stop the flow
 - b. Dam the flow with earth, sand etc
 - c. Divert the flow away from drains or watercourses
4. Get the spill kit and use the absorbent materials in it to mop up the spill.
5. Place a boom across watercourses as a precaution.
6. Do not wash spillage into a drainage system. Washing will only make the situation worse.
7. Do not use detergent. Use sand or absorbents.
8. If the spill has already reached the drains, block off the entrance to the drains.

9. Shovel contaminated sand/earth/absorbent granules into sacks or skips.
10. Pooled oil can be removed by a specialist oil removal company.

Instaspace will ensure that works are carried out consistent with all existing emergency response plans and procedures. The emergency management procedure ensures that emergencies such as fires, explosions, accidents, leaks, sabotage or emergencies caused by force occur as little as possible; if they do, however, occur, it ensures that all countermeasures proceed in a controlled manner so that greater damages are avoided and the possible effects upon persons, the environment and property are avoided or limited.

Instaspace have completed an environmental impact register, which is available upon request.

14.0 Traffic Management

Please reference the Traffic Management Plan.

15.0 Complaints Procedure

Please see the attached complaints procedure.

This will be implemented by discussion at Progress Meetings, where all Contractors will be required to advise on what work they have planned, and arrangements will be agreed for the safe coordination of activities.

16.0 Lighting

Should site lighting be required the following protocols will be followed:

Site lighting would typically be provided by a tower mounted floodlight. The floodlights would be cowled and angled downwards to minimise spillage to surrounding areas. The following lighting measures will apply on the site:

- Lighting will be provided with a minimum lux, which is sufficient to ensure the safety of the operatives on site and provide adequate site security. Where practicable, precautions will be taken to avoid shadows cast by the site hoarding on surrounding footpaths, roads, and other areas.
- The position of the lights will be to not unnecessarily directly intrude on adjacent buildings and lands.

17.0 Site Security

Adequate security will be provided as to prevent unauthorised entry to or exit from any working areas. Site security will be provided by a means of heras fencing, existing site boundaries and timber hoarding.

A site boundary in the form of the abovementioned will be established around each of the working area. The hoarding/fencing shall be 2.4m high to provide a secure boundary.

18.0 Operational and post construction phases of the development

Upon completion of the construction phase a handover process will commence. The client will be furnished with O&M manuals, a rental agreement prepared, and the rental term will begin. Any maintenance or snags required will be co-ordinated with the client as to not interfere with regular school activities, where possible all snags will be completed outside of school hours.

19.0 Removal of temporary structures/site reinstatement during construction

Upon completion of project, at the end of the rental agreement, the modular units will be removed off site by means of a portable crane and articulated trucks. The removal of units off site will be co-ordinated with all relevant personnel, with safety and traffic management plans implemented. There will be no temporary structures removed off-site during the construction phase.



WASTE HANDLING AND DISPOSAL PROCEDURE

1. Procedure objective

- 1.1. The purpose of this Procedure is to ensure that all waste generated as a result of services provided by **Instaspace Ltd**
- 1.2. :
 - Is collected by a registered waste disposable company so that the potential for pollution or environmental damage is minimised and the opportunity for re-use or recycling is maximised;
 - Is disposed of in a way that is environmentally sound and complies with all legal requirements.

2. Responsibilities

- 2.1. It is the responsibility of the IMS manager to ensure that this Procedure is implemented and any resources required are made available.
- 2.2. It is the responsibility of the IMS manager to monitor the effectiveness of this Procedure and report the results at **Management Reviews**.
- 2.3. It is the responsibility of all employees to identify and report any waste which has not been identified and any spills/leaks that may occur.

3. Associated documents

- 3.1. All associated documents referred to in this Procedure are highlighted in bold and underlined.

4. Waste segregation

- 4.1. The following types of wastes are hazardous and must be segregated, clearly marked and stored separately:
 - Electronic and electrical equipment
 - Used spill kits
 - Sanitary waste.
- 4.2. The following types of waste must be segregated to facilitate re-use or recycling:
 - Card
 - Paper
 - Plastics.
- 4.3. Instaspace also segregate the following materials before it is removed off-site:
 - Timber
 - Plasterboard
 - General Waste



5. Waste storage

- 5.1. No waste will be stored at the Company's sites for longer than 1 month.
- 5.2. All waste storage areas must, therefore, be secured to prevent theft, unauthorised access and any unauthorised removal of waste material.
- 5.3. Wherever possible waste should not be stored outside. Where this cannot be avoided then the following measures must be taken:
 - Cover waste storage containers with leak-proof lids.
 - Cover all waste piles.
 - Ensure there is no potential for run-off into drains or watercourses.
- 5.4. All waste storage areas must be kept clean, swept on a regular basis and have a spill kit available nearby to ensure prompt clean-up of spillages (refer to **Spill Control Procedure**).
- 5.5. All waste containers should be regularly checked for damage and leakages and any issues immediately corrected and reported to the IMS manager
- 5.6. Any hazardous waste collected must be clearly labelled and held in a bunded area.
- 5.7. All waste containers must be removed or emptied promptly and should not be allowed to overfill.

6. Waste handling and disposal

- 6.1. All waste must be made safe for future transport and handling before it is handled and stored.
- 6.2. Waste can only be collected by or transferred to a company that:
 - Holds a Waste Transfer License that is authorised by the Environment Agency and is valid for the type of waste being collected/transferred; and
 - Provides a fully completed Waste Transfer Note (non-hazardous waste) or Consignment Note (Hazardous Waste) covering the waste transferred. All such documents provided must be promptly handed over to the IMS manager
- 6.3. All Waste Transfer Notes must be retained for 2 years and all Consignment Notes retained for 3 years.
- 6.4. Food waste and personal waste must be disposed of in sealed bins to avoid attracting vermin and prevent the creation of any health hazards.
- 6.5. Under no circumstances should waste be burned or buried on site.



ENVIRONMENTAL POLICY

Instaspace Ltd recognises that its business activities interact with the environment in a variety of ways. These activities have an impact in the key areas of:

- Raw material use
- Energy use
- Generation of waste materials

Instaspace Ltd recognises that it has a responsibility to help protect the environment wherever it has an opportunity to do so, be a responsible neighbour and to provide a comfortable environment for its employees to work in.

As such, Instaspace Ltd is committed to:

- Continual improvement in the environmental impact of its business activities
- Improving the environmental benefits provided by its products
- Preventing pollution
- Complying with all relevant legal, customer, and other third-party requirements
- Adopting best practices applicable to its activities wherever it is practical to do so

Instaspace Ltd will achieve these commitments through the following means:

- The implementation and maintenance of an Environmental Management System that is independently certified as compliant with ISO 14001:2004
- Employing processes that identify the aspects of the Company's business that have an environmental impact and quantifying the significance of each aspect
- Setting objectives for reducing its environmental impact and maintaining an environmental performance improvement programme to enable them to be achieved
- Ensuring that its employees, suppliers and customers are aware of any support required by them to support the Company's commitments and environmental objectives
- Training its employees in good environmental protection practices and encouraging employee involvement in environmental improvement initiatives
- Continually monitoring the environmental impact of its business activities

The implementation of this Environmental Policy is fundamental to the success of Instaspace Ltd business and must be supported by all employees as an integral part of their daily work.

This policy is publicly available to interest external parties upon request.

Signed 

Position: **General Manager**

Date: 22/09/2022



SPILL CONTROL PROCEDURE

1. Procedure Objective

This Procedure is designed to prevent or minimise the effects of any spillage of material with the potential to harm the environment, cause injury or cause ill health.

2. Procedure

- 2.1. Stop the source – If possible, stop the source of the spill by turning off the valve, turning the container upright or placing the container in a larger container.
- 2.2. Turn off Ignition Sources – If possible, turn off all ignition sources and equipment.
- 2.3. Send for Assistance – Inform management, look for your supervisor and ask for help.
- 2.4. Control the Spill – Use appropriate materials such as spills kits or absorbent materials such as sand or earth to limit the spread of the spillage, paying particular attention to existing surface water drainage. Do not hose the spillage down or attempt to use detergents. If safe to do so, cover any local drains.
- 2.5. Confirm Material – Determine, as far as possible, what liquid has been spilled and use this information to plan further action (clean-up support and materials, waste disposal support).
- 2.6. Control Access – Control access to the affected area to prevent unauthorised personnel from entering.
- 2.7. Wear Correct PPE – Check the COSHH assessment for the material and wear the recommended PPE.
- 2.8. Emergency Contact – If necessary, notify the Fire Service or the Environment Agency by calling the Emergency Hotline number: found on the H&S statement emergency contact numbers.
- 2.9. Clean Up – Once the spill is contained make necessary arrangements to transfer the contained liquid to suitable containers. Materials used to contain the spill must be handled as Hazardous Waste.
- 2.10. Waste Disposal – Make arrangements for waste to be collected, stored and removed by an approved waste contractor.
- 2.11. Investigate – Site Management must conduct a full investigation into the cause of the spillage and report the findings in an **Improvement Log**.



PROBLEMS, COMPLAINTS AND IMPROVEMENTS PROCEDURE

1. Procedure Objective

- 1.1. To systemise the identification, recording and analysis of problems, complaints and improvement ideas in order to prevent problems arising and to facilitate the continual improvement of Interspace Ltd Management System.

2. Scope

- 2.1. This Procedure applies to all elements of Interspace Ltd's Management System.

3. Definitions

3.1. Problem

Any product, service, action or event that does not conform to a process or procedure detailed in Instaspace Ltd's Management System (nonconformity) but is not reported by a customer.

3.2. Complaint

Any dissatisfaction with a product, service, process or work activity covered within the scope of the company's Management System that is reported by a customer.

3.3. Improvement Idea

Any opportunity to improve a product, service, process or work activity covered within the scope of Interspace Ltd's Management System or to better achieve the aims of its **Quality Policy**, **Environmental Policy**, and **Occupational Health and Safety Policy**.

3.4. Corrective Action

Action taken to eliminate the cause of a Problem (or nonconformity) that has occurred.

3.5. Preventive Action

Action taken to eliminate the cause of a potential Problem (or nonconformity).

4. Associated Documents

- 4.1. All associated documents referred to in this Procedure are highlighted in bold and underlined.

5. Responsibilities

- 5.1. It is the responsibility of the IMS manager to ensure that this Procedure is implemented and any resources required are made available.
- 5.2. It is the responsibility of the IMS manager to monitor the effectiveness of this Procedure and report the results at management review meetings.
- 5.3. It is the responsibility of the IMS manager to ensure the **Improvement Log** is maintained and reviewed in accordance with Clause 6 of this Procedure.
- 5.4. It is the responsibility of all employees to proactively identify Improvement Ideas, report Problems and Complaints and support the implementation of corrective and preventive actions.



6. Procedure



