# SITE WASTE MANAGEMENT PLAN

## 29, Broadwater Road, Welwyn Garden City

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# SECTION 1

# INTRODUCTION

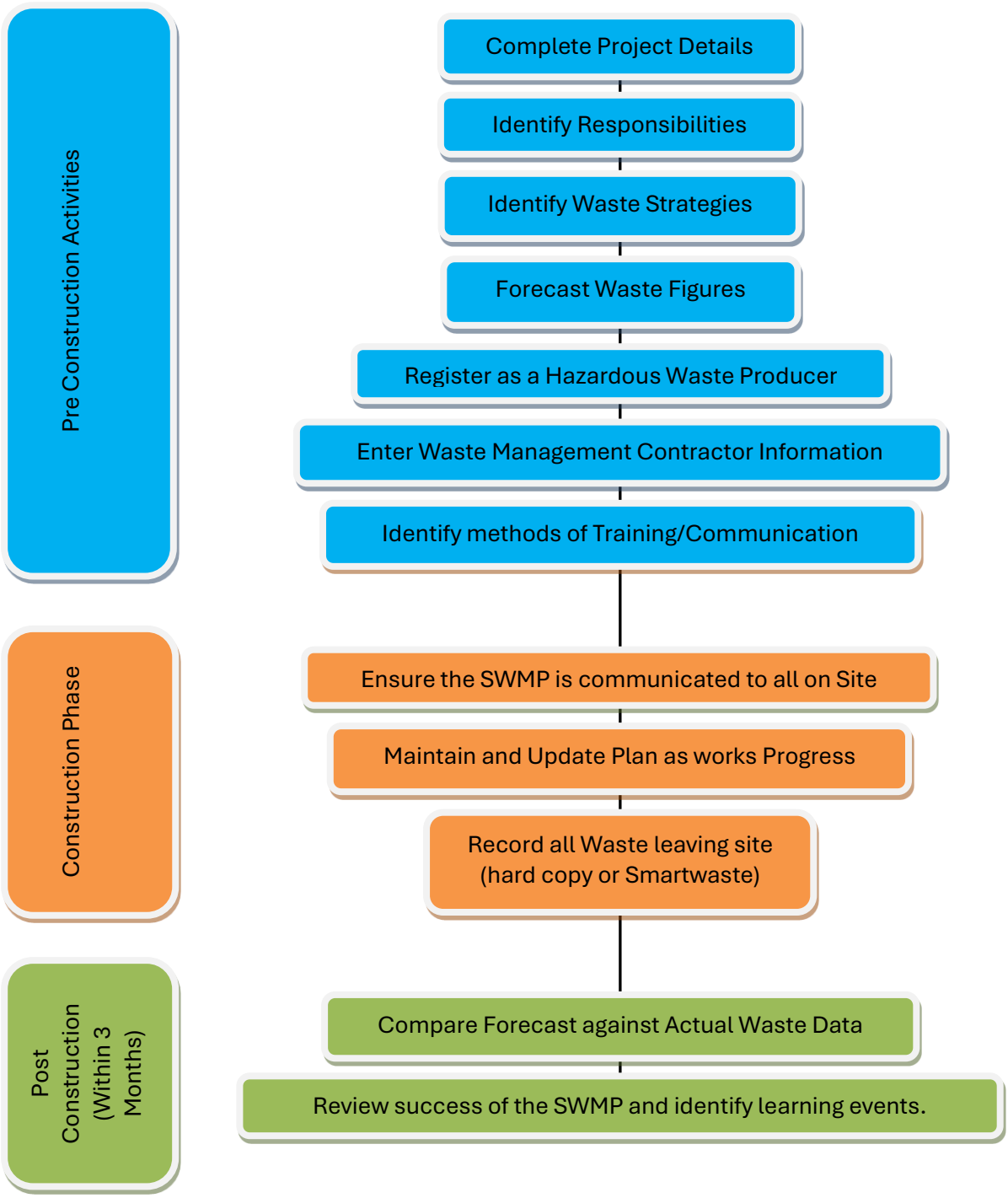
## 1.0 Introduction

The Site Waste Management Plan (SWMP) sets out how building materials, and resulting waste, is to be managed during the construction phase of the project. The SWMP's purpose is to ensure that:

1. building materials are managed efficiently
2. waste is disposed of legally, and
3. material recycling, reuse and recovery is maximised.

The Site Waste Management Plan (SWMP) is therefore an important tool to allow Hill Partnerships Ltd to improve our environmental performance, meet regulatory commitments and help to reduce waste disposal costs.

### 1.1 SWMP Flow Chart



# SECTION 2

# PROJECT DETAILS

## 2.0 Project Details

| Project Title |
|---|
| Broadwater Road |

| Address |
|---|
| 29 Broadwater Road,<br>Wewyn Garden City,<br>AL7 3BQ |

| Project Cost *(accepted tender or estimated cost of labour, plant, materials, overhead and profit, excluding VAT)* |
|---|
| £31m |

| Floor area ($m^2$) |
|---|
| 8026$M^2$ GIA |

| Project Start Date | Project End date |
|---|---|
| Oct 2024 | Dec 2026 |

| Project Description |
|---|
| The work consists of 128 residential units of affordable housing over 4 stories for Hightown Housing Association. The scheme is horseshoe-shaped, of RC frame construction with SFS infill and a brick façade. In addition, there is basement parking with a podium courtyard that will be landscaped.<br><br>The site is accessed from a main road, with 1 access point for most of the site traffic. The basement access off Broadwater Road will be created to enable safer access to all areas of the site.. |

| Client | Address |
|---|---|
| Hightown Housing Association | Hightown House, Maylands Ave, Hemel Hempstead HP2 4XH |

| Principle Contractor | Address |
|---|---|
| Hill Partnerships | The Powerhouse, Gunpowder Mill, Powder mill Ln, Waltham Abbey EN9 1BN |

| Site Management Team | Name |
|---|---|
| Production Manager | Joe Hatwell |
| Contracts Manager | Jamie Dobkin |
| Demolition/Enabling Manager | N/A |
| Construction Phase Manager | Joe Hatwell / Mick Clarke |

2.1 Site Waste Management Plan Reviews

| Review Date | Comments | Initials |
|---|---|---|
| 16/09/2024 | Rev 1 | MC |
| 20/09/2024 | Rev 2 | WN |
| 02/10/2024 | Rev 3 | MC/JD |
| | | |
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# SECTION 3

# RESPONSIBILITIES

3.0 Responsibilities

| | Name | Company | Contact Number |
|---|---|---|---|
| Who is responsible for drafting the SWMP? | Mick Clarke<br>Joe Hatwell | Hill<br>Hill | 07701 388083<br>07966 115062 |
| Who is responsible for implementing the SWMP? | Mick Clarke<br>Joe Hatwell | Hill<br>Hill | 07701 388083<br>07966 115062 |
| Who is the waste champion? | Mick Clarke | Hill | 07701 388083 |
| Who is the person in charge of the project? | Mick Clarke<br>Joe Hatwell | Hill<br>Hill | 07701 388083<br>07966 115062 |
| Who is the client? | Michael McDonnell<br>Julie Halllam | MCAG<br>Hightown Housing Association | 07778 464 612<br>07786 703443 |

Where will the SWMP be kept? (A copy should be kept on site)

| | Electronic based document | Paper based document |
|---|---|---|
| Location | Broadwater Road Hill server | Waste management file |

3.1 Declaration

The Client and the principal contractor will take all 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

| Signature | Print Name | Date |
|---|---|---|
|  | M. Clarke | 16/09/2024 |
| | | |

# SECTION 4

# WASTE MINIMISATION

## 4.0 Waste Management Principles

Waste management ensures that any potential value in the waste is realised whilst taking care of the environment. Good waste practice should follow the waste hierarchy. The hierarchy provides a framework for decision making and reflects the environmental and cost issues surrounding waste:

1. Prevention - not creating waste in the first place
2. Minimization - reducing the amount of waste created
3. Reuse - reusing materials for the same purpose
4. Recycling or recovery
5. Disposal - to landfill

## 4.1 Design

During the design phase the design team should adopt the waste hierarchy to optimise reuse and recycling options to minimise ultimate disposal to landfill.

Waste materials should be reused on and off-site (or on other sites), where possible, whilst ensuring that an appropriate waste management licensing exemption is obtained. Exemptions must be obtained before works involving the waste material commence.

Where opportunities for reusing materials are possible and crushing is necessary, Hill Partnerships will ensure that these activities are controlled, and any mobile plant used has a valid mobile plant licence.

Additionally, the design team should consider material specifications so as to optimise the overall proportion of recycled materials, within commercial and quality restrictions, by considering opportunities for:

- Reducing the necessity for waste disposal;
- Material reuse;
- Use of secondary and recycled materials.

## 4.2 Procurement

Throughout the pre-construction and construction phases, the project team should ensure that:

- Only the correct number of materials required are ordered;
- 'Just in time' deliveries are arranged to reduce storage and material losses;
- Materials are sourced from companies with certified environmental standards, where feasible;
- The amount of packaging used for materials delivered to the site is reduced or recycled as much as possible;
- Deliveries are rejected if materials are damaged;
- Storage areas are safe, secure, and weatherproof, where required;
- Liquids are stored away from drains, burns and in bunded areas to prevent pollution.

## 4.3 On-Site

The project team should ensure that waste management activities during on-site construction activities are effectively managed by addressing:

- Waste management documentation and monitoring – certificates and licences;
- Waste identification, storage and handling;
- Waste performance monitoring and reporting.

### 4.3.1 Waste Management Documentation and Monitoring

The project team must ensure that legislatively required waste management documentation is either reviewed and / or verified to assure regulatory compliance by:

- Registering the site as a hazardous waste producer, if appropriate (see section 5.3)
- Confirming that the waste carrier is registered to remove the waste via accessing the Environment Agency's public register database (http://www2.environment-agency.gov.uk/epr/search.asp?type=register
- Confirming that a broker is registered, if a broker is used for the management of waste removal from site, by accessing the Environment Agency's public register database (http://www2.environment-agency.gov.uk/epr/search.asp?type=register).
- Checking with the waste carrier where the waste is to be taken and making sure that the destination is authorised to receive it i.e. obtaining a full copy of the waste management licence or exemption.
- Ensuring discharge consents are obtained to manage the discharge of waste waters (e.g., from wash down or dewatering activities) to surface waters or the foul sewerage system
- Ensuring a trade effluent consent is obtained when required.
- Ensuring that a waste transfer note is completed for the removal of all wastes from site and that it includes:
    - What the waste is, how much there is and its 6-digit European Waste Catalogue code;
    - What sort of container it is in;
    - The time, date and place from where the waste was transferred;
    - The names and addresses of both parties involved in the transfer
    - Details of which category of authorised person each one is e.g., producer, waste carrier, waste broker, waste licence holder;
    - If either of the persons is a registered waste carrier, the certificate number of the registration;
    - If either of the persons has a waste management licence, the licence number of the facility.
- Ensuring when hazardous waste leaves your premises a consignment note is completed. Your carrier must leave a copy of the note with you when they remove the waste. Your register must contain information on:
    - The quantity, nature, origin, destination, frequency of collection, mode of transport of the waste removed and details of the waste carrier If properly completed, consignment notes will meet these requirements.

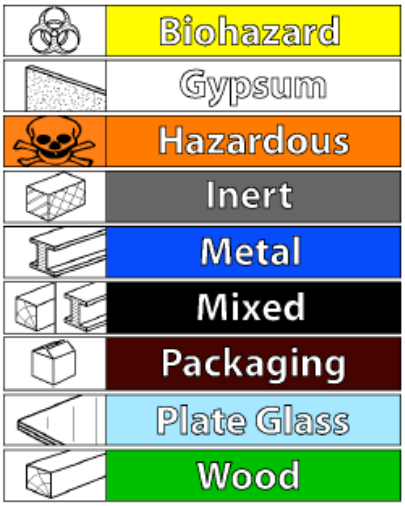
4.3.2 Waste Identification, Storage and Handling

The project team should ensure that all wastes are stored safely and securely to prevent waste leaving the site, to prevent any liquid wastes leaching from bins or skips, which includes any dry wastes that may become wet, and prevent hazardous wastes being mixed with other hazardous wastes or non-hazardous wastes. For further pollution prevention information, please refer to PPG6 Working at Construction and Demolition Sites, which can be found at the following link: http://publications.environment-agency.gov.uk/PDF/PMHO0410BSGN-E-E.pdf .

Additionally, appropriate waste labels using the national colour coding system for wastes, refer to Figure 1, should be used.

Different waste streams should be segregated using different containers, where space permits; however, as a minimum, skips / containers for hazardous and non-hazardous wastes should be provided. If space for the provision of multiple skips is limited, consideration should be given to the use of a licensed waste management company who may be able to recover recyclable materials from mixed skips.

*Figure 1: National Colour Coding System for Wastes*




4.3.3 Waste Performance Monitoring and Reporting

The project team should ensure that anticipated quantities of waste to be generated during construction activities are identified and recorded in section 4, as well as ensuring that the actual monthly quantities of waste to have been generated, reused or disposed are recorded in section 7.

4.3.4 Waste minimisation strategies

The following waste minimisation strategies are to be used on this site:

*# delete as appropriate and add any site specific strategies as required*

| Type | Waste minimisation decision taken | By Whom | Intended Results |
|---|---|---|---|
| Concrete/ bricks/ blocks | Materials from demolition to be crushed on site | Production | Reuse on site and reduce waste removed from site |
| Topsoil | Where possible topsoil will be stored and reused on site | Production | Reduce material leaving site |
| Spoil | Site modelling to raise the finished floor levels | Technical | Reduce the amount of spoil to be removed from site. |
| Concrete | Accurately order concrete | Production | Reduce the amount of concrete waste produced |
| Concrete Frame | Shutters and decking to be reusable | Commercial | Reduce shuttering waste |
| Bricks/blocks | Building sizes to be designed to brick dimensions to minimise off cuts | Technical | Reduces brick waste |
| Bricks | Brick cladding will cause some brick waste | Production | Waste material created to be reused under patios and footpaths where appropriate. |
| Bricks/Blocks | Accurately take off brick and block orders | Production | Correct quantity delivered and reduce wastage on site |
| Roof trusses | Use of prefabricated roof trusses | Technical/ Commercial | Reduce timber waste and off cuts |
| Spandrel Panels | Change blockwork in roof space to spandrel panels | Technical | Reduces blockwork wastage |
| Plasterboard | Accurately measure and deliver plasterboard to site | Production | Reduces off cuts and potential for damage whilst storing materials |
| Plasterboard | Storey heights to be designed to suit whole board sizes | Technical | Reduce the amount of off cuts and reduce the amount of waste leaving site. |
| Timber | Selection of specific timber sizes | Production/ Commercial | Reduce on site waste during construction |
| Packaging | Request that suppliers minimise any packaging and remove any that is necessary | Commercial | Removal of waste to be recycled at supplier owned facilities |
| Pallets | Pallets are to be returned to the supplier for re use | Commercial | Reduction in timber waste |

| | | | |
|---|---|---|---|
| Office paper | All office waste paper will be recycled | Production/ Commercial | Reduce amount of waste going to landfill |
| Office paper | Minimise office waste by storing documents electronically on the server. | Production/ Commercial | Reduce the amount of waste paper |
| Office paper | All printing where necessary will be double sided | Production/ Commercial | Reduce the amount of paper used |
| Pallets | Pallets are to be returned to the supplier for re use | Commercial | Reduction in timber waste |
| Office paper | All office waste paper will be recycled | Production/ Commercial | Reduce amount of waste going to landfill |
| Office paper | Minimise office waste by storing documents electronically on the server. | Production/ Commercial | Reduce the amount of waste paper |
| Office paper | All printing where necessary will be double sided | Production/ Commercial | Reduce the amount of paper used |
| Pallets | Pallets are to be returned to the supplier for re use | Commercial | Reduction in timber waste |

# SECTION 5

# FORECASTING WASTE

5.0 Forecasting & Planning the Reduction, Re-use and Recycling of Waste

During the initial stages of site appraisal, site investigation (including the consideration of risk and specification issues in the crushing and re-use of demolition arisings) and through the design of foundations and site contouring, a number of waste streams will be identified.

Additionally, proper segregation and quantification greatly assists in the securing of landfill tax exemptions and contaminated land credits, and therefore we should take the opportunity to maximize the return from these.

During construction, a number of additional waste streams will be identified, (e.g. as a result of material wastage, over ordering, packaging and damaged products etc.).The table below will be completed for each specific waste category.

BRE benchmark figures can be used in lieu of data from Hill Partnership similar schemes

| Type of waste | EWC Code | Estimate amount ($m^3$) | Reduce (%) | Reuse (%) | Recycle (%) | Recover (%) | Dispose (%) |
|---|---|---|---|---|---|---|---|
| Soils/ vegetation | 17 05 03 | | | | | | |
| Bricks | 17 01 02 | 272.4 | | | | | |
| Tiles & Ceramics | 17 01 03 | 35.9 | | | | | |
| Concrete | 17 01 01 | 474 | 174 | 174 | 0 | 0 | 300 |
| Inert | 17 01 07 | 4.600 | | | | | |
| Insulation | 17 06 04 | 272.4 | 200 | 172 | 0 | 100 | 172 |
| Metals | 17 04 07 | 147.5 | 147.6 | 0 | 0 | 0 | |
| Packaging | 15 01 06 | 676.4 | 100 | 0 | 576 | | 100 |
| Gypsum | 17 08 02 | 419.97 | 0 | 0 | 419.97 | | 0 |
| Binders | 17 01 01 | | | | | | |
| Plastics | 17 02 03 | 262.9 | 50 | | 210.9 | | 0 |
| Timber | 17 02 01 | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Floor coverings (Soft) | 20 01 11 | 471.5 | | | | | |
| Electrical | 20 01 36 | | | | | | |
| Furniture | 20 03 07 | 36.4 | | | | | |
| Canteen/office waste | 20 03 01 | | | | | | |
| Liquids | 16 10 02 | 432.4 | | | | | |
| Asphalt & Tar | 17 03 02 | | | | | | |
| Hazardous | 17 09 03 | | | | | | |
| Other | 20 03 01 | 16.7 | | | | | |
| Mixed | 17 09 04 | | | | | | |

# SECTION 6

# IMPLEMENTATION

6.0 Duty of Care

The client and principal contractor must take reasonable steps to ensure waste duty of care and materials are handled efficiently and waste is managed appropriately.

6.1 Register of Waste Carrier Licences and Permits

| Role | Name/Address | Contact /Tel No | Registration /Licencing Nos. | Date of Issue and Expiry |
|---|---|---|---|---|
| Waste Broker | Powerday Waste & Recycling Centre Heathrow Holloway lane Sipson NW10 6RJ | 020 8960 4646 | CBDU123332 | 12/9/2025 |
| | | | | |
| Carrier/Skip Provider | Powerday Waste & Recycling Centre Heathrow Holloway lane Sipson NW10 6RJ | 020 8960 4646 | CBDU123332 | 12/9/2025 |
| Transfer Station used by Carrier | Powerday Waste & Recycling Centre Heathrow Holloway lane Sipson NW10 6RJ | 020 8960 4646 | CBDU123332 | 12/9/2025 |
| Landfill used by Carrier | Direct recycle off site | | | |
| | | | | |
| Contract Haulier (Muck Away) | B.P.Mitchell Burnside, Hatfield, Herts, AL9 5RB | | CBDU72987 | 04/01/2025 |
| Transfer Station used by haulier | Burnside, Hatfield, Herts, AL9 5RB | | CBDU72987 | 04/01/2025 |
| Landfill used by haulier | N/A (Recovery) | | | |
| | | | | |
| Mobile Crushing Service | N/A | | | |

6.2 Site Organization

Details should be added for the site set up arrangements to deliver the appropriate standard and organization.

| Site Set Up | Yes/No | Arrangements for maintenance of these areas and for disposal of unwanted materials |
|---|---|---|
| Waste materials stored in designated area. | **yes** | **Inspected weekly** |

| | | |
|---|---|---|
| Pallets | **yes** | **Reused or returned** |
| Plasterboard | **yes** | **Sub-contractor to provide plasterboard only skips** |

6.3 Documentation

This site is likely to generate hazardous waste and as such is required to be registered with the Environment Agency.
(https://www.environment-agency.gov.uk/apps/hazwaste/registrationwelcome.jsp)

| Site Registration No. | Issue Date | Expiry Date |
|---|---|---|
| N/A | | |

Documentation should be provided to suit the description of any waste removed from site. Responsibilities for completion of these should be recorded in the table below:-

| Description | Instigator of Document | Responsibility for Completion | Keeper | Time for storage |
|---|---|---|---|---|
| Individual Transfer Notes | Waste Carrier/Broker | Site Manager | Head office | 3 years |
| 'Season' Ticket (multiple transfers of the same material over a 12 month period) | Waste Carrier/Broker | Site Manager | Head office | 3 years |
| Site Skip Exchange Tickets | Waste Carrier | Site Manager | Head office | None after payment |

***Copies of all Waste Transfer Notes (WTN) should be filed in the site office, with the originals returned to Hill head office with the MRS.***

Documentation should be provided for any processes that require specific exemption or discharge consents (e.g. dewatering and discharge).

| Process | Required ( Y/N) | Details |
|---|---|---|
| Exemptions | N | |
| Discharge Consents | N | |

| | | |
|---|---|---|
| Other | N | |

Records should be securely disposed after being held for the required time period.

# SECTION 7

# COMMUNICATION AND TRAINING

**7**.0 Communication and Training

The site induction will ensure that all members of the workforce are made aware of the waste strategy (e.g. segregation) on this site. Everyone on site should receive relevant training which includes:

- The SWMP
- Roles and responsibilities
- Waste procedures on site
- Hazardous waste
- Duty of care / responsibilities
- Materials storage

| This will be undertaken by (please tick all that apply): | |
|---|---|
| ★ | Induction |
| ★ | Tool Box Talks |
| ★ | Workshops |
| | Other (please state): |

A record of this training, which is signed and dated, will be kept in the allocated section of the health and safety folder.

| Any other specific arrangements that will be required should be detailed below: | |
|---|---|
| | |
| | |
| | |
| **These should be communicated by:** | |
| ★ | Meetings |
| ★ | Posters |
| ★ | Feedback from staff |
| | Other (please state): |

Any breech of the SWMP will be deemed as a breech of the company's health and safety policy and dealt with in the appropriate manner.

# SECTION 8

# WASTE RECORDS

8.0 Waste Records

It is mandatory to record the identity of the person removing the waste (i.e. waste management contractor), types of waste removed and where the waste is being taken to. In addition it is important to record the type of waste leaving the site to monitor our forecast against actual waste.

This can be recorded on the table following or via the online Smartwaste system. Please state which system will be used.

| This will be completed on: | |
|---|---|
| ★ | Smartwaste Online system |
| ★ | Following Table on next page to be completed when info known |
| | |

| | WTN Number | Date Waste Removed | Type and Size of Container | Waste Contractor | Site waste removed to | Product | % waste in container (must equal 100%) |
|---|---|---|---|---|---|---|---|
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# SECTION 9

# COMPLETION REVIEW

9.0 Completion Review

9.1 Review at Contract Completion (Within 3 months) and Archival

A review of the success (or otherwise) of the SWMP will be completed within three months of the completion of the project.

This will include as a minimum:-

- Accurate identification of Waste Streams and predicted volumes or weights
- Achievement of waste betterment of established averages
- Review
- Performance of waste brokers or carriers

The completed SWMP complete with all relevant appendices will be archived.

9.2 Information will be recorded in the tables below:

We confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated:

| Signature | Print Name | Date |
|---|---|---|
|  | Mick Clarke | 16/09/2024 |

| Explain any deviation from the original plan and impact on project: |
|---|
| |

| Review how successful the implementation of the plan was: | |
|---|---|
| | Exceeded Expectations |
| | Met expectations |
| | Below expectations |

| Explanation: |
|---|
| |

| Review (learning to be applied to the next project): |
|---|
| |

| Type of waste | EWC Code | Estimate amount ($m^3$) | Actual Amount ($m^3$) | Difference | Reason for Variation |
|---|---|---|---|---|---|
| Soils/ vegetation | 17 05 03 | | | | |
| Bricks | 17 01 02 | | | | |
| Tiles & Ceramics | 17 01 03 | | | | |
| Concrete | 17 01 01 | | | | |
| Inert | 17 01 07 | | | | |
| Insulation | 17 06 04 | | | | |
| Metals | 17 04 07 | | | | |
| Packaging | 15 01 06 | | | | |
| Gypsum | 17 08 02 | | | | |
| Binders | 17 01 01 | | | | |
| Plastics | 17 02 03 | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Timber | 17 02 01 | | | | |
| Floor coverings (Soft) | 20 01 11 | | | | |
| Electrical | 20 01 36 | | | | |
| Furniture | 20 03 07 | | | | |
| Canteen/office waste | 20 03 01 | | | | |
| Liquids | 16 10 02 | | | | |
| Asphalt & Tar | 17 03 02 | | | | |
| Hazardous | 17 09 03 | | | | |
| Other | 20 03 01 | | | | |
| Mixed | 17 09 04 | | | | |
| | | | | | |
| **Overall Target** | | | | | |