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CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

Project/Contract	Construction of dwelling as per planning application F/23/95453
Contractor details	Workflo Ltd
Client details	Mr & Mrs Hare
Site Address	Ramcrest, Lowford Hill, Southampton SO31 8ER
Project Start Date	12/06/24
Expected Duration	6 months
Projected Completion Date	01/12/24
Value of project	████████

	Name	Title	Signature	Date
Document Author	Simon Hare	Director	████████	08/06/24

Workflo Ltd

Jubilee Barn, Manor Farm, Malthouse Lane, Bighton, SO24 9RD

Company Reg: 14719231



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TABLE OF CONTENTS

- 1. Description of Works**
- 2. Contractor Details**
- 3. Site Specific Environmental Issues**
 - 3.1. Water Quality
 - 3.2. Air Quality
 - 3.3. Hazardous Substances
 - 3.4. Waste Management
 - 3.5. Flora & Fauna
 - 3.6. Deliveries of Material & Plant
 - 3.7. Site Parking
 - 3.8. Control of Noise & Vibration
 - 3.9. Site Security

APPENDICES

- A. Site Layout Plan
- B. Environmental Policy

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1 Description of Works

Construction of four story replacement dwelling at the site formally known as Ramcrest, on Lowford Hill, SO31 8ER. Construction works are to be carried out in line with planning application number F/23/95453 and will comply with all relevant conditions. Works are to begin on the 12/06/24 with an approximate duration of 6 months.

2 Contractor Details

Information regarding the contractor and relevant tenant/PBPL contacts.

Table 1.

Name	Position	Contact Number(s)	Email
Simon Hare	Director	07908449030	simon@work-flo.co.uk
Mark Vinton	Site Manager	07359265963	
Alan Mclean	Architect	07850386319	alan.acmltd@gmail.com
Keith Sargent	Structural Engineer	07921816732	keith@kbsstructural.com

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3 Site Specific Environmental Issues

3.1 Water Quality

Objective	To appropriately manage stormwater and groundwater quality during construction activities		
Actions	Requirements	Responsibility	Timing
	Water butt to be placed on site for re use of storm water	Site Manager	Prior to construction commencing
	All hazardous products to be correctly stored and managed inline with COSHH risk assessment	Site Manager	Throughout construction works
Performance Indicators	No untreated stormwater leaving site	Site Manager	Throughout construction works
	No contamination to storm water	Site Manager	Throughout construction works
Monitoring	Complaint based monitoring public	Site Manager	Throughout construction works
	Site operative monitoring of individual works	All staff	Throughout construction works
Reporting	Reporting to Site Manager	All Staff	If/When required
	Reporting to Environment Agency	Workflo	If/When required
Corrective Actions	Contact EA Immediately if any storm water is found to be contaminated	Workflo	If/When required
	Locate source of contamination & neutralise	Site Manager	If/When required

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3.2 Air Quality

Objective	To manage construction activities with the potential to impact on air quality		
Actions	Requirements	Responsibility	Timing
	Storm water will be used for dust suppression when required	Site Manager	Throughout construction works
	Plant machinery to be turned off when not in use	All Staff	Throughout construction works
Performance Indicators	No complaints regarding dust from workers/neighbours/community members	Site Manager	Throughout construction works
Monitoring	Complaint based monitoring	Site Manager	Throughout construction works
Reporting	Reporting to site manager	All staff	Throughout construction works
	Reporting to Environmental Health	Workflo	Throughout construction works
Corrective Actions	Cease works immediately, re assess method of works, amend method statement as required	Site Manager/Workflo	If/When required

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3.3 Hazardous Substances

Objective	To manage construction activities with the potential to cause contaminated soil.		
Actions	Requirements	Responsibility	Timing
	All hazardous substances will be stored in COSHH cupboard in site storage unit	Site Manager	Throughout construction works
	Refuelling of plant will be carried out as required	Site Manager	Throughout construction works
Performance Indicators	No spills	Site Manager	Throughout construction works
	No fuel containers stored on site	Site Manager	Throughout construction works
Monitoring	Chemical storage areas and spill kits will be inspected on a routine basis	Site Manager	Throughout construction works
Reporting	Reporting to site manager	All staff	Throughout construction works
	Any reporting to Department of Environment and Heritage Protection	Workflo	Throughout construction works
Corrective Actions	Any spills of COSHH to be cleared up immediately with site spill kits and necessary PPE as per COSHH Assessments and reported to site manager immediately	All Staff	Throughout construction works

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3.4 Waste Management

Objective	To appropriately manage waste during construction activities.		
Actions	Requirements	Responsibility	Timing
	General Waste Skips will be provided on site with lockable lid, as well as smaller bins to transfer waste to skip	Site Manager	Prior to works commencing
Performance Indicators	No waste to be left overnight, bins to be used throughout day to day duties	All Staff	Throughout construction works
Monitoring	Waste receptacles will be inspected daily and skips will be replaced ahead of time	Site Manager	Throughout construction works
Reporting	Reporting to site manager	All staff	Throughout construction works
Corrective Actions	Waste receptacles change over prior to becoming full	Site Manager	Throughout construction works

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3.5 Flora and Fauna

Objective	To appropriately manage construction activities with the potential to disturb flora and fauna.		
Actions	Requirements	Responsibility	Timing
	Disposal of any Montbretia to be with licenced landfill site	Site Manager	Throughout construction works
	No working under artificial light in line with bat roost assessment		
Performance Indicators	No Spread of Montbretia	Site Manager	Throughout construction works
	No artificial lighting		
Monitoring	Visual monitoring	Site Manager	Throughout construction works
Reporting	Reporting to site manager	All staff	Throughout construction works
Corrective Actions	Any soil with montbretia present to be treated as contaminated waste and segregated	Site Manager	Throughout construction

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3.6 Delivery & Storage of Construction Materials & Plant

Objective	To appropriately manage construction activities to not have a negative impact on the neighbourhood		
Actions	Requirements	Responsibility	Timing
	Ensure building materials are kept within the boundary of the site at all times	Site Manager	Throughout construction works
	Deliveries to be timed where possible in quieter times of the day (after 9am & before 3pm)		Throughout construction works
Performance Indicators	Well kept, tidy site, with materials and plant	Site Manager	Throughout construction works
	Minimal effect on traffic to Lowford Hill	Site Manager	Throughout construction works
Monitoring	Visual monitoring	Site Manager	Throughout construction works
Reporting	Reporting to site manager timings of deliveries	Workflo	Throughout construction works
Corrective Actions	Any early deliveries outside of 9am-3pm to be parked on Lowford Hill no through road area until traffic has eased	Site Manager	Throughout construction

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3.7 Site Operative & Visitor Parking

Objective	To appropriately manage construction traffic to not have a negative impact on the neighbourhood		
Actions	Requirements	Responsibility	Timing
	Site operatives to car share to reduce traffic	All Staff	Throughout construction works
	Site operatives visitors to park within site boundary where possible, no parking on curbs/public footpaths	All Staff/Visitors	Throughout construction works
Performance Indicators	Minimal vehicles parked on Lowford Hill no through road	Site Manager	Throughout construction works
	No complaints from neighbouring properties	Site Manager	Throughout construction works
Monitoring	Visual monitoring	Site Manager	Throughout construction works
Reporting	Reporting to site manager from members of public	Site Manager	Throughout construction works
Corrective Actions	Operatives/visitors to be directed to nearby public car park at Lowford Community Centre if needed	Site Manager	Throughout construction

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3.8 Control of Noise & Vibration

Objective	To appropriately manage construction works to not have a negative impact on the neighbourhood		
Actions	Requirements	Responsibility	Timing
	Plant to be selected with low dB ratings when possible	Site Manager	Throughout construction works
	Security fencing to be screened	Site Manager	Throughout construction works
	All works to be carried out between 8am to 6pm Mon-Fri, 9am to 1pm Saturday	Site Manager	Throughout construction works
	Plant machinery to be turned off when not in use	All Staff	Throughout construction works
Performance Indicators	No complaints from neighbouring properties	Site Manager	Throughout construction works
Monitoring	dB levels to be monitored throughout works	Site Manager	Throughout construction works
Reporting	Reporting to site manager from members of public	Site Manager	Throughout construction works
Corrective Actions	If complaints are made measure dB levels and take appropriate action to reduce where possible	Site Manager	Throughout construction

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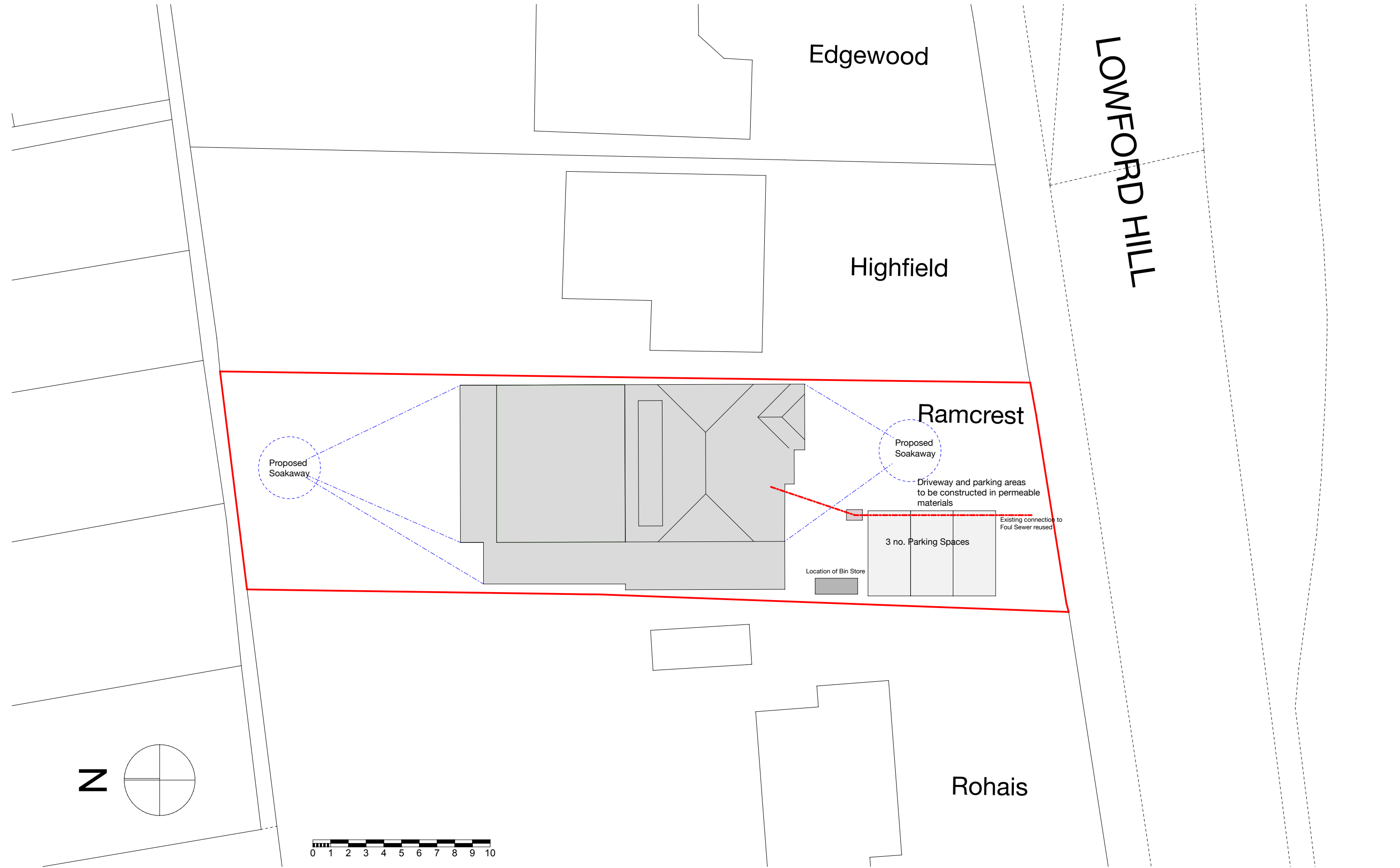
3.9 Site Security

Objective	To appropriately manage construction the security of the site to prevent unauthorised entry, reducing risks to public health & safety		
Actions	Requirements	Responsibility	Timing
	Heras fencing to be erected to site boundary where access is possible	Site Manager	Throughout construction works
	Signage warning of risks to be mounted on heras fencing	Site Manager	Throughout construction works
Performance Indicators	No unauthorised access	Site Manager	Throughout construction works
Monitoring	Security cameras will be in use on the site entrance	Workflo	Throughout construction works
Reporting	Reporting to Hampshire Constabulary any trespassing	Workflo	Throughout construction works

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Revisions	acmarchitects ltd. 3 Ash Road, Ashurst, Southampton, Hants, S040 7AT T 023 8029 2751 E alan.acmltd@gmail.com	Project Proposed replacement dwelling at 'Ramcrest', Lowford Hill, Bursledon, Southampton, SO31 8ER			
		Client Mr & Mrs S Hare	Date 05/23	Drawn AM	Drawing no. 2005-05-06
		Drawing Title Proposed Site Plan	Scale 1:200@A3	Checked	



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Workflo Ltd Sustainability and Environment Policy

1. Introduction

Workflo is a fast-growing company based in Hampshire providing companies with installations and equipment to support their operations. The Workflo team recognise our responsibilities to the environment and the impact of our actions on our customers, colleagues and the local and wider community. We are committed to meeting and developing our environmental obligations and raising the profile of sustainability across our organisation and industry.

This policy aims to demonstrate Workflo's commitment to the environment and sustainable working practices.

2. Responsibilities

The Director will carry out the following:

- Ensure this policy is reviewed on a timely basis, its content followed and the policy communicated to all members of the Workflo team.
- Ensure adequate resources are available to ensure the statements within the policy are achievable.
- Ensure the Workflo team have access to reference material and training that will improve the knowledge of sustainable working methods.
- Work towards minimising environmental impact and embracing existing and new sustainability measures.

The Manager will carry out the following:

- Support the Director with programmes, schemes and projects relating to sustainable working practices.
- Review and audit projects to ensure they are following sustainable working practices.
- Escalate any cause for concern around environmental matters to the Director.
- Select and purchase goods and services with sustainability in mind, ensuring consideration is made during the procurement process.
- Ensure the Workflo Operational Teams have access to training, the training compliance is up to date and provide a point of contact for environmental concerns.

The Operational Teams will carry out the following:

- Comply with this policy and relevant sustainability regulations.
- Carry out training at the required intervals.
- Act with caution to the environment, sustainability and biodiversity at all times.
- Raise any cause of concern to their Line Manager. Workflo Visitors, Sub Contractors and any Other Associated Workers will ensure that:
- This policy and relevant sustainability regulations are followed at all times.
- Act with caution to the environment, sustainability and biodiversity at all times.
- Raise any cause of concern to their Workflo team contact.



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3. Environmental actions

We will aim to improve our environmental performance through the development of individual strategic objectives covering several key areas set out below. These areas include not only physical factors such as waste and water but also socio-economic factors such as employment conditions and access to education.

a) Carbon, energy and water

We will work towards reducing our water, energy consumption and carbon emissions through efficient use of our current systems and sustainable based procurement of any new systems and equipment. This will be backed up by regular monitoring, measuring and reporting on energy and water consumption on an on-going basis highlighting any areas of improvement.

b) Waste management

We will minimise waste through the efficient use of recycling facilities and use of recyclable products and materials. We will continue to promote correct separation of waste and minimise contamination in the recyclable waste stream through engagement with our colleagues and contractors.

c) Supply chain

We will ensure that sustainability is an embedded part of our procurement process including the ability to recycle and re-use as well as sustainable material sources. Any suppliers we use will need to demonstrate that they have established sustainability standards.

d) Biodiversity

We are passionate about the natural environment and as such will never undertake activities that negatively impact local biodiversity. Through correct waste management processes and careful planning of works we will aim to support the local environment where possible.

e) People

We will ensure that our colleagues are paid a fair wage and have the opportunity to be involved in the promotion of sustainability within the organisation. Sustainability awareness will be integrated into our training programme. We will ensure that appropriate internal resources are used to manage and implement this policy and strategic objectives.

f) Transport

We will promote and facilitate sustainable modes of travel including walking, cycling, travelling by public transport and car sharing and explore options for reducing the need to travel. We will be exploring electric vehicle options in the near future when our current fleet becomes uneconomical to maintain.

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g) Industry

We will champion innovation within our industry and share best practice with our network of customers and peers. We will actively seek out innovative methods to complete our workstreams and share any innovation with the industry through LinkedIn, conversations, Trade events and discussion with our customers.

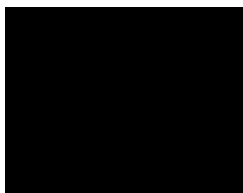
4. Policy management and review

This policy will be managed and implemented by the Workflo Director and other Managers as required through a series of separate workplans. The Director will monitor performance against its objectives monthly. Discussions will be held and projects will be progressed through monthly managers meetings.

The policy will be reviewed annually with regular updates upon change of circumstances or change to best practice.

5. Policy availability

This policy will be freely available to all colleagues through our internal document management system and communicated to our colleagues during 1:1's, appraisals and the Workflo Company Handbook.



Simon Hare

Managing Director



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