

# Construction Environmental Management Plan



Shell Hornsey Park  
93-113 Park Road, N8 8JN  
Commencement Date – TBD

| Prepared by |                  |                |                         |
|-------------|------------------|----------------|-------------------------|
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| Signature   | <i>D Bostock</i> | Date           | 4/10/2023               |

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### Construction Management Plan Amendment record

| <b>Rev No.</b> | <b>Description</b> | <b>Author by</b> | <b>Date</b>  | <b>Approved By</b> |
|----------------|--------------------|------------------|--------------|--------------------|
| Rev 00         | Creation Of CEMP   | D Bostock        | October 2023 | Paul Hamilton      |
|                |                    |                  |              |                    |
|                |                    |                  |              |                    |
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# 1 Project Details

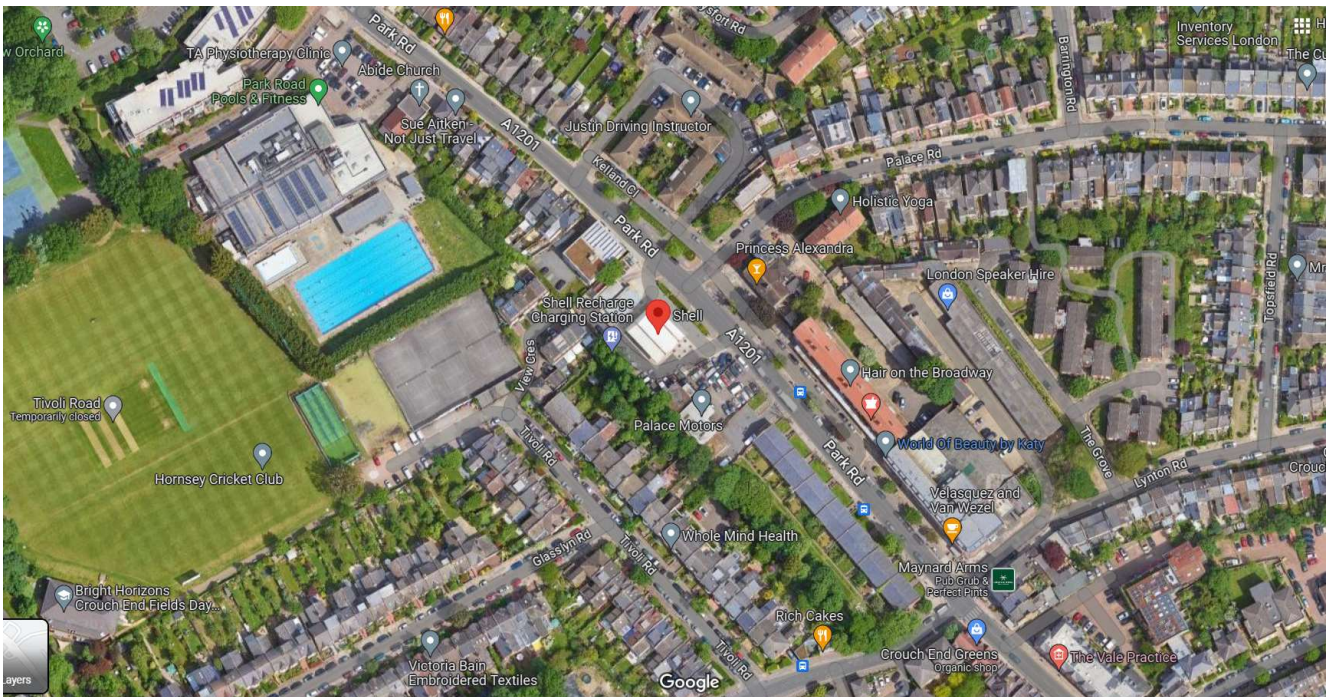
## 1.1 Purpose

The purpose of the current CEMP is to:

- Identify stakeholders' requirements
- Set out the Environmental Management System requirements (as described in ISO 14001:2015)
- Ensure compliance with legal requirements
- Prevent and minimize any adverse environmental effects during all construction phases

## 1.2 Location

Shell Hornsey Park is located on Park Road and is located within a predominantly residential area with an adjoining commercial car work shop premises and nearby retail shops. Highgate Wood School is nearby.



## 1.3 Description of works

The overall scope of works include for the knock down and rebuild of the Petrol station plus the incorporation of new a new EV charging area.

Supporting Documents to be read in conjunction with the CEMP;

- Haringey Planning Decision Dated 11 May 2023 HGY/2002/1250

## 1.4 Project Targets

| Objective                                     | Target                                                                                                                                                  | Evidence                                                          |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Effective Site Environmental Controls</b>  | Achieve 0 Environmental Non-conformities during site environmental inspections                                                                          | Records - (Environmental Form 05)                                 |
| <b>Monitor amount of waste being recycled</b> | 95% of waste to be recycled.                                                                                                                            | Records – Site Waste Management Plan<br>Waste Contractors records |
| <b>Environmental Performance</b>              | Zero major environmental incidents<br>Zero infringement notices<br>All environmental accidents to be reported to SHEQ team within 2 hours of occurrence | Incident Reporting records                                        |
| <b>Carbon Emissions</b>                       | Carbon emissions for project must be below company established targets.                                                                                 | Site Waste Management Plan / Carbon Reports                       |
| <b>Community Impact</b>                       | Zero valid complaints registered                                                                                                                        | Complaints register                                               |

## 1.5 Hours of Work

Permitted hours of work throughout the duration of the project are in accordance with industry standard working hours and shall be restricted to:

Monday to Friday – 8am to 6pm

Saturdays - 8:00am to 1pm

No work on Sundays, Bank or Public Holidays.

## 1.6 Roles & Responsibilities

For specific duties please see Toureen responsibilities and duties procedures:

| Title                                | Name            | Tel. No.      |
|--------------------------------------|-----------------|---------------|
| <b>Managing Director</b>             | Ciaran McClearn | 0208 424 7999 |
| <b>Director</b>                      | Paul Hamilton   | 0208 424 7999 |
| <b>Contracts Manager</b>             | Dan Cleary      | 0208 424 7999 |
| <b>Project Manager</b>               | TBC             |               |
| <b>Safety Advisor / SHEP Manager</b> | Dominic Bostock | 0208 424 7999 |
| <b>Environmental Manager</b>         | Claire Fundrey  | 0208 424 7999 |
| <b>Site Supervisor</b>               | TBC             |               |

## 1.7 Regulatory Liaison

Toureen's Environmental Management System (EMS) is established according to ISO 14001:2015 requirements, which demands total compliance with any legal applicable requirements.

Regulatory organisations may include, but are not limited to:

- Environment Agency (EA)
- LA (Local Authority) – London Borough of Haringey

Close liaison with surrounding neighbours prior to any major works occurring to ensure the least impact is created. Phil Read of JLL has been appointed for these discussions.

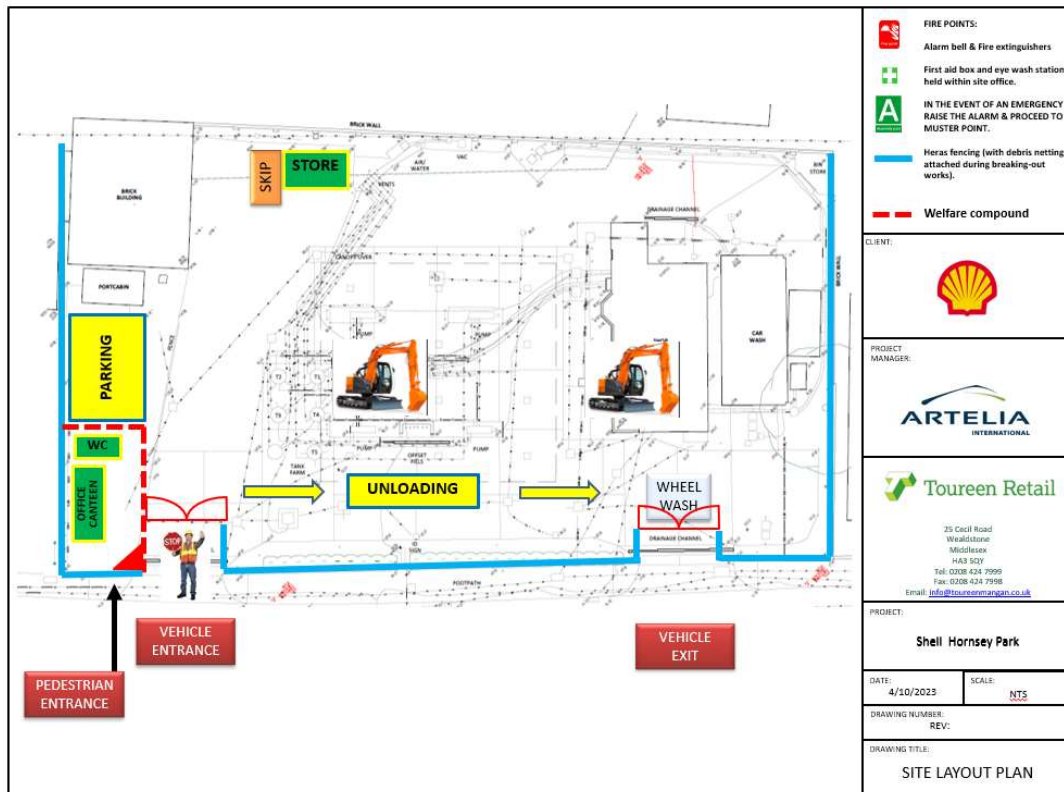
Liaison with External parties will be undertaken by Toureen Retail site team, however the following will be interested in this site and our works:

- Environmental Health Officer (EHO)
- Environmental Agency
- Representatives from neighbouring car workshop and residents

#### 1.7.1 Parties involved with the project

| Client               |                                                           | Principal Designer                                               |                                                                      |
|----------------------|-----------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------|
| Name                 | Shell UK Oil Products Ltd                                 | Name                                                             | Artelia UK Ltd                                                       |
| Address              | Shell Centre<br>York Road<br>Lambeth<br>London<br>SE1 7NA | Address                                                          | High Holborn House<br>52-54 High Holborn<br>London<br>WC1V 6RL       |
| Contact              |                                                           | Contact                                                          | Peter Burrell                                                        |
| Tel.                 |                                                           | Tel.                                                             | 0207 269 0450                                                        |
| Email                |                                                           | Email                                                            | Peter.burrell-ext@uk.artliagroup.com                                 |
| Principal Contractor |                                                           | Designers, e.g., Structural, Civil, Mechanical, Electrical, etc. |                                                                      |
| Name                 | Toureen Retail                                            | Name                                                             | Jennings                                                             |
| Address              | 25 Cecil Road<br>Harrow<br>Ha3 5QY                        | Address                                                          | Unit 8 Feast Field, Horsforth<br>Leeds<br>West Yorkshire<br>LS18 4TJ |
| Contact              | Paul Hamilton                                             | Contact                                                          | Peter Stanworth                                                      |
| Tel.                 | 0208 424 7999                                             | Tel.                                                             | Peter@jennings-design.com                                            |

## 1.8 Site Layout



## 2 Operational Controls

The controls described below apply to all personnel associated with Toureen Retail staff, suppliers and third parties and all activities and operations associated with the project.

### 2.1 Induction & Training

The induction given to all site personnel shall include a general overview of site-specific environmental issues, as well as details of how these issues shall be managed.

Environmental training will be provided on site, during inspections carried out by the Environmental or SHEP Managers. The training will cover a wide range of areas, such spill control, filling waste transfer notes or completing a site waste management plan.

An Environmental Notice Board will be displayed on site, which will contain the following information:

- Toureen Environmental Policy
- Latest Environmental Alert
- Site Environmental Response Plan
- Site sensitive receptors
- Environmental good practice example
- Identification of SHEQ Manager Claire Fundrey with contact details

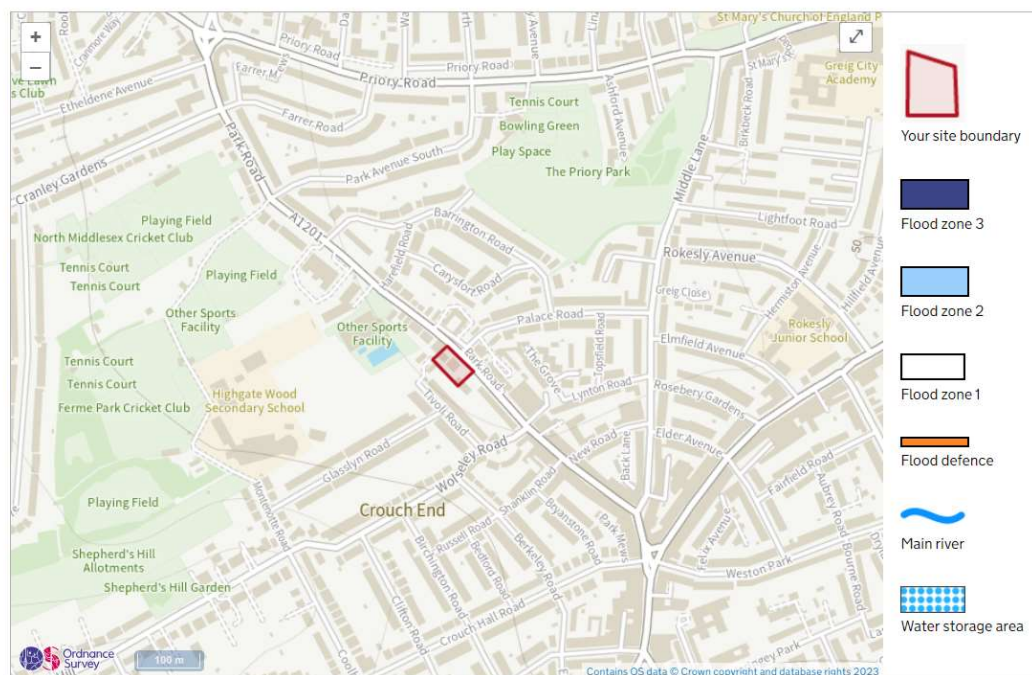
Environmental toolbox talks relevant to site activities are to be conducted every week. The attendance and topic discussed are recorded and communicated back to management team.

## 2.2 Water Management

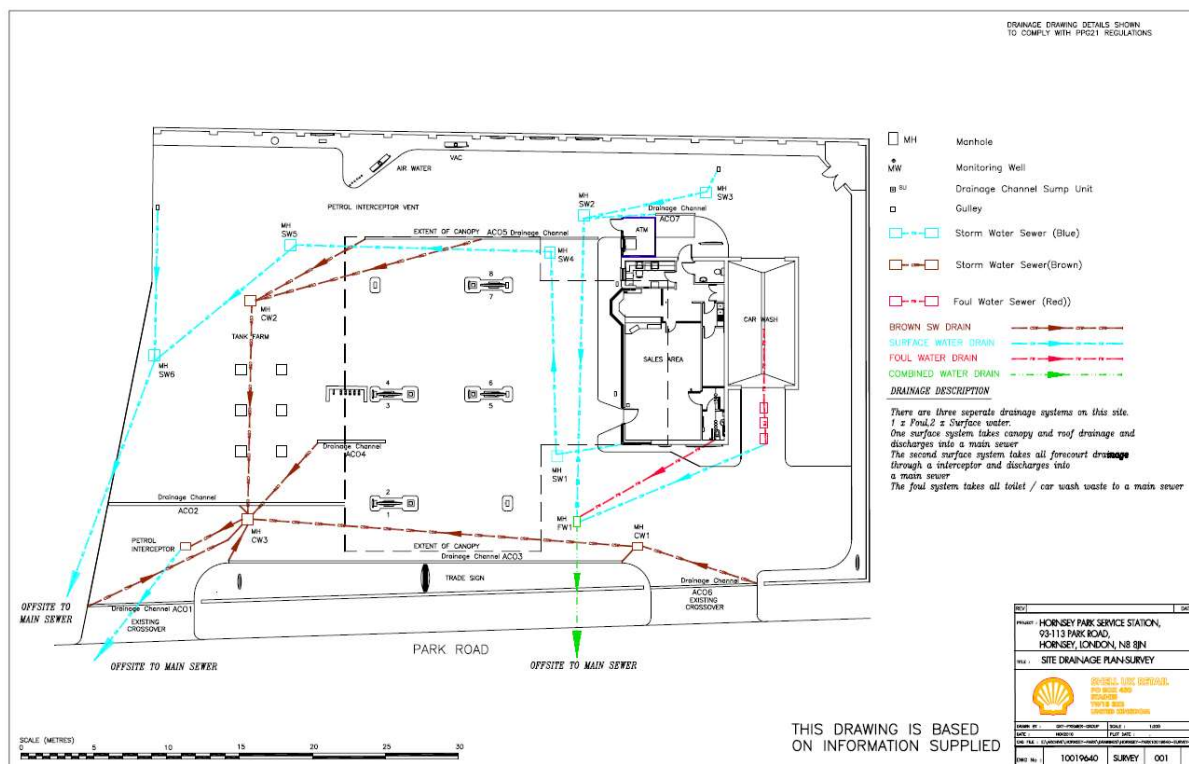
In accordance with the Environment Agency flood map, the site is located within a Flood Zone 1.

### Flood map showing the flood zone your site is in

The map shows the flood risk to your site and the surrounding area.



The existing foul and brown forecourt surface water drainage discharges to a sewer via a petrol interceptor. The surface water discharges to a sewer via a separate connection. Existing connections will be maintained and protected during the works.



During the induction briefing all site personnel will be briefed on the importance of water resources, their location and pollution prevention measures. A spillage response plan will be produced and implemented by

Toureen to manage spillages and environmental incidents. Spill kits will be held on-site, close to main storage areas, with a variety of absorbent materials to be used in the event of a spill of fuel, oils or chemicals. The site manager is to be notified of all spillages, however minor.

The storage of all potentially polluting substances (primarily fuel, oil and lubricants for plant) should be in accordance with the Oil Storage Regulations. All areas presenting a risk of spillage, such as vehicle maintenance areas and fuel stores, will be located on impermeable surfacing, and will have controlled drainage or appropriate drip trays/bunds. Any damaged, leaking or empty drums will be removed from the site and disposed via a registered waste disposal contractor.

Bunds will be able to contain 110% of the volume of the largest container stored within it or 25% of the aggregate capacity of all storage containers. For drum storage a drip tray with a capacity of 25% of the maximum volume of material stored is sufficient. The maximum number of barrels and/or containers that can be stored in a bund at any one time will be indicated on a notice close to the bund. It will be ensured that the bund volume is not compromised by rainwater.

A COSHH register will be kept on site. All COSHH items will be kept on a locked and protected COSHH box unit.

A trade effluent licence will be obtained if any water from works is created that will enter the drainage system.

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## 2.3 Waste

Toureen Retail will consider the valid waste streams associated with the current project and their volume/tonnage.

All waste carriers will have valid waste carrier licences. All waste facilities will provide valid environmental waste operations permits.

The following table explains the construction waste groups considered for the project, as well as their EWC code.

| European Waste Catalogue | Key Group          | Examples                                                                                       |
|--------------------------|--------------------|------------------------------------------------------------------------------------------------|
| 170102                   | Bricks             | Bricks                                                                                         |
| 170101                   | Concrete           | Pipes, kerb stones, paving slabs, concrete rubble, precast and in situ                         |
| 1501                     | Packaging          | Paint pots, pallets, cardboard, cable drums, wrapping bands, polythene sheets                  |
| 170201                   | Timber             | Softwood, hardwood, board products such as plywood, chipboard, medium density fibreboard (MDF) |
| 200301                   | Canteen/office     | Office waste, canteen waste, vegetation                                                        |
| 170103                   | Tiles and ceramics | Ceramic tiles, clay roof tiles, ceramic, sanitary ware                                         |
| 1704                     | Metals             | Radiators, cables, wires, bars, sheet                                                          |
| 170802                   | Gypsum             | Plasterboard, plaster, fibre cement sheets                                                     |
| 170203                   | Plastics           | Pipes, cladding, frames, non-packaging sheet                                                   |
| Most relevant EWC        | Hazardous          | Defined in the Hazardous Waste List (HWL) of the European Waste Catalogue (EWC)                |

Toureen will produce a SWMP spreadsheet which will log all waste movements regarding waste that leaves site. The SWMP will be developed as the project commences with all waste movements recorded on a daily basis. Prior to the project commencing the Environment and Transport Managers will obtain all Waste Carriers Licences and the waste disposal and recycling centre licenses and input within the SWMP.

## 2.4 Nuisance Prevention

Toureen's Environmental Manager will carry out noise monitoring during site inspections.

Toureen Retail will ensure that noise and vibration levels on site are controlled as defined by the British Standard 5228.

Toureen Retail will manage any noise, dust, vibration activities associated with the demolition phase in a proactive way with the following control measures:

- ✓ All plant and machinery will be switched off when not in use.
- ✓ All construction traffic including deliveries to site and the removal of plant from site will only take place during these site working hours listed above
- ✓ Stockpiles of dust producing materials will be positioned well away from boundaries and, if necessary, in dry and windy periods will be covered or screened to prevent wind-blown dust.
- ✓ Minimise cutting and grinding and use wet cutting when it is unavoidable.

- ✓ When feasible, mobile plant such as compressors shall have sound reducing features and efficient silencers. All covers and side panels shall be closed when the plant is in operation.
- ✓ All noise generating equipment shall be sited as far as is practical away from site boundaries.
- ✓ All plant and machinery will be switched off when not in use. Motor housing doors shall be kept shut when plant is being operated
- ✓ To prevent mud on the roads a jet wash will be utilised to ensure that deleterious material gets past the site entrance. Delivery vehicles will not be permitted to leave site until they have been suitably cleaned.
- ✓ All NRMM used onsite will be Stage IIIB as per minimum standard.

#### 2.4.1 Dust Management Mitigation actions

As described in the practical guide to NRMM compliance (September 2017), it was established that 8% PM10, 7% NOx and 14.5% of PM2.5 are emitted from NRMM (non road mobile machinery). Toureen will establish a no Idling policy on site, Toureen Retail aims to reduce emissions which contribute to poor air quality.

The following dust management actions have been considered for the current project:

| Activity                                  | Mitigation measures                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communications</b>                     | Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary. This will be the Project's Contracts Manager.                                                                                                                                                                 |
| <b>Site Management</b>                    | Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken.                                                                                                                                                                                       |
|                                           | Make the complaints log available to the local authority when asked.                                                                                                                                                                                                                                                                                  |
|                                           | Record any exceptional incidents that cause dust and/or air emissions, either on- or off- site, and the action taken to resolve the situation in the site diary.                                                                                                                                                                                      |
| <b>Monitoring</b>                         | Site Manager/Supervisor will carry out inspections as part of the daily site inspections format which will ascertain the success of the implemented dust management controls. Any findings from these inspections will be recorded in site diary and any recommendation which results from these inspections is to be followed up by site management. |
|                                           | Site Manager is to undertake daily on-site and off-site inspection, where receptors (including roads) are nearby, to monitor dust, record inspection results.                                                                                                                                                                                         |
| <b>Training</b>                           | Toureen's Environmental Manager will attend site to train the site manager on compliance with the CEMP. Toureen's Environmental Managers qualification certs are in Appendix A.                                                                                                                                                                       |
| <b>Preparing and maintaining the site</b> | Erect screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site.                                                                                                                                                                                                                           |
|                                           | Fully enclose site or specific operations where there is a high potential for dust production and the site is active for an extensive period.                                                                                                                                                                                                         |
|                                           | Avoid site runoff of water or mud.                                                                                                                                                                                                                                                                                                                    |
|                                           | Keep site fencing, barriers and scaffolding clean using wet methods                                                                                                                                                                                                                                                                                   |
|                                           | Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used onsite cover as described below                                                                                                                                                                         |
|                                           | Cover, seed or fence stockpiles to prevent wind whipping.                                                                                                                                                                                                                                                                                             |
|                                           | The hardstanding surface will be kept as long as possible. During the demolition period the entrance/exit area will also be retained and will be linked to the site interceptor. During periods of dry weather surfacing to be dampened down.                                                                                                         |
| <b>Operating vehicle/machinery</b>        | Ensure all vehicles switch off engines when stationary - no idling vehicles                                                                                                                                                                                                                                                                           |
|                                           | Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable.                                                                                                                                                                                                                        |
|                                           | Impose and signpost a maximum – speed-limit of 10 mph on surfaced and 10 mph on un-surfaced haul roads and work areas                                                                                                                                                                                                                                 |
|                                           | Produce a Construction Logistics Plan to manage the sustainable delivery of goods and materials.                                                                                                                                                                                                                                                      |
| <b>Operations</b>                         | Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust                                                                                                                                                                                                                                                            |

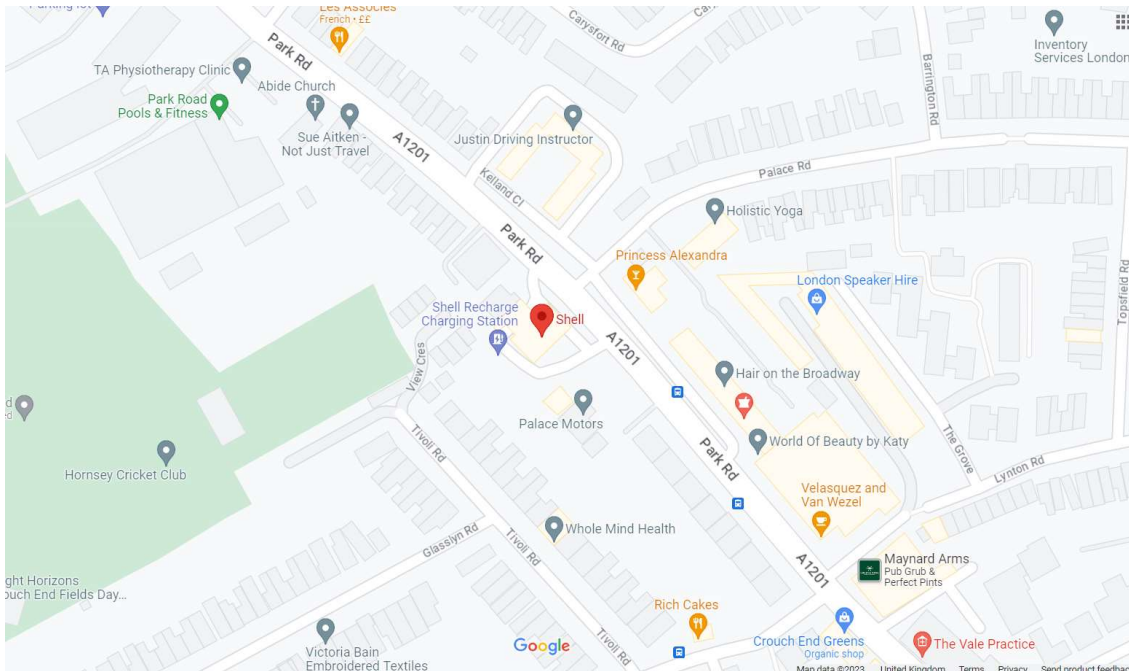
|                         |                                                                                                                                                                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.                                                                                                                              |
|                         | Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.<br>Damp down surfaces during periods of dry weather to prevent dust nuisance |
|                         | Ensure equipment is readily available on site to clean any dry spillages, and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.                                                                 |
| <b>Waste Management</b> | No burning of waste or materials on site.                                                                                                                                                                                                      |
| <b>Demolition</b>       | Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust).                                                                                      |
|                         | Bag and remove any biological debris or damp down such material before demolition.                                                                                                                                                             |
|                         | Ensure effective water suppression is used during demolition operations.                                                                                                                                                                       |

## Light Pollution – Controls and Management

- ✓ Flood lighting, security lights, and any other obtrusive external lighting shall be sensitively located so as to avoid nuisance to neighbouring properties and should only provide the necessary luminance for the relevant task(s).
- ✓ The direction and angle of any external lighting will not cause light spill, glare, or nuisance to neighbouring properties or highway users. Where practicable, the use of shields or covers will be used to minimise the level of obtrusive light beyond the site boundary.
- ✓ Any light sensors fitted will be adjusted as such to ensure that they are only activated from activity on the development site.
- ✓ The use of external lighting overnight will be minimised consistent with safe access, egress, and security of the development site.

## 3 Traffic Management & Logistics

### 3.1 Overview



Access to the site is taken from the existing crossovers on Park Road. Delivery and contractors vehicles will access the site via the A406 North Circular and Colney Hatch Lane.

### 3.2 Parking

There will be limited onsite parking for site Personnel. Visitors & overflow parking will be required to use the nearby parking facilities using the RingGo app and parkopedia

<https://www.myringgo.co.uk/parkinglocator?operatorId=33750109>

[https://en.parkopedia.co.uk/parking/n8\\_8jn/?arriving=202310041600&leaving=202310041800](https://en.parkopedia.co.uk/parking/n8_8jn/?arriving=202310041600&leaving=202310041800)

Where possible Operatives and visitors will be encouraged to use public transportation to and from site.

Nearby train stations include;

Hornsey Train Station            N8 9DJ

High Gate Tube                    N6 5AA

Nearby Bus stops include Wolseley Road Stop on Park Road.

Toureen Contractors are based in HA3 5QY and will make a commitment to utilise suitably trained, experience & competent employees local to the project.

#### Construction Plant

Plant items identified for delivery, use on site and off-hiring during Toureen Group project period are as follows: -

- 5, 13, 20 tonne excavator (tracked)
- Dumper / ride on roller
- Crane
- Muck away and skip lorries
- Concrete delivery lorries
- Delivery vehicles

### 3.3 Equipment & Materials

Equipment and Materials of significance identified for delivery during the Toureen Project period are as follows:

- Site cabins /fence
- Concrete
- Muck away / Aggregate deliveries
- Drainage / mesh / kerbs
- EV equipment / Electrical cables

### 3.4 Traffic Management Personnel

Toureen Retail Contracts Manager: TBC

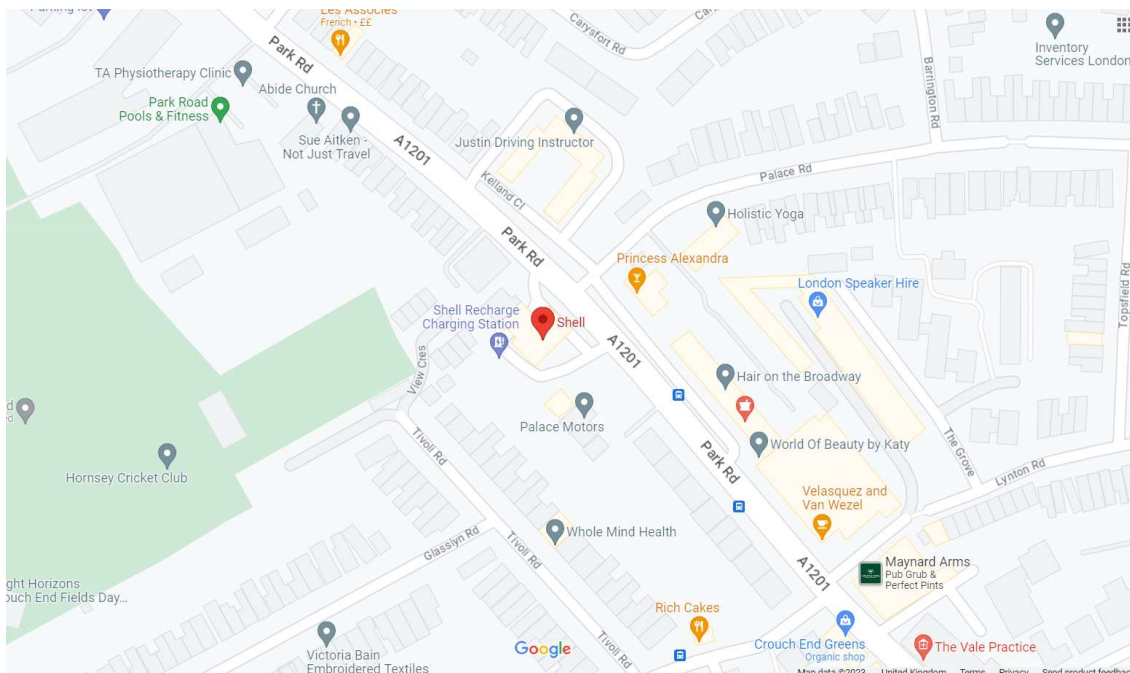
Toureen Retail site manager: TBC

No 1 Traffic Marshals (TMs): TBC

No 2 Traffic Marshals (TMs): TBC

No 3 Traffic Marshals (TMs): TBC

### 3.5 Location Map



### 3.6 Site Layout and Access

Dedicated site entrances will be created utilising the existing vehicle crossovers. The gates will be in stepped & set back from the crossover allowing vehicles to pull in from the road prior to the gates being opened by the gateman / banks man. Heras fence shall be erected to maintain visibility splay for drivers leaving the construction site.

### 3.7 General Management of Deliveries

#### 3.7.1 Schedule of Deliveries

A schedule of deliveries for the day and/or week ahead (latter where known) will be prepared by the Toureen Retail Project Manager. Each day the Traffic Marshals will be addressed by the Toureen Retail Project Manager as to the known deliveries for the day and provided with a copy of the schedule and briefed on the method of manoeuvre for the delivery to the site.

### 3.7.2 Notification to Suppliers / Plant Companies

All suppliers of plant, materials and equipment will be requested to provide suitably sized vehicles to facilitate the deliveries. Suppliers will be asked to adhere to the delivery times provided to ease road congestion and synchronise with the site activities.

### 3.7.3 Daily Checks

The Project Manager and Traffic Marshals will complete regular checks throughout the day to ensure that the roads and footpaths are not blocked by construction traffic and that no mud or debris from the construction site is taken onto the highway.

## 3.8 Traffic Routing

The designated traffic route for delivery vehicles is via the A406 North Circular leading to Colney Hatch Lane & Park Road. Once the delivery vehicle arrives at the gate the Toureen gateman will confirm (1) who they are, (2) what they are delivering, and (3) the size and type of vehicle. The vehicle will be brought into site and the set down area and the driver shall complete the delivery driver induction.

## 3.9 Delivery Method

| Overview         | Access to the site is taken from Park Road                                                                                          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Vehicles         | Long Wheelbase transit van, skip exchange truck                                                                                     |
| Delivery of      | Waste skips, Construction Plant, construction materials and equipment                                                               |
| Frequency        | The Frequency of traffic movements will depend upon the construction activities undertaken as determined by the programme of works. |
| Delivery Window  | 08.00 to 18.00 Monday to Friday and 08.00 to 13.00 Saturday                                                                         |
| Traffic Marshals | 1nr Gateman with supporting Traffic Marshalls. Names of the persons are to be confirmed upon commencement of the project.           |
| Suspended Bays   | N/A                                                                                                                                 |

Schedule of delivery type and time provided to Toureen Retail Project Manager giving at least 24-hours notice.

1. 1nr Traffic Marshals briefed by Project Manager on site at start-of-day on delivery expected, time of arrival, and type of delivery vehicle expected.
2. Traffic Marshals don orange Traffic Marshal Hi- Vis Vest and agree upon who will act as lead Traffic Marshal.
3. Vigil kept by Traffic Marshals to ensure the road is kept free of traffic around the site entrance
4. The Traffic Marshalls will assist the driver entering into site ensuring the control of traffic and pedestrians around the site gate.
5. Once inside the site entrance gate and parked.
6. There will be a controlled offloading/loading requirement to expedite the transfer of plant and equipment off the delivery vehicle.
7. Once the delivery is complete, the Traffic Marshall will check the road is clear for the driver to leave.
8. The delivery area will be checked for litter and debris and tidied. Site gate will then be locked.

**3.10 Emergency Spill Response**

| <b>Ref</b> | <b>Action</b>                                                                                                                                              | <b>Evidence Required</b>        |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.1.1      | Establish spill response procedure (Consult EWP2)<br>Spill response posters to be distributed on boards around site.                                       | Site inspection<br>EWP 02       |
| 3.1.2      | Communicate procedure to all site personnel and post instructions at suitable places around site.                                                          | Induction<br>Records<br>Posters |
| 3.1.3      | Place and maintain stocks of spill response equipment appropriate to materials on site                                                                     | Site inspection                 |
| 3.1.4      | Train personnel on use of spill response equipment and update training as appropriate. Training to be included with the site induction and tool box talks. | Site inspection                 |
| 3.1.5      | Report significant spills immediately                                                                                                                      | Incident records                |

**3.11 Waste Control**

| <b>Ref</b> | <b>Action</b>                                                                                              | <b>Evidence Required</b>                            |
|------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 3.2.1      | Ensure Site Waste Management Plan in place to include Waste Minimisation strategy.                         | EMS 17 (SWMP)                                       |
| 3.2.2      | Skips should be covered (if material can be blown away or if it is a plasterboard-only skip).              | Site Inspection<br>Reports                          |
| 3.2.3      | Label waste skips with allowable contents                                                                  | Site Inspection<br>Reports                          |
| 3.2.4      | Manage wastes in accordance with Site Waste Management Plan.                                               | Duty of care<br>records.<br>Waste Transfer<br>Notes |
| 3.2.5      | Adopt waste minimisation schemes such as compaction, segregation, re-use and recycling, where appropriate. | Site Inspection<br>Reports                          |
| 3.2.6      | Report waste figures with the Site Waste Management Plan                                                   | EMS 11 (SWMP)                                       |

**3.12 Protection of Surface and Ground Waters**

| <b>Ref</b> | <b>Action</b>                                                                                            | <b>Evidence Required</b>                      |
|------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 3.3.1      | Agree with Environment Agency works likely to disturb Controlled Waters                                  | Records of<br>Agreement                       |
| 3.3.2      | Identify pollution prevention measures in risk assessments (RA) and method statements (MS)               | EMS 14 (Environmental<br>Risk<br>Assessments) |
| 3.3.3      | Visually inspect water courses etc. for pollution on regular basis and take remedial action as necessary | Monitoring<br>Records or site<br>diary        |

|       |                                                                                                           |                         |
|-------|-----------------------------------------------------------------------------------------------------------|-------------------------|
| 3.3.4 | Provide arrangements for wash out of concrete wagons to prevent pollution. Wash out skips to be provided. | Site Inspection Reports |
| 3.3.5 | Stockpiles to be located away from water courses                                                          | Site Inspection Reports |

### 3.13 Controlled Water Courses and Discharges

| Ref   | Action                                                                                                                                  | Evidence Required  |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 3.4.1 | Obtain consent from local water company before discharging to storm or foul sewers.                                                     | Records of consent |
| 3.4.2 | Monitor discharges in accordance with requirements of consent. Visually inspect discharge quality and take remedial action as necessary | Monitoring Records |
| 3.4.3 | Report any significant noncompliance with consent conditions immediately to Project Manager.                                            | SHEQ Reports       |

### 3.14 Water Settlement Facilities

| Ref   | Action                                                                                                                                                                                                                 | Evidence Required                              |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 3.5.1 | Size settlement facilities appropriately and by observational method. Settlement and/or Siltbuster tanks as required to be provided.                                                                                   | Site Inspection Records                        |
| 3.5.2 | Locate settlement facility away from potential sources of contamination, including topsoil stores.                                                                                                                     | Site Inspection Records                        |
| 3.5.3 | Maintain settlement facilities to remove sediment build up. Prevent surface floating material, including oil, from entering the discharge outlet. Assess effectiveness of settlement facility and modify as necessary. | Site Inspection Records<br>Maintenance Records |

### 3.15 Oils, Fuels and Chemicals Storage

| Ref   | Action                                                                                                                                                                                                                                                                                                                                                                                        | Evidence Required                                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 3.6.1 | Locate storage facilities in marked zones away from sewers, gullies and at least 10m from channels and water courses. If not feasible, take or adequate measures to protect against pollution.                                                                                                                                                                                                | Site Inspection Records<br>Site Plan                          |
| 3.6.2 | Store fuels, oils and COSHH materials in accordance with good practice. Locate storage facilities on impermeable surfaces where possible. Ensure storage bunds/trays/pallets are minimum volume of 110% and maintained in good condition. Empty buds/trays/pallets regularly and in accordance with waste disposal procedures. Protect fuel facility from vandalism and lock when not in use. | Site Inspection Records<br>Contract Manager inspection record |
| 3.6.2 | Appoint responsible individuals trained in emergency response. Communicate emergency responses in site induction.                                                                                                                                                                                                                                                                             | Site Induction Records                                        |
| 3.6.3 | Keep spill response equipment, appropriate to the size of the facility, in close proximity to the facility.                                                                                                                                                                                                                                                                                   | Site Inspection Reports                                       |
| 3.6.4 | Appoint designated person for fuel-filling operation.                                                                                                                                                                                                                                                                                                                                         | Appointment record                                            |

|       |                                                                                                                                                   |            |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 3.6.5 | Vehicle re-fuelling to take place on an impermeable surface.                                                                                      | Site Rules |
| 3.6.6 | Mobile fuel bowzers and stores to have fuel automatic shut off, pistol grip nozzles and lockable flow controls and are secured against vandalism. | Site Rules |

### 3.16 Noise and Vibration

| Ref   | Action                                                                                                                                                                                               | Evidence Required                      |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 3.7.1 | Prior to the commencement of works, identify all potentially noise and vibration sensitive properties and boundaries and carry out baseline noise and vibration surveys.                             | Noise and vibration surveys            |
| 3.7.2 | Carry out environmental and occupational health noise and vibration surveys during the Works as necessary                                                                                            | Noise and vibration surveys            |
| 3.7.3 | Detail any necessary measures to mitigate noise and vibration impacts in risk assessments (RAs) and method statements (MSs). Select construction methods and plant that minimise noise and vibration | EMS 14 – Environmental Risk Assessment |
| 3.7.4 | Communicate noise and vibration issues to site personnel and visitors.                                                                                                                               | Induction records                      |
| 3.7.5 | Monitor measures to mitigate noise and vibration periodically to ensure effectiveness                                                                                                                | Site Inspection records                |
| 3.7.6 | Adopt Best Practicable Means for noise reduction. Consult EWP 04 and EWP 07 for Guidance.                                                                                                            | Site Inspection records                |
| 3.7.7 | Establish procedure for notifying local authority, local residents (and general public if necessary) of extended working hours, with one week notice period whenever possible.                       | Site Records                           |

### 3.17 Dust and Fumes

| Ref   | Action                                                                             | Evidence Required              |
|-------|------------------------------------------------------------------------------------|--------------------------------|
| 3.8.1 | Maintain high standard of housekeeping. Avoid infestation with vermin.             | Site inspection Reports        |
| 3.8.2 | Monitor cleanliness of access routes regularly and use road sweepers when required |                                |
| 3.8.3 | Damp down surfaces during periods of dry weather to prevent dust nuisance.         |                                |
| 3.8.4 | Provide wheel-washing facilities at exits onto public roads, where required.       | Site setup<br>Site layout Plan |
| 3.8.5 | Stockpile shall be located downwind of sensitive receptor sites                    | Site Inspection reports        |

### 3.18 Contaminated Land

| Ref   | Action                                                                                                                    | Evidence Required                                 |
|-------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 3.9.1 | Establish plans of action for dealing with identified contaminants                                                        | Action plans<br>Site inspections                  |
| 3.9.2 | Ensure there is adequate planned prevention of pollution of any watercourses, land or air contained in method statements. |                                                   |
| 3.9.3 | Report any significant contamination identified on site during construction                                               | Incident Report                                   |
| 3.9.4 | Correct planning for the removal of contaminated soils first when on site                                                 | Site Assessment Report<br>Pre-Construction Report |

### 3.19 Ecology, Archaeology and Built Heritage

Archaeology and Built Heritage are/are not a concern for this project.

| Ref    | Action                                                                                                                                                                                                                                                                                              | Evidence Required                    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 3.10.1 | Report any protected animals, habitats, plant, building, structure, etc, discovered during construction.                                                                                                                                                                                            | Ecological and Archaeological survey |
| 3.10.2 | Identify any protective/mitigation measures required by regulatory bodies.                                                                                                                                                                                                                          | Site inspections                     |
| 3.10.3 | Protect habitats, protected trees and hedgerows, nesting birds or archaeological remains from disturbance.                                                                                                                                                                                          | Incident Records                     |
| 3.10.4 | <p>If unexpected archaeological remains or geological features of interest are uncovered then:</p> <ul style="list-style-type: none"> <li>• Stop work immediately in the area;</li> <li>• Protect the finds with fencing and notify the Local Authority County Archaeologist for advice.</li> </ul> | Incident Records                     |

### 3.20 Construction Plant

| Ref    | Action                                                                                                                                                                                                                                                                                                | Evidence Required                     |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 3.11.1 | Create dedicated plant storage area.                                                                                                                                                                                                                                                                  | Site Inspection Reports               |
| 3.11.2 | Locate plant from sensitive noise boundaries and water bodies.                                                                                                                                                                                                                                        | Site Inspection Reports               |
| 3.11.3 | <b>Never leave plant running unnecessarily.</b> Ensure it is well maintained, fit for purpose and in a safe condition. Where appropriate, place drip trays beneath static plant and maintain. Keep emergency spill kits either on or near working plant. Ensure exhausts do not point towards ground. | Site Inspection Reports<br>Site Rules |
| 3.11.4 | Report major environmental incidents or problems involving plant.                                                                                                                                                                                                                                     | Environmental Incident Report         |

### 3.21 Energy Efficiency and use of Natural Resources

| Ref    | Action                                                                                                                                | Evidence Required               |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.12.1 | Operate construction plant in accordance with point 3.11.3                                                                            | Site Inspection Reports         |
| 3.12.2 | Use artificial lighting only where and when required. May be necessary for security reasons. Turn lighting and heating off after use. | Site Inspection Reports         |
| 3.12.3 | Store materials properly to guard against breakage, theft and damage.                                                                 | Site Inspection Reports         |
| 3.12.4 | Where appropriate, resource use shall be reduced, reused and/or recycled.                                                             | Incident Reports                |
| 3.12.5 | Where possible, use local suppliers to minimise travel distances.                                                                     | Purchase Records                |
| 3.12.5 | Report examples of good site practice and report energy figures, where available, for sustainability returns                          | Energy usage reports - Invoices |

### 3.22 Transportation & Haulage

| Ref    | Action                                                                                                                                                                                                                              | Evidence Required                      |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 3.13.1 | Site deliveries to be limited to between 08:00hrs and 17:00hrs Monday to Friday and 08.00hrs to 13.00hrs on Saturday. No deliveries on Sunday.                                                                                      | Delivery Tickets                       |
| 3.13.2 | All vehicles to enter / exit site in a forward direction except where space restrictions do not allow this.<br>Where vehicles are required to reverse a competent banksman is to be provided.                                       | Site Inspection reports                |
| 3.13.3 | All access onto the highway should be sufficient width to accommodate 2-way traffic where practical                                                                                                                                 | Site Inspection reports                |
| 3.13.4 | Haul roads to be constructed of suitable surface for use                                                                                                                                                                            | Site Inspection reports                |
| 3.13.5 | Vehicle protection zone of 10m from rivers to be provided. Protection zone to be fenced. For works within 10m of watercourse, a method statement and risk assessment shall be prepared to mitigate, reduce impact upon watercourses | Environmental Risk Assessment – EMS 14 |

### 3.23 Concrete Washout

| Ref    | Action                                                                                                                                                                                                                              | Evidence Required              |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 3.14.1 | Perform washout of concrete trucks offsite or in designated concrete washout areas only                                                                                                                                             | Site design<br>Site Inspection |
| 3.14.2 | Do not wash out concrete trucks onto the ground, or into storm drains, open ditches, streets or drains.                                                                                                                             | Site design<br>Site Inspection |
| 3.14.3 | Do not allow excess concrete to be dumped onsite, except in designated concrete washout areas                                                                                                                                       | Site design<br>Site Inspection |
| 3.14.4 | Washout area is at least 10 meters away from sensitive areas such as storm drains or water bodies.                                                                                                                                  | Site Design                    |
| 3.14.5 | Once concrete wastes are washed into the designated area and allowed to harden, the concrete should be broken up, removed, and disposed of per applicable solid waste regulations. Dispose of hardened concrete on a regular basis. | Site inspection                |

## 4 Monitoring and Measuring

### 4.1 Inspections and Audits

The following audits and monitoring will occur on a regular basis and as required:

- Daily site surveillances by site management team members to check environmental good practice and compliance with the code of construction practice. Toureens Environmental Audit Guidance notes EF05 Rev E Appendix B
- Site surveillances to assess compliance with the environmental management system as detailed below

The on-site SHEQ Representative will undertake inspections using Form SHEQ01 Rev J. (Appendix C)

The Safety, Health, Environmental and Procedures (SHEP) Manager shall also carry out random inspections of site and complete an inspection report. External Health and Safety Advisors may also carry out site inspections on behalf of the company.

Environmental Audits will be executed by the Environmental Manager using Toureen Environmental Audit Form EF05 Rev E (Appendix D). The main objective of the audits is to find any non-compliances or deviations from procedures. The non-conformances will be tracked down on the appropriated EMS document and evaluated to identify any trends. These will allow to implement effective preventive measures as well as corrective measures.

A copy of the SHEP Inspection Reports shall be issued to the Project Manager for action. The Project Manager shall be responsible for ensuring, by review, that such items have been addressed. Additional copies of the SHEP Manager's Reports will be given to the Contracts Manager responsible for the project.

The project may be visited by the EA or Local Authority. In this case, Toureen procedure must be followed.

## 4.2 CO-ORDINATION AND COMMUNICATION

The meetings below will be minute and made available to all relevant parties. Where there are changes in design or where there is an in-house design and build element to the project it will be the responsibility of line management to ensure the appropriate information is collated and made available to all relevant parties, including the Client, Contractors and Principal Designer.

| Frequency                                          | Type of Communication                                                                                                  | Subjects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Persons Involved                                                                                   |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Contract Start Up/new starters/visitors/deliveries | Site briefing                                                                                                          | <ul style="list-style-type: none"> <li>Site specific induction (incl. site rules)</li> <li>Risk Assessment &amp; Method Statements</li> <li>Visitor / Driver induction</li> </ul>                                                                                                                                                                                                                                                                                                                 | Project Manager/Subcontractor Manager<br>Site Operatives<br>Visitors<br>Delivery Drivers           |
| Contract Start Up/on-going through project         | Posters and signage<br>H&S Information Board<br>Permit Board<br>Safe Start Board<br>Near Miss/Potential Incident Board | <ul style="list-style-type: none"> <li>Health and Safety Law poster</li> <li>Toureen Group Health and Safety Policy Statement</li> <li>Environmental Policy Statement</li> <li>Employers' Liability Insurance Certificate</li> <li>Accident Procedures</li> <li>Latest Safety Alert</li> <li>Site Organisational Chart</li> <li>Map to hospital</li> <li>Site Specific Safety Rules</li> <li>Copy of F10 Notification</li> <li>Fire and Emergency Procedures</li> <li>Site Layout Plan</li> </ul> | Project Manager<br>Assistant Project Manager<br>Site Operatives<br>Visitors                        |
| 2 per week(SHEQ)                                   | Tool Box Talk Briefing                                                                                                 | <ul style="list-style-type: none"> <li>Subjects to be determined at 4-weekly look ahead</li> <li>Subjects to be determined by site activities and any influences</li> <li>Safety Alerts and Group H&amp;S information</li> </ul>                                                                                                                                                                                                                                                                  | Project Manager<br>Project Team<br>Subcontractor Supervisor<br>Site Operatives                     |
| Fortnightly (or as otherwise agreed)               | Progress Meetings                                                                                                      | <ul style="list-style-type: none"> <li>Agenda includes progress, design, and health and safety</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | Project Manager<br>Contracts Manager/Operations Director<br>Client<br>Principal Designer/Designers |

|                                  |                                                                |                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |
|----------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                  |                                                                |                                                                                                                                                                                                                                                                                                                                                                                           | Engineers Representative<br>Subcontract Management                         |
| Monthly                          | SHEQ Meetings                                                  | <ul style="list-style-type: none"> <li>• Health, safety, environmental and Quality performance</li> <li>• New health, safety and environmental standards, regulations and guidance</li> <li>• Accident/incident/near miss review</li> <li>• Risk Assessment and Method Statement (RAMS) review</li> <li>• Training requirements</li> <li>• Future works and forthcoming events</li> </ul> | Project Management Team<br>Sub-contract management<br>SHEQ Representative. |
| Daily                            | Safe Start Briefing (incl. Safe Start Board and sign-up sheet) | <ul style="list-style-type: none"> <li>• Verbal discussion highlighting the hazards of the work activities for the day, existing environment and controls to be implemented</li> </ul>                                                                                                                                                                                                    | Site Management<br>Site Operatives                                         |
| Prior to the start of a new task | Formal record of transfer of safety information                | <ul style="list-style-type: none"> <li>• Risk Assessment &amp; Method Statements (incl. COSHH)</li> <li>• Task Sheets</li> <li>• Job Hazard Analysis</li> </ul>                                                                                                                                                                                                                           | Site Management<br>Site Operatives                                         |

## **5 Emergency Response**

The Environmental Emergency Response Controls are set out to:

- Establish the emergency response management procedure for the project.
- Outline the controls for any uncontrolled spillages or unforeseen emissions or events which effect 3rd Parties.
- State the measures applicable to the project under the requirements of company procedure Emergency Preparedness.
- Ensure all project activities comply with applicable statutory United Kingdom and European Legislation, the Code of Construction Practice, and client requirements and statutory approvals.

# ENVIRONMENTAL INCIDENT RESPONSE PLAN

**STOP**

**CONTROL**

**NOTIFY**

## INCIDENTS

## ACTIONS TO BE TAKEN

## REPORT

### SPILLS OF FUEL OR OTHER LIQUIDS

- Stop work immediately
- Assess the situation – ensure you have correct PPE on and contain the spill to stop it getting worse
- Protect any drains or sensitive areas first
- Locate the nearest spill kit
- Use absorbent pads and granules to soak up the spill
- Put all materials used to clean up the spill in hazardous waste bag and tie securely – put in COSHH bin
- Make a note of spill kit materials used to order and restock

Report the Incident to the Site Manager as soon as possible.

Tell the manager information on the location, nature of the incident and any further action required.

All incidents must be recorded and reported on EF 01 - Environmental Incident Report.

### FIRE

- Stop works immediately
- Follow the Emergency Fire Plan
- Block drains so waste fire water cannot enter watercourse if it is safe to do so

A COPY OF THE INCIDENT REPORT IS TO BE FORWARDED TO [SHEQ@TOUREEN.COM](mailto:SHEQ@TOUREEN.COM)

### DISCOVERY OF POTENTIALLY CONTAMINATED LAND

- Stop excavation / piling / ground breaking works immediately
- Report to Site Manager & Environmental Manager
- Fence area off area
- The site environmental manager will contact a specialist to inspect the material

### UNPLANNED DISCHARGE TO DRAIN OR WATERCOURSE

- Stop works immediately / stop pumps
- Report all unplanned discharge, burst pipe or leaks to Site Manager immediately
- Contain the discharge – e.g. build a bund, use spill kits if spilled substances involved
- Any COSHH items should be removed to higher ground to prevent being washed down drains
- Follow spill response steps if watercourses are likely to get contaminated
- Follow Toureen Drainage (Environmental) Guidelines

### WASTE E.G. BLOWN BEYOND SITE BOUNDARY / OVERLOADING OF SKIPS

- Stop works causing waste to escape – e.g. Overloading skip / waste removal in high winds
- Secure the waste in a covered container / skip
- Notify site manager to arrange appropriate collection of skip / waste
- Keep waste loading / skip areas away from site boundary where practicable

### DISCOVERY OF PROTECTED OR INVASIVE SPECIES AND ARCHAEOLOGICAL REMAINS

- Stop works immediately
- Report to Site Manager
- Prevent other persons, plant and machinery accessing - fence off area if practicable
- Ecologist / Archaeologist specialist to attend site

### NOISE, DUST OR VIBRATION POLLUTION

- If excessive noise or vibration emitted from a machine or dust beyond the site boundary – stop the work if it is safe to do so
- Notify Site Manager
- Works and control measures to be reviewed by Project Management and SHEQ Team – decide if/when works can resume and if any further conditions need to be implemented
- It may be necessary to conduct hand-held monitoring when works resume

### EMERGENCY CONTACTS

#### PROJECT MANAGER

#### MOBILE

#### CONTRACTS MANGER

#### MOBILE

#### SUSTAINABILITY MANAGER

Claire Fundrey

#### MOBILE

07791350162

#### ENVIRONMENTAL HOTLINE

0800 80 70 60

#### EMERGENCY SERVICES

999

**STOP  
CONTROL  
NOTIFY**

## 5.1 Definitions

For the purpose of implementing the CEMP the following definitions apply.

### ***Minor/Incident***

An uncontrolled and unexpected release of a substance with the potential to pollute air, land and water resources but that can be contained and mitigated against using on-site equipment and personnel. After controlling this incident, inform the Environmental Manager.

### ***Intermediate/Incident***

An accident where the effects of the event cannot be controlled, e.g., discharge of large volume of silt, oil and fire water to river or large spillages of hazardous materials, and outside assistance from external bodies (Environment Agency) is required to bring it under control.

### ***Major/Incident***

A major accident may attract the interest of local press or environmental regulators, i.e., Environment Agency, Local Authority, Natural heritage, etc. It could have an adverse effect on the company name or a major financial impact.

Contact details for key site and emergency response personnel with responsibilities relating to the protection of the environment will be kept and publicised in key locations on site.

Key contacts will include:

- Contractor's Project Manager
- Construction Manager
- Environmental Manager
- Client Project Manager
- Environment Agency

## 5.2 Control Measures and Reporting

When an incident is able to be controlled by facilities on site, and no intervention is required from a third party or a statutory authority, controls should be implemented, the incident cleaned up and reported in the site diary. All incidents are being recorded.

Where an environmental incident occurs that has been dealt with in a manner which follows best practice and poses no further threat to the environment, an entry is made in the environmental incident log to record the issue. The environmental Non-Conformance/Incident Log will also be used to identify any trends in environmental incidents.

Where an uncontrolled incident is classed as an emergency or a major incident, the Environmental Manager may wish to investigate the root causes, communication systems and issue a "lessons learnt" memo to the workforce concerned in addition to any NCRs that may have been raised.

This procedure also relates to environmental emergencies relating to complaints raised from 3rd parties that involve the statutory authorities whereby the NCR process is being followed.

### 5.3 Summary of the Emergency arrangements for Environmental Incidents

|                              |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
|------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Environment incidents</b> | Spills of diesel or other liquids including chemicals                                                    | <ul style="list-style-type: none"> <li>• Locate the spill and try to stop it.</li> <li>• Contain the spill – use spill kits materials (absorbent granules / booms), sand or drip tray</li> <li>• Check the spill has not reached any drains or watercourse</li> <li>• Report to Toureen's management – details required are: <ul style="list-style-type: none"> <li>• Location</li> <li>• What was spilled</li> <li>• Whether it entered drains / watercourses</li> </ul> </li> <li>• Clear up using spill kits</li> <li>• Dispose of used spill kits as hazardous waste</li> </ul> | Contact number:<br>020 8424 7999 |
|                              | Fly tipping of non-hazardous/hazardous waste                                                             | <ul style="list-style-type: none"> <li>• Report to Toureen Environmental Manager</li> <li>• Details required are: <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Location i.e. risk of pollution of land or watercourses, or is obstructing or causing potential flooding in watercourses</li> </ul> </li> <li>• Do not touch waste and stay up-wind</li> <li>• Do not disturb, as evidence of "fly-tipper" may be lost</li> </ul>                                                                                                                                    | Contact number:<br>020 8424 7999 |
|                              | Discovery of potentially contaminated land                                                               | <ul style="list-style-type: none"> <li>• Stop excavation / piling / ground breaking works, immediately</li> <li>• Report to Toureen management</li> <li>• Fence off area</li> <li>• Contact site environmental advisor and health and safety advisor</li> <li>• The site environmental manager will contact a specialist to inspect the material</li> </ul>                                                                                                                                                                                                                         | Contact number:<br>020 8424 7999 |
|                              | Discharge of silty water or other pollutants into a drain or watercourse                                 | <ul style="list-style-type: none"> <li>• Stop works immediately</li> <li>• Stop pumps</li> <li>• Report to Toureen Management</li> <li>• Contain the discharge – build a bund, use spill kits</li> <li>• Install a settlement tank or trap</li> </ul>                                                                                                                                                                                                                                                                                                                               | Contact number:<br>02084247999   |
|                              | Disturbing or damaging protected species and/or adjacent residents or stakeholders                       | <ul style="list-style-type: none"> <li>• Stop works immediately</li> <li>• Report to Toureen– Details required are: <ul style="list-style-type: none"> <li>• What/Who has been disturbed or damaged (resident/stakeholder/plant or animal)</li> <li>• Where it occurred</li> <li>• How it happened</li> </ul> </li> <li>• Fence off area</li> <li>• Contact Environmental Manager</li> </ul>                                                                                                                                                                                        | Contact number:<br>020 8424 7999 |
|                              | Discovery of items of conservation value (flora/fauna/heritage)                                          | <ul style="list-style-type: none"> <li>• Fence off the area as a "no go" zone and contact the site Manager or Project manager immediately for further action</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             | Contact number:<br>020 8424 7999 |
|                              | Waste Contractor not submitting waste tickets and/or illegally disposing waste in an authorized facility | <ul style="list-style-type: none"> <li>• Immediately contact contractor to establish reasons</li> <li>• Hold all payments to contractor</li> <li>• Request waste tickets for approved facility</li> <li>• Notify local council where waste in being disposed</li> </ul>                                                                                                                                                                                                                                                                                                             | Contact number:<br>020 8424 7999 |

## APPENDIX A



### Certificate of Membership

This is to certify that

**Claire Fundrey**

is a recognised

**Full Member**

of IEMA

Valid from **08/08/2017**

with proof of IEMA membership

Certificate Number

**91131**

TIM BALCON  
CEO IEMA

GILLIAN GIBSON  
HEAD OF PROFESSIONAL STANDARDS COMMITTEE



This certificate is presented to

**Miss Claire Fundrey**

IN MEMBERSHIP OF

**Institute of Environmental Management & Assessment**

has been registered by the Society for the Environment  
and is hereby authorised to use the style or title of

**CHARTERED  
ENVIRONMENTALIST**

and use after their name the designatory letters 'CEnv'



*Peter Matthews*

Dr Peter Matthews  
CBE OBE HonFSE CEnv  
Chair of the Council

*Jennifer Blumhof*

Jennifer Blumhof  
MA BA (Hons) PGCE FIENVSc FHEA CEnv CSci  
Chair of Registration Authority

Date of Award: **08 August 2017**  
Registration No: **9162**

THIS CERTIFICATE REMAINS THE PROPERTY OF SOCIETY FOR THE ENVIRONMENT

| Toucan Group |                                                  | Environmental Audit Guidance Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|--------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| No.          | Audit Category                                   | Further Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 1            | Pre/Post Audit: CoreB                            | <ol style="list-style-type: none"> <li>1. Pre/Post audit allowed no classification required in SE-EF form</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 2            | Documentation / Environmental Management Systems | <ol style="list-style-type: none"> <li>1. Environmental Policy displayed on site</li> <li>2. Environmental Objectives/Targets</li> <li>3. Site Access to Environmental System (EMS)</li> <li>4. Environmental Management Plan in place</li> <li>5. Environmental Impact Assessment, or other Pre/Post and Design, completed</li> <li>6. Site Waste Management Plan completed</li> <li>7. Environmental / Safety reporting completed monthly</li> <li>8. Contract / Client documents reviewed and requirements included in Toucan project documentation</li> <li>9. Site and waste plan available</li> <li>10. Env. Emergency plan displayed</li> <li>11. Resources for environmental management defined and communicated through indicators, notices, posters etc.</li> </ol> |  |
| 3            | Communication & Training                         | <ol style="list-style-type: none"> <li>1. Environmental induction for all contractors completed</li> <li>2. Environmental induction completed</li> <li>3. Environmental risk communication to all contractors</li> <li>4. Environmental awareness posters displayed</li> <li>5. Local waste stakeholders</li> <li>6. Environmental signage survey / signage displayed</li> <li>7. COSHH assessments in place for all materials</li> <li>8. COSHH register in place and maintained</li> <li>9. Environmental releases / spillages reported</li> <li>10. Site personnel aware of the site's pollution response procedures through induction and toolbox talks</li> </ol>                                                                                                        |  |
| 4            | Site Set Up & Control                            | <ol style="list-style-type: none"> <li>1. Site and storage areas are protected from unauthorised access and vehicles</li> <li>2. Site is protected and marked to suit requirements</li> <li>3. Where possible, with delivery equipment and materials appropriately contained</li> <li>4. Potentially mobile materials are contained within a fenced area</li> <li>5. Pollution abatement equipment available</li> <li>6. Refrigerants - their party checks completed consistently</li> </ol>                                                                                                                                                                                                                                                                                  |  |
| 5            | Energy Management                                | <ol style="list-style-type: none"> <li>1. Energy supply - source in place and waste recorded</li> <li>2. Energy reduction process been implemented for energy saving: energy conservation and energy saving, including car share, low and low carbon</li> <li>3. Site induction covers key energy efficiency issues (see note for plant and machinery log)</li> <li>4. Key energy efficiency issues in place including site personnel to audit equipment</li> </ol>                                                                                                                                                                                                                                                                                                           |  |
| 6            | Waste / Responsible Contractor                   | <ol style="list-style-type: none"> <li>1. Contractors / Issues with local community and waste not recorded</li> <li>2. Site and storage areas are protected from unauthorised access and vehicles</li> <li>3. Site and storage areas are protected from unauthorised access and vehicles</li> <li>4. Waste and storage areas are protected from unauthorised access and vehicles</li> <li>5. Local sensitive receptors identified</li> </ol>                                                                                                                                                                                                                                                                                                                                  |  |

EF 01 - Guidance Notes - E

EF 05 - Guidance Notes - E

EF 06 - Guidance Notes - E

| Toucan Group |                                    | Environmental Audit Guidance Notes                                                                                                                                                                                                                                                                                                                                           |  |
|--------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| No.          | Audit Category                     | Further Guidance                                                                                                                                                                                                                                                                                                                                                             |  |
| 6            | Water Management                   | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 7            | Air Quality, Dust, Emissions, GHGs | <ol style="list-style-type: none"> <li>1. Dust suppression in place and recorded</li> <li>2. Site and storage areas are protected from unauthorised access and vehicles</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol>                         |  |
| 8            | Plant and Equipment                | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 9            | Materials & Resource Management    | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 10           | Fuel / COSHH Storage               | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 11           | Waste Management                   | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |

EF 06 - Guidance Notes - E

| Toucan Group |                                  | Environmental Audit Guidance Notes                                                                                                                                                                                                                                                                                                                                           |  |
|--------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| No.          | Audit Category                   | Further Guidance                                                                                                                                                                                                                                                                                                                                                             |  |
| 12           | Contaminated Land                | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 13           | Water Management                 | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 14           | Ecology / Heritage & Archaeology | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |
| 15           | Design Compliance                | <ol style="list-style-type: none"> <li>1. Adequate water resources available for water and environmental needs</li> <li>2. Adequate water resources available for water and environmental needs</li> <li>3. Adequate water resources available for water and environmental needs</li> <li>4. Adequate water resources available for water and environmental needs</li> </ol> |  |

EF 06 - Guidance Notes - E

## APPENDIX C

| SHEQ Site Inspection                        |                                                                  |                                                          |              |              |        |
|---------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------|--------------|--------------|--------|
| Site Name                                   | Job No.                                                          | Time                                                     | Site Manager | Inspected By | Date   |
| Work Taking Place on Site                   |                                                                  |                                                          |              |              |        |
| Total Personnel on Site (Under TRL Control) |                                                                  |                                                          |              |              |        |
| Subcontractors                              |                                                                  |                                                          |              |              |        |
| Executive Summary                           |                                                                  |                                                          |              |              |        |
| Report Scoring                              |                                                                  |                                                          |              |              |        |
| Rating                                      | Detail                                                           | Action Required                                          |              |              | No.    |
| GP                                          | Good Practice                                                    | Going above and beyond the expected standard, Well Done! |              |              |        |
| C                                           | Compliant                                                        | Standard met; No action required                         |              |              |        |
| NI                                          | Needs Improvement                                                | Rectify as soon as possible                              |              |              |        |
| NC                                          | Non-Conformance                                                  | Significant remedial action asap                         |              |              |        |
| NA                                          | Not Applicable                                                   |                                                          |              |              |        |
| No.                                         | Category                                                         | Action / Comments/Photos                                 |              |              | Rating |
| 1                                           | Documentation, Records and Registers                             |                                                          |              |              |        |
| 2                                           | RAMS (eg Sub-contractor)                                         |                                                          |              |              |        |
| 3                                           | Traffic Management & Logistics                                   |                                                          |              |              |        |
| 4                                           | Inductions / Safe starts / Toolbox talks / Training & Competency |                                                          |              |              |        |
| 5                                           | Fire, Emergency & First Aid                                      |                                                          |              |              |        |
| 6                                           | Permits                                                          |                                                          |              |              |        |
| 7                                           | Site security                                                    |                                                          |              |              |        |
| 8                                           | Signage / Communication / Site boards                            |                                                          |              |              |        |
| 9                                           | Welfare / Site accommodation                                     |                                                          |              |              |        |
| 10                                          | Housekeeping                                                     |                                                          |              |              |        |
| 11                                          | Storage                                                          |                                                          |              |              |        |
| 12                                          | PPE / RPE                                                        |                                                          |              |              |        |
| 13                                          | Working at Height                                                |                                                          |              |              |        |
| 14                                          | Exclusion zones                                                  |                                                          |              |              |        |
| 15                                          | Lifting Operations                                               |                                                          |              |              |        |
| 16                                          | Access / Egress                                                  |                                                          |              |              |        |
| 17                                          | Slips, Trips & Falls                                             |                                                          |              |              |        |
| 18                                          | Tools / Plant / Equipment                                        |                                                          |              |              |        |
| 19                                          | Live services                                                    |                                                          |              |              |        |

REV J SHEQ 01

| SHEQ Site Inspection |                                 |  |
|----------------------|---------------------------------|--|
| 20                   | Electrical & Lighting           |  |
| 21                   | Excavations & Earthworks        |  |
| 22                   | COSHH                           |  |
| 23                   | Occupational Health & Wellbeing |  |
| 24                   | Supervision                     |  |
| 25                   | Demolition                      |  |
| 26                   | Asbestos                        |  |
| 27                   | Temporary Works                 |  |
| 28                   | Scaffolding                     |  |
| 29                   | Gas & Pressure Systems          |  |
| 30                   | Confined Space                  |  |
| 31                   | Environmental                   |  |
| 32                   | Quality                         |  |
| 33                   | Other                           |  |
| 34                   | Retail Specific                 |  |
| 35                   | Covid19                         |  |

REV J SHEQ 01

## APPENDIX D

| Environmental Site Audit |                                                       |                                                                   |                            |                   |      |
|--------------------------|-------------------------------------------------------|-------------------------------------------------------------------|----------------------------|-------------------|------|
| Site Name                | Job No.                                               | Company / Division                                                | Audited By                 | Position          | Date |
| Key personnel / Initials |                                                       |                                                                   |                            |                   |      |
| Subcontractors           |                                                       |                                                                   |                            |                   |      |
| Executive Summary        |                                                       |                                                                   |                            |                   |      |
| Report Scoring           |                                                       |                                                                   |                            |                   |      |
| Rating                   | Detail                                                | Action Required                                                   |                            |                   | No.  |
| GP                       | Good Practice                                         | Going above and beyond the expected standard, well done!          |                            |                   |      |
| C                        | Compliant                                             | Satisfactory standard met; no action required                     |                            |                   |      |
| NI                       | Needs Improvement                                     | Rectify as soon as possible; medium potential                     |                            |                   |      |
| NC                       | Non-Conformance                                       | Rectify immediately; high potential / significant remedial action |                            |                   |      |
| N/A                      | Not Applicable                                        |                                                                   |                            |                   |      |
| No.                      | Category                                              | Rating                                                            | Action / Comments / Photos | Close out By whom | Date |
| 1                        | Previous Audit Closed?                                |                                                                   |                            |                   |      |
| 2                        | Documentation / Site Environmental Management Systems |                                                                   |                            |                   |      |
| 3                        | Communication & Training                              |                                                                   |                            |                   |      |
| 4                        | Site Set Up & Control                                 |                                                                   |                            |                   |      |
| 5                        | Energy Management                                     |                                                                   |                            |                   |      |
| 6                        | Nuisance / Responsible Contractor                     |                                                                   |                            |                   |      |
| 7                        | Air Quality, Dust, Emissions, Odours                  |                                                                   |                            |                   |      |
| 8                        | Plant & Equipment                                     |                                                                   |                            |                   |      |
| 9                        | Materials & Resource Management                       |                                                                   |                            |                   |      |
| 10                       | Fuel / COSHH Storage                                  |                                                                   |                            |                   |      |
| 11                       | Waste Management                                      |                                                                   |                            |                   |      |
| 12                       | Contaminated Land                                     |                                                                   |                            |                   |      |
| 13                       | Water Management                                      |                                                                   |                            |                   |      |
| 14                       | Ecology, Heritage & Archaeology                       |                                                                   |                            |                   |      |

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| Environmental Site Audit          |                   |      |  |
|-----------------------------------|-------------------|------|--|
| 15                                | Beyond Compliance |      |  |
| Project Team Comments – Close Out |                   |      |  |
|                                   |                   |      |  |
| Signed                            |                   | Date |  |

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