SWMP01

SITE WASTE MANAGEMENT PLAN

Ocado, Heywood

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Note the SWMP is to be updated at least every six months including the types and quantities of waste that have been re-used, recycled recovered or sent to landfill

DOCUMENT REVIEW REGISTER			
Rev	Date	By	Description of Modification
01	24/04/22	MP	Initial draft version.

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This Site Waste Management Plan (SWMP) is an important tool to allow Winvic to improve our environmental performance, meet regulatory commitments and help to reduce waste disposal costs. Hence, the aim of this SWMP is to determine the waste types and amounts to be produced during design and construction and to identify appropriate waste management controls.

For further guidance please refer to Winvic Environmental Policy E01 and Environmental Management System E02

PROJECT INFORMATION	
CLIENT: Ocado	**PRINCIPAL CONTRACTOR: Winvic**
PROJECT TITLE: Ocado, M400, Heywood	**CONTRACT NO: TBC**
PROJECT ADDRESS: **Plot M400** **Heywood Distribution Park** **Heywood** **Rochdale** **OL10 2TT**	**CONTRACT VALUE: ~ 5 000K GBP** **PROJECT START DATE: 04/07/22**
	PROJECT END DATE: Winter 2022
FOOTPRINT SITE (m^2): 98,660 m2	

WASTE MANAGEMENT PROJECT ADMINISTRATION		
PERSONS LEGALLY REQUIRED TO BE IDENTIFIED [SWMP REGULATIONS 2008 SECTION 6(1)]		
POSITION	**NAME**	**CONTACT DETAILS**
CLIENT:	**Ocado**	**Danny Morson Way, Birch Coppice Business Park, Dordon, B78 1SE**
PRINCIPAL CONTRACTOR:	**Winvic Construction Ltd**	**Brampton House 19 Tenter Road Moulton Park Northampton NN3 6PZ (01604) 678960**
SWMP DRAFTER:	**Matt Percival**	**As above**

DECLARATION:	Winvic will take all reasonable steps to ensure that: • All waste from M400, Heywood, is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations, 1991; and • Materials will be handled efficiently, and waste handled appropriately.

DOCUMENT CONTROL				
VERSION	**DATE**	**PERSON RESPONSIBLE FOR SWMP**	**COMPANY & POSITION**	**PROJECT STAGE**
1	24/04/22	Matt Percival	Winvic, Project Manager	Tender
2				
3				
4				
5				

WASTE MANAGEMENT CONTRACTOR DETAILS		
DETAILS OF THE PEOPLE / ORGANISATION REMOVING WASTE FROM YOUR SITE [1]		
NAME OF REGISTERED CARRIER	**REGISTRATION NUMBER**	**ADDRESS OF REGISTERED CARRIERS PRINCIPAL PLACE OF BUSINESS**
DETAILS OF WASTE MANAGEMENT FACILITY [1]		
NAME OF REGISTERED WASTE MANAGEMENT FACILITY	**LICENCE REFERENCE NUMBER**	**ADDRESS OF REGISTERED CARRIERS PRINCIPAL PLACE OF BUSINESS**

[1] INPUT DETAILS FOR ALL WASTE CARRIERS AND MANAGEMENT FACILITIES IF MORE THAN ONE USED

INSERT COPY OVERPAGE OF THE FOLLOWING CERTIFICATES

- CERTIFICATE OF REGISTRATION UNDER THE CONTROL OF POLLUTION [AMENDMENT] ACT 1989
- ENVIRONMENTAL PROTECTION ACT 1990 WASTE MANAGEMENT LICENCE

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KEY WASTE PRODUCTION				
WASTE CATEGORY & TYPES	**EWC/LoW CODES**	**ENABLING WORKS [INCLUDING DEMOLITION]**	**CONSTRUCTION WORKS**	**FORECAST PROVIDED**
		ESTIMATED QUANTITY	**ESTIMATED QUANTITY**	
	EWC/LoW	**TONNES**	**TONNES**	
INERT WASTE				
Brick / Block	17 01 02	150T		
SUB TOTAL		**150**		
NON HAZARDOUS WASTE				
Timber	17 02 01	20T		
Paper/Cardboard	15 01 01	5T		
Welfare canteen Waste	20 03 01	10T		
General Waste	17 09 04	20T		
Sub soil off site	17 05 04	200T		
Shrub's / Bush	20 02 01	10T		
Plastic	17 02 03	5T		
Metal	17 04 05	100T		
SUB TOTAL		**370**		
HAZARDOUS WASTE				
Human Effluent	18.01.04	0T		
Plasterboard	17 06 02	0T		
SUB TOTAL		**0**		
TOTAL VOLUMES		**520**		

BREEAM

Where projects are being assessed against the requirements of BREEAM, the following targets will be achieved:

- Amount of Construction Waste generated to be **≤ 1.9 tonnes per 100m² (gross internal floor area)**
- The following percentages of non-hazardous construction (on-site and off-site manufacture/ fabrication in a dedicated facility), demolition and excavation

waste (where applicable) generated by the project are to be diverted from landfill:

- **Non-Demolition Waste: 90% diverted from landfill**
- **Demolition Waste: 95% diverted from landfill**
- **Excavation Waste: 95% diverted from landfill**

WASTE TRANSFER NOTES:

ALL WASTE TRANSFER NOTES ARE HELD CENTRALLY AT WINVIC HEAD OFFICE

SITE MUST ENSURE ALL WASTE TRANSFER NOTES CONTAIN THE FOLLOWING INFORMATION:

- **DUTY OF CARE NUMBER**
- **WASTE CARRIER REGISTRATION NUMBER**
- **DRIVER NAME [PRINT & SIGNED]**
- **DESCRIPTION OF WASTE INCLUDING EWC CODE**
- **DATE OF WASTE TRANSFER**
- **DETAILS OF CURRENT HOLDER OF WASTE [SITE ADDRESS]**
- **DETAILS OF WASTE DISPOSAL SITE**
- **CUSTOMER SIGNATURE**

SITE WASTE MANAGEMENT REPORT

INSERT OVERPAGE COPY OF MONTHLY REPORTS ISSUED BY WASTE MANAGEMENT CONTRACTOR.

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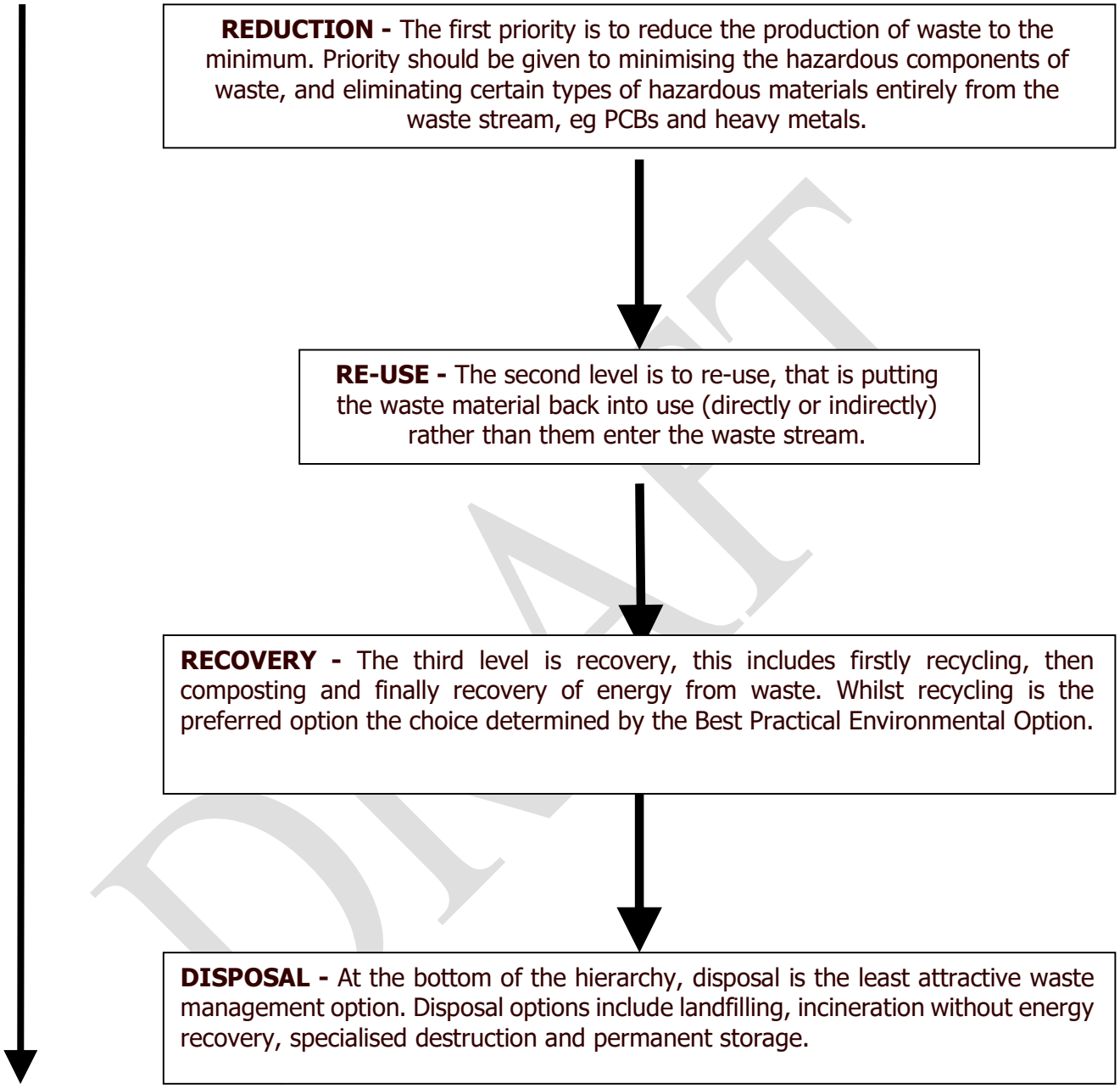
The Waste Hierarchy

Project waste will be dealt with in accordance with the waste hieracrchy.

Best Environmental Option



Worst Environmental Option

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Construction, Demolition and Excavation Waste Management

General Good Practice Recommendations

The SWMP will incorporate as many as possible of the following good practice measures to help ensure waste is managed effectively during construction.

During the construction phase of the development, the SWMP should be updated on a regular basis (where required) detailing how waste is managed during the construction project.

The SWMP should be retained for at least 2 years after completion of the project centrally at Winvic Head Office.

This SWMP includes:

- Detail on compliance with legislative requirements
- Details on the process to control risks relating to materials and waste on site
- A system to help make cost savings by better management of material supplies, storage and handling, and better management of the recovery and disposal of waste
- Demonstration how waste can be managed to minimise costs and risks.

Updates to the SWMP

Updates should be undertaken as often as needed during the construction stage of the proposed development to give an accurate record of how work is progressing against the waste quantity estimates.

For waste that is reused or recycled on-site, the SWMP should be updated to describe how much of the estimated volume or tonnage has been processed.

For waste that is removed from the proposed development, the SWMP should be updated to record the identity of the person removing the waste; the type (and quantity) of waste; and the site to which it has been taken.

At the end of the project the completed SWMP, containing records of all waste management actions, should be reconciled against what was planned before the work commenced. Regular updating during the proposed works phase should make this a relatively straightforward process.

The Site Manager is responsible for:

- Promoting awareness of the SWMP among the work force
- Waste planning including identification of types and European Waste Catalogue (EWC) codes of waste anticipated
- Monitoring and reporting site waste

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- Monitoring and target setting of key waste streams via waste contractor
- Monitoring the effectiveness of the building level SWMP
- Forming a good working relationship with the waste management contractor(s)
- Encouraging suggestions for better waste management on-site
- Reviewing and regularly updating SWMP.

Roles and Responsibilities of the Project Team

Project Team Member	Key Roles	Main Responsibility	Other Roles
Client	Promote waste minimisation	Duty of Care	Identification of Waste Reduction Opportunities
	Insist on good practice from all other team members	Insistence on Good Practice	
	Ensure that all hazardous waste has been identified prior to construction		
Architect	Consider design options	Duty of Care	Identification of Waste Reduction Opportunities
	Promote use of reclaimed elements	Reducing Waste Production by Design	
	Reducing 'bespoking'		
Main Contractor	Develop site specific waste strategy, implement and communicate to all parties	Health and Safety	Hazardous Waste Identification and Management
	Monitor implementation		
	Work with project team		
	Drive segregation of waste arisings	Development of the Waste Strategy	
	Facilitate on-site storage compounds/ Treatment of segregated materials		
	Designation of working areas for waste activities		
	Reduce waste being brought onto site as packaging etc.	Management of Onsite Processes and Programmes	
	Ensure appropriate storage of waste and containers on site		
	Keep proper records of all waste produced/reused/sent off-site		
	Keep appropriate off-site transport in line with local regulatory requirements		
	Ensure appropriate off-site transport in line with local regulatory requirements	Record Keeping and Duty of Care	
	Identify and confirm all destinations for waste leaving the site		
Sub-Contractors	Development of method statements for activities on-site	Duty of Care	Assist in Ensuring On-Site Practices are Safe and

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		Production of Method Statements	Would Not Impact Negatively on the Environment
	Liaise with Main Contractor and agree way forward	Ensure All Activities Under Their Direction Control are Managed Appropriately	Ensure that Waste Area is Properly Maintained
Site Operations	Question Unsatisfactory Practices On-Site	Duty of Care	Assist in Ensuring On-Site Practices are Safe and Would Not Impact Negatively on the Environment
	Follow Instructions as Provided	Ensure All Activities Under Their Direction Control are Managed Appropriately	Ensure that Waste Area is Segregated as Appropriate

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Construction Activities Recommendations

Considerate Constructors Scheme (CCS)

Winvic register all their site against the CCS Scheme which is designed to encourage best practice beyond statutory requirements. Waste management is a key focus and on-site considerations include:

- How waste is avoided, reduced, reused and/or recycled
- Whether there is a SWMP and how this is monitored
- What type of feedback is received (if any) as to how much waste on-site is diverted from landfill
- It is expected that registered construction sites work in an environmentally conscious, sustainable manner.

Site Preparation and Earthworks

Winvic will prepare a Construction Environmental Management Plan before work commences for the proposed development. This outlines a series of strategies, standards, best practice techniques and procedures that will be observed through the construction process in order to ensure compliance with environmental legislation and regulations.

This helps ensure minimal disruption and nuisance from the construction process to the existing communities/workforce in the surrounding area.

Site Clearance has been carried out by other in advance of our attendance to the site.

Where possible, all clean material excavated on site will be reused. Where this is not possible, such material will be removed by licensed waste carriers and sent for reuse at another development site or sent for disposal at appropriately licensed facilities (these are expected to be inert waste landfill sites). Any contaminated material that would require removal from the site would be collected by suitable waste carriers and sent for disposal at appropriately licensed hazardous waste facilities.

The Site Manager will monitor waste arisings and ensure waste to landfill is minimised to ensure the specified BREEAM targets are achieved. During the construction phase, the different waste streams and exact volumes will be monitored and recorded.

The procedures to prevent and reduce the generation of construction waste detailed in the following sub-sections will minimise the amount of waste produced as far as possible.

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Target Setting

Targets have been set to ensure that a clear action plan is generated for the management of specified types and quantities of materials identified.

Recovery Rates

Winvic will ensure that minimum legal targets for recovery are met and exceeded upon.

The Packaging and Packaging Waste Directive (as amended) set minimum material-specific recycling targets:

- Glass: 60%
- Paper and Cardboard: 60%
- Metals: 50%
- Plastics: 22.5%
- Wood: 15%

The EC Waste Framework Directive has set a target to recover at least 70% of non-hazardous construction and demolition waste by 2020.

Raw Materials and Waste

Winvic confirm that the following recommendations are incorporated into all our projects and that the location and provision of raw materials and waste storage onsite is clearly labelled, identifying the materials that can be received. We will ensure that:

- The temporary site offices will retain all details relating to the SWMP, health and safety and waste management monitoring and reporting procedures
- Storage areas for raw materials and assembly areas for construction components will be located away from sensitive receptors
- Dedicated (labelled) skips will be provided for any waste that requires off-site disposal
- Any fuels, oils and chemicals will be stored in appropriate containers within secure bunded compounds in accordance with good site practice and regulatory guidelines and located away from sensitive receptors
- Clean, excavated material that cannot be reused on-site will be reused offsite where possible.

Effective and secure storage areas for raw materials will be provided onsite to prevent loss of material from damage, vandalism or theft. These measures will be supported by:

- Ensuring deliveries to the site are, as far as reasonably practicable, on a 'just in time' basis

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- Provision of on-site security and installing temporary security fencing as necessary.

Implementation of good practice measures in terms of on-site storage and security practices will assist in reducing unnecessary wastage of material(s) and ensure that high standards are maintained throughout the development process.

Achieving Construction Waste Targets

Winvic will put in place is standard procedures for monitoring and minimising waste including:

Mechanisms to record waste stream quantities and types

- Any improvements in current working practices
- Procedures for handling and storing waste streams
- The available waste disposal routes used e.g. landfill, waste transfer stations.

All waste movements are summarised and reported on a monthly basis by the Site Manager (based on data provided by the licensed waste contractor) through the Winvic Contractor's Report document (reference Q50).

Legal Requirements

Under The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003, all movements of waste from Winvic sites to a waste contractor that is collecting the waste requires a paper trail.

Most of the waste from Winvic sites is likely to be non-hazardous and Waste Transfer Notes will be completed for each movement of waste off site.

All transfer notes will be kept at Winvic head office for the minimum statutory period.

Predicted Waste Streams

The predicted non-hazardous waste streams from Winvic sites are detailed on Page 5 above.

Waste and Recycling Storage

Waste storage facilities will be provided in the site compound. Waste containers and the space they are stored in will be:

- Of suitable capacity for the volume of waste
- Labelled to ensure wastes are stored correctly for recovery, reuse, or recycling.

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Where site restrictions do not allow for the provision of a permanent area for waste storage, the licensed waste contractor will collect waste containers(s) on a daily/weekly or other suitable frequency for the sorting of waste off site.

Responsibilities

The persons identified in the Document Control Table on page 3 above are responsible for the operation of the site waste management. This usually is Winvic HSEQ and the Site Manager.

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Appendix 1 – SWMP Checklist; Design Phase

	Points to consider	Y / N (Initials)	Comment If 'Yes', what action have you taken / do you propose to take? If 'no', why not?
Design			
1	Where relevant, has permission to discharge to controlled waters been obtained from EA / SEPA?	N	Use of existing on site drainage should be prioritised under separate license/permitting.
2	Has agreement been sought from the sewage company for trade effluent discharge?	N	Human effluent waste is disposed into a septic tank or existing drains under license.
3	Have opportunities been considered for reducing the necessity for waste disposal? For example: • Can material cutting be minimised? • Is pre-fabrication an option? • Are construction materials durable i.e., Whole Life Costings? • Can the wastes remain on-site? • Can design avoid the removal of contaminated materials? • Can contaminated materials be treated on-site for reuse?	Y	All materials have been calculated by Quantity surveyors to minimise excess. Wherever possible on site created waste will be reused or recycled Winvic have targeted stringent BREEAM standards for waste production
4	Have opportunities been considered for reusing materials on-site? For example: • Can inert excavated materials be reused as fill for landscaping / noise barriers on site? • Can inert excavated materials created from other sites be reused at the main site (WML exemption required)? • Can excess materials be utilised locally or on other sites (WML exemption required)? • Can ground improvement techniques be used on excavated materials e.g. soil stabilisation - improvement of soil engineering properties with the addition of cement / lime? • Can materials be crushed on site for reuse? • Can recycled materials be used on site e.g. aggregates?	Y	Topsoils will be reused on site (where possible). Aggregates will be recycled (where possible).
5	Have opportunities been considered for re-use of materials off-site?	Y	Surplus materials will be used on other Winvic sites (where possible).
6	Have opportunities been considered for reprocessing of materials off-site?	N	Where non-inert material is taken off site, our licensed waste contractor will responsibly reprocess and recycle as necessary
7	Has full consideration been given to the use of secondary and recycled materials?	Y	As part of the BREEAM process this has been undertaken (where possible)

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Completed by:	Matt Percival	Position	Project Manager

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Appendix 2 – SWMP Checklist; Procurement Phase

	Points to consider	Y / N (Initials)	Comment If 'Yes', what action have you taken / do you propose to take? If 'no', why not?
Procurement			
1	Have the correct quantity of materials been ordered?	Y	Winvic QS ensures the correct quantities are ordered.
2	Have delivery times been scheduled to avoid unnecessary site disturbance and storage?	Y	To be agreed on a trade by trade basis and generally 'Just in Time'
3	Have suitable locations for the storage of materials been identified?	Y	As per Logistics plan
4	Are materials being obtained from reputable sources?	Y	Designated, reputable suppliers used
5	Can unnecessary packaging be avoided?	Y	WCL will review with each contractor to avoid unnecessary packaging
6	Can unwanted packaging be returned to the supplier for recycling or reuse?	Y	To be set up in each order.
7	Can unused materials be returned to the supplier or used on another job?	Y	Yes any unused materials will be reused on another local Winvic site.
8	Can off-cuts be returned to the supplier or used on another job?	Y	As above
9	Can bulk packaging be used e.g., silos compared to tubs?	N/A	
10	Can we buy recycled materials?	Y	Where possible (and cost effective) Winvic will be using recycled materials

Completed by:	Matt Percival	Position	Project Manager

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Appendix 3 – SWMP Checklist; Construction Phase

Points to consider		Y / N (Initials)	Comment: If 'Yes', what action have you taken / do you propose to take? If 'no', why not?
On-site Activities			
1	Have estimates been made of potential waste streams and potential disposal amounts e.g. excavated material?	Y	Predictions based on previous Winvic projects of a similar nature
2	Has responsibility for waste management planning and compliance been assigned to the subcontractor, including named individual?	Y	Winvic control waste on site
3	Has responsibility been assigned to generate and submit waste performance reports (i.e., waste quantities and treatment disposal routes)?	Y	Yes, monthly waste reports will be produced
4	Has the site been registered as a hazardous waste producer *(England & Wales only)*?	N/A	TBC if required
5	Has an area of the site been designated for waste management, including storage and segregation?	Y	See site logistics plan
6	Have provisions been established to adequately store and segregate waste materials?	Y	As above
7	Have measures been put in place to deal with expected (and unexpected) hazardous waste?	Y	All COSHH data will be obtained
8	Has disposal of liquid waste such as wash-down water and lubricants been considered?	Y	
9	Have the most appropriate sites for disposal of waste from the project been considered?	Y	All waste will be disposed as locally as possible.
10	Have toolbox talks been planned for all site personnel about waste management on-site?	Y	Explained at Induction and followed up by TBTs
11	Have provisions been established to clearly label containers / skips / drums?	Y	
12	Have means been developed to ensure that Duty of Care requirements are complied with? Namely: • Provision of transfer notes • Verifying registered carriers / brokers • Verifying registered exempt sites • Validation on the scope / validity of waste disposal sites	Y	• Skip companies to provide waste carriers licenses. • Transfer notice /consignment notices read for waste leaving site. • Waste management licenses read from end receiver
13	Have means been developed to periodically check that wastes are received at intended disposal site(s)?	Y	Site manager to check with waste transfer station to confirm receipt of waste.

Completed by:	Matt Percival	Position	Project Manager

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The following table must be completed 1 month after P.C.

COMPLETION DECLARATION			
Winvic confirms that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated to record details of the actual waste management actions and waste transfers that have taken place.			
Principal Contractor		Date	
Client	Signature	Date	
SWMP Author	Signature	Date	

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