



Blessed Carlo Acutis Catholic School

T01628



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PART A: PLANNING AND PROCEDURES

1.0 ENVIRONMENTAL PLANNING

Procedures for environmental planning will be found in the Risk Management System and specifically RMS-PR-050 Project Environmental Planning procedure. Specific procedural actions will be designated for each project through completion of Mi|Risk, using RMS-PR-004 Assessing Risk Profile.

Emergency planning will be undertaken following the Safety & Environmental Emergency Planning Arrangements (SEEPa) procedure (RMS-PR-005) and completing RMS-PL-023. This document will be held in the site's red Emergency Folder.

1.1 ENVIRONMENTAL PLANNING GOVERNANCE

PRE-CONSTRUCTION PREPARED BY	Rhodri Bowen	DATE	04/April/2023
TITLE	Snr Operations Manager	Signed	
CONSTRUCTION PHASE APPROVED BY	Rhodri Bowen	DATE	
TITLE	Snr Operations Manager	Signed	
REVIEW/VERIFICATION	Lauren Humphries	DATE	
TITLE	Environmental Manager	Signed	
PERSON RESPONSIBLE FOR UPDATING THE PLAN	Martin James		
TITLE	Senior Build Manager		

DISTRIBUTION	A hard copy will be held on site. Further copies are available on request.
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1.2 REVISION RECORD

The Project Environmental Plan and associated documentation (in particular the Mi|Risk Aspects and Impacts Assessment) is to be **reviewed** (and updated as necessary through CRM) **at least each quarter** from the project start date (**or revised for any significant project programme or planned change**), with the review date and/or any revisions logged below.

Rev	Date	Changes	Initial	
			OM/ CM	EM
A	04/04/23	Initial Issue	RB	

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2.0 PROJECT DETAILS & DESCRIPTION

3.0

PROJECT summary based on Mi|Risk and Preconstruction information

Name	Blessed Carlo Acutis Catholic School			
Address	Gwaunfarren Road, Penydarren, Merthyr Tydfil			
Client	Merthyr Tydfil County Borough Council			
Timescale	Start Date	September 2023	Estimated Completion Date	

PROJECT DESCRIPTION

The construction of the new Blessed Carlo Acutis Catholic School on behalf of Merthyr Tydfil County Borough Council.

The project will initially involve formation of a temporary car park, demolition of the existing school and construction of a new 9000m² (approx.) through school catering for ages 3-16. The school will comprise of a 2-storey new primary school with nursery provision as well as a 3-storey secondary school. The school will be linked by shared facilities including canteen, hall and office space.



The site is located in the residential area of Penybryn to the north of Merthyr Town Centre. Due to the nature and size of the site it neighbours a range of properties at various stages during each phase of the programme. There is an open watercourse skirting the eastern boundary of phase 2 and in phase 1 there are areas of knotweed that will need treating or translocating.

The building itself will be comprised of a structural steel frame that bears on concrete pad foundations. The site falls from north to south therefore there will be a significant earthworks exercise in the early stages of the programme which will include the construction of a 60l/m 4m high RC retaining wall.

The façade finish will be a SFS inner skin with brickwork and cladding finish to each elevation of the façade. This will be supplemented with punched windows/curtain walling. The slabs and roof will be composite deck with a hot melt inverted roof system. Internal partitions will be

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drywall/plasterboard. Externally there is a range of hard and soft landscaping. Intertwined in that will be a sustainable drainage system with a range of different features to comply with SAB/WAG requirements. New planting is incorporated into the design.

SITE OVERVIEW

The site is located:

North

The Northern section of site showing phase 1 which will be the location of the new Rugby pitch and temporary car park. Phase 2 shows the existing school which will be demolished to create space for the new build. Residential properties can be seen to the eastern and southern boundaries of phase 1 and eastern boundary of phase 2. The site is intersected by two roads – Galon Uchaf Roaf splitting phase 1 & 2 Gwaunfarren Road splitting phase 2 & 3.



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This shows the lower portion of phase 1 & 2 as well as the extent of phase 3 which will involve part refurb of the existing sports hall and demolition of the exiting buildings. There will be substantial landscaping works to undertake here.



Geology:	Please see section 11 of Integral Geotechnique (Wales) Ltd Site Investigation Report Oct '22 – Document Ref: 14075/FG/22/SI This is located on 4P – Folder J
Contaminated Land:	Please see section 8 of Integral Geotechnique (Wales) Ltd Site Investigation Report Oct '22 – Document Ref: 14075/FG/22/SI This is located on 4P – Folder J
Groundwater:	Please see section 8 of Integral Geotechnique (Wales) Ltd Site Investigation Report Oct '22 – Document Ref: 14075/FG/22/SI This is located on 4P – Folder J

Watercourses & Flood Risk:

4.5 HYDROLOGY, HYDROGEOLOGY AND FLOOD RISK (CONTINUED)

There are ten effective discharge consents recorded within 250m of the site boundary. The nearest two are recorded 6m to the north of the site where Dwr Cymru trade and other matter discharges are received by a tributary of Nant Morlais. Three Dwr Cymru sewage discharges are recorded 227m to the north of the site with the discharges received by Goitre Brook. Five additional Dwr Cymru sewage discharges are recorded 220m to 224m to the southeast of the site with the discharges received by Morlais Brook.

The Envirocheck Report states that there are no water abstractions recorded within 1km of the site boundary.

Tables 2 and 3 present a summary of the hydrological features and key hydrogeological nature of the site.

Table 2: Summary of Site Hydrology

Feature	Distance from site	Flow	Classification	Abstraction	Discharge
Nant Morlais	Eastern boundary	Southerly	Inland river	No	River Taff
Unnamed surface water feature	135m southwest	Southerly	Inland river	No	Nant Morlais
River Taff	907m southwest	Southerly	Inland river	No	Cardiff Bay
Surface run-off	On site	Flows into site drainage	N/A	No	Not known
Site Drainage	On site	Not known	N/A	No	Not known

4.5 HYDROLOGY, HYDROGEOLOGY AND FLOOD RISK (CONTINUED)

Table 3: Summary of Site Hydrogeology				
Geological Unit	Aquifer Classification	Aquifer Characteristics	Source Protection Zone	Groundwater Abstractions
Topsoil/subsoil and/or made ground	Not classified	Highly variable permeability and porosity. Perched water may be present with variable flow directions.	No	None
Devensian Till	Secondary Aquifer-Undifferentiated	Variable low to moderate permeability and porosity with intergranular flow possible. High clay content likely to restrict flow.	No	None
South Wales Lower Coal Measures Formation	Secondary A Aquifer	Variable moderate permeability layers of coal-bearing mudstones/siltstones, and minor sandstones capable of supporting water supply at local level	No	None

The Groundwater Vulnerability map of the area indicates the secondary superficial aquifer to have a low vulnerability. The pollutant speed is low with well-connected fractures.

The Natural Resources Wales Flood Risk map as presented within the Envirocheck Report indicates that the site is not at risk to extreme flooding from rivers or sea without defences.

The Natural Resources Wales Surface Water Flood Risk map as presented within the Envirocheck Report indicates that parts of the eastern edge of the site along the path of Nant Morlais are at a high-risk to surface water flooding (1 in 30-year flood extent).

The BGS Groundwater Flooding Susceptibility map indicates the majority of the site to have limited potential for groundwater flooding to occur at surface. It also indicates that the southern area has potential for groundwater flooding of property situated below ground level.

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Biodiversity:	1.2 Main Recommendations 1.2.1 The following measures are recommended for the works to comply with relevant biodiversity legislation and policy: • Priority habitats should be left in situ. Where this is not possible additional measures should be followed to protect or replace (on a like-for-like basis) these habitats. • If any vegetation clearance is required, this should be undertaken outside of the bird breeding season (i.e. clearance undertaken between September and February inclusive). Work between March and August inclusive should be carried out under an ecological watching brief. • Areas of habitat that are suitable for common reptiles should be cut no lower than 150mm to avoid killing and injuring common reptiles and amphibians. If the clearance of vegetation is required below 150mm, additional constraints apply, and an ecological watching brief may be required. • Lighting should be directed away from the areas of woodland and scattered trees found on site during construction and thereafter, including any artificial lighting used on the playing pitches and car parks found on site, and adhere to the Bat Conservation Trust's artificial lighting guidance. • Any badger sett or mammal tunnel discovered during management works should be protected by an appropriate buffer and an ecologist consulted as necessary to determine further survey and/or mitigation measures. • All trenches and holes created during the works should be covered or filled at night, or a ramp provided to prevent small mammals from falling and becoming trapped. • Biosecurity measures should be put in place to prevent the spread of invasive species out of and within the site. • The site should be enhanced to benefit local wildlife and increase biodiversity. Several measures have been recommended to ensure the site is enhanced ecologically as a result of the development. These are further detailed in Section 7. 1.2.2 Further surveys for bats and badger are recommended, as these species may occur on site and are legally protected. Additional surveys and mitigation measures may be required following the results of these surveys. 1.2.3 Further survey is also recommended to ascertain the full extent of the growth of the Japanese knotweed stands on site and to inform further recommendations for management and control of the species.
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Trees:

5.1

Site Specific Guidance

5.1.1

All trees on site should be considered for retention where possible, with the greatest consideration given to Category A trees and then B trees where these specimens occur, and finally Category C trees. However, the retention of Category C trees should not be at the expense of an efficient design. Category U trees are recommended for removal for sound arboricultural reasons. Where trees of any category are on adjacent land, and removal is required for the development, permission must be sought from the landowner before any works can be undertaken.

5.1.2

Maintained hedges on site represent an important feature in the landscape and consideration for their retention should be made. It is recommended that they continue to be maintained through regular, cyclical flailing as this will benefit the landscape features of the site as well as providing valuable nesting habitat for birds.

5.1.3

Hedgerows are protected under the Hedgerow Regulations (1997). It is advisable to discuss with the Local Planning Authority at an early stage any plans to remove hedgerows. Under the Hedgerow Regulations (1997):

• It is against the law to remove most countryside hedgerows without permission;

• To get permission to remove a hedgerow you must write to your Local Planning Authority;

• If the Authority prohibit removal of an important hedgerow, it must let you know within six weeks; and

• If you remove a hedgerow, whether it is important or not, without permission, you may face an unlimited fine. You may also have to replace the hedgerow.

5.1.4

As there are no TPOs at the site and the site is not within a Conservation Area, there is no requirement to contact the LPA in advance of tree works..

Table 4: Number of significant trees allocated to each retention category.

Tree Category	Number of Trees	Tree Numbers	Number of Groups	Group numbers	Total
A	4	T3, T23, T30, T32	-	-	4
B	12	T1, T2, T4, T6, T21, T24, T26, T27, T29, T34, T35, T38	3	G1, G2, G11	15
C	31	T7, T8, T9, T10, T11, T12, T13, T14, T15, T16, T17, T18, T19, T20, T22, T25, T28, T31, T33, T36, T37, T39, T40, T41, T42, T43, T44, T45, T46, T47, T48	8	G3, G4, G5, G6, G7, G8, G9, G10	39
U	1	T5	-	-	1
Total	48		11		59

Root Protection Areas (RPAs)

Tree location plan to be referenced providing locations for the above listed trees.

Invasive Species

5.6

Invasive Plant Species

5.6.1

Japanese knotweed was identified in four areas within the site. Under the Wildlife and Countryside Act 1981 (as amended), it is an offence to plant or otherwise cause this species to grow in the wild. Measures have been provided in Section 7 for the control of this species from the site in advance of development.

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	<i>Invasive Plant Species</i> 7.3.4 An invasive species survey should be carried out during the main growing season (typically June to September) to ascertain the full extent of the growth of the Japanese knotweed stands on site. It is recommended that the results of the survey are used to inform an Invasive Species Management Plan (ISMP) for the site which will provide recommendations on the best course of action for the management of Japanese knotweed on the site.
Archaeology:	N/A
Refer to the project's MiRisk assessment that addresses the environmental aspects with detailed impacts mitigation plan and actions required to manage these items.	

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2.1 SITE LAYOUT PLAN

Copies of the site layout, logistics and drainage plans are to be placed within the SEEPA document and on the H&S and Environmental Noticeboard. The layout plan may include the following, and any other site specific detail, in reference to this checklist, as applicable:

Site SHE Criterion	Y/NA	Site SHE Criterion	Y/NA
○ Site Boundary ○ Site Cabins / Offices ○ Material storage areas ○ Fuel stores/designated refuel points ○ Liquids / COSHH stores ○ Tree or Hedge Protection Areas ○ Habitat Protection Areas (biodiversity / ecological areas of interest) ○ Invasive Species exclusion zones ○ Silt settlement/control ○ Discharge points (water pumping) ○ Surface and foul drainage ○ Watercourses/Canals/Ponds ○		○ Logistics route / access points ○ Nuisance risk avoidance / touch points ○ Spill and Emergency kits ○ Mortar silo ○ Hazardous waste station(s) ○ Concrete or Paint washout point ○ Archaeological or Heritage protection and exclusion zones ○ Material and reuse areas ○ Skip and recycling areas ○ Contaminated Ground Zones ○ Topography (slope and direction of fall) ○	

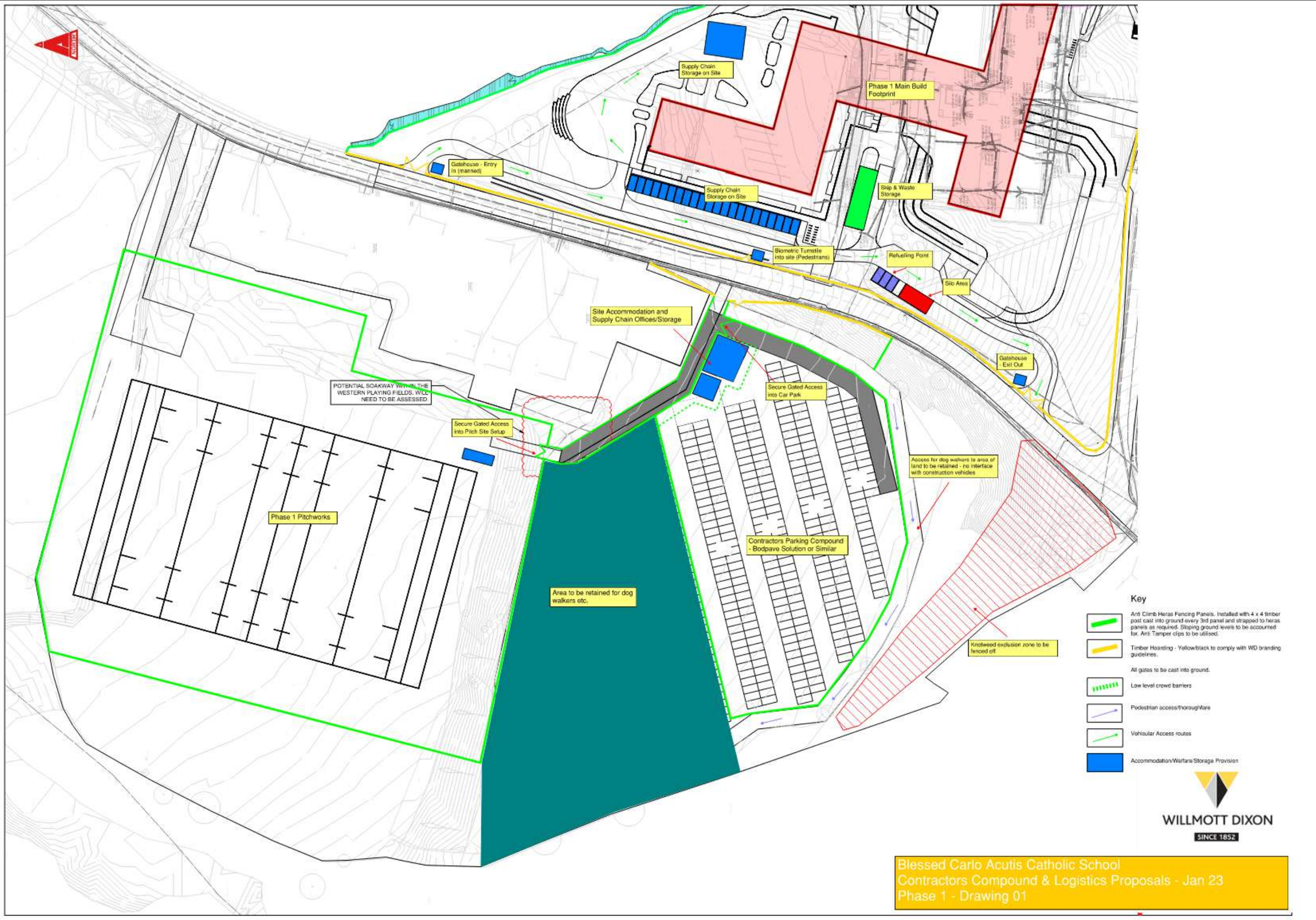
Layouts for the various phases of the scheme can be found overleaf.

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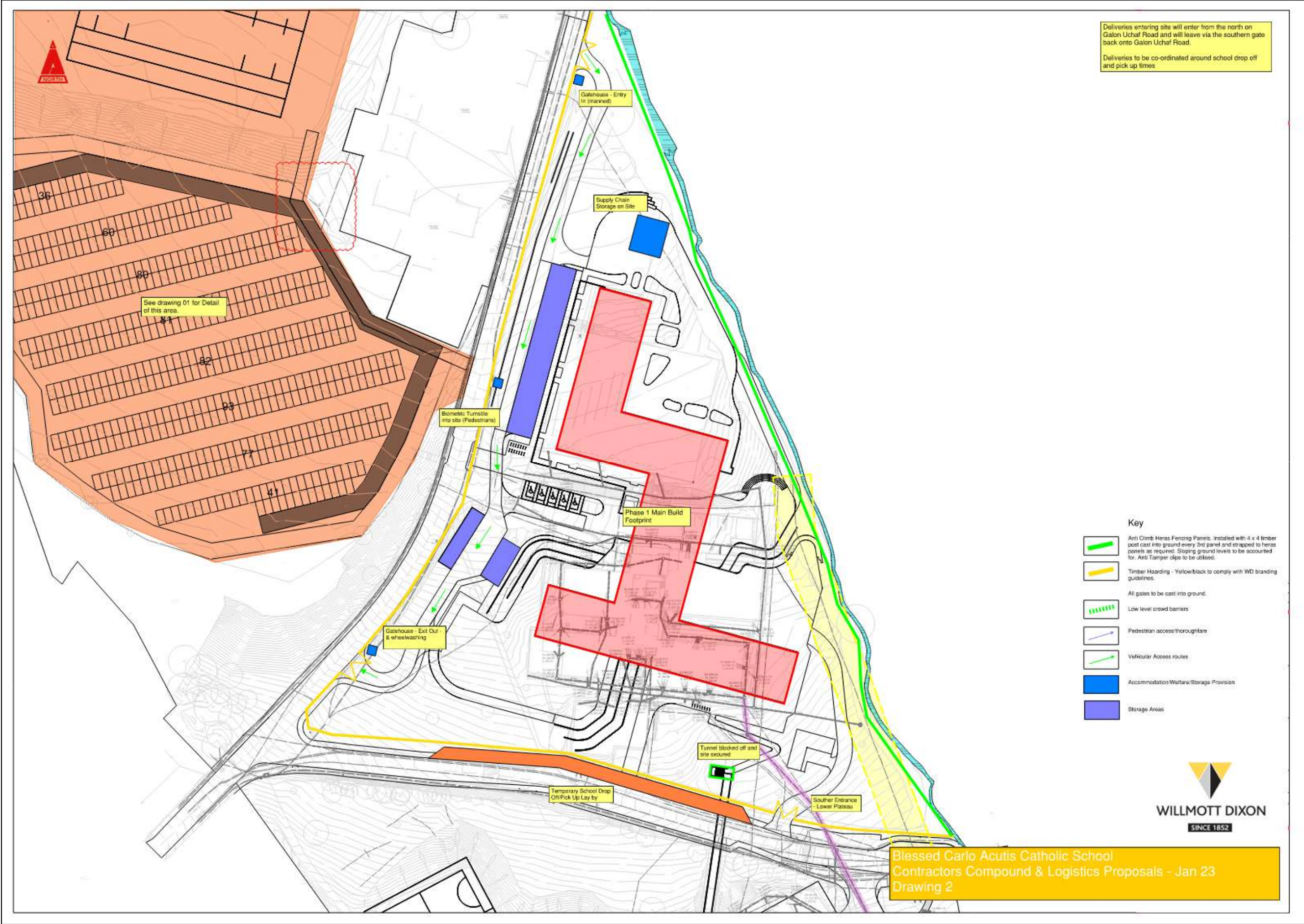
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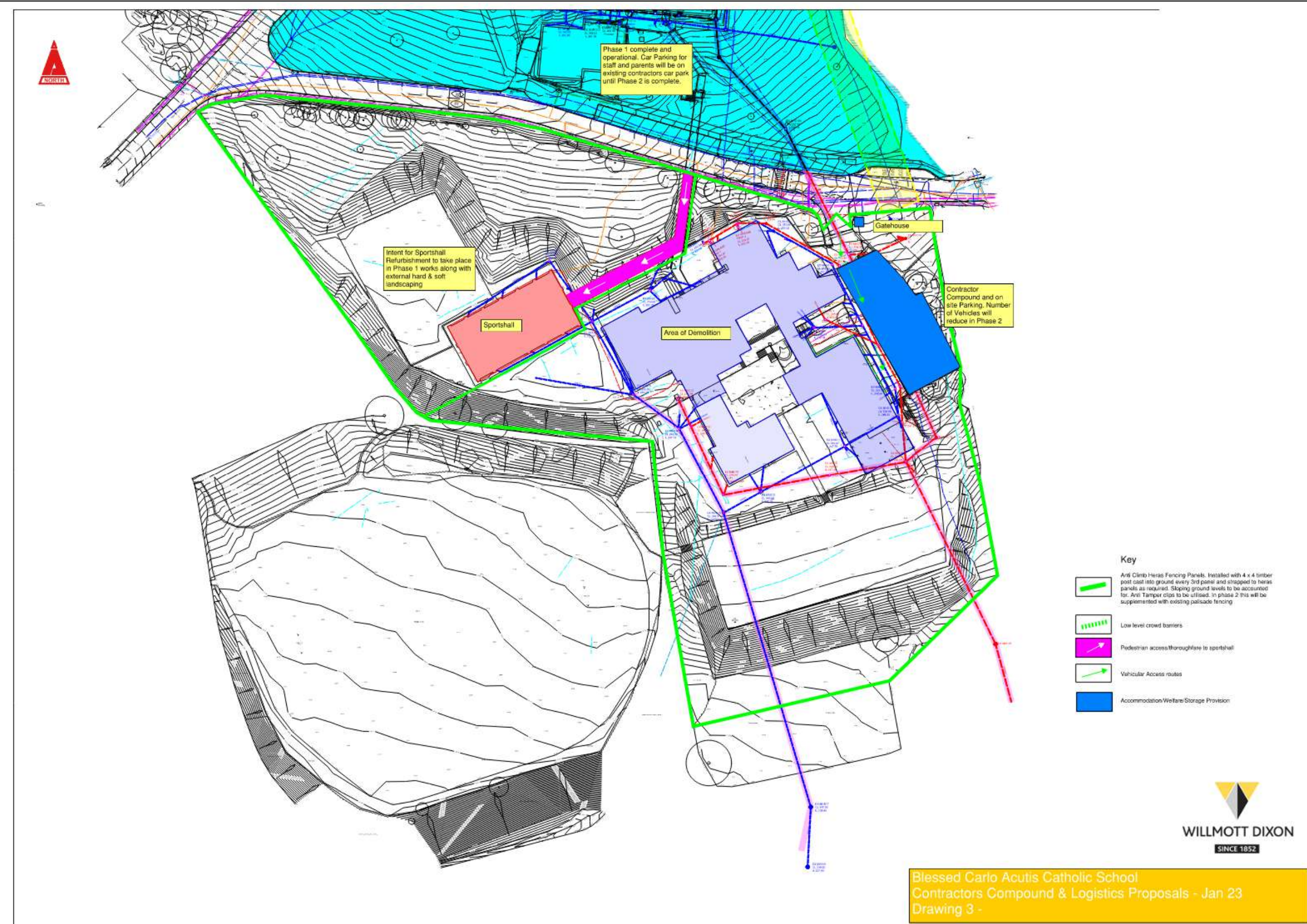
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3.0 CLIENT OR PROJECT SPECIFIC REQUIREMENTS

The applicable environmental requirements to be delivered by the project, in addition to Willmott Dixon targets and procedures, are summarised in the table below, and may include contractual requirements, as well as any conditions required by the Local Authority with respect to Planning or nuisance mitigation for the local community.

For this project the following requirements are specified:			
Site Working Hours	Monday – Friday:	07:30 – 05:30	
	Saturday:	07:30 – 13:00	
Noisy Works Restrictions	Local Authority:	In line with site hours	
	Client:	In line with site hours	
Delivery Time Restrictions	Delivery Restrictions to be formalised with school. No deliveries between the hours of 08:00 & 09:00 and 15:00 and 16:00 reducing traffic and congestion.		
Vehicle/Traffic Restrictions	All deliveries will need to approach site from the north on Galon Uchaf Road.		
Planning Conditions	N/A @ Current time		
BREEAM/ CfSH / HQM / Ska	Target rating	Excellent	
	Construction Waste Volume Target by m ³ volume or tonnage	TBC	
	Waste Diversion from Landfill Target	Demolition	95%
		Non Demolition	85%
		Excavation	95%
Project or client specific environmental objectives and targets	TBC		
Client Specified Procedures [WD's EMS procedures will apply unless otherwise stated]	TBC		



4.0 ENVIRONMENTAL RISK ASSESSMENT MATRIX & ASPECTS AND IMPACTS

Environmental risk is assessed using the Assessing Risk Profile procedure and completing Mi|Risk. Provide summary of Mi|Risk for reference in s4 of the PEP if required. Individual environmental aspects and their significance are identified, along with appropriate mitigating actions. Those activities that remain after preconstruction mitigation, and that have a HIGH residual risk, should be discussed further and appropriate management should be considered, with specific RAMS for these activities to cover health, safety and environmental impact mitigations. The Mi|Risk Risk initial review summary for the start of the project may be held in this section or shown on request by the project team to stakeholder on request.

5.0 ENVIRONMENTAL PERMITS, LICENCES & EXEMPTIONS

The project may require specific environmental permits/licences/consents/permissions for its operational delivery, which will be included within the MiRisk project assessment. The project team will review/complete the environmental permits/licences/consents/permissions for its operations, using the list below, with the support of the LCO's Environmental Manager. Note that this list is not exhaustive, and there may be other permits required, as recorded in the Action notes on MiRisk. Copies of permits etc. will be kept in this section.

Permit/Licence	Purpose	Required (Y/N)	Date Applied	Date Received
Abstraction licence	Usually for open loop boreholes, the application process can take 3 months following testing of the boreholes and has a cost implication, from October 2009 onwards it is also likely that dewatering of quantities greater than 20m ³ /day will also require a licence, if the dewatering will be for less than 28 days a temporary licence can be applied for and takes around 1 month.	N	N/A	N/A
Section 32 Consent	Required for drilling boreholes and requires a form to be submitted to the Environment Agency. If applying to drill boreholes for water abstraction i.e. open loop GSHP the EA will set conditions on the drilling and subsequent testing of the boreholes. Consent will take 1-2 weeks.	N	N/A	N/A
Water Discharge Consent	Required to discharge to either groundwater or surface water i.e. discharging back to a borehole following abstraction, pumping dewatering water to a river/ stream. Requires an application to be made to the Environment Agency and the application process can take 4 months.	N	N/A	N/A
Trade Effluent Consent	Required to discharge anything other than 'domestic' sewage to a foul sewer, therefore any dewatering water, pool testing water or other discharge other than toilet and kitchen waste will require consent from the sewerage company/ authority. This can take 4-6 weeks and has a cost, dependent on the sewerage provider.	N	N/A	N/A
Section 61 Consent	Required when noisy works are likely to occur. Requires an application to be made to the local authority giving details of the methods to be used and anticipated noise levels. Can take a number of weeks to be granted.	N	N/A	N/A
Waste Exemptions	U1 Exemption – Use of waste (crushed and excavation)	Y		
	T7 Exemption – Crushing bricks and concrete	Y		
	T5 Exemption – Screening and blending of waste	Y		
	U8 Exemption – Use of waste for specified purpose	N		
	Refer to RMS-PR-071 Exempt Waste Activities on Site			
Headwall agreements	Required from the Environment Agency for headwalls to be altered or built. Consent may take a number of months and the Environment Agency should be consulted during the design of the Headwall.	N		
Environmental Permit for Flood Risk Activities	Formally Flood Defence Consents. Permitting options now in place for flood risk activities – exclusions, exemptions and environmental permits. Consult with Environmental Manager and refer to RMS-PR-054 procedures.	N		
Wildlife	Numerous wildlife permits and will be determined by what wildlife is on the site e.g. badgers, bats etc. For further information please refer to the ecology report and consult with your environmental manager.	N		
Footpaths	Consent in the form of a 'public path order' is required from the local authority to enable any public footpaths to be diverted, it is likely that this will require the proposal to be advertised and any objections considered and therefore will take some time, and also involves the cost of application and advertising, for further information please refer to the relevant local authorities website.	N		

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6.0 WEEKLY INSPECTIONS

The project team will complete weekly inspections on the company's systems, using the checklists to ensure all operational risk controls are maintained, or if observations made that these need reinstating, to record corrective actions taken with images before/after, as well as any mitigation actions needed by the site team, such as briefings or toolbox talks.

7.0 ENVIRONMENTAL AWARENESS AND TRAINING

The project will require specific roles, toolbox talks and training, dependent on the works occurring on site and the Mi|Risk profile assessment.

7.1 SPECIFIC ROLES

In reference with the Mi|Risk summary, the following specific roles will be required on this project and the project's construction team will appoint Competent persons (e.g. SEATS or equivalent) (amend/delete red text to assign competent persons to manage each aspect):

Role	Designated Person
Carbon Co-ordinator	Senior Building Manager
Biodiversity Co-ordinator	Senior Building Manager
Community Co-ordinator	Senior Building Manager
Waste Co-ordinator	Building Manager
Timber / Materials Co-ordinator	Building Manager

7.2 IDENTIFIED PRIORITY TOOLBOX TALKS & TRAINING

The following risk-based priority training needs have been identified for this project:

Toolbox Talk/Training	Supply Chain/ WD People	When Required	Completed (Y)
Be A Good Neighbour	All	Within 1 st week	
Fuel Storage & Handling	Groundworkers Demolition	After induction	
Invasive Species	Groundworkers	After Induction	
Working Adjacent to Watercourse	Groundworkers	Within 1 st week	
Japanese Knotweed	Groundworkers/Sports Pitch Specialists	Within 1 st week	

NOTE: the above list of training is not exhaustive and during the life of the project, toolbox talks will be used at relevant project phases to remind the site team, supply chain and trades of best practice procedures and advice.

Toolbox Talks (TBTs) and Trade Information Sheets are provided on the RMS Reference Resources section of The Hub. TBTs to be recorded using the TBT Register (RMS-FM-062).

8.0 ENVIRONMENTAL COMMUNICATIONS

Refer to RMS-RM-064 Communications procedures for responsibilities when communicating information internally and externally, or capturing observations, incidents and accidents (RMS-PR-002), engaging with our people (RMS-PR-003) and any external interested party.

8.1 ENVIRONMENTAL OBSERVATIONS and INCIDENTS (Mi|SHE)

Any environmental observations and incidents, such as spillages, adverse effects on wildlife or significant dust emissions, must be recorded on Mi|Project within 24 hours of occurrence. Actions taken on observation/discovery of potential impact or following an incident, and to prevent a reoccurrence, should also be recorded and closed out as soon as practicable. Response will be to **STOP – CONTAIN – NOTIFY – CLEAN-UP**, following SEEPA procedures RMS-PR-005 and using the SEEPA Plan RMS-PL-023.

Observations (Level 4) and Minor incidents (Level 3) are important learning opportunities and all reporting will help continued improvements and trending, using Mi|SHE via Mi|Project.

8.2 ENFORCEMENT AUTHORITY VISITS (Mi|Project)

Environmental visits from enforcement authorities (e.g. Environment Agency or Local Authority) must be recorded on Mi|SHE via Mi|Project, along with corresponding actions. Actions required following the visit must be closed out as soon as practicable.

Any communications from regulatory bodies regarding complaints about the site or possible enforcement action should be copied to the Environment Manager, who can then offer support and guidance as needed. Use the Reference document to prepare for when an inspector calls.

8.3 COMMENTS, COMPLIMENTS & COMPLAINTS (Mi|Project)

All communication with neighbours or the general public must be recorded on Mi|SHE Communications Registration via Mi|Project, whether positive or negative, and any corresponding actions closed out as soon as practicable. This may include complaints, comments, compliments and regular letter drops.

It is essential that positive management action is demonstrated, with continued improvement and learning from each event, as assurance and mitigation of regulatory intervention. The information recorded is an important tool to manage the site's relationship with the local community, as well as evidence for the project's Considerate Construction (CC Scheme). The communication information recorded on Mi|SHE (in Mi|Project) replicates the CCS log, therefore it is sufficient evidence to present to the CCS Monitor.

8.4 CONSIDERATE CONSTRUCTORS SCHEME

As a [Partner member](#) of the Considerate Constructors Scheme (CCS), all Willmott Dixon projects over 6 weeks in duration are registered with the Scheme. Each site will have a CCS folder on site, containing the Reference checklist document for CCS Monitor Visits and relevant evidence to present to the attending CCS Monitor. LCO Environmental and Community teams should be informed of Monitor visits in advance and to support visits. The communication information recorded on Mi|SHE (in Mi|Project) replicates the CCS log, therefore it is sufficient evidence to present to the CCS Monitor.

8.5 ENVIRONMENTAL SITE VISITS AND AUDITS

Project audits and site inspection visits will be conducted by the Environmental Manager, or competent auditors to ISO14001 standards, to ensure the LCO's compliance with the environmental management system, according to RMS-RM-090 Performance procedures. LCO Health, Safety and Managers will also include environmental observations and corrective actions as part of their site visit reports.

PART B: BIODIVERSITY ACTION PLAN

9.0 INTRODUCTION

This Biodiversity Action Plan (BAP) should be completed at all three project stages: **Preconstruction, Operations and Post-construction**. The BAP should demonstrate project commitment to mitigating harmful impact on existing site Biodiversity as well as commitment towards maximising enhancement measures in accordance with the [Group Biodiversity Strategy](#) and project specific requirements, either on or off site.

9.1 PRECONSTRUCTION PLANNING and OPERATIONAL DELIVERY of Mitigation, Enhancement and Eradication actions

To be completed during the Preconstruction Stage and reviewed before starting on site (this is by no means an exhaustive list) – please delete those actions which are not applicable to the project and add any which are applicable. Please change red text to Black when done. Last column to be completed during the Operations Stage and reviewed throughout on site duration (this is by no means an exhaustive list) – please leave actions that are applicable to the project only and change red text to Black when done.

Actions	Basic / Intermediate / Extensive	Mitigation	Enhancement	Eradication	WD / BREEAM / Planning / Ecologist Requirement	PreCon Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)	Operations Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)
Engage Landscape Architect at earliest opportunity and ensure that the Landscape Plan is checked by Ecologist.	Basic	✓	✓	✓	Willmott Dixon		
Ecology Report to define simple and effective enhancement measures. Have the recommendations been included in the Landscape Architect's plan?	Basic		✓		Ecologist		
Identify areas on site for enhancement.	Basic		✓		Willmott Dixon	M ² Area set aside	M ² Area set aside
Identify suitable plant / shrub/ flower species for attracting insects, butterflies and other wildlife.	Basic		✓		Ecologist	Species identified	Species identified

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Actions	Basic / Intermediate / Extensive	Mitigation	Enhancement	Eradication	WD / BREEAM / Planning / Ecologist Requirement	PreCon Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)	Operations Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)
Treat existing areas as habitat.	Basic	✓	✓		Ecologist	M ² Area set aside	M ² Area set aside
Install Bird / Bat Boxes appropriate for species.	Basic		✓		Willmott Dixon	# installed by type	# installed by type
Build Insect / Hedgehog Hotels in suitable areas.	Basic		✓		Willmott Dixon	# installed by type	# installed by type
Riddle compost in preparation for sowing seeds.	Basic	✓	✓		Choose an item.	M ² area	M ² area
Wildflower mix; use existing topsoil and subsoil where possible.	Intermediate		✓		Willmott Dixon	Area m ² covered/seed quantity (kg) sown	Area m ² covered/seed quantity (kg) sown
Create grassland using suitable, specific grass type for the location / type of enhancement.	Intermediate		✓		Willmott Dixon	Area m ² created	Area m ² created
Avoid soil import – initial outlay. Budget for soil scientist with view to utilising existing soil for reuse.	Intermediate	✓	✓		Willmott Dixon	Volume m ³ reused	Volume m ³ reused
Consider right habitat for the location.	Intermediate		✓		Ecologist		
Review similar past projects and adopt best practice.	Intermediate	✓	✓	✓	Willmott Dixon	Examples used	Examples used
Feedback from Customer Care and Quality Delivery.	Intermediate	✓	✓	✓	Willmott Dixon	Feedback gained?	Feedback gained?



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Actions	Basic / Intermediate / Extensive	Mitigation	Enhancement	Eradication	WD / BREEAM / Planning / Ecologist Requirement	PreCon Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)	Operations Status (indicate programme date, whether in progress or completed, who's responsible for collating evidence and quantity of outcome for BOD)
If not able to biodiversity off set on site, consider opportunities off site. (i.e. banks, LA and private land)	Extensive		✓		Ecologist	Areas in community created or refurbished m ²	Areas in community created or refurbished m ²
Investigate options for the processing of topsoil and vegetation, to treat on site and reuse within the Materials Management Plan.	Extensive		✓	✓	Willmott Dixon	Volume m ³ reused and Area m ² covered	Volume m ³ reused and Area m ² covered
Remove threat of invasive species and record area eradicated in the Biodiversity Outputs Delivery (BOD) document.	Extensive			✓	Willmott Dixon	INNS eradicated m ² /m ³ # of each type	INNS eradicated m ² /m ³ # of each type
Create new habitat by planting trees and shrubs.	Extensive		✓		Willmott Dixon	# planted of each type and area covered m ²	# planted of each type and area covered m ²
Create new habitat through development of wetland.	Extensive		✓		Willmott Dixon	Area created m ² / m ³	Area created m ² / m ³
Create new habitat through creation of ponds.	Extensive		✓		Willmott Dixon	Volume created m ³	Volume created m ³
Consider Drainage Plan and SUDS within ecological planting plan.	Extensive	✓	✓		Willmott Dixon	Area SUDS m ² / m ³ that relates to BAP	Area SUDS m ² / m ³ that relates to BAP
Solar PV with green roof underneath.	Extensive		✓		Willmott Dixon	Area created	Area created
Ensure O & M Manuals cover eco maintenance regimes.	Extensive		✓		Willmott Dixon		

Complete Section 12 Project SHE Closeout with data entry to the Biodiversity Outputs Data sheet at the end of project delivery.



PART C: RESOURCE EFFICIENCY

10.0 ENVIRONMENTAL SUSTAINABILITY OBJECTIVES, TARGETS AND PROJECT ACTION PLANNING

10.1 MEASURING PERFORMANCE

Environmental Key Performance Indicators (eKPIs)

The site team (Operations supported by Commercial to validate data to billed readings and waste invoices) are required to collect data on the project's environmental sustainability performance, which includes the Constructing Excellence Key Performance Indicators in line with the environmental objectives. Meter readings (electricity, water, etc) must be entered monthly and waste information recorded on MiProject by the 7th of each month.

Reported data is to be reviewed on a monthly basis and any data outliers are to be validated to ensure readings are correct and data provided correct; discuss variance to targets with the LCO's Environmental Manager to note reasons or review options for improvement.

Note: If a site is unable to complete MiProject entries due to limited connectivity, remote support to enter data should be identified.

Project Objectives Delivery (10 Point Plan)

Core environmental and sustainability indicators of the Project's performance are included in the business's 10 Point Plan for sustainable design and operational delivery of projects. Each project must maintain a tracking document against the projects performance of the 10 Point Plan (RMS-FM-086). The objectives are reviewed annually and reset for the start of each year (i.e. projects starting from 1st Jan will reference the objectives for that new year; projects may end 1-3 years later, but will still perform to the objectives for the year in which the project began. Projects with distinct and separate phases will differ; the objectives applicable for the subsequent phase will be those for the year in which the new phase began).

The Resource Management Plan, Materials Reuse Register and Materials Management Plan will be recorded in the proceeding sections.

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10.2 RESOURCE MANAGEMENT PLAN

Review the following action plan, amend suggested options in red text or delete if not relevant/practicable.

Actions that will be taken by the project to improve resource efficiency and avoid waste carbon and materials are logged here, including:

- Completion of Waste Prediction Tool RMS-FM-030 to set target for waste skips and track actual number used
- Design decisions to reduce waste
- Construction methods to reduce waste
- Materials management
- Skip selection and waste stream segregation
- Material takeback/reuse schemes
- Operational carbon reducing actions (energy for site and welfare, such as electricity, gas, diesel)
- Water reducing actions (alternative techniques/dry approaches, improving design and programming to reduce demand or using alternative sources (attenuation of harvested water))

Impact on resource efficiency (✓ = Alt + 0252)													
Action	Additional Costs (£)	Cost Savings (£)	Action Owner	RAG Status (Red/Amber/Green)	Reduced Waste	Reduced Materials Required	Reduced vehicle movements	Increased recycling rates	Material Reuse (on/off site)	Reduced energy use	Reduced water use	Community/Social Benefits	Reduced Nuisance
<i>(Insert/Delete as applicable)</i>													
Waste Reduction Actions													
Insert design decisions to reduce waste (mandatory – insert additional rows if required)					✓	✓	✓						
Design out waste workshop					✓	✓	✓						
Non-hazardous products specified to reduce hazardous waste					✓		✓	✓					
Material reuse with charities /organisations (e.g. Community Wood Recycling Scheme)								✓				✓	
Material Take Back Scheme								✓					



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Impact on resource efficiency (✓ = Alt + 0252)

Action (Insert/Delete as applicable)	Additional Costs (£)	Cost Savings (£)	Action Owner	RAG Status (Red/Amber/Green)	Reduced Waste	Reduced Materials Required	Reduced vehicle movements	Increased recycling rates	Material Reuse (on/off site)	Reduced energy use	Reduced water use	Community/Social Benefits	Reduced Nuisance
Optimal Skip compaction (Achieve <10% void space)							✓						
Supply Chain incentivisation through financial drivers					✓	✓	✓						
Material reuse area					✓	✓	✓		✓				
Operational Carbon (Energy) Savings													
Eco cabins										✓	✓		
Early connection to grid										✓			
Use of hybrid generators										✓			✓
Timed zoning of cabins										✓			✓
LED temporary lighting										✓			
Energy sub-meters to be installed										✓			
Night Electrical Shut Down										✓			✓
Use of efficient plant & equipment										✓			
Site Travel Management Plan							✓					✓	
Dry ramp instead of water wheel wash											✓		✓
Water Reduction Actions													
Water sub-meters to be installed											✓		
Rainwater harvesting											✓		



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Impact on resource efficiency (✓ = Alt + 0252)

Action (Insert/Delete as applicable)	Additional Costs (£)	Cost Savings (£)	Action Owner	RAG Status (Red / Amber / Green)	Impact on resource efficiency (✓ = Alt + 0252)								Community/ Social Benefits	Reduced Nuisance
					Reduced Waste	Reduced Materials Required	Reduced vehicle movements	Increased recycling rates	Material Reuse (on/off site)	Reduced energy use	Reduced water use			
Fan mist system for demo dust suppression											✓			✓
Low flow percussion taps											✓			
Remove hoses or use hose-guns														



10.3 REUSE OF MATERIALS

Materials Reuse Records

Materials can be reused on- or off-site, as long as used for the purpose of original intent, or through use of the relevant regulatory agreed protocol and code of practice. Records of material reuse must be kept on MiProject, with evidence for regulatory assurance held in the PEP files, as well as to demonstrate positive efforts taken to avoid waste creation.

Records will summarise materials provided to exchange/reuse networks, charitable and community groups, and reuse with other WD projects, as well as waste recycling with supplier takeback scheme use. Materials reused on or off site from demolition and excavation processing, if designated as product with supporting evidence by use of Aggregate QP, DoWCoP or waste exemption. Records of material treatment, stockpiling and final destination must be kept throughout DoWCoP, Aggregate Quality Protocol and waste exemption management. Section 10.4 to record planned reuse of materials. All corresponding evidence must be filed in the PEP Appendices.

10.4 MATERIAL MANAGEMENT PLAN (MMP)

The following opportunities for materials reuse has been identified on this project at Pre-Construction. These include the generation of materials on site and/or the import of processed

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materials from donor sites, as well as use of purchased recycled materials (aggregates, soils) that are imported onto the project's site.



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SINCE 1852

Note: if none of the below apply, please select "not applicable" from the drop-down option.

Material Prediction	Volume generated from site activities	Volume to be exported	Control Mechanism allowing reuse	Volume Imported	Source of Import
Topsoil			Choose an item.		
Subsoil			Choose an item.		
Aggregates			Choose an item.		

Footnote on Control Mechanism 'drop-down' options: details on the limits associated with the control mechanisms are shown in Section 10.3. DoWCoP MMP stands for the 'Definition of Waste Code of Practice Materials Management Planning', facilitated for the industry by [CL:aire](#)

Supporting documentation for **imported recycled materials** will be retained on file, providing:

- o proof of origin, quality certification and lab test results for soil and aggregates (both certificate and sample results to be dated within three months and reflective of material provided).

This will be included in Section 10.4 as a table with supporting evidence.

The table in Section 10.4.1 must be completed and plans filed in this section if material reuse onsite is identified in Mi|Risk or following discussions with your Environment Manager.

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10.4.1 MATERIAL MANAGEMENT PLAN TRACKING

The MMP Tracker may be appended with supporting map and topographic levels evidence, or the following table may be used, with additional lines as necessary.

This MMP Summary may be supported by detailed engineering drawings and groundworker excavation records or daily logs, that will be appended to this document as supporting evidence.

Date	Source	Destination	Volume	Plan Reference
12.01.16	Site strip store SW of site	Habitat mounds	273m3	A

PART D: WASTE DUTY OF CARE

11.1 REGISTRATIONS, PERMITS, EXEMPTIONS AND VALIDATION CHECKS

Waste Carriers

All waste removal companies, including project supply chain partners removing their own waste from site, **must be** registered waste carriers. Copies of their Waste Carrier Registration Certificates **must be** obtained and filed within this section of the plan.

Permits and Exemptions

The Environmental Permitting Regulations require that a premise receiving / treating waste must either hold an *Environmental Permit* or *be registered exempt* from permitting requirements. Copies of such documentation, along with details of permitted waste types, must be requested from construction/demolition/excavation waste service providers, prior to any waste being removed from site (i.e. PRIOR to the use of their services being made). The Duty of Care Schedule must be completed PRIOR to any materials being moved from site.

The full permit document will be checked as recorded on the Waste Portal, or if not available, to be held on file (not just front cover). The landfill diversion percentage will be stated in the Duty of Care Schedule, with supporting evidence held on file (or provided on the Waste Portal).

Validation Checks

All Waste Carrier Registrations, Environmental Permits and Waste Exemptions will be checked using the Waste Portal, and to ensure the waste service provider remains valid, by visiting the environmental [Public Register](#) and following the steps in procedure RMS-PR-069 Waste Carrier and Permit Checks. Duty of Care Audits will be carried out before the project uses waste contractors or destination sites. For any waste removed from site which is considered as high risk and/or where the project team has suspicions that it is not being handled in compliance with the Duty of Care (e.g. large quantities of soil/stone or hazardous waste), confirmation of acceptance of the waste at the proposed destination must be gained to ensure compliance. Where there is '*due cause for concern*', excavation or waste lorries should be tracked (paper trail with supporting evidence to be held on the waste portal or PEP) to ensure they are taking the waste(s) to the correct destination.

DoWCoP (CL:aire) confirmation for Materials removal for reuse on another site

Soil and stone being removed to a Receptor DoWCoP site (CL:aire) for reuse **must be** designated as a material, by the Receiving site's Qualified Person **BEFORE** any soil/stone material is removed from site. The QP **must register** your site as a 'donor' site, within their MMP BEFORE any material is removed. No material is to leave site **until confirmation** has been received from the QP that CL:aire and the Environment Agency has approved the registration. Refer to Section 10.3.

11.2 SITE WASTE DATA

The Building Manager must ensure that all waste materials leaving site, including those managed by supply chain partners, are recorded on MiProject SED, having checked WTN's against approved destination sites to ensure that only approved sites are used. Use the Waste Card checklist RMS-RE-009 and reference the correct Waste Description for the EWC code used, as well as the Waste Stream Skip standard void guide RMS-RE-010.

11.3 WASTE TRANSFER DOCUMENTS

There are two types of documentation controlling the transfer of wastes from our sites: **Waste Transfer Notes** (for non-hazardous wastes) and **Hazardous Waste Consignment Notes** (for hazardous wastes). Mixed waste loads will be supported by the Waste Data Entry slip RMS-FM-031, with evidence of waste stream percentage and skip voidage using RMS-RE-010.

NOTE: Copies of all *Waste Transfer Notes* must be kept for **at least two years** and *Hazardous Waste Consignment Notes* **for three years**. They should be readily available upon demand for inspection by the Environment Agency, Natural Resources Wales or Local Authority.

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Willmott Dixon Holdings Waste Carriers Registration:	Reg. Number: CBDU63761	Type: Upper tier	Expiry: 27/09/2024	Being used: Yes/No
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DUTY OF CARE SCHEDULE

Validation with Waste Portal (date/initial of check), then date/initial when no longer used

Producer	Waste Details		Carrier Details		Destination Details			Date when...	
Supply Chain	Waste type(s)	EWC Code(s)	Carrier	Waste Carrier Licence Number and Expiry Date	Disposal Site Permit/Exemption No.	Waste Transfer/Disposal Site Address	%age Landfill Diversion	Waste Portal check	No longer used
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					



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DUTY OF CARE SCHEDULE

Validation with Waste Portal (date/initial of check), then date/initial when no longer used

Producer	Waste Details		Carrier Details		Destination Details			Date when...	
Supply Chain	Waste type(s)	EWC Code(s)	Carrier	Waste Carrier Licence Number and Expiry Date	Disposal Site Permit/Exemption No.	Waste Transfer/Disposal Site Address	%age Landfill Diversion	Waste Portal check	No longer used
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					
				Exp:					



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12.0 PROJECT CLOSEOUT CHECKLIST – for reference in delivery and on completion

Item	Actions					Yes/NA
Aggregate Quality Protocol	Have the record logs been completed for reuse of crushed materials?					
	Has the Aggregate Quality Protocol document (GP-FM-EM-620) been closed out?					
Definition of Waste Code of Practice (DoWCoP, managed by CL:AIRE)	Have the record logs been completed for the reuse of excavated material?					
	Has the required information been returned to the appropriate consultants?					
MiProject (eKPIs)	Have all the Waste Transfer Notes been added to MiProject?					
	Are the Waste Management Service Provider diversion from landfill figures accurate? Has the final project C/D/E performance data been received from each provider?					
	Has the Material Reuse log been completed?					
	Have the final utilities meter readings been entered onto MiProject? Image of final meter reading available?					
MiProject (Incidents & Communication)	Have all environmental incidents, Enforcement Authority visits and external communications been added to MiProject?					
	No. L1 & 2 incidents		No. L3 incidents		No. L4 observations	
	No. of complaints					
Project Sustainability Plan	Has all required evidence been included in the project sustainability folder (on LCO server)?					
BREEAM Home Quality Mark (HQM) CfSH Ska	Has all required evidence been included in the project BREEAM/HQM/CfSH/Ska folder?					
Ensure all activities proposed in the MEE (sections 9.1 and 9.2) have been completed and closed out.						
Include in the O&M plan for biodiversity maintenance / management of green infrastructure (green roofs/walls etc).						

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Specify any new sustainable materials/systems you have investigated as part of this project that should be shared within the Pre Construction Department.		
Complete the Biodiversity Output Document (BOD) for this project		
Suggest any environmental case studies that could be produced concerning the above.		
Document Archiving	Have all relevant documents been scanned and saved as per LCO procedures (e.g. WTNs)	
	Have paper copies of all Waste Transfer Notes been archived as per LCO procedures	

13.0 APPENDICES – example headers for reference (amend as project specific)

13.1	Environmental Manager Approved - CIS Approval Form
13.2	Planning and Client Specific Requirements
13.3	Mi Risk Initial Review with project Permits and/or Exemptions
13.4	Training/Awareness certificates for Designated roles
13.5	Waste Duty of Care – Carrier, Public Register and Destination site Permit/Exemption
13.6	Waste transfer note records by producer/carrier
13.7	10 Point Plan – eKPI supporting evidence
13.8	Material Reuse and Resource Efficiency – supporting evidence
13.9	Biodiversity action plan supporting evidence
13.10	Project Details – supporting reports and records for Site Overview