

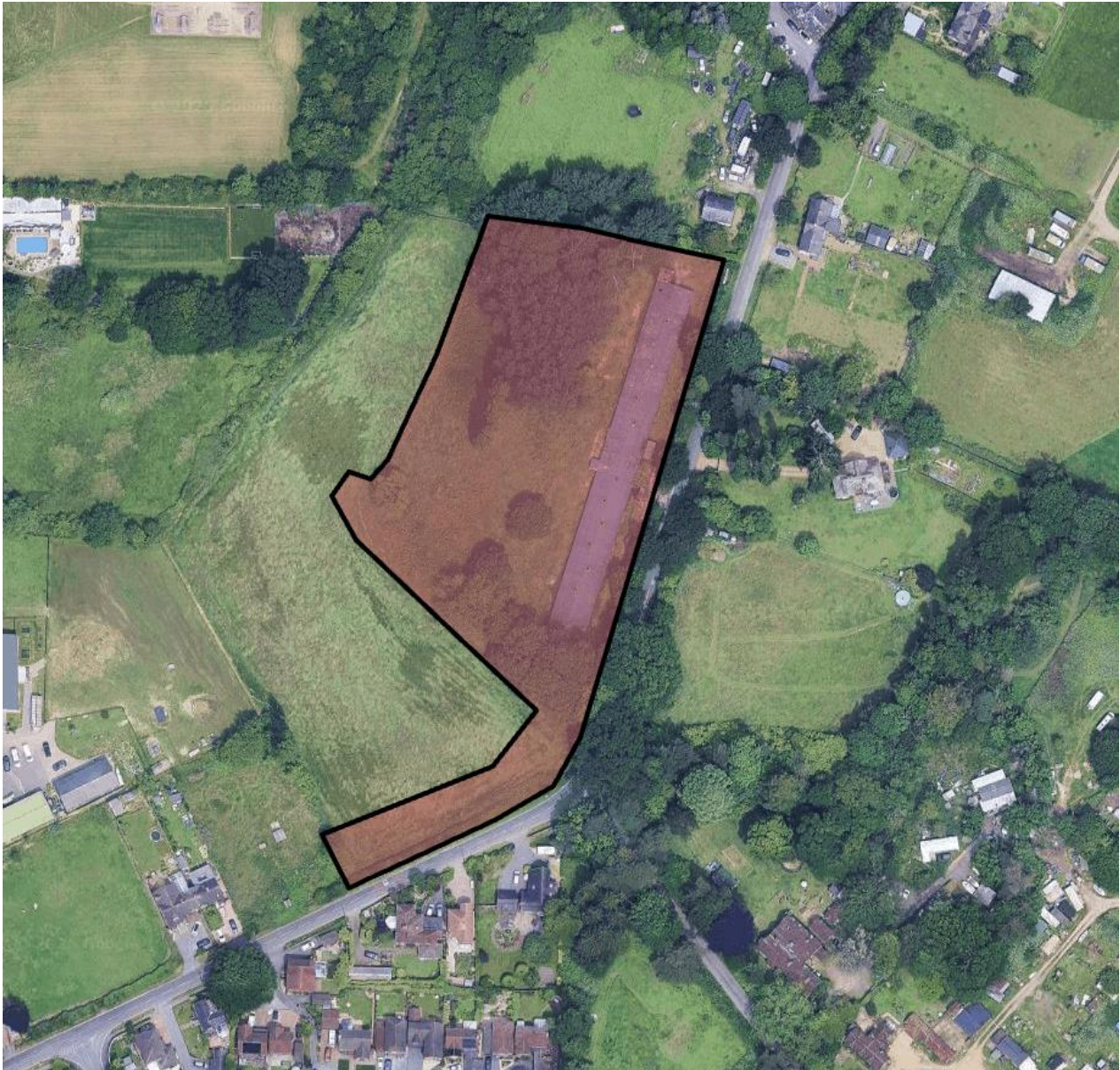
ENVIROMENTAL MANAGEMENT PLAN

Cockpit Farm Barn, Knowle Lane, Horton Heath, Hampshire, SO50 7DZ

Planning Reference: F/23/94713



Date: May 2025 Prepared By Jason Osborn



Issued To	Name	Date
Developer	Alderbury Homes	
Architect	Rose Architectural Studio	
Structural Engineer	Cowan Consultancy	

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REVISION SHEET

Revision	Date	Changes Made
2	16 th July 2025	Sections: 1, 11, 12 & 12.2

Abbreviations

PD	Principal Designer
PC	Principal Contractor
CDM	Construction (Design and Management) Regulations 2015
CPP	Construction Phase Plan
HSE	The Health & Safety Executive
CON	Contractor

PROJECT INFORMATION

1.0 Introduction, Project Details & Working Hours

Project Title	6 dwellings at Cockpit Farm Barns, Knowle Lane
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Introduction

This Construction Environmental Management Plan (CEMP) relates to the construction of 6 dwellings and demolition of Cockpit Farm Barns, Knowle Lane and all infrastructure works.

It should be noted that there may be extensive underground services running across in close proximity to the site and utilities to the existing bungalow.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Safety documentation.

Part of the planning conditions are that a Construction Environmental Management Plan (CEMP) is produced and submitted prior to any work taking place on site.

The CEMP defines the minimum requirements that have to be met.

Project Description

- The project comprises the construction of 6 dwellings and demolition of old Post Office, construction of access, drainage and all associated infrastructure works. Programme is 14-month with a consideration of phased handover dependant on sales. **See methods of construction works below to provide a detailed schedule of phased elements.**
- Demolition of existing structures and associated hardstanding.
- The site also includes incoming services, parking and soft landscaping.

Methods of Construction Works

Scope of works

The works involve the construction of six traditionally built houses, including:

- Site clearance
- Groundworks
- Foundation construction
- Superstructure (brick/block cavity wall construction)
- Roofing (timber trusses, tiles/slates)
- Internal works (plastering, joinery, MEP installations)
- External works (drainage, driveways, landscaping)

Sequence of Construction

Site Preparation

- Erect hoarding/fencing and secure the site.

- Set out the site using survey control points.
- Conduct a site investigation (if not already done).
- Install welfare facilities and temporary utilities.

Groundworks

- Clear vegetation and strip topsoil for reuse in landscaping.
- Excavate trenches for foundations.
- Install ground-bearing pads or strip foundations as per structural design.
- Lay service ducts for water, gas, electricity, telecoms.

Substructure

- Construct blockwork foundations.
- Install DPC (Damp Proof Course) and DPM (Damp Proof Membrane).
- Construct ground floor slab (reinforced concrete or beam-and-block).
- Install underfloor insulation and service provisions.

Superstructure

- Construct cavity walls using blockwork internally and brickwork externally.
- Tie insulation within the cavity.
- Form structural openings for windows and doors.
- Install floor structures (timber or precast concrete beams) at first-floor level.
- Build internal partitions and chimney breasts (if applicable).

Roof Construction

- Erect timber trusses or cut timber roof.
- Fix breathable membrane and battens.
- Lay roof coverings (tiles or slates).
- Install fascias, soffits, and rainwater goods.
- Form gables, dormers, and rooflights (as required).

Windows and External Doors

- Install uPVC or timber-framed windows and external doors.
- Ensure weather sealing and fixing complies with specification.

Internal Works

- First fix: electrical, plumbing, heating systems.
- Insulate internal walls and roof space.
- Plasterboarding and plastering of all internal surfaces.
- Second fix: carpentry (skirting, architraves, internal doors), MEP fittings.
- Painting and decorating.
- Kitchen and bathroom installation.
- Flooring.

External Works

- Final grading of site and landscaping.
- Construct driveways, footpaths, patios.
- Install fencing, gates, and external lighting.
- Connect services to mains.
- Install soakaways, manholes, and drainage.

Working Times

The permitted working hours will be 0800 to 1730 hrs daily with weekend working by arrangement only with CON Management but restricted to 0800 to 1300 hrs. Working on Sundays and Bank Holidays is prohibited. Personnel will be notified if this changes.

Start Date

June 2025

Duration

54 weeks

2.0 PROJECT CONTACTS		
Position	Address	Email
Principle Designer		
Rose Architectural Studio	N/A	phil@r-as.co.uk
Developer		
Alderbury Homes	GF Unit 2 East Horton Business Park Knowle Lane Hampshire, SO50 7NX	jasono@alderburyhomes.co.uk
Architect		
Rose Architectural Studio	N/A	phil@r-as.co.uk
Strucural Engineer		
Cowan Consultancy	Landguard Manor Landguard Manor Road Shanklin Isle of Wight PO37 7JB	consultants@cowanconsult.co.uk

2.1 DUTIES & RESPONSIBILITIES

Work Element	Duties	Personnel Responsible	Additional Notes
Compilation of the Plan and Checklists at Pre-contract Stage	Ensure that the plan is compiled and all checklists are completed prior to commencing on site.	Contracts Manager/ Director Appointed Project / Site Manager	At tender stage the checklists should be referred to by the estimators when pricing projects but the plan can be compiled once the project has been awarded.
Updating and reviewing the Plan during the course of the Project	Ensure weekly meetings include a review of the plan and report on any incidents or near misses. Review any incidents or near misses and implement an action plan to prevent a repeat of the incident.	Contracts Manager Project / Site Manager Quantity Surveyor	On larger projects the senior personnel representing the sub-contractors should attend the review sessions. 1, Minutes of Meetings 2, Corrective Actions
Dissemination of the Plan and Procedures on Site to all involved parties	During site induction the contents of this plan is delivered to all personnel as a summary with clear indication of duties and responsibilities.	Project / Site Manager	Initial Site Induction Toolbox / Briefing Records/ Updates

Work Element	Duties	Personnel Responsible	Additional Notes
Checking of Spill control equipment/ Inventory	Ensure daily inspections are carried out Carry out monthly inspections and enter into register	Project / Site Manager or appointed deputy on site	Site labourer can be provided with the training to check all equipment is in order and complete checklist/ inventory.
Incident Response	Procedures as detailed in the incident response section should any potential pollution incident occur.	Project / Site Manager or appointed deputy on site	Replacement equipment / materials must be ordered after incident is reported.
Reporting to authorities or Senior Managers/ Directors	Immediate contact is made with the emergency services where required. Immediate contact is made with the company Construction Director to report the incident. Immediate contact is made with the company safety advisor to provide advice and support.	Project / Site Manager	Initial Site Induction Toolbox / Briefing Records/ Updates
Bio-diversity Champion	Ensure company procedures are implemented with regard to Bio-Diversity on the project.	Project / Site Manager	

3.0 TREE PROTECTION

Existing trees and hedges are to be protected and retained wherever possible following the measures within the approved Arb report ref: 221462-AIA 2 and letter 221462-Let 2. Trees and hedges that are to be retained will be clearly identified and are to be protected from construction activity. In the event that trees and hedgerows have to be removed this needs to be outside the nesting season, and trees should have been surveyed to ensure that there are no bat roosts present.

Trees that are to be retained are to be protected in accordance with the following guidelines:

3.5.1 Retained Tree Protection

Retained trees are to be protected in line with British Standard: 5837 "Trees in Relation to Construction".

See 13.0 for tree protection plan

The part of the tree most susceptible to damage is the root system. BS 5837 advises that in order to avoid damage to the roots or root environment of retained trees, a root protection area (RPA) should be determined.

The RPA is the minimum area which should be left undisturbed during construction and is designed to prevent any significant long-term damage to the tree by protecting the root plate and to some extent the lower branches of the tree. Each tree to be retained in an area for construction is to have its RPA calculated and protective fencing erected around the full perimeter of its RPA. The protective fencing should be at least 1.2m and of rigid construction, for example chestnut pale fencing or heras fencing with supports. It must be erected prior to work commencing on site and remain until construction activities have been completed. This protective zone is to be considered sacrosanct.

4.0 ECOLOGY

Heres fencing to the perimeter of the site will be erected to minimise an encroachment into the development during construction, which was recommended in the approved ecology report produced by Eco Support.

Habitats - general

Any existing trees / hedgerow / habitat that is to be retained should be protected from damage during the works. All the trees / hedgerow should be fenced using Heras fencing or similar to prevent access by machinery. Where trees are present, they should be protected using standard arboriculturally tree protection measures which include protection of the canopy and prevents root compaction.

Bats - lighting

During construction

In order to avoid any disturbance to bats (and other potential nocturnal wildlife) construction works should be limited to daylight hours and should not be undertaken 30 minutes prior to dusk through to dawn. All lighting should be sensitive to the use of the site by nocturnal wildlife, for example by including low-level downward-facing / hooded lights that are sensor-operated where possible.

'Luminaires come in a myriad of different styles, applications and specifications which a lighting professional can help to select.

The following should be considered when choosing luminaires:

- All luminaires should lack UV elements when manufactured. Metal halide, fluorescent sources should not be used. LED luminaires should be used where possible due to their sharp cut-off, lower intensity, good colour rendition and dimming capability.
- A warm white spectrum (ideally <2700Kelvin) should be adopted to reduce blue light component.

- Luminaires should feature peak wavelengths higher than 550nm to avoid the component of light most disturbing to bats (Stone, 2012).
- Internal luminaires can be recessed where installed in proximity to windows to reduce glare and light spill.
- The use of specialist bollard or low-level downward directional luminaires to retain darkness above can be considered. However, this often comes at a cost of unacceptable glare, poor illumination efficiency, a high upward light component and poor facial recognition, and their use should only be as directed by the lighting professional.
- Column heights should be carefully considered to minimise light spill.
- Only luminaires with an upward light ratio of 0% and with good optical control should be used – See ILP Guidance for the Reduction of Obtrusive Light.
- Luminaires should always be mounted on the horizontal, i.e. no upward tilt.
- Any external security lighting should be set on motion-sensors and short (1min) timers.
- As a last resort, accessories such as baffles, hoods or louvres can be used to reduce light spill and direct it only to where it is needed'

Dormice - fencing

Based on the current proposals, it is not anticipated there will be any work undertaken along the eastern and northern boundary. However, to ensure no one encroaches into these sensitive areas heras fencing will be erected around these areas prior to any construction work commencing and a precautionary method statement may be required to cover any clearance works (should this be necessary).

Nesting birds - vegetation works

As the building, hedgerows and trees are considered to provide suitable habitat for breeding and nesting birds, in order to avoid disturbance of nesting birds or damage to their nests, the removal of any suitable nesting bird habitat on site will be undertaken outside of the bird-nesting season (typically March – September, dependent on weather). If this is not possible, any areas to be cleared will be thoroughly checked by an ecologist immediately prior to clearance. If any active nests are found, they will be left undisturbed with a suitable buffer of vegetation (ca. 5m) until nestlings have fledged and left the area of impact.

5.0 TRANSPORT/SITE ACCESS INFORMATION/CONTROL OF NOISE AND VIBRATION

The site layout plan must be referred to which details the site compound, welfare areas and access points for deliveries.

Access to the site compound area and designated off-loading area for all delivery vehicles will egress from the B3354 Botley Road onto the main access road (Knowle Lane) and through the main entrance gates to the main site compound area, internal access roads will be used for all major deliveries to site and this information will be provided to all suppliers at order stage. This access and egress roadway route must be used at all times by delivery vehicles. Large deliveries from sub-contractors and major suppliers will be subject to pre-delivery site visits to assess the approaching roads and site entrance to ensure that any busy periods and minor roads leading to the site are avoided and disruption is kept to an absolute minimum.

All delivery vehicles will be marshalled into the main site compound area and the site entrance gates will be closed to prevent unauthorised access by any members of the public and to create a safety barrier between the surrounding buildings and site activities.

The speed limit on site for all site vehicles will be 5 mph.

No vehicle will be permitted to reverse anywhere on or near the site without a banksman.

No deliveries to the project will take place without prior consultation. Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

All contractors and visitor's vehicles must reach the site using the same access / egress roadways and routes as delivery vehicles and park their vehicles in the designated temporary contractor's car park area which will be located within the main site compound area. (Detailed on layout plan).

Access / Egress routes for pedestrians, site personnel and visitors will be set up around site to ensure all pedestrians and members of the public are kept separated and segregated from site vehicle and plant movements and ongoing project works and activities throughout the entire duration of the project.

All contractors and visitors must use the designated access/ egress routes leading from the temporary car park area to the site compound area and to the main project work area when entering or exiting the site.

All existing buildings, footpaths and roadways around the project work areas will remain fully active and in full use for the entire duration of the project. Traffic management will be required when carrying out the project works and this will be discussed and agreed with the client prior to being carried out. A traffic management plan and layout with signage will be produced and agreed with the client before the project commences.

There will be a main site compound area set up in a designated area of the site that houses the site offices, canteen and welfare units and toilets. The site offices, canteen, welfare and toilet facilities, like all the construction work areas, will be separated and segregated from all ongoing surrounding activities.

In order to minimise complaints from the local building occupants the work will be undertaken with measures in place to reduce numbers of deliveries by utilising the storage areas on site and careful planning of deliveries so that the numbers of deliveries can be reduced, dust will not be permitted to migrate from the site by ensuring that wetting down and reduction at source is maintained. This will be closely monitored on site by the project team and all supervisors.

The best practicable means, as defined in section 72 of the Control of Pollution Act 1974, to reduce noise to a minimum shall be employed at all times.

The Developer shall at all times have regard to the recommendations given in B.S.5228 Noise Control on Construction and Open Sites and shall ensure that these are brought to the attention of all contractors on site.

Construction plant sound levels:

The table below shows the sound levels of the plant that will be present on site with the combined sound power calculated for the worst case:

Equipment	Qty	Sound Power (dBA)	ONTIME (%)	ONTIME CORR (dB)	Corrected Sound Power (dBA)	Combined Sound Power (dBA)
360 Excavator (15T)	1	97	50	-3	94	107.25
Delivery lorry	1	109	10	-10	99	
Roller	1	106	10	-10	96	
Concrete Mixer truck	1	108	5	-13	95	
Telehandler	1	99	25	-6	93	
Petrol driven tools	1	105	5	-13	92	
Dumper	1	105	50	-3	102	
Vibrating plate	1	108	10	-10	98	
Compressor	1	102	5	-13	89	

All contractors will comply with the following requirements:-

- a) Noise making activities in close proximity to dwellings will be carried out for limited durations.
- b) All vehicles and mechanical plant used for the purpose of the Works shall be fitted with effective exhaust silencers.
- c) All compressors shall be "sound reduced" models fitted with properly-lined and sealed acoustic covers which shall be kept closed whenever the machines are in use, and all ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of a type recommended by the manufacturers.
- d) Machines in intermittent use shall be shut down in the intervening periods between work or, where this is impractical, shall be throttled to a minimum.
- e) All plant and machinery shall be maintained in good and efficient working order by way of planned preventative maintenance schedules. This will ensure that plant will be operating at peak performance and as a result the noise produced should be at the minimum level.
- f) Stationary plant is to be sited away from any noise-sensitive areas where practicable and any plant known to emit noise strongly in one direction shall be orientated so that the noise is directed away from such areas.
- g) Plant will not be started before 8.00 and will be turned off prior to 17.30 on weekdays and 13.00 on Saturdays. There is no requirement for plant such as generators to be in operation outside of site hours.
- h) There is no demolition to take place therefore the requirement for breaking and cutting is substantially reduced. Activities such as the mechanical breaking or cutting of concrete may require, subject to location, acoustic screens or enclosures. Task specific Method statements are to be provided for these works should they arise which should include the sound levels of the activity and the treatment of the noise.
- i) No piling is to take place on site.

6.0 CONTRACTOR PARKING

All contractors and visitors vehicles must enter and exit the site using the same route as all delivery vehicles. After entering the site all contractors and visitors park their vehicles in the designated temporary contractor's car park area which will be located adjacent to the site compound area.

If contractors are unable to park their vehicles on site, then they must park away from site ensuring their vehicle is parked in a safe and correct manner at all times and does not block any surrounding roads, footpaths, fire exits, driveways, entrances etc. or cause any inconvenience or nuisance to existing property owners, building occupants or members of the public. On site Contractor parking will be limited so contractors will be encouraged to reduce the number of vehicles visiting site by vehicle sharing.

7.0 CONSIDERATE CONSTRUCTION/NEIGHBOUR LIASON/COMPLAINTS PROCEDURE

Letters will be sent to all local building occupants informing them of the project works and included within the letter are the contact details for the project / site manager should they wish to make contact including email address. In the letter they are also invited to make physical contact with the project / site manager should they have any issues that they wish to discuss. The company complaints procedure is as follows:-

All complaints whether Health, Safety, Environmental, nuisance or other will be dealt with in the following way. The project/site manager or office manager will complete the complaints form S29.3 with all the relevant details immediately after the complaint has been placed. This must then be faxed or emailed to head office for the attention of the Contracts Manager, Director and Safety advisor of the company. If the matter is urgent and requires an immediate response then an immediate emergency meeting must be convened on site between the project / site manager, safety advisor, contracts manager/ director to discuss and agree the proposed course of action. The complaints register must then be completed which indicates the name of the

person to respond to the complaint. At the monthly review meetings this register must then be reviewed in order to ensure that the matter has been dealt with in accordance with the action agreed.

The complaints register and associated complaints forms must be returned to head office at the end of the project and kept in the archive files for an agreed minimum period dependant on the seriousness, type and successfully closed out complaints.

- S29.3.1 Complaints Form
- S29.3.2 Complaints Register
- S29.3.4 Complaints File Front Cover
- S29.3.5 Complaints File Spine

The project/site manager will provide update letters to the local residents when significant activities or disruption will be caused.

8.0 ARCHAEOLOGY AND CULTURAL HERITAGE

The site has not been required to be investigated for evidence of archaeological significance.

However, any groundwork's will be carried out with caution and care and work will cease if any unknown objects are discovered. There is no requirement on this project to maintain a watching brief for any archaeological finds.

9.0 AIR QUALITY

The location of the site and the planned construction activities do not give rise to a serious risk to air quality however, contractors will be expected to take measures to minimise the presence of air borne dust during construction.

It is anticipated that dust could travel up to a maximum of 350m from where it is generated. The number of trees and large hedges surrounding the site will substantially reduce the spread of dust however debris netting will also be fixed to the heras fencing to further reduce spread of dust. Wherever possible solid fencing will be installed to avoid contamination to neighbouring properties and infrastructure. The site and site boundaries will be checked daily by site management for dust deposits and removed as necessary. Local roads are to be checked daily by the site management and cleaned when necessary.

The Contractor will provide, fix and maintain suitable screens or awnings to the scaffold to screen the building works so as to effectively minimise dust and debris from falling or being blown over the boundaries.

The Contractor will not permit the sweeping of any dust or dusty material without effectively treating it with water or other substance in order to minimise its emission from the premises. Excavated arisings and trenches will be dampened with water as required to limit the migration of dust. Water for suppression will be provided via the mains fed temporary building supply and hoses will be used to direct the water to the working areas for the dampening of dust in order to minimise its emission from the premises.

A clean and tidy site shall be maintained at all time.

Design controls are to be implemented for construction equipment and vehicles, and appropriately designed vehicles are to be used for materials handling.

Cutting activities will be carried out with dust suppressant, this will be identified in the task specific Method Statement.

A considerable concern for dust on construction sites is the vehicular movements. If the ground should become dry it may produce dust when vehicles are moving around, if this should occur then it will be treated with water to minimise its emission from the premises. The programme of works for the ground and infrastructure will take place over the winter months and dust is less likely to be an issue due to the winter weather. The roads and parking will be formed as one of the first site activities

which will minimise the dust caused by vehicle movements over the drier months, there will be no need for delivery vehicles to leave the roads inside the site once they are formed. During the early stages of the groundworks wheel washing facilities will be installed at the site entrances where all vehicles will be checked by an appointed person and where necessary the wheels and undercarriage of the vehicle will be cleaned down before it is permitted to enter the public highway. The washing area will be impermeable and isolated from the surrounding area, water assisted road sweeps will also be carried out if required.

The Site Manager is responsible for ensuring that Method Statements include for the correct dust management which will include suppression and PPE. The individual carrying out the task is responsible for ensuring the method statement has been read, understood and followed. The general monitoring of the dust causing activities should be carried out by a Foreman or Site Manager by way of regular walk arounds however any person on site should be aware of the activities going on around them and should report to the Site Manager if suppressant is not being used.

All skips used for the storage of waste shall be kept covered so far as is reasonably practicable including when materials and waste are removed from the premises.

Sand and other fine aggregates will be stored in a bunded area and where possible they will not be allowed to dry out. If the material must remain dry for its intended use then suitable emission control systems will be used. Fine powder materials will be store in suitable sealed bags which will be re-sealed between uses.

There is to be no burning of materials on site.

10.0 LIGHT POLLUTION

No Construction work will be carried outside of daytime hours however during the winter months some flood lighting may be required in the morning and late afternoon. The positioning and angle of the lights will be carefully considered to ensure that minimal disturbance is caused to the neighbouring properties.

Security lighting during the night will be limited to the site compound and will be activated by motion, the lights will face away from the dwellings in the vicinity.

11.0 DEMOLITION

The Building will be demolished in 8 stages-

1. Any Non-Licensed asbestos found in a pre-demolition survey will be removed prior to any demolition work by a fully trained asbestos team.
2. The asbestos roof will then be placed into a dedicated asbestos skip or removed from site by a specialist
3. A full soft strip will be carried out inside the building.
4. Full removal of the roof will be carried out including all timber.
5. All brick and block work will be taken down by hand and with the aid of an excavator.
6. All brick rubble and concrete will then be loaded into tipper lorries and taken away for recycling.
7. All floor slabs and redundant foundations will be removed and taken away for recycling using the excavator.
8. All areas will then be left level and tidy.

12.0 ENVIRONMENTAL CHECKLISTS

10.1	GENERAL
10.2	DRAINAGE
10.3	EXCAVATIONS
10.4	MATERIALS STORAGE & EXPOSED GROUND
10.5	OIL USE & STORAGE
10.6	NUISANCE
10.7	CEMENT, CONCRETE & GROUT
10.8	LAND CONTAMINATION & INVASIVE PLANT
10.9	CHEMICALS & HAZARDOUS SUBSTANCES
10.10	WASTE MANAGEMENT

WASTEWATER DISPOSAL AND PREVENTION OF POLLUTION FROM SURFACE WATER

During the construction phase of the residential development, effective measures will be implemented to manage wastewater disposal and prevent pollution from surface water runoff.

All construction-related wastewater (e.g., from site welfare facilities, concrete washout, and equipment cleaning) will be collected and disposed of via appropriate containment and disposal systems, such as sealed waste tanks or connection to temporary foul drainage systems. Disposal will be carried out by licensed waste carriers in accordance with Environmental Agency regulations.

To prevent pollution from surface water, control measures will include:

- Installation of silt fences, bunds, and settlement tanks to capture sediment-laden runoff where required.
- Wheel washing facilities to prevent mud and contaminants from leaving the site
- Designated washout areas for concrete and plant, away from watercourses
- Spill kits and trained personnel on-site to manage accidental discharges of oils, fuels, and chemicals
- Regular inspections and maintenance of drainage protection measures

All surface water controls will be designed to prevent contamination of nearby drains, watercourses, and ground. These strategies ensure compliance with environmental standards and minimize the construction site's impact on surrounding ecosystems.

12.1 GENERAL CHECKLISTS

ITEM	YES/NO	COMMENTS / ACTIONS
Have you identified the environmental legislation that applies to your site?	YES	
Do you have all the relevant permissions and authorisations in place before you start work?	YES	
Have you consulted with your environmental advisor / manager?	YES	This plan has been prepared with the company HS&E advisor.
Have you reviewed your EMS if you have one?	YES	The EMS is incorporated into the overall company procedures manual and policy.
Are you diverting water on site? If yes have you received permission to do so?	N/A	
Have you identified:- - The potential pollutants - The potential to cause pollution on site Any historical contamination? If so, where is risk management documented?	YES	No historical pollution. Main hazards are from diesel fuels, concrete spillages/ wash out and mud from excavations.
Are pollution prevention methods recorded? If so, where?	YES	This checklist is incorporated into the overall CEMP which also contains the incident response plan.
Have pollution prevention requirements been communicated to those working on site?	YES	At induction and updated at toolbox talks.
ITEM	YES/NO	COMMENTS / ACTIONS

Have you identified existing drainage on site?	YES	All are marked on existing site drainage drawings and colour coded.
Has the drainage been colour coded?	NO	This will be done as required to the construction work area.
Have you identified all surface water and groundwater on, and around the site?	YES	
Have you contacted all regulators?	YES	
Have you invited them to visit site if appropriate?	NO	
Have pollution incidents been planned for and do you have an incident plan?	YES	Part of this plan.
Have you nominated 'a responsible person' for pollution prevention on site?	YES	Project / Site Manager
Have site personnel been trained to use spill kits?	YES	
Have you considered how to minimise and manage waste on site?	YES	Site Waste Management Plan
Have you identified local weather conditions and the means to keep updated throughout the project?	YES	Project / Site Manager looks at week ahead forecasts for work in any case.
Have you developed a site inspection routine to check for pollution incidents or potential problems?	YES	Part of the weekly site safety inspection checklists.
Vehicles and Deliveries		
Is a traffic management plan in place?	YES	Held on site and accompanies the layout plan.
Has a location for deliveries been identified?	YES	
Is the delivery point located away from watercourses, drains and hazards?	YES	Strict delivery times are detailed in tender documents.

[illegible]

Have you planned how you will prevent mud being taken off site by delivery vehicles?	YES	Deliveries will be kept onto hardstanding once formed, during road construction the use of jetwashes and road sweeps will be used.
Silty Water		
Can you avoid exposing areas of bare ground until you need them?	YES	Yes work will be carried out in a sequence
Have you got vegetation corridors along the watercourse or drain to act as a buffer to help prevent silt entering them?	N/A	
Have you identified all potential sources of silty water on site?	YES	
Have you the necessary permissions in place if you plan to dispose of water to a drain or watercourse?	N/A	
Are silt controls in place to prevent silt entering watercourses or drains?	YES	If required, but no watercourse near
Have you installed cut-off trenches or other features to minimise the amount of run off site?	NO	
Are you required to have considered SUDS?	NO	
Do you have an inspection and maintenance programme for all silt treatment systems?	YES	When required as part of weekly site inspections.

12.2 DRAINAGE CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
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Have all drains on site been located, and identified as either surface or foul?	YES	
Have drains been checked for existing protection?	YES	No existing protection
Have pollution risks to the drains been identified?	YES	
If anything will be discharged to drains, have you applied for permission?	N/A	
Have plans been put in place to prevent pollution entering watercourses in emergencies?	N/A	No watercourse near
Are spill kits located near drains?	YES	
Are you required to use or have you considered using SUDS?	NO	
Have silt traps and oil separators been identified/ Installed?	NO	Not required at this time
Has an inspection & maintenance schedule for drains and protection measures been established?	YES	Part of weekly checks.

12.3 EXCAVATION CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
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Has the site been investigated for contamination?	YES	No contamination recorded.
If there is contaminated soil, do you have procedures in place to manage it?	YES	As site method statements and risk assessments.
Have you checked with the EA if you need permission for extraction, dewatering or discharge?	N/A	
Do you have any necessary permissions in place before you start work?	YES	
Have you taken measures to prevent water entering excavations?	YES	Spill Kits
Have the staff working on excavations been made aware of the risks and control measures?	YES	
Have you identified all watercourses, culverts and drains on or close to the site?	NO	
Have you got vegetation corridors alongside the watercourse or drain to act as a buffer to help prevent silt entering them?	NO	Not required at this time
Have you the necessary permissions if you plan to dispose of water to a drain or watercourse?	YES	Part of weekly checks.
Are controls (to capture, contain and treat) in place to prevent silt entering watercourses or drains?	YES	
Have you installed cut-off trenches or other features to minimise the amount of run off on site?	N/A	

12.4 MATERIALS STORAGE, STOCKPILES AND OPEN GROUND CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Are stockpiles located to minimise the risk of pollution?	YES	
Are they located away from watercourses, ditches and drains?	N/A	
Have you considered ways to minimise stockpiling on site (such as phasing works)?	YES	
Are stockpiles protected or damped to reduce dust?	YES	
Are stockpiles covered and/ or protected to reduce or intercept silt run off?	YES	
Are contaminated stockpiles located in an appropriate area? (e.g. impermeable surface, bunded, covered to prevent run-off, at least 10m from a watercourse)?	N/A	
Have you considered and made arrangements for containing packaging waste?	YES	Limited space but packaging in separate skips and compacted on site with mechanical means.

12.5 OIL USE, STORAGE & REFUELLING CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Are oil storage areas away from high-risk locations?	YES	
Are oil storage areas on an impermeable surface?	YES	
Are tanks, drums or containers suitable for use?	YES	
Are tanks, drums or containers in good condition with no sign of damage or corrosion?	YES	
Have oil stores and containers got secondary containment? e.g. bund, drip trays?	YES	125% Capacity
Is secondary containment sufficient to contain contents of containers?	N/A	
Have you produced a maintenance and inspection schedule for containers and secondary containment?	YES	Weekly checks on plant register.
Are bunds/ drip trays frequently checked for oil and rainwater levels?	YES	
Are oil use records being kept up to date to help you detect leaks?	YES	Only small quantities kept on site
Are oil store maintenance and inspection records being kept up to date?	YES	
Is refuelling equipment (e.g., nozzles, couplings, funnels, etc) stored within secondary containment when not in use?	YES	

Are oil storage containers and stores secure, e.g. kept locked shut when not in use?	YES	Locked
Are emergency plans and spill equipment available at oil storage areas?	YES	Local to the storage unit
Are emergency plans and spill equipment available at refuelling areas?	YES	Yes Spill kit
Have staff been trained in the use of spill kits and I emergency procedures?	YES	
Has a responsible person been designated to oversee implementation of the emergency plan?	YES	Project / Site Manager, his deputy and the banks person.

12.6 NUISANCE CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Have you identified potential nuisances before starting work?	YES	Overall environmental risk assessment
Have you put in place a control measure to minimise nuisance that you have identified?	YES	Limited times of working, solid hoarding in certain locations, acoustic fencing to east boundary
Have you found out and complied with any restrictions such as working hours or noise levels?	YES	Detailed in the tender documents and transposed into the CPP
Is a procedure in place for dealing with complaints from neighbours?	YES	Site manager details given to local residents with a letter drop at start of the project
Have you made site workers and sub-contractors aware of nuisance restrictions?	YES	Induction and toolbox talks
Is nuisance monitoring required? If so, do you have monitoring equipment and a programme in place? If your monitoring shows you have a problem, put it right!	YES	Only if complaints are raised, we may use monitoring devices to makes sure we are complying to CPP & CEMP

12.7 CEMENT, CONCRETE & GROUT CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Have control measures been put in place to prevent cement, grout or concrete wash off entering watercourses or drains?	YES	Designated washout area to be proved
Are staff aware that they shouldn't let cement, grout or concrete washings enter surface water drains?	YES	
Are designated wash off areas provided?	YES	Yes to be confirm once site starts
Are wash areas contained and sited away from surface waters and surface water drains?	YES	
Has the treatment and disposal of wash off effluent been considered?	YES	
Is cement powder stored carefully on site to prevent leaks and dust?	YES	
Have you considered the products ordered, quantities and timing?	YES	Materials will be called off in accordance of the programme to avoid storing on site

12.8 LAND CONTAMINATION & INVASIVE PLANT CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Have you investigated the site history to check for potential land contamination?	YES	
Have areas of land contamination or invasive plants been identified before starting work?	NO	
Are all areas of land contamination and/ or invasive species marked on the site drawings?	N/A	
If there are contaminants, have you contacted us to discuss how you will deal with them?	N/A	
If there are invasive plants on site, are you confident you can manage them effectively and comply with your duty of care?	N/A	
If you plan to treat invasive plants in or near water with herbicides, have you contacted the EA for permission?	N/A	
Is it necessary to gain expert advice to deal with any land contamination?	N/A	
Is there a remediation strategy for dealing with any contamination?	N/A	

Are control measures in place to ensure contaminants or invasive plants are not spread within or outside the site?	N/A	
Are staff aware of how to recognise land contamination, and what to do if they find any?	YES	Induction covers this
Are staff aware of how to recognise invasive plants, and what to do if they find any?	YES	Stop contact site manager
Have you planned for stockpiling contaminated materials carefully to prevent spread of pollution? e.g. more than 10m away from watercourses, on impermeable surface, bunded and covered.	N/A	
If contaminated soil needs to be removed from site or treated on site it may be considered waste.	N/A	

12.9 CHEMICALS AND HAZADOUS SUBSTANCES POLLUTION CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Do you only order and store the quantities you need?	YES	
Are chemicals and hazardous substances stored in bunded areas away from watercourses and drains?	YES	
Are storage facilities located to avoid damage from site traffic or vandalism?	YES	
Are the storage facilities locked when not in use?	YES	
Are all chemicals and hazardous substances clearly labelled?	YES	
Is a spill kit or emergency response equipment kept at the storage point?	YES	
Have you produced an emergency plan for the site?	YES	Chemicals stored are not high hazard and small quantities only.
Are all staff trained in how to deal with chemicals or hazardous substances they use as part of their job? Do they know how to prevent pollution in an emergency?	YES	
Are the safety data sheets provided by the supplier stored with the emergency plans? (Ideally a COSHH assessments also).	YES	All sub contractors will produce COSHH sheets and assessments if they require to work with a product identified as COSHH

12.10 WASTE MANAGEMENT CHECKLIST

ITEM	YES/NO	COMMENTS / ACTIONS
Do you have copies of all waste carrier's registration certificates?	YES	When order placed these are checked
Are waste carriers registrations in date?	YES	To be checked before order placed
Have you identified your most common European waste catalogue (EWC) codes/ list of waste codes (in England and Wales) to help people on site complete waste transfer notes and consignment notes correctly?	YES	
Do you have a system for keeping waste transfer notes and consignment notes?	YES	
Have you made plans to secure all waste in vehicles leaving site and skips are covered where appropriate?	YES	
Is waste contained securely and safely on site to prevent escape?	YES	
Are waste containers (skips, bins) impermeable to prevent liquid wastes leaching?	YES	
Have you allocated sufficient space on site for waste storage and segregation?	YES	
Are skips and bins on site labelled for different waste types to help segregation, and checked regularly?	YES	
Are there separate facilities for hazardous waste?	YES	

13. CEMP PLAN

Are there separate facilities for different types of hazardous waste?	N/A	
Do you need to register with the EA as a hazardous waste producer?	NO	



14. TREE PROTECTION PLAN

