

enviroparks

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## APPENDIX 9.3

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Environmental  
Management Plan

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BMS Section: Construction Delivery (CON)



## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development			
<b>Project Number:</b>	TBC			
<b>Project Details</b>				
<b>Project Description:</b>	The scheme involves the construction of the Phase 2 Gasification Facility Including, Fuel Preparation Process, Grid Connection and Associated Balance of Plant. The site has planning approval for a development to process up to 240,000 tonnes of waste and generate up to 20MW of power to be exported to the grid. The site has consent to house a variety of technologies and processes which include Fuel Preparation and will extract recyclables from the incoming waste stream to create a Solid Recovered Fuel (SRF) for use in an advanced thermal treatment process (gasification). The site will include three gasification lines which will each serve a single site electricity generating turbine.			
<b>Project Location:</b>	Enviroparks Hirwaun, Hirwaun Industrial Estate, Fifth Avenue, Hirwaun, Aberdare, Mid Glamorgan. CF44 9UP			
<b>Plan Approvals</b>				
<b>Written by:</b>	<b>Name:</b> Sean Jones	<b>Signature:</b>	<b>Date:</b>	13/12/2016
<b>Approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>	
<b>Explanatory Notes:-</b>				
(i) <b>Origination:</b> Tender phase origination resides with the Project Manager. Construction Phase update will be the responsibility of the Site Manager.				
(ii) <b>Approval:</b> Tender phase approval resides with the Contracts Manager or Regional Director. Construction Phase approval will be the responsibility of the Project Manager.				
(iii) <b>Revision:</b> The plan will be revised to reflect changes that have been made to the product, project or contract, work practices, service provision or Quality Assurance procedures. Where changes are made to the plan an assessment of the impacts of the changes will be carried out and recorded in the Version Control section below.				
<b>Version Control</b>				
<b>Description of changes</b>	<b>Date</b>	<b>Revision</b>	<b>Page No.</b>	<b>Comments</b>
Draft Version 1	13/12/2016	1		
Scope changes and document	04/01/2017	2		

## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development		
<b>Project Number:</b>	TBC		
<b>Explanatory Notes:-</b>			
iv) This Project Management Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the operations management team deem it is necessary.			
v) If sections are deemed not applicable <b>DO NOT DELETE</b> . Replace text with "not applicable on this project".			
<b>CONTENT</b>			
<b>Section Ref</b>	<b>Content</b>		<b>Comments</b>
	<b>INTRODUCTION</b>		
<b>1.0</b>	<b>PROJECT DETAILS</b>		
1.1	Project Organisation and Resource		
1.2	Scope of Works		
1.3	Project Timescale		
<b>2.0</b>	<b>OBJECTIVES</b>		
<b>3.0</b>	<b>LEGAL AND CONTRACTUAL ENVIRONMENT</b>		
<b>4.0</b>	<b>COMMUNICATION AND CONSULTATION</b>		
4.1	Liaison with Client and Designers		
4.2	Regulatory Agencies		
4.3	Public Relations		
<b>5.0</b>	<b>CONSENTS PERMITS AND LICENCES</b>		
<b>6.0</b>	<b>ENVIRONMENTAL RISKS AND MITIGATION</b>		
<b>7.0</b>	<b>MANAGEMENT CONTROLS</b>		
7.1	Incident Reporting and Investigation		
7.2	Communication and Consultation		
7.3	Cultural Heritage Management		
7.4	Ecology		
7.5	Hazardous Materials incorporating COSHH		
7.6	Housekeeping and Safe Access		
7.7	Land Use Management		
7.8	Nuisance Management		
7.9	Resource Management		
7.10	Waste Management		
7.11	Water Management		
7.12	Storage		
7.13	Fuelling		
7.14	Site Security		
<b>8.0</b>	<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>		
<b>9.0</b>	<b>MONITORING AND MEASURING PERFORMANCE</b>		
<b>10.0</b>	<b>TRAINING, AWARENESS AND COMPETENCY</b>		
<b>11.0</b>	<b>RECORD REFERENCING MATRIX</b>		
<b>11.0</b>	<b>FURTHER GUIDANCE</b>		
<b>Explanatory Notes:-</b>			
vi) In this template Plan, guidance and sample content is included where deemed necessary. This is indicated by the inclusion of yellow boxes with text in brackets { }. On completing this plan all sample and guidance text should be deleted or overwritten as required.			

## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
<b>Project Number:</b>	TBC

### Introduction

- (a) Dawnus operates a Business Management System (BMS) accredited to ISO 14001. All works conducted on this site are conducted in accordance with the processes contained within the BMS.
- (b) This plan is mandated as part of the Dawnus BMS and is therefore required to be in place and kept up to date through the project.
- (c) This Environmental Management Plan (EMP) has been developed to identify and manage the environmental risks associated with this project and is a fundamental requirement of the Dawnus BMS.
- (d) Dawnus recognises the Environmental benefits of improved environmental performance as: - i) Reduced damage to our natural environment; ii) Reduced demand for natural resources and iii) Reduced disturbance to our neighbours.
- (e) The company also recognises the economic benefits of improved environmental performance and recognises that, "Preventing pollution is cheaper than curing it".
- (f) We aim to reduce the provision of generic information and to only provide in this Plan and all other associated plans project specific information that should help with the communication and risk management of this project. Other non-project specific information referenced in this plan will be clearly identified with the location where it is available. If there is a need to review these documents they will be provided on request.

### Explanatory Notes:-

vii) The following information has been included here to emphasise its environmental importance. It is repeated in specific Method Statements elsewhere where relevant. This document may also refer to specific Method Statements where further details may be found and the appropriate reference should be made.

## SECTION 1

### PROJECT DETAILS

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#### 1.1) Project Organisation and Resource

- (a) Agreed responsibilities for key roles are outlined in the BMS Manual. Specific duties and responsibilities are also identified in associated plans and process maps held in the Dawnus BMS and where appropriate referenced throughout this plan.
- (b) Specific Project Environmental Responsibilities for this project have been defined and are allocated in accordance with the Project Appointment Process ([CON\\_PR\\_006](#)). Appointments are documented on the Project Appointment Matrix ([CON\\_FM\\_007](#)) and relevant specialist appointment letters.
- (c) {A copy of the appointments is displayed on the project notice board and it shall be signed by all persons who have been allocated specific responsibilities on this project}.
- (d) Appointments will be reviewed and updated throughout the project, reflecting any changes or movement in the project as required. Changes in appointments will be administered through a Project Appointment Addendum form ([CON\\_FM\\_061](#))

Role	Name	Company	Address	E-mail	Telephone
Client	Mark Bollington	Enviroparks Wales Ltd	Tiverton Chambers Lion Street Abergavenny Monmouthshire	Mark.bollington@enviroparks.co.uk	07970 080 410 07971 269810 07971 269800
Client Contract Admin	Mark Bollington	Enviroparks Wales Ltd	Tiverton Chambers Lion Street Abergavenny Monmouthshire	Mark.bollington@enviroparks.co.uk	07970 080 410 07971 269810 07971 269800
Designer	Mike Dawber	MHW UK Ltd	Dominion House Temple Court Birchwood Warrington WA3 6GD	Mike Dawber <MDawber@fbweng.co.uk>	01942 276 000
Architect	Mike Dawber	MHW UK Ltd	Dominion House Temple Court Birchwood	Mike Dawber <MDawber@fbweng.co.uk>	01942 276 000
Director	Matthew Morgan	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	matthewmorgan@dawnus.co.uk	01792 781870
Contracts Manager	Lee Davies	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	leedavies@dawnus.co.uk	01792 781870
Project Manager	Sean Jones	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	seanjones@dawnus.co.uk	01792 781870
Site Manager	TBC	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	{insert email}	{insert tel no.}
Environment Advisor	{insert name}	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	{insert email}	{insert tel no.}
Design Manager	Mike Dawber	MHW UK Ltd	Dominion House Temple Court Birchwood Warrington WA3 6GD	Mike Dawber <MDawber@fbweng.co.uk>	01942 276 000
CSR Co-ordinator	TBC	Dawnus Construction Holdings Ltd	Riverside Business Park, Swansea Vale, Swansea. SA7 0AP	{insert email}	{insert tel no.}
{insert additional}					

## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
<b>Project Number:</b>	TBC

### 1.2) Scope of Works

The scheme involves the construction of the Phase 2 Gasification Facility Including, Fuel Preparation Process, Grid Connection and Associated Balance of Plant. The site has planning approval for a development to process up to 240,000 tonnes of waste and generate up to 20MW of power to be exported to the grid. The site has consent to house a variety of technologies and processes which include Fuel Preparation and will extract recyclables from the incoming waste stream to create a Solid Recovered Fuel (SRF) for use in an advanced thermal treatment process (gasification). The site will include three gasification lines which will each serve a single site electricity generating turbine.

### 1.3) Project Timescale

<b>Contract Award Date</b>	01/01/2017	<b>Commissioning Start</b>		TBC
<b>Contract Commencement Date</b>	01/03/2017	<b>Practical Completion</b>		TBC
<b>Contract Period</b>	xx weeks	<b>Take Over Certificate</b>		TBC
<b>Site Start Date</b>	01/03/2017	<b>Planned Contract Completion</b>		TBC

## SECTION 2

### OBJECTIVES

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(a) The Site Management Team has considered the identified project environmental risks and defined the following environmentally related objectives and targets.

No.	Objective	Target	Responsibility	Completion Date
1	Avoid nuisance to neighbours	zero complaints	Public Liaison officer	during construction
2	Reduce office waste	100% paper recycling	Site manager	during construction
3	Improve energy efficiency of office set up	15% saving	Site manager using energy efficient modular office units	prior main construction works
4	Ensure site run off is controlled and within allowable limits	Zero breaches with NRW	Site Management	During Construction
5	Reduce waste exported to tip	Balance Earthwork quantities as far as possible	Design Team	prior main construction works

(b) The Site Management Team will ensure that progress is periodically reviewed as part of the monthly Site SHE Review meetings.

## SECTION 3

### LEGAL AND CONTRACTUAL ENVIRONMENT

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(a) Dawnus maintains access to applicable environmental legal requirements, which details all environmental legislation applicable to the environmental risks associated with this project and the Company's general activities.

(c) The other main requirements applicable to this project are:

Scheme specific requirements as follows: Environmental Statement Volume 1 October 2008 by Savills including all appendices and figures listed. Works to be constructed in line with scheme planning conditions. Specific understanding of the additional Environmental Statement Addendum 2017 is also required. Client's Environmental Policy Statement; Industry Best Practice Standards regarding environment; Environmental Good Practice Guide; C650; CIRIA (2005); Control of water Pollution from Linear Construction Projects – Technical Guidance; C648; CIRIA (2006) -

(b) Further support and guidance concerning environmental legislative requirements can be obtained from:-

<b>Name:</b>	Richard Evans	<b>Telephone No:</b>	01792 781870
<b>Qualifications:</b>	SHEQ Manager	<b>Frequency of Visits:</b>	2 weekly

## SECTION 4

### COMMUNICATION AND CONSULTATION

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#### 4.1) Liaison with Client and Designers

In regular meetings with the client and designers environmental issues affecting the design will be raised and discussed. Alternative approaches and alterations to the design may be required where environmental improvements can be achieved and these will be discussed and agreed with the client and designers as the works proceed.

#### 4.2) Regulatory Agencies

The following table sets out the Regulators likely to be involved in the project and their responsibility (this is not an exhaustive list):



# ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
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<b>Regulator</b>	<b>Responsibility</b>
Local Authority	Noise, Air Quality, Traffic, Nuisance
Adjacent Local Authority	Traffic
Environment Agency/ National Resources Wales	Surface Water Discharge to river., Waste Treatment & Disposal, Effluent Discharge, Abstraction Licences.
Water Utilities	Foul Water Discharge to Sewer
Special Interest Groups	Ecological Interest
Local Archaeological Trusts	Archaeological Interest
Health and Safety Executive	Health and Safety Issues

## 4.3) Public Relations

Dawnus recognises that in order to complete the project with the minimum of disturbance to neighbours, good public relations is vital. Project specific arrangements are considered when planning specific tasks and construction activities, which will be included in relevant method statements. However, the following arrangements have been implemented on this project:-

- (a) Visit occupants of particularly sensitive buildings and keep them informed of progress.
- (b) Prepare a leaflet and distribute it to nearby residents or occupiers. Provide updates.
- (c) Identify key local community representatives, such as parish councillors and keep them informed.
- (d) Write articles about the progress on site in the local press.
- (e) Display a contact board at the site perimeter so that the public know who to contact if they have a complaint or a comment to make. Use this board to display information on the phasing and other relevant matters.
- (f) Establish a complaint line and check that it works by calling it.
- (g) When complaints arise deal with them quickly and in accordance with a defined complaints procedure. Create a log of complaints.
- (h) Consider providing a position so that passers-by can observe activities on site.
- (i) Be able to identify your neighbours and understand their views.

## SECTION 5 CONSENT, PERMITS AND LICENCES Back to Content

(a) The need for any environmental legislative consents, permits and / or licences and exemptions relating to work associated with this Project has been identified during the environmental risk assessment process (refer to Section 6).

The permits and licences currently identified for the Phase 2a development are as follows.

- |                                   |           |
|-----------------------------------|-----------|
| Environmental Permit              | 1.        |
| transfer letter for the site      | 2. Permit |
| Trade Effluent Consent (attached) | 3.        |
4. Relevant planning permissions. These documents will be reviewed and the content be used for the production of the various scheme Management Plans and Method Statements and Risk Assessments. Any additional consents, permits or licences will be applied for and identified as and when required:

(b) A register of those required on this project is located in the Project Filing Structure {File No. 5 / Section No.5.8}.

## SECTION 6 ENVIRONMENTAL RISKS AND MITIGATION Back to Content

(a) The Site Management Team ensures that the environmental risks are identified, reviewed and updated throughout the duration of this project so as to identify any environmental threats, impacts and potential issues that may arise from activities carried out within the scope of the contract works.

(b) For this Project, the Site Management team has completed the pre-construction environmental risk assessment (SHE\_FM\_007) which identifies potential environmental risks caused by site activities and assigns a level of possible risk. The matrix identifies i) the construction activity, ii) the potential environmental aspects and iii) associated environmental risk.

(c) Dawnus implement an integrated process when assessing risks associated with construction activities. The Task Specific Risk Assessment and Method Statement (RAMS) Process (SHE\_PR\_005) requires environmental risk with Safety and Quality risks to be considered specific to the tasks being undertaken.

(d) The Site Management team review all risks on a monthly basis and revises, when necessary, the Risk Assessments, Method Statements and Management Plans throughout the duration of the project to take account of changing circumstances and ensure that suitable and adequate control measures have been implemented.

## SECTION 7 MANAGEMENT CONTROLS Back to Content

## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development	
<b>Project Number:</b>	TBC	
<p>The following represent, as identified from the Environmental Risk Assessment process, the Dawnus Processes and Operational Controls that will be adopted and implemented on this project. Reference should also be made to Task Specific Risk Assessments and Method Statements that will identify additional requirements or deviations from those controls dependent on the risks associated with specific tasks.</p>		
<b>Dawnus Operational Control Document</b>	<b>BM Reference</b>	<b>Required</b>
<b>7.1) Incident Reporting and Investigation</b>	SHE_PR_006	Required
Additional requirements will be confirmed through the early stage of the design to the construction phase		
<b>7.2) Communication and Consultation</b>	SHE_PR_011	Required
<b>7.3) Cultural Heritage Management</b>	pending	Not Required
{Insert here project specific arrangements made in addition to the Dawnus Standards set in the referenced Operational Control document}.		
<b>7.4) Ecology</b>	pending	Required
Specific ecological mitigation for the site will be managed in line with the planning conditions		
<b>7.5) Hazardous Materials Incorporating COSHH</b>	SHE_OC_010	Required
COSHH will be managed using the Dawnus standard procedures		
<b>7.6) Housekeeping &amp; Safe Access</b>	pending	Required
Site access and egress plans including detailed housekeeping plans will be identified prior to commencement on site.		
<b>7.7) Land Use Management</b>	pending	Not Required
<b>7.8) Nuisance Management</b>	pending	Required
<b>7.9) Resource Management</b>	pending	Required
A full and detailed resource schedule will be produced in advance of the works. This will detail all the proposed resource requirement for the scheme		
<b>7.10) Waste Management</b>	SHE_OC_035	Required
A full Site Waste Management Plan (SWMP) will be produced in advance of the works. All waste will be segregated and exported to licensed landfill if re-use is not possible.		
<b>7.11) Water Management</b>	pending	Required
A detailed site Water Management plan will be produced in advance of the works for review and approval by NRW. It is imperative that silty run off from site is controlled and treated in advance of discharge in to the surrounding water courses. The measures that will be implemented are likely to be settlement lagoons, silt netting as well as chemically dosed siltbuster arrangements in agreement with parameters set by NRW. Zero breaches are required.		
<b>7.12) Storage</b>	SHE_OC_034	Required
<p>There will be a combination of central storage and workplace storage used on site, the balance between them will depend on the works in progress. It is important to manage storage areas well because they set an example for the site. The following points will be taken into consideration: -</p> <ul style="list-style-type: none"> <li>i) Ensure that the material suppliers' instructions on storage are being followed</li> <li>ii) Store materials that are valuable or attractive to thieves in a secure area.</li> <li>iii) Store materials away from waste storage containers and from vehicle movements that could cause accidental damage.</li> <li>iv) Secure lightweight materials to protect them from wind damage or loss.</li> <li>v) Take special care over the storage of materials that are potentially polluting.</li> </ul>		
<b>7.13) Fuelling</b>	Pending	Required





# ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
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Specific fueling ares will be highlighted on site . No fueling will take place near to any drain, watercourse or any other area that is likely to cause pollution to the environment. Sufficient abd suitable spill kits will be available at all required locations. All fuel storage tanks will be double bunded and in good condition

<b>7.14) Site Security</b>	Pending	Required
Siet security will be provided by Enviroparks Ltd		

## SECTION 8 EMERGENCY PREPARDNESS AND RESPONSE Back to Content

(a) The Dawnus Process entitled Emergency Preparedness and Response ([SHE\\_PR\\_007](#)) describes the action required for management of potential environmental emergency incidents so as to minimise any potential detrimental environmental impacts.

(b) As a result of implementing the above process a Spill Response Plan (SRP) ([SHE\\_FM\\_020](#)) has been developed and made available to all site personnel. Additionally, the Site Management team will ensure that this SRP is tested at least once and that site personnel are adequately trained in its requirements.

(c) The Site Management team will ensure that environmental emergency equipment (e.g. spill kits) appropriate to the significance of the spill risk and the sensitivity of the surrounding environment are appropriately located and maintained on site.

(d) In the event of a major hazardous material spill incident (i.e., incidents which cannot be dealt with using equipment available on site or spills / pollution which have, or are likely to, enter(ed) a watercourse / drain) site personnel should call the following 24-hour national spill response hotline:

### 24 Hour Spill Response:

TBC	{0800 xxxxxxxx}
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(e) Callout personnel for 24-hour coverage shall be arranged by the Site Management Team to take control of and investigate out of hours incidents. The names and contact numbers of these personnel, and the Environment Agency's / Scottish Environment Protection Agency's Local Area Office, are displayed on site and related to site personnel during the induction process.

(f) The SHE Manager will, when necessary, report incidents to the Environment Agency (EA) / Natural Resources Wales/ Scottish Environment Protection Agency (SEPA) via:

1. Natural Resources Wales		{Telephone Number}
2. Natural Resources Wales 24-hour Emergency Hotline		{Telephone Number}

(g) In the event that the project team identify a suspected cultural heritage asset (e.g., archaeological artefact) all construction related works in the immediate vicinity shall be stopped. Thereafter, the find should be reported to the Site Manager and the SHE Manager who will take all necessary and appropriate action(s), as defined in the Dawnus Operational Control for Cultural Heritage ([pending](#)).

(h) Furthermore, in the event that the project team identify suspected rare or invasive plant species and / or rare fauna (e.g., Great Crested Newts, Water Voles, Bats, Barn Owls, Badgers and breeding Birds) all construction related works in the immediate vicinity shall be stopped. Thereafter, the find should be reported to the Senior Site Manager and the SHE Advisor who shall take all necessary and appropriate action(s), as defined in the Dawnus Operational Control for Ecology ([pending](#)).

### 8.1 Arrangements for Reporting Significant Environmental Incidents

(a) Senior Site Manager will notify the Regional Director and the SHE Manager as soon as details are confirmed, but no later than 1 hour after incident occurrence.

(b) Following contact with the Regional Director and the SHE Manager, the Environment Agency / Natural Resources Wales or local authority shall be contacted, when necessary, by telephone as soon as practicable, but no later than one (1) hour after incident confirmed (refer to contact details below).

(c) A SHE Incident Report Form ([SHE\\_FM\\_019](#)) must be completed and sent to the SHE Manager.

Early stage liaison is required with other contractors involved in the scheme to ensure the risks associated with each of the operations are understood and mitigation measures are implemented in advance

### 8.2 Arrangements for Reporting Minor Environmental Incidents

(a) Minor Environmental Incidents shall be reported by the Site Manager to Regional Directors and SHE Manager within 48 hours via completion of a SHE Incident Report Form ([SHE\\_FM\\_019](#))

Agreements will be made with NRW/LA in advance to ensure incidents are dealt with accordingly

## SECTION 9 MONITORING AND MEASURING Back to Content

(a) Continuous monitoring of environmental performance is achieved via the Dawnus Process for Monitoring and Measuring



## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
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Health, Safety and Environment Performance (SHE\_PR\_003), which assesses employees' and contractors' compliance within the requirements of the BMS, this and other plans and the Client and statutory obligations.

(b) SHE inspections are conducted by the SHE Advisor with any findings being copied to the Site Manager who will ensure that appropriate corrective and remedial action(s) are taken in a timely manner. Environmental information from SHE inspections is collated by the SHE Department and analysed for any arising trends. From this analysis, preventative action is taken to prevent recurrence – re-briefings, toolbox talks, etc.

(c) The Site Management Team, with the assistance of the SHE Advisor, will issue Environmental Site Notices on relevant topics e.g., pollution prevention, waste, noise and vibration, which shall be displayed in prominent locations.

(d) The Site Management Team, with the assistance of the SHE Advisor, will ensure that any method statements containing environmental management controls and this EMP are prepared, regularly reviewed and updated as required.

(e) Project audits against the Dawnus BMS, the requirements of ISO 14001 and relevant legislative and other commitments are periodically carried out by the SHE Advisor. Any non-compliance identified is issued to the Site Management team who ensure that timely corrective and preventative action(s) are implemented.

### SECTION 10 TRAINING, AWARENESS AND COMPETENCY Back to Content

(a) Courses are run by the Dawnus SHE Team covering various environmental issues.

(b) The site induction is used to promote overall environmental awareness as well as employee and contractor environment management responsibilities. This site induction is further enhanced through a series of toolbox talks that will be delivered to relevant site personnel on an on-going basis. The environmental toolbox talks that shall be delivered on this project are as follows:

Reference No.	Toolbox Title
<a href="#">SHE_TBT_003</a>	Adders
<a href="#">SHE_TBT_006</a>	Archaeology
<a href="#">SHE_TBT_008</a>	Badgers
<a href="#">SHE_TBT_010</a>	Bats
<a href="#">SHE_TBT_011</a>	Be a Good Neighbour
<a href="#">SHE_TBT_012</a>	Birds
<a href="#">SHE_TBT_019</a>	Cement & Concrete
<a href="#">SHE_TBT_028</a>	Dust and Air Quality
<a href="#">SHE_TBT_034</a>	Giant Hogweed
<a href="#">SHE_TBT_035</a>	Great Crested Newts
<a href="#">SHE_TBT_039</a>	Himalayan Balsam
<a href="#">SHE_TBT_041</a>	Japanese Knotweed
<a href="#">SHE_TBT_048</a>	Material Handling
<a href="#">SHE_TBT_053</a>	Noise and Vibration
<a href="#">SHE_TBT_054</a>	Otters

Reference No.	Toolbox Title
<a href="#">SHE_TBT_057</a>	Petrol, Diesel and Oils
<a href="#">SHE_TBT_062</a>	Pumping & Over pumping
<a href="#">SHE_TBT_069</a>	Silt
<a href="#">SHE_TBT_070</a>	Site Drainage
<a href="#">SHE_TBT_073</a>	Site set-up
<a href="#">SHE_TBT_076</a>	Slow Worms
<a href="#">SHE_TBT_077</a>	Spill Response
<a href="#">SHE_TBT_085</a>	Storage of Waste
<a href="#">SHE_TBT_080</a>	Tree Protection
<a href="#">SHE_TBT_084</a>	Washing Down Plant and Machinery
<a href="#">SHE_TBT_085</a>	Waste Management
<a href="#">SHE_TBT_068</a>	Waste Segregation
<a href="#">SHE_TBT_087</a>	Water Pollution Prevention
<a href="#">SHE_TBT_086</a>	Water Pollution-Cement concrete
<a href="#">SHE_TBT_088</a>	Water Voles

(c) Attendance at inductions and internal environmental training courses will be recorded (SHE\_FM\_032) and the records retained by the Site Management Team located in the Project Filing Structure {File No. 4 / Section No. 4.23}.

(d) At the start of the Project, the Site Management team will review the environmental training requirements of site staff and operatives and ensure any additional training required to address identified deficiencies is arranged.

(e) Employees are deemed to be environmentally competent once they have fulfilled the environmental training requirements defined within the Competency and Training Matrix (HR\_FM\_001 / HR\_FM\_002) and attended the site. Subcontractor personnel are deemed to be environmentally competent once they have attended the site induction and they hold a Construction Skills Certification Scheme (CSCS) card.

(f) Letter drops or similar will be carried out to potentially affected third parties informing them of any work that may impact upon them. Additionally, consultations are held with interested parties (i.e., regulatory authorities and members of the public), where letter drops are deemed ineffective. Furthermore, any complaints received will be dealt with in accordance with the Dawnus Third Party Communication & Consultation Process (SHE\_PR\_010)

## ENVIRONMENT MANAGEMENT PLAN (EMP)

<b>Project Name:</b>	Enviroparks Phase 2a Development
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### SECTION 11 RECORD REFERENCING MATRIX

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#### Explanatory Notes:-

viii) To support the effective management of projects and remove the potential for duplication of information and effort, all records referred to in this plan are filed in the Dawnus Project Filing Structure whilst the records are continuing to be updated and the project is live. The following matrix supports the navigation and archiving of project records. It enables project teams and third parties (as applicable) to easily navigate the Project Filing Structure.

#### NOTE: OPERATIONAL CONTROL PROCEDURES PENDING WHICH WILL DEFINE FORMS

Environment Plan Section Reference	Record Description	BMS Format	Project Filing Location
1.1	Project Appointment Matrix	SHE_FM_007	{File No. 4 / Section No. 4.25}
1.1	Specific Appointment Letters	Various	{File No. 4 / Section No. 4.25}
5	Consents and Permits	Various	{File No. 4 / Section No. 4.10}
6	Environmental Risk Assessment	SHE_FM_007	{File No. 5 / Section No. 5.3}
7.1	Incident Reporting Form	SHE_FM_019	{File No. 4 / Section No. 4.24}
7.2	Briefing Records	SHE_FM_031	{File No. 4 / Section No. 4.23}
7.2	Induction Records	SHE_FM_030	{File No. 4 / Section No. 4.23}
7.2	Toolbox Talk Records	SHE_FM_032	{File No. 4 / Section No. 4.23}
7.3	Cultural Heritage - Forms to be defined	Pending	pending
7.4	Ecology - Forms to be defined	Pending	pending
7.5	Hazardous Materials - Forms to be defined	Pending	pending
7.6	Housekeeping and Safe Access - Forms to be defined	Pending	pending
7.7	Land Use and Management - Forms to be defined	Pending	pending
7.8	Nuisance Management - Forms to be defined	Pending	pending
7.9	Resource Management - Forms to be defined	Pending	pending
7.1	Waste Management - Forms to be defined	Pending	pending
7.11	Water Management - Forms to be defined	Pending	pending
7.12	Storage - Forms to be defined	Pending	pending
7.13	Fuelling - Forms to be defined	Pending	pending
7.14	Site Security - Forms to be defined	Pending	pending
8	Spill Response Plan	SHE_FM_020	{File No. 5 / Section No.5.9}
8.1 & 8.2	Incident Reporting Form	SHE_FM_019	{File No. 4 / Section No. 4.24}
9	Inspections and Audit Reports	SHE_FM_024	{File No. 5 / Section No. 5.10}

### SECTION 11 FURTHER GUIDANCE

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Further guidance on Environmental matters is available from: The Regional SHEQ Advisor