BROAD OAK PROPERTIES LTD

FORMER PAINTBALL SITE

CONSTRUCTION ENVIRONMENTAL MANAGAMENT PLAN & ENVIRONMENTAL DESIGN STRATEGY



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PROJECT PARTICULARS

Introduction;

The initial purpose of the Construction Environmental Management Plan is to explain the process of mitigating the impact of the works (including demolition) on the surrounding area. This also takes into consideration the advice gained from the Ecology report dated 2019.

This plan will be prepared before works commence and the complexity of such will depend on the risks. The plan will be prepared with information gained from the client & Ecology report and developed with, and offered to contractors and the self-employed, where applicable, in good time to ensure they can plan their works accordingly.

Description of the project;

The works comprises the demolition of the paintball compound and the construction of holiday let log cabins subject to the planning conditions.

Start Date;

The proposed programme dates for the works are as follows;

	Commencement Date	Completion Date	Duration
Demolition	TBC	TBC	
New Build Works	TBC	TBC	

Parties Involved

CLIENT	
Company name	Broad Oak Properties Ltd
Name(s)	
Address	Broad Oak Farm Green Head Kingsley Moor Staffordshire ST10 2EL
Email	
Telephone	01782 550371
Mobile	

ARCHITECT	
Company name	MAC Architectural Design Ltd
Name(s)	
Address	Moorland House 123 Moorland Road Burslem ST6 1JD
Email	
Telephone	01782 503302
Mobile	

PRINCIPAL CONTRACTOR / PRINCIPAL DESIGNER	
Company name	Broad Oak Properties Ltd
Name(s)	
Address	Broad Oak Farm Green Head Kingsley Moor Staffordshire ST10 2EL
Email	
Telephone	01782 550371
Mobile	

PD ADVISOR & HEALTH AND SAFETY CONSULTANTS	
Company Name	Construction Safety CS Ltd
Name(s)	P Johnson
Address	Unit 29 Blythe Park Cresswell Lane Cresswell Stoke on Trent Staffs
Email	phil@constructionsafety.org.uk
Telephone	01782388672
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MANAGEMENT OF THE WORKS

Principal Management objectives;

It is the intention of this Construction Management Plan Statement to provide sufficient information to demonstrate and mitigate the impact of the demolition on nearby residents.

Project Personnel;

Project Manager: TBC

Site Manager: TBC

General Foreman: TBC

Supervisors: TBC

Work Hours;

Work Hours shall be;

Monday to Friday 0900 - 1800

Saturday 0900-1300 - As required

Sunday and bank holidays - no works

General Health and Safety Training

Prior to starting on site all personnel must receive project specific induction training.

The principal contractor will be responsible for providing induction training and for ensuring that site personnel attend. The indicative course content is as follows:

- Welcome
- Introduction
- Project Management structure
- Health and Safety plan objectives
- Legal responsibilities
- Project description and layout (parking / access routes / vehicles / pedestrians / security procedures)
- Project major risks/precautions
- Project standards and rules including lifting operations, mobile plant, working places, equipment, and portable tools, noise, vibration
- Risk assessments/method statement
- Toolbox talks
- Personnel protective equipment
- Accident reporting/first aid/individuals significant medical history
- Fire and emergency evacuation procedures/use of extinguishers
- Welfare facilities

All personnel on site either undertaking or supervising/managing construction activities will have attended appropriate training such as SMSTS SSSTS or recognised training.

Where project staff are required to work on site for only short duration e.g. specialist-commissioning staff, technical support etc., trained site personnel will accompany them.

Safety training certificates will be required for operatives appointed to operate particular plant and equipment and must be submitted to the principal contractor prior to commencement of operations.

Toolbox Talks

All contactors will be required to undertake regular toolbox talks as appropriate.

Typical topics will include:

- Housekeeping
- Fire
- Manual handling
- Portable electric tools
- Personnel Protective Equipment
- Electricity
- Noise
- Vibration
- Hand tools
- Lifting
- Method Statements
- Environmental issues and waste disposal
- Site communication arrangements for reporting unsafe situations/receiving safety information

The principal contractor will maintain a training record of all project personnel.
Sub-contractors on their own procedures and systems will undertake specific induction training.

Surveys;

No works shall be undertaken until an asbestos survey has been carried out and any identified asbestos removed. All other associated surveys

Environmental Impacts;

The Ecology report states that no designated sites that were revealed by the Ecological Data Search provided by SER fell on the proposed re-development site itself. Therefore, the proposed re-development will have no impact upon any local designated sites as the works are due to remain within the site boundary.
No habitats of conservation concern were located on the site itself. Therefore, the proposed scheme of works will not impact upon any rare or valuable habitats.

Environmental Design Strategies;

The designers shall complete appropriate design risk assessments that include carbon saving measures and any other stipulations within such as renewable/low carbon energy in accordance with Polices SD 2 and SD 3 of the Staffordshire Moorlands Local Plan and the NPPF

Tree Protection
Tree protection areas shall be erected prior to works and maintained throughout.

Amphibians (including great crested newts)
Due to the potential terrestrial habitat that could be used by amphibians, any vegetation removal (including grassland strimming and obstacle removal) is undertaken under an approved Method Statement. This will ensure that no species are harmed by the work.

Bats
No further bat activity surveys are required for the demolition and construction however, if artificial lighting is to be used, an assessment from a licenced bat ecologist will be required to assess the impacts. It may also be necessary to undertake a bat transect survey on the site, which consists of three separate visits spread out across the survey season

Birds
The sitting room will be demolished outside of the bird breeding season (the bird breeding season runs from March to August, inclusive). If vegetation is required to be removed during the bird breeding season, then a further inspection by a suitably qualified ecologist will be sanctioned no more than 24 hours before this vegetation is removed. This is to ensure that no active nest site is illegally destroyed, due to the protection afforded to all active bird nests under the Wildlife and Countryside Act 1981. As no trees are to be lost, no compensatory measures are required.

Hedgehogs
During the construction phase, provisions for hedgehogs to escape in the form of slopes or the inclusion of ramps at the end of each working day from all trenches dug into the ground will be considered. Additionally, any pipework left on site that is greater than 150mm in diameter will be planked off.

Waste Control;

All waste to be removed from site will be undertaken by a licensed carrier to a licensed tip and transfer notes offered for each skip removed from site.

All waste will be segregated and recycled where practicable and waste kept to an absolute minimum at all times. Spoil/demolition mounds shall be kept to a minimum and waste/recycled materials shall be removed from site as the works progress.

All waste collection will be undertaken during the hours of 9am and 4pm Monday to Friday

Lorries and Skips shall be covered before entering the highway.

Environmental Procedure

All environmental emergencies will be actioned in accordance with the Environmental Management Plan. This is summarised as follows:

In the event of a spillage of liquid pollution to land:

- If safe to do so, immediately prevent further spillage of substances
- Prevent escape of substance to drains, watercourses etc.
- Soak up spillage using absorbent materials, or contain by bunding or catchments pit
- Block off nearby drains and discharges to watercourse
- Inform management
- Inform Environment Agency if pollutant has entered watercourse
- Call emergency services if appropriate
- Collect and dispose of contaminated material through licensed specialist waste disposal contractor

All environmental non-conformance and complaints will be recorded and investigated in accordance with the requirements of the environmental procedures.

Skips and waste receptacles shall be positioned in suitable locations away from the perimeter of the site although it is recognised that the site is in a remote area.

Traffic management;

Access to the site is off a busy arterial route and onto a single-track lane. All vehicles, particularly those over 7.5 tonnes, shall only be permitted to attend site between the hours of 9.00 and 16.00 Monday to Friday.

Vehicular Movement;

Where necessary, vehicular movement will be controlled by banks-men and reversing operations will be kept to an absolute minimum.

Appropriate arrangements will be made for the provision of timed vehicular movement as not to coincide with busy arrival and departure times.

No reversing will be permitted onto traffic routes or out of the site entrance unless absolutely necessary and where this must be undertaken, it will be governed via a site specific assessment and assisted by competent banks-men.

All waste/recycled material collection will be timed as not to coincide with busy times and particularly when working within the vicinity of children and the public alike.

Signage to assist traffic management.

At the vehicular entrance to the site and in strategic locations throughout the site, signs must be displayed and include:

- Report to the site office.
- Visitors report to the site office
- Warning signs regarding pedestrian segregation and vehicle movement on site.
- Site speed limits

Additional signs may be required and the traffic movement must be assessed as the site progresses.

Due to the distance from the project to the highway, vehicles shall not be expected to be muddy or transfer debris onto the highway however, the vehicles shall be checked prior to departure and if necessary, the tyres will be washed with a pressure washer before departure.

Proximity to water

The works are not within the immediate vicinity of any water courses however, any “run off” from vehicle washes etc shall be controlled and kept within the site.

Dust Emissions;

The location of the site and the planned demolition activities do not give rise to a serious risk to air quality. However, the demolition contractor will take measures to minimise the presence of air borne dust during demolition by using modern dust suppression systems.

The principle mitigation measure to avoid contamination to neighbouring properties and infrastructure is to keep demolition activities at a maximum distance from the site perimeter however, given the remote location, nuisance dusts are not envisaged and every effort shall be made to protect the environment with demolition by hand where practicable.

The dust emissions may also have a detrimental health effect on the persons working on sites and therefore we will aim to reduce and control dusts so far as is reasonably practicable.

During dry and windy weather conditions, dust from roads and haulage routes can become airborne through movement of vehicles, both on and outside the site and therefore the following additional measures are to be taken:

Design controls are to be implemented for construction equipment and vehicles, and appropriately designed vehicles are to be used for materials handling.

The site is to be regularly inspected and site boundaries checked for dust deposits and removed as necessary. In addition local roads are to be checked and cleaned when necessary.

There is to be no burning of materials on site.

Maintenance of plant and equipment;

The plant to be used for this project shall maintained and serviced to ensure they are in good order at all times.

Inspection requirements

The minimum inspection regime should be set by the owner/supplier of the equipment based on the manufacturer's information and other statutory obligations. The demolition contractor however, will ensure that all plant & equipment is inspected and records retained on site.

Responsibility for inspection

As the Principal Contractor, it is our responsibility to ensure that the inspections are carried out. It is acceptable to include sub contractors forms for inclusion in our file, it is our responsibility to ensure the regulations are complied with and not necessarily that we are the persons responsible for inspection.

The demolition contractor will have responsibilities for ensuring the work equipment is safe to use and that it has been inspected in accordance with the inspection regime.

Records will therefore be required from contractors to ensure the equipment is tested and maintained.

Hired equipment

The Hire Company must ensure that equipment they hire out complies with PUWER 98.

When using hired equipment, we will agree with the hire company who will carry out the inspections and when they will be carried out

If the equipment is provided on site for common use, i.e. a compressor or abrasive wheel, the site manager must establish who will take responsibility for the equipment and ensure it complies with PUWER 98.

Types of inspection

Visual Check

Low risk equipment used for low risk activities will not always require a formal inspection. A visual check may be required by the user before each use.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check.

Equipment that is of a higher risk and equipment with moving parts should have a visual check of the equipment before each use and may require a more formal check at specified intervals, e.g. petrol driven disc cutter. A competent person should ascertain how often these formal checks should take place.

Maintenance of plant and equipment (Continued);

Inspection

Equipment that poses a significant risk, i.e. Dumpers, ride on roller, etc., will need to be assessed by a person competent to determine a suitable inspection regime. These inspections are in addition to the daily checks by the operator and must be carried out by a competent person.

Electrical equipment

All electrical equipment including portable equipment must be tested and visually inspected by the user before use. The period between inspections and testing will be in accordance with current HSE guidance.

For the majority of equipment the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections; e.g. equipment used in confined spaces may require an inspection before each shift.

Storage of materials/debris;

Prior to commencement of works a storage area will be created within the confines of the site and all liquid and products which may harm the watercourses shall be bunded or stored within containers to minimise spillages. Spoil piles will not be permitted to become too high and waste including recyclable materials shall be removed daily.

All fuels stored on site must be in a suitably bunded and protected container situated away from all sources of ignition and a suitable distance from the perimeter of the site.

Noise and Vibration;

Noise,

The noise from the demolition works shall be controlled by ensuring an acoustic barrier is maintained at all times and this will be in the form of the perimeter walls remaining in place and only removed at the last minute. The noise levels will also be monitored by the site supervisor and where necessary, noise levels will be assessed by an audiometric testing specialist.

As the risk from over exposure to noise can cause incurable damage, this company recognises that it has a duty to protect anyone who could be affected by such noise levels, to reduce noise to the lowest level reasonably practicable and undertake an assessment of the noise where it appears to be excessive.

Noise levels shall be monitored twice daily during noisy operations and the results recorded. Noise monitors shall be located on the site boundaries.

When purchasing or hiring work equipment, we expect suppliers to supply us with information in relation to the work equipment, including the noise emissions, this should then be used to determine the equipment used.

The work equipment must then be maintained to ensure the work equipment does not deteriorate to the extent where it would put employees at risk due the noise levels.

Noise and Vibration (Continued);

All delivery vehicles, contractors' vehicles and plant shall be turned off when not in use.

In short:

- Noise levels must be identified and appropriate control methods adopted.
- Identify who may be exposed to noise and give clear responsibilities.
- Provide signage for public complaints procedures.
- Provide appropriate information, instruction and training.
- Appropriate hearing protection must be offered and guidance on the safe use of such.
- Signs and warning notices displayed.

Procedures to combat Noise / Vibration;

- Plant can create high levels of noise and may generate complaints from the public. We will limit our working hours, particularly for surface works, to the day-time. Turn off plant when not in use.
- Reduce noise from our equipment and vehicles, low noise generators, regular serviced and maintained plant
- Fit noise-reducing devices, such as silencers and baffles, to machinery.
- Use mains generated electricity instead of diesel generators.

Reduce Noise / Vibration from vehicles/plant by:

- turning off engines when they are not in use
- checking the brakes are properly adjusted and don't squeal
- not revving the engine unnecessarily
- only using the horn in emergencies
- replacing exhaust systems as soon as they become noisy
- Where necessary, plant and equipment will be silenced, screened and/or enclosed in accordance with the guidance of BS5228 and particularly noisy activities will be shielded by the erection of hoardings or screening.
- The use of radios on-site is to be controlled so that it does not cause a nuisance.

Vibration:

This company recognises that certain procedures, tools and equipment have the potential to create vibration that could affect the health and safety of employees.

To assess the work process or equipment we would do the following:

- Observe the work process and tools used and ensure the operators are using the equipment as instructed.
- Assess how many employees use the tools and equipment, on what and where.
- Ensure enough breaks are available.
- Ask the operators of the work equipment of any health effects.
- Check accident/incident reporting to ensure operatives are not complaining of numbness or tingling in their hands or fingers.

We would then:

- Check to see if the process could be re-designed.
- Check to see if lower vibration processes are available.
- Check to see if the operation could be mechanised. When this is considered, we would check that this would not create further problems, such as whole body vibration, when switching a manual operated breaker onto a machine fixed breaker.

When purchasing or hiring equipment, an emphasis will be placed upon obtaining the appropriate tools for the job, used by trained operatives and maintained accordingly.

Protective equipment will be offered and whilst gloves may not reduce the vibration exposure, keeping the hands warm will improve circulation and can protect the hands from sharp or flying particles. The gloves however must fit correctly to ensure grip. We expect contractors working on any site controlled by this company to abide by these rules.

Records of the vibration levels of all equipment on site shall be recorded, employees exposure to vibration throughout the day shall then be monitored to ensure employees do not exceed their daily exposure limit. Vibration exposure ratings shall be obtained from the manufacturers data, information provided with the equipment and if required, personal monitoring means. All readings shall be logged on the HSE vibration calculator to record personnel exposure

Segregation, Heras fence / Hoarding:

The site will be secured in accordance with HSG 151 and hoarding used on the frontage with heras fence where this is not used.

Complaints Procedure:

The works shall be undertaken in a remote area however, names and telephone numbers of who to contact in the event of any complaints shall be posted at the entrance to Broad oak Farm;

Publicised Contact Details for Complaints:

Written complaints may be sent directly to the company head office whose address shall be displayed.

Verbal complaints may be made by phone or in person to any of staff on site.

Receiving Complaints

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

Complaints received by telephone or in person need to be recorded.

The person who receives a phone or in person complaint should:

- Write down the facts of the complaint
- Take the complainant's name, address and telephone number
- Note down the relationship of the complainant to the company for example: client, neighbours etc.
- Tell the complainant that we have a complaints procedure
- Tell the complainant what will happen next and how long it will take
- Where appropriate, ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant’s own words.

For further guidelines about handling verbal complaints, see Appendix 1

Resolving Complaints

Stage One

In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate.

Whether or not the complaint has been resolved, the complaint information should be passed to the Managing Director within 48 hours.

On receiving the complaint, this is recorded into the complaints log. If it has not already been resolved, they delegate an appropriate person to investigate it and to take appropriate action.

If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.

Complaints should be acknowledged by the person handling the complaint within a week. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of this complaints procedure should be attached.

Ideally complainants should receive a definitive reply within four weeks. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage Two

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed at Director level. At this stage, the complaint will be passed to the Managing Director.

The request for Directors level review should be acknowledged within a week of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.

The person who receives Stage Two complaints may investigate the facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One.

If the complaint relates to a specific person, they should be informed and given a further opportunity to respond.

The person who dealt with the original complaint at Stage One should be kept informed of what is happening.

Ideally complainants should receive a definitive reply within two weeks. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. The decision taken at this stage is final, unless the Directors decide it is appropriate to seek external assistance with resolution.

Variation of the Complaints Procedure

The Directors may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the Managing Director should not also have the Managing Director as the person leading a Stage Two review.

Monitoring and Learning from Complaints

Complaints are reviewed annually to identify any trends which may indicate a need to take further action.

Appendix 1 - Practical Guidance for Handling Verbal Complaints

- Remain calm and respectful throughout the conversation
- Listen - allow the person to talk about the complaint in their own words.
- Sometimes a person just wants to "let off steam"
- Don't debate the facts in the first instance, especially if the person is angry
- Show an interest in what is being said
- Obtain details about the complaint before any personal details
- Ask for clarification wherever necessary
- Show that you have understood the complaint by reflecting back what you have noted down
- Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation e.g. "I understand that this situation is frustrating for you"
- If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise
- Ask the person what they would like done to resolve the issue
- Be clear about what you can do, how long it will take and what it will involve.
- Don’t promise things you can’t deliver
- Give clear and valid reasons why requests cannot be met
- Make sure that the person understands what they have been told
- Wherever appropriate, inform the person about the available avenues of review or appeal

Environmental Impacts Plan and Controls

Table 1

Site Activity: Demolition and Erection of Log Cabins

	Process / Activity/Equipment	A	W	E	D	L	N	R	Process / Activity/Equipment	A	W	E	D	L	N	R
Processes / Activities / Equipment at your site: (insert H or M or L where applies)	Vehicle deliveries	M	L	M	L	M	H	-	Roof works	M	L	L	L	L	M	L
	Site set up	L	L	M	L	L	L	L	Drainage	L	L	L	L	L	L	L
	Ground preparations	M	L	L	L	M	M	L	Wheel wash with pressure	L	H	M	L	L	M	M
	Vehicular Movement on site	M	L	M	L	L	M	L								
List all the processes / activities / equipment at your site in these columns.	Demolition	M	L	L	L	L	L	L								
Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.																
➢ Emissions to Air (including dust) - **A**																
➢ Emissions to Water - **W**																
➢ Energy Usage (e.g. electricity, gas, oil) - **E**																
➢ Waste Disposal - **D**																
➢ Land Contamination - **L**																
➢ Nuisance (i.e. noise or vibration) **- N**																
➢ Resource Consumption (e.g. water, chemicals, not energy) - **R**																

Table 2A. Emissions to Air [A]						
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**
Dust from site activity Movement of vehicles	Potential for local air quality issues from dust. Also, a cause for complaints	YES	YES	YES	YES	Wheels washed with a pressure washer prior to leaving site
Dust from demolition activities	Potential for local air quality issues from dust. Also, a cause for complaints	YES	YES	YES	YES	Dusts controlled with use of water mist cannon if needed or demolition by hand where safe to do so

Table 2B. 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**
Site use of electricity	Minimal	NO	NO	NO	YES	Power to be isolated when not in use thus reducing power consumption

Table 2C. 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**
Surface water run-off from tyre/wheel wash	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	NO	YES	YES	YES	The accidental contamination would be unlikely however, water run off to be managed on site with bunding and separation where necessary
Surface water run-off from tyre/wheel wash	Spills reach watercourses	NO	YES	YES	YES	Regular checks need to be made to prevent contaminated material entering drains or blockages.

Table 2D. 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**
Removal of waste from site	Most general unsorted waste is landfilled and this has associated impacts e.g. eco toxicity, 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.	YES	NO	YES	YES	Waste is segregated for recycling where possible and final waste is then taken to a transfer station for recycling. Minimal land fill permitted.

Table 2E. Nuisance (e.g. Noise or Vibration) [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 site activities	Noise induced health issues. Potential upset of neighbours	YES	YES	YES	YES	Works to be undertaken at agreed times. Use walls for acoustic barriers and fill openings with hoarding. Neighbour liaison. Trained competent persons
Noise from transport movement on site	Noise induced health issues. Potential upset of neighbours	YES	YES	YES	YES	Works to be undertaken at agreed times. Neighbour liaison. Trained competent persons
Vibration from vehicle/plant movement	Vibration induced health issues. Potential upset of neighbours	YES	YES	YES	YES	As Above

Table 2F. 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**
e.g. use of chemicals for activity A *(state specific activity)*	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	Planned works by trained competent persons and under strict RAMS.
Use of hydraulic oil for machine.	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	
Use of water	Inefficient use results in natural resource depletion	YES	YES	YES	YES	
Add any other that apply						

Table 2G. 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 (Fuels)	Fuels can cause harm to the Eco toxicity of the soil, and could leak into groundwater.	YES	YES	YES	YES	Fuels to be dispersed via bunded location or off site.

Table 3. General Waste Management (To be completed on site)					
Waste Produced at Site	**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**

Accident / Pollution Incident Management Plan

Created by: Broad oak Properties **Date: July 2022**

Review Date:_____ **Version:**_____

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

To be displayed on site

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
  - foul drainage (marked in red),
  - surface water drainage (marked in blue)
  - 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.

B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency

(to be completed on site)

SITE DETAILS		
Location:		
Postcode:		
SITE CONTACTS	Office Hours (specify)	Out of hours
Site Manager:		
Site Supervisor:		
Security Contact:		
Landowner / Agent:		
EMERGENCY SERVICES	Office Hours	Out of hours
Emergency	999	999
Medical:		
Police:		
Fire:		
REGULATORS	Office Hours	Out of hours
Health and Safety Executive (HSE)		
Local Authority:		
UTILITY AND KEY SERVICES	Office Hours	Out of hours
Water provider		
Sewerage provider		
Gas supplier:		
Electricity supplier:		
Oil supplier:		
Fuel supplier:		
Chemical supplier:		
Oil spill contractor:		
Maintenance contractor:		
Electrician:		
Plumber:		
Locksmith:		
Joiner:		
OTHER KEY CONTACTS	Office Hours	Out of hours
Head Office:		
Adjacent landowners:		
Neighbours:		
Specialist advisors:		

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.

To be completed on site

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment

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 in-coming 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 imported contaminated materials. Slow seepage can be less noticeable than ‘spills’.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
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.	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.	Contamination of land, drains, groundwater and watercourses..	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent	

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
		vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
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. No smoking policy. 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 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. Fail-safe filling systems.	Fire procedure as described above.
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. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, 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.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves, start up of emergency generator,

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
		induction training and permit to work.	use of standby materials etc. 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 & pressure loss alarms.	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.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.

Maintenance Checklist

(To be completed on site as applicable)

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 drains and drainage channels for blockages.		✔						
Clean up spills on surfaced areas or tank bunds	✔							
Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank).		✔						
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		✔						
Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor).			✔					
Check tyre/wheel wash area.	✔							
Inspect the bunds for potential leaks, cracks, holes etc.	✔							

Maintenance Record

Item:		**Due: weekly**
Completed on	***Completed by***	***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 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 enforcing authority when they visit.

6. Accident (and Incident) Record

Record of accidents, other incidents or near misses

This form could apply equally to health and safety, 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 – eg 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 Environment agency 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.