

## Construction Environmental Management Plan

Project Name: East Quay-Watchet

Project Number: E16207

Date of Original Publication: 1/10/19

### Document Review, Issue and Acceptance

	Midas Operations Manager	Midas Environmental Project Manager	Midas Environmental Adviser	Client Contract Administrator	Client principal designer
<b>Name:</b>					
<b>Date:</b>					
<b>Signature:</b>					

This Plan will be reviewed against construction works and at least monthly, to ensure its relevance.

DATE	REVISION / SECTION	SIGNATURE
1/10/ 2019	Initial issue	
10/10/19	Revised following client comment	
21/10/19	Further client comments incorporated	

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## Introduction

This document is a formal legal document that has been produced as a tool to assist site management to assist in the high-quality management of environmental issues on this project.

This is a live working document that will be developed throughout the project, by regular reviews / amendment in order to reflect the changes as the project proceeds.

This plan describes how the environment issues on this project will be managed.

It is expected that everyone involved in this project will comply with set standards and policy.

Name:

Signed:

Date:

The aims of the CEMP is :-

- To identify and address the potential temporary impacts created during the construction process ie noise, dust, vibration & nuisance to neighbours.
- To identify and address the potential permanent impacts created during the construction process ie. Pollution, damage to vegetation.
- Identify methods to manage the specific environmental issues and strategy to control issues.
- Highlight objectives and targets for the project that are realistic and relevant
- Identify a programme of monitoring, reporting and auditing the compliance against commitments to planning and local authority requirements.
- Monitor the processes to assess effectiveness of the controls

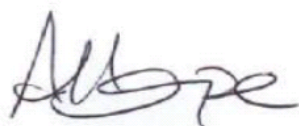
**Midas Group**  
Health, Safety & Environmental Policy

## Environmental Policy Statement

It is the policy of the Midas Group of companies to:

- Seek to eliminate/minimise the environmental impacts of our activities on the surrounding environment and communities
- Employ systems and procedures that ensure compliance with all relevant environmental legislation
- See sustainable development solutions in partnership with our clients and other stakeholders, which conserve energy, materials and resources by minimising consumption, maximising efficiency and reducing waste
- Provide environmental training for our employees in order to maintain a high degree of environmental awareness
- Utilise supply chain management to encourage our subcontractors and suppliers to minimise the use of materials, energy or processes which may harm the environment
- Implement this policy through an integrated Health, Safety & Environmental Management System
- Maintain the international standard for environmental management systems ISO 14001
- Implement the Groups '7 Steps to Sustainability' to set and regularly review environmental objectives, targets and key performance indicators to enable us to monitor our environmental performance
- Strive to continually improve our environmental performance

The co-operation of all Midas employees as well as our Clients and Supply Chain is vital to the success of this policy.

A handwritten signature in dark ink, appearing to read "Alan Hope".

**Alan Hope, Chief Executive, Midas Group**  
January 2013

## Introduction

*'Building for Generations to Come'*

The Midas Group takes sustainability seriously as a business issue. The science behind man-made climate change is compelling and we accept that we have an obligation not only to our stakeholders, but to society at large, to do something positive about it. That's why in December 2011, we launched '7 Steps to Sustainability' - our Group-wide strategy – setting out high level objectives and reinforcing our commitment to minimising the environmental impact of our business activities.

In today's economy sustainability has to be at the heart of how we conduct ourselves as a company. We acknowledge that benefits derived from sustainable practices not only outweigh the risks but also have a cost benefit in many cases. Doing more with less is simply 'good business', doing things smarter is 'good business', and engaging with communities is 'good business'; and any organisation that adopts this behavioural profile is focused on 'sustainability' as a core business driver.

The Midas Group 3 year Sustainability Plan is a route map to delivering a better, smarter and more sustainable business. It focuses on our 7 strategic steps and like all good plans its principles are simple:

- **Carbon Reduction**
- **Waste Management**
- **Sustainable Procurement**
- **Respecting Natural Resources**
- **Community Engagement**
- **Training and Development**
- **Communication**

This document builds on some of our positive achievements from recent years and details the specific objectives and targets to which we have committed.

Like all really good businesses we expect to be judged by our actions and results. Performance will therefore be monitored and regularly reported in the coming months and years.

Sustainability is not a destination, it is not just about achieving targets; fundamentally it requires cultural change and an inclusivity that ensures long-term positive outcomes for all stakeholders. The adoption of this Sustainability Plan is another significant step on that journey for the Midas Group.



Alan Hope, Chief Executive



## **1. Description of Project**

### **1.1 Project Description**

The project comprises the construction of the following: -

- New build Art Gallery, Community & Education Workshop/Studios.
- Self Catering Accommodation
- Café

The site is located adjacent to Watchet Harbour

Construction consists of: -

Substructure:-

Reinforced concrete raft

Superstructure

RC Frame frame ground to 1<sup>st</sup> floor

Upper levels a mix of steel frame & timber framing

External walls are self finish concrete & rainscreen

Roof Coverings-zinc, built up felt and single ply

Internal walls are reinforced concrete and metal stud

Finishes

Self finish concrete

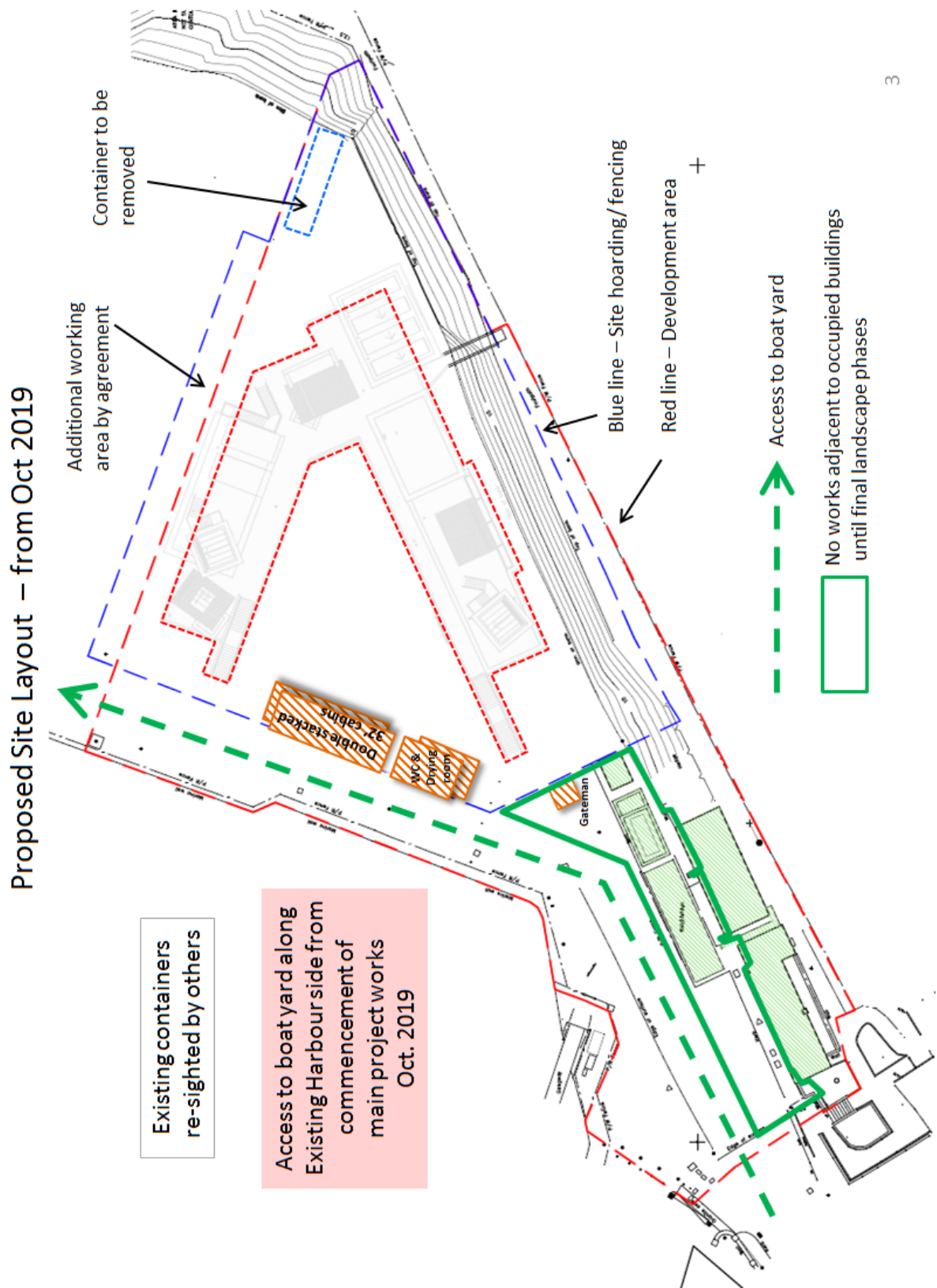
Polished/sealed concrete

Vinyl flooring

Suspended ceilings

External Works-includes tarmac surfacing, concrete hardstandings, foul & surface water drainage

Site  
Layout/Logistics



## 1.2 Project Directory

<b>Client</b>	Onion Collective Harbour Studios East Quay TA23 0AQ
<b>Client Appointed Principal Designer</b>	Ellis Williams Architects Wellfield Business Park Chester Road Preston Brook WA7 3BA (Supported by Lucian Consulting)
<b>Employers Agent</b>	MEA Clarke
<b>Architect</b>	Ellis Williams Architects Wellfield Business Park Chester Road Preston Brook WA7 3BA
<b>Client PQS</b>	Mea Clarke
<b>Principle Contractor</b>	Midas Construction Paul Martin 07816 649 067 <a href="mailto:pmartin@midasgroup.co.uk">pmartin@midasgroup.co.uk</a>
<b>Main Contractor</b>	Midas Construction Paul Martin 07816 649 067 <a href="mailto:pmartin@midasgroup.co.uk">pmartin@midasgroup.co.uk</a>
<b>Structural Engineer</b>	Momentum Engineering Ltd 90 Walcot Street Bath BA1 5BG
<b>Mechanical &amp; Electrical Engineers</b>	Troup Bywater & Anders 3 <sup>rd</sup> Floor 61 Oxford Street Manchester M1 6EQ
<b>Local Authority</b>	Somerset West & Taunton Deane House Belvedere Road Taunton TA1 1HE
<b>Health &amp; Safety Executive</b>	Plymouth Office North Quay House Sutton Harbour Plymouth 0345 300 9923
<b>Water</b>	South West Water 0344 346 2020



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Rev A

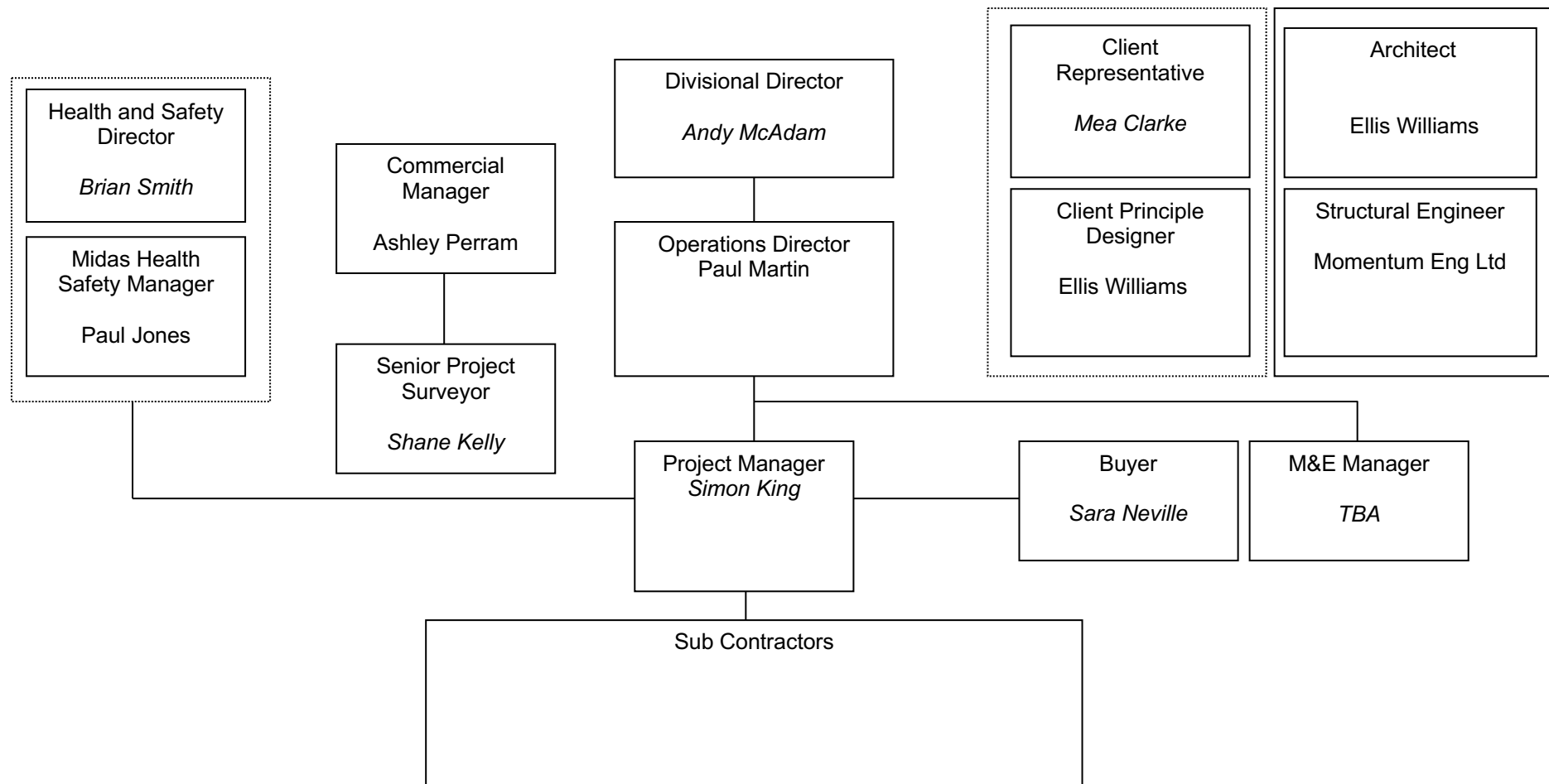
<b>Sewerage</b>	<b>South West Water 0344 346 2020</b>
<b>Gas</b>	<b>No gas On Site</b>
<b>Electricity</b>	<b>Western Power 0800 6783 105</b>
<b>Telephones</b>	<b>BT 0800800154</b>
<b>Police</b>	<b>Minehead Police Station Townsend Road Minehead Somerset TA24 5RJ</b>
<b>Fire Brigade</b>	<b>Williton Fire Station 1 North Road Williton Taunton TA4 4SN</b>
<b>Emergency Hospital</b>	<b>Musgrove Park Hospital Parkfield Drive Taunton TA1 5DA</b>



## 2. Communications and Management of the Work

### 2.1 Management Structure

Site Health, Safety and Environmental Organisational





## 2.2 Site Specific Responsibilities

The names inserted below are provisional and may be changed between issue of the draft document and commencement on site

Environmental coordinator	Simon King
Traffic coordinators	Simon King
Client / public liaison	Simon King

**Operations Director:** Paul Martin

- Overall responsibility for the efficient and environmentally sound execution of the contract,
- Ensuring that it is completed to the required environmental standards expected by Midas and the local authority.
- Delegation of tasks to manage the CEMP effectively.

**Project Environment Management:** Simon King

- Site specific responsibility for co-ordinating and promoting co-operation between contractors
- Provide relevant information to contractors,
- Enforcing site environmental rules & policy,
- Ensuring adequate consultation with local adjacent occupiers and local authority bodies & representatives.
- Responsibility to develop and review the CEMP, risk & method statements, work instructions and other specialist procedures
- Identify environmental competence requirements for all contractors and staff working on the project
- Review and improve method statements for environmental aspects prior to work starting
- Monitor construction activities to ensure the environmental considerations have been considered and are being adhered to
- Act as main point of contact for liaison between site, local people, local authority and client on environmental issues
- Through delegation, attend to any spills or incident

**Health, Safety & Environment Adviser:** Paul Jones

- Offering advice on environmental matters
- Performing periodic site audits and
- Developing and maintaining an effective environmental system.
- Assisting the Project Environmental manager with his tasks.
- Investigations and resolution in the event of a system failure or environmental incident

**Buyer:** Sara Neville

- Ensure that plant and equipment is correct and suitable for the job, appropriately tested and certificated and conforms to all requirements of the CE marking scheme. They will further ensure that employees will receive adequate information and instruction on or prior to delivery.
- They will also ensure that materials are packaged, delivered and able to be offloaded in conformance to approved standards.
- Ensuring materials are ordered in a timely manner for delivery as required to minimise waste, damage and disruption during deliveries.
- Ensuring that specific suppliers are vetted using the company's policy & procedures to be environmentally responsible in their operations.



## Construction Environmental Management Plan

- Ensuring that a competent waste services provider is employed whose disposal policy and procedure satisfies our aims and targets.

### Project Commercial Team

Ashley Perram

- Responsible for engaging competent contractors and that they have all the necessary resources to ensure that environmental requirements are met.

### 2.3 Arrangements for regular liaison between Midas, their appointed contractors and local occupiers, users & visitors.

- Inductions so that all site workers understand the goals, targets and procedures to achieve them
- Monitoring environmental conditions during daily site walks
- Site team meetings to monitor the aims, targets and achievements
- Environmental issues, disruption and forward planning also forms part of the agenda of project meetings that will be held regularly
- Client / Principal designer/ designer meetings to monitor environmental issues and how they are being managed
- Site hazard information board both for site operatives & visitors but also for the general public's information
- Signage and posters on site and on the site boundary
- Newsletters issued to local occupiers giving information on upcoming likely disruption
- Pre-commencement meetings to raise and discuss likely concerns
- Toolbox talks
- Contractor performance reviews
- Careful selection of the appropriate contractors who share the Midas ethos on environmental issues
- Regular consultation with: Public, Local occupiers, H & S executive, Emergency services, Local Authorities & The Client

### 2.4 Worker Engagement and Communication

Initial consultation amongst the team to decide on the most suitable and appropriate subcontractors and suppliers is key. Only contractors who are on our internal system will be considered and these will have already proven competent and capable for the selected packages.

Both subcontractors & suppliers are individually assessed for their competency and dedication to minimising environmental impact. A continuous reassessment process is in place to ensure standards are maintained.

Each contractor will be responsible for ensuring their employees are of a suitable level and competency to undertake the works.

The following methods will be used to ensure those entering the site are aware of the dangers, restrictions and general expectations for them as individuals and as teams.

- Site induction for all staff covering all aspects of the site
- All operatives to have CSCS cards
- Supervisors to have CITB supervision training
- Updated inductions for all operatives after significant site changes ie. Change of escape routes
- Site notice boards displaying current and future work activities and risks



# Construction Environmental Management Plan

- Toolbox talks both by Midas, or by appointed external companies
- Toolbox talks by subcontract supervisors to their own operatives
- Posters and notices in the welfare areas
- Daily internal briefings to highlight key risk areas
- Regular internal inspections and posting of this report in a prominent place to encourage open and frank discussion.
- Internal procedures to learn from our mistakes ie. bulletins by email
- Robust reporting and management procedures to deal with all issues and incidents.

## 2.5 Co-operation and co-ordination

Good co-operation and co-ordination of work between all of the parties involved with the project, including any neighbouring sites, is essential where risks will be identified and properly controlled. Midas will actively take the lead in encouraging co-ordination and co-operation between contractors from the earliest stage. Information about risks and precautions will be shared when it is needed to plan and manage work.

## 2.6 Selection and Control of Contractors

- Competent contractors will be appointed from the Midas Approved list.
- Part of the contractor competence approval process will include them completing the 'Working Safely with Midas document' which includes a section on environmental impact.
- All Contractor personnel will have a CSCS Card appropriate for the task(s) to be carried out.
- Contractors will be managed by the Midas site team. (Project Manager / Site Manager). The environmental restrictions and expectations will be explained in detail to the contractors and Midas will ensure these are complied with.
- Contractor's performance will be continually monitored throughout the project.
- Contractor's performance will be periodically formally assessed for them to remain on the approved list. Each contract will be assessed individually.
- Contractor risk assessments and method statements will be reviewed for adequacy by the site team before the contractor can commence their works on site. Specific focus will be on assessing the contractors understanding of the environmental considerations of the site. Generic paperwork will not be acceptable.
- Attendance of coordination / progress meetings will be required, where the environmental considerations will be discussed and agreed.
- Complying with site rules and instructions.
- Permits to Work and strict compliance with restrictions in place.
- Workplace inspections will be ongoing.

## 2.7 Exchange of Health, Safety & Environmental Information between Contractors

Midas will ensure that all site personnel are provided with the full information about the project and the specific environmental restrictions relating to noise, vibration, dust, working hours and deliveries etc. Any requests from personnel or contractors will be assessed promptly and amalgamated into revised information packs as necessary.

Contractors are made aware of the requirements and contents of this Plan. Information will be displayed on Notice boards and Project Information Boards



- Health & Safety law Poster
- F10
- Insurance policies
- Health, Safety and Environmental policy statement
- Specific restrictions for noise, working hours, dust etc
- Emergency contact numbers
- Fire Procedures.
- Traffic Management Plan
- Site Waste Management Plan
- Environmental Waste Registration Number document
- Midas Mission Statement
- Other relevant documents and posters

## 2.8 Site Induction

Site inductions will be given to all personnel including visitors before they are allowed to enter the construction site. Any site-specific hazards and the site rules will also be included within this process. (See guidance note SSGN012 Site Induction Guidelines.)  
All inductions will be recorded.

The induction will cover but not be limited to the following

- 1 Site working hours & restrictions
- 2 Conduct whilst working on the exterior of the building
- 3 Conduct when interacting with the general public or adjacent occupiers
- 4 Restrictions to the site boundary
- 5 Dust reduction methods in place and expectations & restrictions
- 6 Noise reduction methods in place and expectations & restrictions
- 7 Vibration reduction methods in place and expectations & restrictions
- 8 Parking restrictions
- 9 Delivery restrictions
- 10 Specific sequences of work that impact on the surrounding occupiers
- 11 Environmental targets for the site

## 2.9 On Site Training

Where it is recognised that there is a need, on site training will be given, for example, toolbox talks, or training by the suppliers of tools or equipment.

## 2.10 Welfare Facilities

Adequate facilities will be provided. These will be maintained in a safe and clean condition. The location of these facilities will be designated on the overall site layout.

## 2.11 Production and Approval of Risk Assessments and Method Statements

All site activities will be risk assessed and the results communicated to all those at risk. All contractor risk assessments and method statements will be reviewed for adequacy and agreed prior to the contractor commencing work on site. Method Statement Comment Sheet (Form HS210). The assessments must cover specific restrictions to the site and not be generic.



## 2.15 2.12 Site Rules (To Be Read In Conjunction with Site Induction)



### E16207 East Quay Watchet

#### Initial version

#### **SCOPE OF WORKS:**

New build Art Gallery, Community & Education Workshops/Studios, self-catering accommodation and restaurant

#### **Key Dates:**

Start on site date-October 2019- Programme duration -63 weeks  
Completion-Jan 2021

#### **Midas Team – Located In Site Compound**

Project Manager

Simon King

Mob-07792 994361

#### **Support Team – Located off site**

Health, Safety & Environmental Manager

Paul Jones

Mob-07944 440449

#### **Specific Site Rules**

**Note that there may be other contractors working on site unrelated to our works and working under a different contract and conditions. All contractors on this Midas site are required to achieve and maintain standards dictated by Midas regardless of the actions witnessed by others on a site not under our control.**

**Raise your standards and others may follow but do not lower yours to those around you.**

#### **General**

- **Induction** - Every person entering the site must undergo an induction. The visitors' induction may be a summary to reflect the reduced risk.
- **CSCS cards** – It is a Midas Group policy that all operatives on a Midas site must have a current CSCS card (or industry equivalent for specialist trades) relevant for the works they are doing and be able to present it at the induction. A copy will be taken as part of the induction. A certificate of pass no more than six months old is acceptable. NO CARD – NO ACCESS. We do not accept “I will bring it tomorrow” etc
- **Site working hours** - Generally Monday – Friday = 08.00 – 18.00 and Saturday 8.00-13.00 (as per the planning conditions). Approval will be required to work outside these hours. Note that a charge may be made for supervision out of hours.

#### **Entry To Site**

- **Site Entrance**- Access to site is only via Harbour Road
- **Site gates** - The site gates into the site must be shut all times to preserve security – deliveries and collections are allowed with prior agreement with the project manager, but when the transfer has been completed, then they must be closed. The gates are only to be opened for deliveries with Midas management approval. A banksman must be used.
- **Signing in & out** – You will be required to sign in and out each and every time you enter or leave site, this will be by signing the book in the Midas office. Your access records are used as a fire register so in the event of an emergency we know who is on site. If you lose your card, a charge may be made to your employer for its replacement. Failure to sign in and out is a breach of site rules and may lead to a warning with repeated warnings resulting in removal from site. You must not sign on behalf of someone else.



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- **Access / egress** – Routes in and out of the site will change regularly due to progress. You will be updated in advance of changes. There is a layout drawing on the wall at the entry to site that changes to suit, so check at regular intervals.
- **Hoarding** – A painted timber hoarding will fully enclose the site. The hoarding will be fully maintained during the project and will have areas allocated for decorative displays and public viewing portals

## Facilities On Site / Welfare

- **Site toilets** – There are site toilets located in the hut in the compound
- **Welfare** – There are welfare facilities located in the hut in the compound, at times the volume of contractors on site may be high, so to avoid overcrowding, please stagger breaks. Please respect the other users and use the bins provided. The fridge is emptied each Friday and all contents disposed of to maintain hygiene. If you leave a mess, your employer will be charged for the cleaning without a second warning.
- **Consumption of food** – Food may only be consumed in the welfare areas. Food is not to be eaten elsewhere on site or around the perimeter of the site. You are welcome to purchase food externally to the site but you are not permitted to sit externally adjacent the site and eat it. We request that you remove your PPE before leaving site to use the local facilities.
- **Hand cleaning** – Midas have installed soap dispensers in the welfare area and toilets - please use them.
- **Personal hygiene** – To avoid the spread of bacteria and infection, wash hands after each shift, using the toilet and before eating. To assist, there are skin care stations in toilets and in the welfare area.
- **Battery Charging** – 240v power is not to be used on site. There are battery charging zones located in the welfare areas. 240v Battery chargers found anywhere else on site will be removed and may be disposed of. Whilst charging, you are responsible for your own chargers / batteries. 240v power is not to be used on site for any reason below even with RCD protection or step up / down devices.
- **Parking** – There is no parking on site. Please note that vehicles enter site at their own risk. Any contractors who park off site do so at your cost and risk. Midas strongly support the use of shared transport and public transport. Note - it is likely that parking will be provided for contractor vehicles in the nearby paper mill following negotiations by client, Onion Collective.
- **Smoking** – There is no smoking on site ANYWHERE. Smoking is restricted to a smoking area adjacent to the welfare area and the exterior of the site boundary. Use the bins provided for cigarette butts.

## First Aid & Fire

- **First Aid points** – Are located in the site office, welfare areas. These can be used for minor injuries only. All accidents however minor must be reported to the Midas management and entered onto the Midas accident book system. Note that Midas reserve the right to record photographically all injuries for records.
- **First Aiders** – All Midas management staff are first aid trained
- **Local Hospital** – Refer to project directory.
- **Fire Points** – In the early stages of the contract, air horns may be utilised but as the works progress, stand alone wireless units are proposed. All devices are located on all exits from site and are signed appropriately. In the event of fire, activate the alarm by pressing the button, all units are linked throughout the building and will all be activated. On hearing an alarm, please evacuate the building via the nearest signed exit and meet at the muster point adjacent the front entrance gates. Your name will be checked off against the signing in register (it is therefore very important that you use the sign in/out system every time you are on site).
- **Fire Marshalls** – All Midas management staff are fire wardens
- **Assembly point** – Outside the welfare

## Personal Protective Equipment

- Midas operate a strict PPE policy that applies to ALL persons on our sites (visitors & clients included) - minimum PPE being: -
  - Steel toe cap boots with steel sole shank
  - Hardhat
  - High vis vest (with either your company logo, Midas or blank)
  - Gloves (suitable for your task & trade)
  - Safety glasses / goggles (suitable for your task & trade)

## **Midas have a mandatory glasses and gloves policy. – There are no exceptions so save your breath and don't argue!**

Midas are NOT a free source of PPE, if you do not have any of the above minimum requirement, you will not be allowed on site until you have obtained the correct PPE.

**Remember – NO PPE = NO WORK.**





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Remember that this applies externally whilst working in the footprint of the overall site ie. Within the site boundary as the entire site should be considered a working site. PPE can be removed when in the welfare facilities or outside the front gates

## Deliveries

- **Deliveries** – Due to the restricted space available, we request that you keep us advised of all planned deliveries. We will advise if some deliveries need to be booked in. Please see the Midas Project Manager to book in your delivery at least 1 day in advance. Deliveries not advised in advance or on the booking list may be turned away or delayed. Delivery drivers are not to block the road outside the site or the shared access road at any time. Deliveries must be signed for by the relevant subcontractor, Midas will not be responsible for your deliveries. All deliveries must report to the site office. The delivery drivers will not enter site without full PPE and an induction. Midas will not sign for, unload or store your delivery if you are not here. You must have adequate labour and plant available to unload and distribute your materials immediately to an agreed store area or your delivery will be turned away. Deliveries must NOT be made to any other contractor on site. Banksman provided by the recipient of the delivery are required for all vehicle deliveries.
- **We would anticipate the following frequency of deliveries: -**
- Earthworks Phase-20 lorry movements/day including deliveries
- Rest of the project 10-15 movements/day
- Large deliveries will include 2No for the steel frame & 2No for formwork panels
- 80-100t mobile crane will be used for the steelwork erection and to place formwork-3No visits anticipated

## Working Safely

- **Risk assessments, Plans of work (POW) & method statements** - No work is to be carried out without appropriate and approved risk assessment and method statement and you signing it to record you have understood it. Failure to follow your risk and method statements will result in a warning notice. Gross disregard for risk and method statements will result in removal from site and a possible ban. We need the paperwork in advance to give us time to approve it. You need to have a copy of the paperwork to hand whilst working.
- **COSHH** – There will be a copy of all COSHH assessments provided by subcontractors located in a file in security. It is your responsibility to ensure you have an assessment for all used substances hazardous to your health whilst working.
- **Plant & machinery** - Only authorised and trained personnel are allowed to operate plant and equipment. You will need a relevant ticket or training certificate to prove your competence. Machinery using an engine and producing fumes need approval to be used internally, if approved, you are responsible for all extract equipment to maintain a health environment. All plant, machinery and tools are to be checked regularly and the relevant check forms provided to Midas on a minimum weekly basis.
- **Tools & equipment** - All electrical tools and equipment on site must be 110V and display an in-date PAT test record – PAT record sheets are to be completed by you and handed back to Midas before commencing works. Damaged or unsafe equipment will be removed from site by us at your cost.
- **Permits to work** – The site operates a strict permit system for all of the following actions: -
  - hot works
  - lifting
  - isolation of services,
  - excavations, breaking ground
  - working at height,
  - use of steps,
  - Use of MEWPS, towers or podiums
  - Access to the plant rooms and any No Go Areas.

Permits are available from the site office and need to be completed by you and presented for signature to a Midas manager.

ENSURE YOU GAIN YOUR PERMIT BEFORE STARTING WORK & MOST IMPORTANTLY SIGN THEM OFF WITH THE MIDAS SITE MANAGEMENT AT THE END OF THE ALLOTTED TIME. Unsigned permits are not valid. Signed permits are to be pinned to the permit wall until signed off. Remember that hot works permits require an hour of monitoring after the work before you leave site, Midas do not do this for you.

- **Towers, podiums and MEWPS** – The working at height regulations are to be complied with whilst on this site. It is down to the individual subcontractor to check your tower, MEWP and / or podiums weekly and records to be given to Midas. Midas have check lists you can use for your checks. Scafftags are to be used. Equipment not erected correctly will be deemed as unfit for use and taken out of action. You are responsible for the management of your equipment and ensuring that other contractors do not use it.
- **Steps and ladders** – To comply with the working at height regulations ladders, steps, hop ups and stepladders are only to be used where a risk and method statement show that no other suitable method can be used as access. Once this has been assessed, a permit for each and every use will be required.
- **Signage** – obey all site signage, especially the “No Go Areas”
- **Asbestos** – There is no known asbestos in the area of works, however if anyone suspects asbestos is located in their work area, stop work immediately and report to Midas Management. Do not take risks, Asbestos kills. The asbestos register is available for you to view in the site office.



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- **Manual handling** – A third of all accidents are as a result of poor handling techniques, try mechanical handling techniques first. Do not lift more than 20kgs or a weight you feel confident with below this. A manual handling assessment should be included in your risk and method statements if there is a likelihood of heavy plant / materials being used as part of your works.
- **Radios** – Midas do not allow the use of radios as the site is a live environment and music can reduce the ability to both concentrate and to hear warnings being shouted at you. This will be at the discretion of the Midas Management. For health and safety reasons, personal stereos / ipods etc are not allowed on site. Radios are permitted in the welfare area but is conditional.
- **Scaffold** - Scaffolding including mobile towers must not be erected, altered or adapted except by competent, trained and authorised personnel. We operate a Scafftag system on site for easy recognition of a fully operational tower. Scaffolding must be checked and signed off by an approved scaffolder prior to use.
- **Mobile phones** – Phones must not be used on site other than:
  - Within site welfare area / compound
  - Any other designated area showing the "Mobile Phone Zone" sign
- **Alcohol & drugs** – Operatives or visitors appearing to be under the influence of alcohol or drugs will be instantly removed from site. This is a red card incident and may restrict your access to Midas sites in the future. We reserve the right to carry out random tests on site using an independent assessor. If you fail to comply with a request, this will be deemed a red card issue.
- **Rubbish** – All subcontractors are responsible for getting their generated waste into the appropriate waste receptacle. This may be either large wheelie bins or directly into skips.

**EVERY INDIVIDUAL IS RESPONSIBLE FOR CLEARING THEIR OWN RUBBISH PROGRESSIVELY INTO THE WASTE HOLDERS; THIS IS INCLUDED IN YOUR SUBCONTRACT PRICE.**

Where Midas have provided a plastic bin on the work floors to assist in the removal to the skip areas, you are still responsible for getting the rubbish to the final disposal point not just the plastic bin!

- Do not overfill the bins, as they will need to go down the stairs.
- Do not use the bins for liquids.
- Do not use the bins on the work floors for food waste.

Sub-contractors are to remove their non-hazardous waste to the disposal points at minimum on a daily basis. Waste is not allowed to accumulate. Waste clearance may be needed more frequently in high hazard areas ie. Fire corridors, near fire exits or where causing a risk of trips or falls.

Failure to clear a work area as required or requested by Midas will result in issue of a site clear up notice giving 2 hours notice. If rubbish is not cleared up within this period, then Midas will clear it on your behalf and contra charge your company the full cost incurred.

Do not drop litter either inside the site or around the perimeter.

We segregate and recycle as much as possible. If you abuse or misuse the segregation system, your company will be charged the additional cost in resorting the waste.

**Think about the environment and remember all cardboard, glass, metal, wood, concrete etc can all be reused and recycled so should be segregated where possible.**

- **Material storage** - materials are not to be stored in stair wells, walkways and especially not fire escapes. Materials should be taken to the work area as and when needed and not stockpiled. Movement of materials to allow access of other trades will be your responsibility. See a Midas manager to be assigned a store area.
- **Lighting** –It is the responsibility of the subcontractor to provide task lighting not Midas. Task lighting is any level of lighting above the levels provided by the ceiling mounted fluorescents. Midas have provided above the legal minimum level of workspace lighting to enable safe movement around the floors in the event of emergency. In the event of an emergency, 50% of the lighting will remain on for up to 20 minutes, this includes any staircases.
- **Live services** – There may be live services in the building / site area. Most will be marked "High Voltage" or "Live", but please proceed with caution. If unsure, please ask Midas site management. ASSUME ALL SERVICES ARE LIVE. Particular care and planning is needed if excavating as the site has buried live services. All cables feeding site transformers and lights are live.
- **Tool box talks** – Midas will on occasion organise group toolbox talks. Please attend, they are free and will benefit you. Notification of a tool box talk will be posted on the canteen wall and site notice board.

## **Environmental Considerations**

- **Environmental issues** – The site is adjacent to the harbour and nearby buildings/boats, it is important that noise, dust, water, & light pollution is minimised. Please read the Construction Environmental Management Plan (CEMP) in the welfare area to see how these issues are to be managed but use your common sense and try to reduce your own impact on the environment.
  - Recycle where possible
  - Turn off unnecessary lights & power



## Construction Environmental Management Plan

- Turn off all taps when not needed & reduce the amount of water used
- Keep the site doors and windows closed to keep dust and noise inside the site
- Investigate alternative methods of work that reduce noise and dust
- Think about the inconvenience you may be causing
- Store chemicals carefully and definitely away from water courses
- Think how you would feel if you lived or worked next to a building site and what measures you would expect to be taken.
- **Considerate Constructors Scheme** – We are a member of the Considerate Constructor scheme which monitors our ability as a site to be collectively considerate to all those who interact with the works. Please consider the following:
  - Your appearance should be presentable at all times
  - Be respectful to all those you interact with, especially the general public (see complaints procedure and respect sections below)
  - Be considerate in all you do and treat others as you would like you or your family to be treated.
  - Reduce noise, dust and water waste to a minimum.Please see the posters and signage in the welfare area for more information.
- **Respect to the general public** – The site is located in a live environment frequented by members of the general public and other contractors: we are surrounded on all sides by other occupiers and the general public. Every action you make may be visible to the general public and you represent both your own company and Midas with your actions. Generally, any wolf whistling, suggestive or abusive language or acts of discrimination towards the general public is forbidden and persons found to be guilty of this will be removed from site. This is a red card offence. Your behaviour and language when working externally to the building should be particularly considerate to those around you. Do not partake in gossip or unnecessary or uninformed discussions with local residents as this can cause unnecessary concern.
- **Complaints procedure** – Midas have a complaints procedure that needs to be implemented for each and every 3<sup>rd</sup> party complaint. If you are approached by a member of the public who has a concern, be polite, be patient, stop what you are doing and take time to listen to their concerns, and then direct them to a member of the Midas management team. Do not under any circumstances be argumentative or abusive, stay in control and direct them to us and we will deal with the situation.

### Remember, everyone is responsible for Health and Safety

Slips, trips and falls are the single biggest cause of injury in the UK. Watch where you walk on site, check whatever operations are taking place near to your working area. Should you have any safety concerns, please report to the Site Management

Trailing extension leads are a hazard on any construction site. Midas has introduced “sky hooks” as a policy to reduce the risk. Please ensure your leads are tied up out the way. Failure to do so may result in removal of leads from the work area.

There are various site update boards / data sheets dotted about to give further information and safety reports etc to keep all site operatives updated with progress. Remember to check daily.

- **Questions** - If there are any questions either now or in the future, however trivial, please do not hesitate to consult a member of the site team, we are happy to assist.



## 2.13 Fire Prevention, Fire and other Emergency Procedures

### Contact information for Emergency Services:

Police - Urgent Non - Urgent Calls	999 101
Accident and Emergency Department Insert address and telephone number	999
Ambulance	999
Health Information Matters	(NHS Direct) 0845 4647
Fire Brigade	999
Dental Help line	01788539780
HSE Construction Division Insert address and telephone number	See <a href="#">GN026 Health &amp; Safety Law Poster</a>
Gas Emergency	0800 111999
Electricity Board	0800 6783105
Water Board	0344 346 2020
British Telecom	0800 800154
Environment Agency (To report environmental incident, or obtain assistance)	0800-807060

### Fire Prevention

The Site Fire Coordinator will ensure that a Fire Risk Assessment is completed in line with the Regulatory Reform (Fire Safety) Order 2005 and a Fire Safety Plan is created that will require adequate control measures and fire precautions are put into place, are maintained, reviewed and updated throughout the duration of the project.

In particular, emergency exit routes/doors from the building will be provided and maintained. Suitable numbers of fire/call points including emergency escape lighting and signage showing escape routes will be in place, regularly reviewed and maintained during construction. (Wherever possible the permanent emergency exits will be used.)



Note: The fire risk assessment will ensure that:

- You identify who is at risk,
- Ignition sources are identified and are reduced or eliminated,
- There are suitable means of detecting & raising the alarm in the event of fire,
- There are adequate emergency escape routes & exits,
- There are appropriate type & sufficient quantities of fire fighting equipment,
- There are the correct type & sufficient quantities of fire signs & notices,
- There are provisions for the correct maintenance of installed fire equipment,
- There are suitable provisions for the protection of Fire Service personnel,
- That site personnel receive adequate training and instruction in the action to take in the event of fire and action upon hearing the fire alarm.

Fire Safety Marshal/s will be nominated from the site team to make daily checks relating to fire safety. Their duties will include but not be limited to the following.

- Check each fire point, located on the Fire Plan.
- Check location, condition of equipment, signage, signs of misuse/abuse and that all equipment is being maintained in good working order.
- Ensure regular fire practices are organised and that all site personnel are aware of the fire procedures.
- Check all designated fire routes for obstructions.
- Check that adequate lighting is provided and operational
- Check all final exit doors, located on Fire Plan, to ensure they are not obstructed in any way.
- Make a site wide check for any build up of combustible materials and arrange to get removed
- Check that the smoking policy is being complied with.
- Use of halogen lamps.
- Hot works permits are issued and signed off after the completion time stated.
- That the site conditions are checked at the end of the working day.
- Regular test sounding of the alarm system.
- Regular fire evacuation drills.
- Liaison with the fire brigade.
- Checking for signs of Arson.

All of the above are to be recorded in the site file.

**Project Fire Safety Plans: Will address all of the concerns listed below**

### **Means of escape in the case of fire**

- Fire exit doors which CAN be easily and immediately opened from the inside by emergency hardware. Eg. panic bars.
- Fire escape routes which are required to enable escape to a place of safety are to be provided.
- External escape routes should not be obstructed.
- Significant quantities of flammable or combustible materials which are stored in such a way that they may in the event of a fire cause rapid spread affecting means of escape or the production of large quantities of smoke that may enter the escape routes and prevent their use in an emergency.



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- In existing, or largely completed enclosed structures breaches in fire protection such as missing or permanently open fire doors on escape routes.
- Escape routes not adequately identified by fire exit notices.
- The extensive use of temporary protective wall, floor, ceiling coverings which would contribute to rapid fire spread. Especially when located on primary escape routes.

### Means of fighting fire

- Fire fighting equipment not provided or inadequate in relationship to the number and type for the fire risk present.
- Fire fighting equipment provided but obscured or obstructed.
- Fire fighting equipment not properly maintained and in poor condition

### Fire alarms

- Inadequate or dangerous means of raising the alarm.
- Fire alarms not in working order or not provided.

### Emergency lighting

- The site will be covered by adequate emergency lighting at all times.

### Fire routine and staff training

- The absence of or clearly inadequate fire routine procedures and/or staff training on the action to be taken in the event of a fire.

### Hazard Analysis

Fire on site due to:

- Arson & vandalism
- Smoking and carelessly discarded smoking materials
- Electrical fault
- Radiant heat igniting combustible materials
- Lack of housekeeping
- Use of non-metallic waste bins
- Cookers and microwaves
- Ignition of combustible materials and waste
- Use of halogen lamps
- Electrical sources, e.g. damaged cables, faulty or overloaded circuits/tools
- Lack of Hot working procedures
- Ignition of flammable substances and vapours
- Lack of Fire proofed protection materials

### Control Measures

All control measures will be agreed with Client / Principal designer they are to ensure that all procedures are integrated. This will also ensure that the relevant personnel such as security etc are aware of the procedures for permitting access to the emergency services.

- The Fire Brigade will be advised of the site location and duration of the works.
- Site induction training of all operatives and visitors.
- Smoking is prohibited on site except in external designated areas.



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- A good standard of housekeeping is to be maintained. (Contractor's are to clear workplaces at the end of every day).
- When storing materials on site, precautions will be taken to eliminate the risk or spread of fire.
- Fire extinguishers will be installed on the site at suitable locations throughout the project. The extinguishers will be of a suitable type to deal with the potential for fire in that area. (Maintained in serviceable condition, in date and regularly checked by site team).
- Hot works will be carried out under a Permit to Work procedure and will be adequately planned and supervised by the contractor carrying out these works.
- LP Gas cylinders will only be taken into the building where they cannot be located outside. When not in use they will be stored in a suitable, lockable, metal cage outside of the building, displaying appropriate signage.
- Flammable liquids/materials will be stored, if the need arises, in an area outside the building in suitable lockable metal bins, in their original containers, displaying appropriate signage. The storage area will be bunded to contain any leaks. Only quantities for immediate use are to be taken to the workplace, when in the work area containers will be kept closed except when being used. Decanting will be carried out away from the sources of ignition and then only into suitable containers that are marked with the product contents. Spills must be absorbed into an inert material and removed from the area and disposed in the required manner.
- Electrical installations will be carried out and altered by qualified electricians only.
- All temporary electrical installations will be inspected and certified by a qualified electrician every 3 months as a minimum.
- Installation of the permanent fire protection and prevention features in the building will be incorporated as soon as practicable.
- Temporary coverings/protection should be of fire-retardant material.
- **UNDER NO CIRCUMSTANCES WILL BONFIRES BE LIT ON MIDAS SITES.**

Further guidance can be found in the Joint Code of Practice – [Fire Prevention on Construction Sites](#) (Latest edition)

### Raising the alarm

Use the fire call points located on site. It is proposed in the early stages that portable fire stations with horns or bells will be provided and at a later date when the shell is complete there will be an electronic wirelessly linked system. Extinguishers will be located at all exits, in the welfare area and in the site offices. In the event of fire, the alarm will be sounded. In the event of an alarm sounding, all site personnel will make their way to the muster point adjacent the Site Office.





## 2.14 Traffic Management

### E16207 Traffic Management

The purpose of this document is to show how we intend to manage the vehicle movements associated with the construction of the new facility at East Quay and ensure we minimise disruption to nearby residents and the general public

Key constraints for the site: -

- Busy summer tourist area
- Bordered by the harbour and businesses
- Access on to site will be via Harbour Road
- Egress via Harbour Road
- Vehicle movements on the site
- Car Parking

#### 1.Vehicle Route to Site

Our route to site will be via Harbour Road (see logistics plan)

#### 2. Management of Deliveries

All deliveries will be scheduled to avoid peak times and will be under the control of our traffic marshall who will oversee the movement of vehicles onto site for off loading and will control their movement when leaving site

All delivery drivers will be provided with a contact number of our traffic marshall to ensure the site is ready to accept them

Should the situation arise that the site is not ready to accept any vehicles, for whatever reason, we would hold these away from the site at Hinkley Park & Ride or Taunton Services – depending on negotiations with Hinckley Park and Ride. This is a contingency measure only to ensure that vehicles are not waiting outside of the site and causing an issue to residents, businesses and affecting the traffic flow. We would anticipate this being a measure that may involve one vehicle at a time and be an occasional occurrence.

#### 3. Type of Deliveries

We anticipate some deliveries using an artic vehicle with the majority being via flat bed lorries.

Any abnormal/large deliveries (escorted) will be notified in advance to Highways

#### 4. Delivery Times

All deliveries will be scheduled to arrive between 8.00 & 5.00pm (Mon-Fri)

#### 5. Vehiclular Movements in the 1<sup>st</sup> 5 months

The first 3 months will probably see between approx. 20 vehicle movements per day (during the earthworks phase). From then approx. 10-15,although this will depend on the programme/weather (See under 2.12-deliveries)





## Construction Environmental Management Plan

### **6. Cleanliness of the Highway**

Our traffic marshal will be responsible for ensuring that all vehicles leaving the site are checked to ensure any debris/spoil is washed from the wheels prior to exiting.

We will also employ a road sweeper to ensure that any roadway that could be affected by Construction Vehicles can be cleaned should the need arise.

### **7. Loading & Unloading/Storage of materials/plant**

The intention is that all vehicles will either be loaded/unloaded on site.

All materials and plant will be stored within the confines of the site

### **8. Car Parking**

There will be no parking on site. All personnel, including visitors, will be encouraged to cycle to work, use local transport and care share (bus and train timetables will be kept in the site office and displayed on the notice board). (Negotiations are underway to agree other places to park including Hinkley Park & Ride and the Papermill).

We will actively discourage parking in Harbour Road.

### **9. Communication/Consultation with Local Residents**

It will be our intention throughout the project to liaise with local residents/businesses to ensure that they are fully aware of: -

- our intended programme
- key deliveries

This will be carried out by means of a letter drop (the first one being prior to our start on site) and via other platforms such as local social media where relevant.

Contact details will be provided for our Project Team to enable residents to make contact and discuss any concerns they may have.

### **10. Waste Management**

Segregated waste facilities will be provided for subcontractors where waste removal does not form part of their order. Subcontractors are responsible for removing their own waste progressively from site to the segregated waste areas.

Midas are committed to their environmental responsibilities and will enforce compliance of these rules upon all subcontractors on site. Charges will be made against contractors abusing or incorrectly using the segregated waste facilities.

All waste taken from site must be accompanied by a waste transfer note / duty of care note and all carriers must be authorised to remove waste on the public highway.

### **11. Welfare And Site Facilities**

The following facilities will be in place for the works.



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- A canteen, drying area and rest area hut(s). A range of tables and chairs for use of all staff with a sink, microwave, toaster and kettle available. A sink unit for washing. Hot water supplied by a point of use heater.
- A block of WC cubicles and wash basins for general use. An additional WC for visitors and a female WC will be separate. Hot water provided by point of use water heaters above basins.
- A site office for use by Midas management and visitors
- A meeting room for use as agreed with Midas
- A storage container for secure storage for Midas plant & tools (this is not for subcontract use unless specifically agreed by Midas)

**Note that Midas is not responsible for the security of vehicles, tools, unfixed materials or personal possessions either on or off site. Assume the site is not secure and make your own plans for security ie. Metal storage boxes.**

### 2.15 Noise

All operations and tasks will be assessed for the possible generation of noise. Where it is reasonably practicable noise sources will be eliminated or reduced to the lowest levels by Best Practice using tools and equipment that only generate noise levels below the recommended limits set by codes of practice and official guidance notes.

Noise levels on site will be monitored and corrective action taken to reduce noise levels to below the FIRST and SECOND action levels. Where this is not possible in specific work areas, PROTECTION ZONES will be created, signed and communicated to the workforce. Suitable hearing protection MUST be worn in these areas.

The site is adjacent a live environment and residential properties. Noise should be restricted where possible albeit there are no official noise restrictions in place.

Specifically, noisy operations or specific times of high noise generation are noted at the end of this document. It is not envisaged noise levels will become an issue to local residents, but we will be as considerate as time allows

Operations likely to generate high noise levels: -

- Concrete Frame
- Excavation of foundations, bases, services & drainage
- External works.

### 2.16 Vibration

Vibration is not considered to be a risk on this site as where practicable the use of handheld tools will be eliminated.

All operations and tasks will be assessed for the possibility of vibration. This will consider airborne, structural, ground-borne vibration and the risk of injury to personnel from using plant, equipment and tools. Where vibration is assessed to be a high risk, vibration will be reduced to the lowest level by the selection of plant, methodology and techniques involving less vibration.

The site is adjacent a live environment and residential area. Vibration adjacent occupied areas should be restricted where possible.

Specific operations or specific times of high vibration generation are noted at the end of this document.



Operations likely to generate high vibration levels: -

- Concrete Works
- Excavation of foundations, services & drainage
- General ground works & external works

## 2.17 Lifting Operations

A tower crane will be used as necessary

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting operations, lifting equipment and accessories. The planning of all lifting operations is essential to minimise the likelihood of an incident occurring and to minimise disruption.

In particular, when undertaking operations involving the use of cranes, the type of contract entered into with the crane hire company should be carefully assessed to ensure that lifting operations are adequately planned, supervised and undertaken in a competent manner.

All lifting operations will be carried out in accordance with the procedures within Guidance Note GN059 with a lifting plan completed at the earliest time possible.

Operations involving crane use will be (but not limited to): -

- Concrete frame
- External finishes
- Plant installation
- General unloading & material movement

## 2.18 Working at Height

There is a large volume of work to be carried out externally to the building which increases the risk of injury and inconvenience to the general public and adjacent occupiers. Every operation will be fully planned to minimise these impacts.

Specific operations where risk is increased are (but not limited to):

- 1 Crane lifts
- 2 Scaffolding
- 3 External façade works
- 4 Roof works

## 3. Arrangements for Controlling Significant Site Hazards

All work-related hazards will be assessed with control measures identified to remove, reduce or control the risk. These will be carried out by Midas or the contractor carrying out the work. All Contractor method statement and risk assessments will be reviewed for adequacy and agreed by the project / site manager prior to the Contractor commencing work on site Method Statement Comment Sheet (HS210).

### 3.1 Specific Contract Environmental Risks



# Construction Environmental Management Plan

## **Working Hours**

Note that the planned normal site hours will be as per the planning conditions

Monday – Friday 08:00 - 18:00

Saturday 08.00-13.00

Sunday or Bank Holidays-If required (after requesting in writing from the LPA)

If subcontractors need to work outside of these hours, approval will be required from Midas. A charge may be made for works outside these hours for supervision.

## **Dust**

There are a number of general site operations that will produce dust.

### **Risk**

Dust entering areas occupied by adjacent owners, contractors and / or the general public

### **Control Method**

The use of water sprays to dampen down created dust

The use of dust extraction equipment attached to all plant

The use of water fed cutting equipment to stop dust becoming airborne

Suitable barriers around the work area to control dust to a specific area

The use of extraction systems with filters.

The site induction will detail the restrictions imposed

## **Fumes**

Many of the site operations will involve the use of engine driven equipment.

Externally the use of cranes and engine driven lifting equipment will be needed to lift heavy equipment and plant.

### **Risk**

Fumes entering areas occupied by adjacent owners, contractors and / or the general public

### **Control Method**

The use of fume extraction equipment attached to all plant, venting away from occupied areas

The use of electric powered equipment in lieu of engines

Suitable barriers around the work area to control fumes to a specific area and channel them to the extraction equipment

The use of extraction systems with filters.

The site induction will detail the restrictions imposed

## **Spillages of materials, Spill prevention**

The use of engine driven machines on site inevitably leads to the use of fuel, combined with the general use of many different chemicals on site ie. Paints, lubricants, cutting liquids etc, there is a risk that spills can occur and can find their way into the local watercourses and drains.

### **Risk**

Liquids and / or chemicals entering the Harbour & areas occupied by adjacent owners, contractors (boat users) and / or the general public.

Liquids and / or chemicals entering the Harbour, watercourses and / or drainage systems.



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General site run off following pumping out or dewatering entering the public highway or causing localised flooding.

### Control Method

All liquids and chemicals on site will be COSHH assessed for risk and those presenting a significant risk will be assessed for alternatives.

The storage of these chemicals and liquids will be key and a secure bunded area will be established as necessary.

No large quantities of substance will be stored on site and all will be delivered on an as needed basis leaving them securely stored with the supplier until needed.

There are no known watercourses in the immediate area but there are drains and underground passages. Accordingly, a spill kit will be kept on the ground floor for easy access in the event it is needed.

The induction will cover the restrictions on liquid disposal into drains etc.

Corrosive or abrasive chemicals will not be used on the exterior of the building whilst working over the highway.

Where necessary the groundworker will consider the benefits of silt tanks or filter beds / skips.

### Water Pollution

Inclement weather may result in excavations filling with water

#### Risk

Excavations degrading

Excavation collapse

Water pollution to the harbour

#### Control Measures

A number of measures can be implemented:

- Water to be pumped into Silt busters to filter the water and licence obtained to discharge into the drainage system
- Water to be pumped into pre-formed stone soakaways to filter into the ground

### Energy consumption & Water consumption

The site operations will need power, light and water to operate but waste and overuse needs to be monitored.

#### Risk

Excessive use of electricity and its impact on the environment

Excessive use of lighting and its impact on local residents

Excessive use of water and its impact on the environment

Potential for site run off entering drains and watercourses

#### Control Method

Part of the "lock up procedure" adopted by the site team will involve the disconnection of all unnecessary lighting at the end of each shift. As part of safety on site and due to the general lack of natural lighting, temporary lighting will be installed on all operational floors. When the site is unoccupied, there is no necessity to keep all of these connected so they will be turned off leaving just minimal security lighting operational.

Where work is necessary out of normal hours ie. Service disconnections etc there will be the need to use enough internal and/or external lighting to maintain safety for the operatives and general public. This will be removed as soon as possible after each shift.



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Part of the site induction will cover the reduction of unnecessary power use and risks associated with leaving lights on during periods on site closure.

Water will be restricted to certain necessary operations ie. Dust dampening etc. The hoses will not be allowed to run freely as inevitably the majority will end up in the basement with no easy way of disposal.

There will be no washing down operations where risks to watercourses and drains are evident.

The induction will cover the water restrictions and locations of drains.

As part of the Midas environmental management system, we like to take weekly water and power readings and monitor the use of energy. Trends can then be analysed and ways of reducing usage implemented where possible. This will be subject to the installation of individual meters.

### **Disposal of waste**

A site of this size will generate a large quantity of waste. The impact of waste on the environment is well documented and the construction industry is particularly highlighted as a problem.

Waste falls into several categories

- 1 General landfill waste
- 2 Recyclable waste
- 3 Hazardous waste
- 4 Controlled waste
- 5 Food / kitchen waste

### **Risk**

Inappropriate wastes being disposed of in the incorrect manner

Lack of segregation leading to wasted recycling opportunities

Materials being incorrectly ordered and disposed of unused

Hazardous wastes entering incorrect channels of disposal

### **Control Method**

As part of the order and prelet process, the contractors are told that segregation of waste is to be carried out either on site or off site, but evidence must be provided to prove this occurs.

All removal of waste must be by a reputable contractor with a waste carriers' licence. Tickets of licensed disposal will be retained by Midas for our waste management plan and eventually being entered into our annual statistics. The quantities of recycling will be analysed against our company targets.

All hazardous waste will be removed by a licensed disposal firm to a licensed disposal point.

Food and kitchen waste will be removed by a licensed disposal firm to a licensed disposal point.

Waste will not be stored on site and will be cleared progressively throughout the project.

### **Reduce, reuse, repair, and recycle materials**

Although it is unlikely much of the removed waste will be reused on this site, the contractors have a financial motive to try and recycle as much as possible as their contract price has an incentive inbuilt.

Typical recycling opportunities include:



## Construction Environmental Management Plan

- 1 Reuse of concrete and masonry as hardcore for foundations
- 2 Reuse of metal removed as scrap
- 3 Timber to be recycled as eco friendly fuels
- 4 Reuse of recycled glass as hardcore or recycled glass

### **Flora/fauna & Tree protection**

There are many retained trees on the site that the client wishes to remain protected and will need robust protection methods. It is proposed to install a Herras type fencing to the site boundary line to act as both protection and security. Please refer to the tree protection drawings and root protection zones

### **Protection of wildlife**

Wildlife protection measures will comply with those stated in the Geckoella Ecological Strategy Version 3.1(see attached document).These measures will be discussed as part of the site induction. Please refer to the LEMP and the Ecology notice posters in the site office. Inform site ecologist Geckoella immediately-Kate Jefferys-07875 002122

### **Restricted materials & Materials from renewable sources**

In order to satisfy the current Midas sustainability requirements, all materials purchased by Midas will come from reputable sources that are pre-qualified on our supplier's database. The qualification phase specifically covers the supply of restricted products ie. Timber from a non-renewable source and FSC etc

### **Noise**

Inevitably all projects generate high levels of noise. We will where possible restrict this to a minimum, but some noise is unavoidable. Regular noise level assessments will be carried out using a handheld noise monitor. The operator will walk the perimeter of the site (the public area) at key noisy times and monitor the outcome. Where noise levels exceed the action levels, (legal limit 87db) the source of the noise and the management of the noise control will be reassessed. There are no long-term stationary persons positioned around the perimeter of the site who could be subject to prolonged exposure ie. Paper stand or street sellers so it is unlikely the issue of noise suppression equipment will be needed. We will record the levels in the registers file on site and record any specific complaints made in the complaints register. As noted previously, we are not anticipating major works outside the normal site times.

### **Risk**

Noise disrupting the daily operations of adjacent occupiers

Night noise disrupting the sleep of adjacent residents & occupiers

Noise impacting on the daily routines of the general public externally to the site

### **Control Method**

The use of alternative methods other than percussive equipment ie. Diamond stitch drilling and cutting as opposed to breaking.

The use of noise suppression on plant & equipment.

Short well planned, well notified bursts of noise rather than prolonged periods

Local liaison with adjacent occupiers and residents to prewarn them of high noise levels to enable some planning by them.

Screens around noise areas to disrupt sound waves

Noisy operations to be during non restricted times

Out of hours work to be well planned and advertised in advance

Minimal / zero night work





## Vibration

See Section 2.16

### Risk

Vibration disrupting the daily operations of adjacent occupiers

Night vibration disrupting the sleep of adjacent residents & occupiers

Vibration impacting on the daily routines of the general public externally to the site

### Control Method

The use of alternative methods other than percussive equipment ie. Diamond stitch drilling and cutting as opposed to breaking.

The use of noise suppression on plant & equipment.

Short well planned, well notified bursts of vibration rather than prolonged periods

Local liaison with adjacent occupiers and residents to prewarn them of high vibration levels to enable some planning by them.

Night work to be well planned in advance but night work is **not** envisaged.

## 4. Environmental

### 4.1 Environmental Targets

Current Midas company targets	Proposed site actions
To recycle 90% of the site waste	<ul style="list-style-type: none"><li>• Include this target in subcontract orders and insist on all consignment tickets to prove levels of recycling</li></ul>
To reduce the co2 emissions of travelling workers by 25%	<ul style="list-style-type: none"><li>• Use local companies as first choice for all packages</li></ul>
Reduce skip usage by 5% per £1 million turnover	<ul style="list-style-type: none"><li>• Include in subcontractors orders the need to remove their own waste to focus their minds</li></ul>
Reduce energy use on site by 20%	<ul style="list-style-type: none"><li>• Monitor water &amp; electricity usage</li><li>• More energy efficient site accommodation and plant</li><li>• Plan deliveries in advance to maximise efficiency</li><li>• Innovative ways to reduce site temporaries</li></ul>

The waste generation and recycling will be monitored on a monthly basis based on the consignment notes provided to us by the disposal companies. Where opportunities for recycling are being missed, this will be discussed with the contractors and alternative methods implemented.

As part of the Midas sustainability requirements on the project, we are monitoring the distance travelled of every visitor and contractor on site. The statistics will be collated on a monthly basis and where possible, local labour or alternative transport methods adopted.





## Construction Environmental Management Plan

### 4.2 Site Waste Management Plan (SWMP)

This plan is to be prepared in conjunction with Guidance Note 49 and inserted in section 5.2 of the Construction Phase Plan. This SWMP is required regardless of the project value.

Site	East Quay-Watchet
Contract No.	E16207
Division	Devon, Somerset & Cornwall Construction

Start date	Oct 2019
Completion date	Jan 2021

Responsible person for SWMP	Project Manager
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#### 1. Brief description of works

- New build Art Gallery, Community Workshop & Studios, Self-Catering Accommodation & Cafe
- Reinforced Concrete Raft Foundations/Concrete Frame to 1<sup>st</sup> floor, Self finish Concrete walls, Rainscreen system-Zinc roofing

#### 2. Site set up

- *Site office, welfare, stores & wc all metal units hired in*
- *Waste area on the site for segregated waste management*
- *Supplies / services fed from supply points installed by others adjacent the works*

#### 3. Waste types and estimated quantities

- *Value to the equivalent of 30 x 8m<sup>3</sup> skips total for allowed at tender stage for waste*  
*Waste will be segregated at site level where possible into recycling streams to divert as much as possible from landfill.*

*Welfare waste will be segregated separately in 1100lt wheelie bins for landfill*

- *Waste removed from site in general waste skips will be segregated at the transfer station by the waste collector. It is currently anticipated that 75% of general waste segregated at the transfer station will be diverted from landfill*

*There is no demolition and the works are fully new build so waste is anticipated to be low*

- Excavated spoil will be taken to landfill



## Construction Environmental Management Plan

### 4. Waste Management Strategy

Waste type & strategy	Waste management site	Waste management contractor
<i>Timber offcuts etc from partitions, frames, floors, roof etc and subsequent site timber waste; pallets, timber frame material etc.</i>  <i>Skips will be used to transport timber to the waste management site where it will be chipped and recycled into chipboard for units and worktops</i>	<i>To be advised when package placed</i>	<i>To be advised when package placed</i>
<i>Plasterboard from main contract dry-lining etc.</i>  <i>Dependent on volume, either the plasterboard supplier will be used to collect waste as a designated collection or skips will be used to transport plasterboard from site to the supplier's recycling centre</i>	<i>Covered skip by Sub - contractor</i>	<i>To be advised when package placed</i>
<i>Metal off cuts</i>  <i>Skips provide FOC from local metal reclamation yard &amp; financial recovery available.</i>	<i>Covered skip by S/C</i>	<i>To be advised when package placed</i>
<i>Packaging and plastics.</i>  <i>Skips will be used to transport waste to the waste management site where it will be managed as appropriate</i>	<i>Covered skips by S/C</i>	<i>To be advised when package placed</i>

### 5. Training

*Specify the induction, briefings and training that will be provided to relevant persons on site.*

- At Induction operatives will be briefed on waste management measures on this site and shown the site set up plan.*
- Subcontractors and groups of operatives will receive regular Tool Box talks highlighting specific waste management measures in place on this site and why they are important.*
- Subcontractors will be encouraged to segregate all waste on site before removal.*



## Construction Environmental Management Plan

*Figures will be collated on a weekly basis and monitored against targets. Failures / success will be identified and the necessary action taken.*

### 6. Materials Handling.

Materials most susceptible to damage	Measures in place to reduce or eliminate damage
<i>Plasterboard</i>	<i>Order with shrouds and order smaller more manageable loads – allowing operatives more time to distribute materials around the work areas.</i>
<i>Bricks, stone and blocks</i>	<i>Prepare a concrete hard standing storage area, use quality pallets, use competent and steady forklift drivers, and ensure that where possible labourers restack split materials for reuse.</i>
<i>Windows and doors</i>	<i>Make sure the site is ready to receive the delivery; ensure there is a dry flat area to stack the products in if they cannot be distributed directly to the openings.</i>  <i>Consider delivering windows without glazing to reduce manual handling to reduce the risk of glass breakages – glaze once window frames have been fitted in place</i>
<i>Plaster and cement bags</i>	<i>Keep dry and out of busy areas where bags could be damaged</i>
<i>Sand</i>	<i>If a mortar silo is not being used and sand is required prepare a hard standing with walls to hold the sand to prevent wastage or use bags</i>
<i>Quilt insulation</i>	<i>Have material delivered to the subcontractor's warehouse and the subcontractor is to be responsible for the supply of material to site.</i>
<i>Carpet</i>	<i>Store correctly and protect to reduce risk of damage. Free issue from client so 'just in time' deliveries required</i>
<i>Kitchen units</i>	<i>'Just in time' policy</i>
<i>Cladding</i>	<i>Site should be ready to receive such a delivery and the storage areas should be segregated.</i>

### 7. Monitoring Arrangements

- The SWMP will be reviewed on a monthly basis as waste figures become available*
- All waste removed from site will have a transfer ticket and these will be collated and monitored monthly against targets*

### 8. Review of the SWMP

- The SWMP will be reviewed monthly as works progress*



## 5. Monitoring

In addition to the site-specific daily monitoring, additional site inspections, audits and checks will be completed by both our internal adviser and the Considerate Constructors adviser. These inspections will provide a record of site conditions and activities and provide a mechanism by which the contractor can establish the effectiveness of the CEMP.

Regular reports will be issued and openly published on site to highlight any failings or potential improvements specific to the site. Where relevant, these reports will be issued more widely ie. The client so that a collaborative action can be taken to benefit all parties.

Corrective action will be managed by the team and the changes recorded.

Regular management review meetings will be held as part of the works and the environmental impact of the works will feature in that meeting.

Regular monitoring takes the form of: -

- Daily site tour/reviews
- Weekly subcontractor's coordination meetings
- Weekly Look ahead & co-ordination meetings
- Weekly internal project review meetings
- Monthly internal project review meeting with a Midas Director
- Fortnightly client project review meeting
- Fortnightly site assessment by Midas health, safety & environment manager
- Monthly integration meeting with the client
- Considerate constructors site assessment meetings
- Environmental audits
- Regular discussions and meetings with our neighbours. It will be our intention to establish contact prior to any works commencing and to issue regular newsletters to update our neighbours on progress and upcoming works/potential issues. Contact numbers will be provided for the Midas site team.



## 6. Complaint Handling Procedure

Midas takes all complaints, praise and constructive criticism very seriously and are committed to resolving any issues as amicably as possible. We are members of the Considerate Constructor's scheme and openly discuss any issues raised by members of the public in order to improve both our service and the general image of the construction industry.

As an additional action, Midas will update the client on any complaints or issues that may be relevant to them (data protection will be respected as necessary)

The current site-specific complaints procedure wording is as below. This is on a poster in the security office and site office and as part of the induction all staff and operatives are told to refer all issues, complaints and comments back to Midas management for inclusion in the register.

Midas also operates a comments / near miss suggestions box which is located in the security office. This allows both the general public and site operatives to note comments on a suggestion card and drop it into a sealed box. This can be done anonymously if required.

## Complaints Procedure

### Midas – E16270- Site Specific Complaints Procedure

#### Our commitment

We aim to ensure that:

- Making a complaint is as easy as possible
- We treat your complaint seriously
- We deal with your complaint promptly and in confidence
- We learn from complaints and use them to review and improve our service

#### What is a complaint?

A complaint is when you tell us you are not happy about the service we provide.

It can be about anything and could include

- When we do not deliver a service on time or to the standard expected
- When we give you the wrong information
- When you receive a poor-quality service
- When you have a problem with a member of our staff or someone working on our site
- Environmental complaints including noise or dust pollution
- An activity or action you think is inappropriate for any reason

Please note that we will only log complaints specific to this site. Complaints against Midas as a company, other sites or complaints against the building owner, future tenant or council must be channelled through the appropriate alternative route.

#### How to make a complaint

If you wish to make a complaint you should in the first instance ask to see a member of Midas management team, we are very accessible and can be contacted either via the security guard or one of the following methods. Due to the nature of the work we do, do not enter the work areas to find us as this could be dangerous.



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We will try to resolve any complaints face to face on site and will log all complaints in the complaints log held on site. In the event that this does not resolve your issue, please use one of the following methods

**By email** at [pmartin@midasgroup.co.uk](mailto:pmartin@midasgroup.co.uk)

Some emails get caught by our internal email security system and can take time to filter through so be patient, also note that any racially or sexually sensitive words, swear words or abusive words will be stopped by our system. Please give as much detail as possible and where you expect a response, leave contact details.

**By phone** to our Operations team

**In person** at our site offices located at

*Midas Site Offices*

*Harbour View*

*Easy Quay*

*Watchet*

**In writing** to our Exeter Office at

*Midas House*

*Woodwater Park*

*Pynes Hill*

*Exeter*

*Devon*

*EX2 5WS*

*Be sure to state that the complaint relates to E16207– Easy Quay Project so that it is channelled to the correct person*

Your complaint will be fully investigated, and a response issued within 10 working days.

If you are unhappy with the response you can contact the **Midas Construction Operational Director**

*Paul Martin*

*Midas House*

*Woodwater Park*

*Pynes Hill*

*Exeter*

*Devon*

*EX2 5WS*

### **Response times**

We will acknowledge receipt of your complaint within 2 working days.

We will issue a full response within 10 working days.

If there is a delay in responding we will keep you informed of our progress.

### **Comments**

We are happy to receive any other comments on our service

Please contact us in any of the ways mentioned above



## Construction Environmental Management Plan

### Complaint Form

#### E16207-Easy Quay, Watchet

Please read the Midas complaints procedure sheet before filling in this form.

Note that only complaints specific to this site will be logged and that complaints can not be anonymous as we need to reply to you when we resolve your issue.

Midas manager to enter the log reference here

Name:

Address:

Contact number:

Details of complaint:

Logged by:

Resolution action:

Is matter resolved?

If yes, Date closed out:



## Construction Environmental Management Plan

If no, what further action is proposed?

Has this action been taken?

If yes, date complete.

Is matter now resolved?

If yes, Date closed out:

Is there any relevant supporting documentation attached?

Has a response been sent to the 3<sup>rd</sup> party to close the issue?





## 7. Appendices

- 7.1 Midas Sustainability Policy & Information
- 7.2 Geckoella Ecological Strategy - Version 3.1