

Project No:CRMMS007

Project Name: Central Rhyl Coastal Defence Scheme

BALFOUR BEATTY UK

CONSTRUCTION ENVIRONMENTAL MANAGEMENT (CEMP) & SUSTAINABILITY PLAN

(PRM-TF-0001d)

Rev B

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1. INTRODUCTION

1.1. Purpose of plan

The purpose of this document is to define the project specific approach to the management of sustainability, environmental compliance and delivery of social value outcomes of project activities.

The document is to be read in conjunction with Central Rhyl Coastal Defence Scheme Construction Methodology and Environmental Statement which forms part of the planning discharge suite of documents.

The plan details the control measures applied to operational activities to ensure that risks are mitigated and opportunities realised.

1.2. Plan links to other sections of Project Management Plan

The Central Rhyl Construction Methodology and subsequently the Project Management Plan will document how all aspects of the ISO 14001 standard are addressed. Relevant documents, records and plans

The table below lists existing records and plans, containing findings and recommendations, which must be considered in planning of operational activities e.g. contaminated land surveys, drainage surveys, ecology reports, noise assessments, planning conditions, green certification pre-assessment, customer targets, work winning commitments

Pre-Construction Surveys, Records and Plans	
1	Planning Conditions – 45/2022/0271/PF
2	Marine Licence – CML2152
3	UXO Report
4	Central Rhyl Coastal Defence Construction Methodology
5	CR-MMD-00-00-RP-EN-3016 Central Rhyl Env Statement
6	CR-MMD-00-ZZ-RP-EN-3062_SeaQuarium Noise Assessment Rev 1
7	Airborne Construction Noise Predictions Technical Note – SeaQuarium
8	Geo-archaeological WSI (YA/2022/001)
9	Rhyl Central Coastal Defences Scheme: Peat Investigation Written Scheme of Investigation

2. MANAGEMENT OF THE WORK

This section sets out the project specific actions that will be taken to meet the customer sustainability requirements and deliver against the company's sustainability strategy Building New Futures.

Sustainability data for the project is recorded and monitored through the Sustainability Portal on a monthly basis. Details on how data is captured and reported can be found in SUS-PR-0001 Sustainability Reporting Procedure

2.1. Project Sustainability Objectives and Targets

The following table provides a summary of the projects sustainability objectives and measures.

Objective	What We Measure
Environment	
Reduce direct carbon emissions	Scope 1&2 CO ₂ e emissions
Pollution Prevention	Environmental Compliance
<i>Other customer & business unit requirements e.g BREEAM, biodiversity net gain,</i>	
Materials	
Reduce Waste Generated	Waste Produced (tonnes)
Reduce Waste to Landfill	Waste Sent to Landfill (tonnes)
Use of precast concrete where possible	Material import
<i>Other customer & business unit requirements e.g, increase in sustainable materials used</i>	
Communities	
Local labour	Number of local employees and subcontractors on the project
Local procurement (Local is considered to be within a 50-mile radius of the project unless otherwise defined).	Number of local suppliers on the project
Charitable Fundraising / Donations	Amount raised/ donated
Volunteering	Number of hours spent volunteering
<i>Other customer & business unit requirements e.g, Considerate Constructors scheme, apprenticeships, work experience, measured social value</i>	

2.2. Sustainability and Environmental Roles and Responsibilities

Everyone in Balfour Beatty UK has a responsibility for implementing and adhering to the principles of the Sustainability, Environmental and Social Value Policies of the company in order to effectively carry out their role.

The Project Lead is responsible for assigning appropriate roles and responsibilities within the project management team. They must adequately reflect the significant environmental risks and opportunities that have been identified to ensure that legal compliance obligations can be met and Balfour Beatty BMS requirements delivered.

Individual team members that sign up to project specific sustainability and environmental roles need to be made aware of the responsibilities detailed below. By signing up to one of these roles, they are confirming that they understand and accept the designated duties and responsibilities.

Project Lead	
Name(s)	Chris Hull
Deputy Name(s)	Dafydd Thomas
Contact Number	
Assigned Responsibilities	
• Health, Safety, Environmental, Quality & Sustainability Responsibilities • Overall responsibility for management of HSEQS matters • Preparation of Project Management Plan and supporting documentation • Monthly review of Project Management Plan and its appendices • Allocation of sufficient resources • Production of monthly reports • Resolution of findings from functional inspections • Chair monthly site HSEQS meeting(s) • Review & approval of direct & sub-contract documentation (including Work Package Plans/Method Statements, Risk Assessments & Inspection & Test Plans etc) • Completion of Site Safety Organisation and Emergency Arrangements Chart • Signing of all Licenses, Consents and Authorisations • Main point of contact with Regulatory bodies • Ensuring the Balfour Beatty Permanent Works Fire Safety requirements are met • Liaison with design team • Designated approval authority for contractors' submissions • Customer satisfaction • Establishment and monitoring of Health, Safety, Environment, Sustainability and Quality Performance Indicators • Production and review of Site Waste Management Plan • Ensures the project has a relentless focus on Zero Harm, Right First Time, Defect free delivery and our sustainability strategy – Building New Futures	
I confirm that I understand and accept the designated duties and responsibilities Designated Signature:	
I confirm that I understand and accept the designated duties and responsibilities Deputy(s) Signature(s):	

Sustainability Co-ordinator	
Name(s)	Paula Jones
Deputy Name(s)	TBA
Contact Number	
Assigned Responsibilities	
- Communicate sustainability good practice, case studies, innovation and targets to the project team, supply chain, and wider HSES and communication teams - Ensure an 'Involved' (project sustainability action plan) is in place on the Sustainability Portal, and being followed and updated at least every six months - Ensure Sustainability KPIs are reported, submitted and signed off on a monthly basis in the Sustainability Portal and are reported to the project team and customer (as required) - Ensure customers' sustainability (including social value) requirements are being met - Act as the main point of contact for sustainability between the project team and the wider HSES Team	
I confirm that I understand and accept the designated duties and responsibilities	
Designated Signature:	
I confirm that I understand and accept the designated duties and responsibilities	
Deputy(s) Signature(s):	

Environmental Management Representative	
Name(s)	Aled Hughes
Deputy Name(s)	TBA
Contact Number	
Assigned Responsibilities	
- Ensure that identified operational controls for the management of environmental risks and opportunities are implemented and have the intended outcome - Ensure that operational controls implemented for the management of environmental risks and opportunities are assessed, monitored and their performance reported to site / project leader - Approval to assign responsibilities to a Deputy and / or Assistant Environmental Management Representative to meet Contract, Site or Project specific environmental risk and opportunities requirements - Ensure that all responsibilities set out in the contract / project management plan and delegated duties letter are met	
I confirm that I understand and accept the designated duties and responsibilities	
Designated Signature:	
I confirm that I understand and accept the designated duties and responsibilities	
Deputy(s) Signature(s):	

3. ENVIRONMENTAL MANAGEMENT PLAN - ARRANGEMENTS FOR MANAGEMENT OF SIGNIFICANT ENVIRONMENTAL RISKS AND OPPORTUNITIES

3.1. Significant Project Environmental Risk and Opportunities

An Environmental Risk and Opportunities Assessment of site activities has been conducted and is fully documented in the Environmental and Sustainability Risk and Opportunity Register which is located in CR-MMD-00-00-RP-EN-3016 Central Rhyl Env Statement of the contracts document filing system.

The significant environmental aspects identified for this project are as follows and will be communicated in the Site Induction:

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
Working close to archaeological & heritage remains	Archaeology & Heritage	Impact: Damage caused to monuments, artefacts and archaeological sites Risks: failure to fulfil compliance obligations, reputational damage, complaints, negative publicity, fines, delay to works	<u>ENV-RM-0045a Archaeology</u> Normal / Abnormal: Archaeological investigation has been completed prior to work commencing, with a completion of late 2022. A written scheme of investigation has been prepared by York Archaeology from the investigation and will be implemented. With reference to Rhyl Central Coastal Defences Scheme: Peat Investigation Written Scheme of Investigation –the following programme of mitigation will be carried out: • Undertake a rapid laser scan survey of the surface exposures of peat on the present-day foreshore to create an overall plan and 3d model of the footprints, wooden structures and peat surface • Make a full record of any human and animal footprints present on the peat surface; • Undertake a hand auger survey within the areas previously identified as having peat present in order to target areas for potential test pitting, if a hand auger is unsuitable a window sample rig may be deployed; • Undertake a test pit survey for the recovery of bulk samples for the recovery of artefacts (mainly lithics, animal bone etc); • Record machine-excavated sections alongside each wooden structure. The timbers from each structure will be recorded and sub-sampled on site to recover toolmark, species	Archaeological CW/ Environmental Management Representative/ Section Manager

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
			identification/ring count data and provide samples for radiocarbon dating; - Recover further samples to enable palaeoenvironmental assessment using either the hand auger/window sample rig or small test pit open sections; - Undertake palaeoenvironmental assessment of organic deposits, focusing on macrofossil and insect assemblages; - Update the existing deposit model with the results of the hand auger survey. Any archaeological sites identified will be cordoned off and investigated. During the works a watching brief will be undertaken and will monitor all the works undertaken on the beach including the stockpiling areas. Any trees or wooden structural remains encountered during the works will be recorded in situ. Emergency: Stop work if damage occurs or if unknown archaeology identified and consult professionally qualified archaeological contractor or archaeological clerk of works.	

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
Working through or close to archaeologically 'unevaluated areas'	Archaeology & Heritage	Impact: Potential for discovery of or damage to monuments / artefacts / archaeological sites Risks: reputational damage, complaints, negative publicity, fines, delay to works	<u>ENV-RM-0045a Archaeology</u> Normal / Abnormal: The likelihood for archaeological finds have been assessed prior to starting on site and an archaeological desk-top and walkover survey carried out. Mitigation required as a result of the surveys will be in place as works progress. Emergency: Stop work if unknown archaeology identified and consult professionally qualified archaeological clerk of works	Archaeological CW/ Environmental Management Representative/ Section Manager
Protection of ecological receptors	Biodiversity	Impact: Damage to protected areas / loss of biodiversity / disturbance to protected species / visual impact on protected area / potential pollution to protected areas from litter and releases to	Works in the intertidal area are to be undertaken at low tides. This would avoid works within the marine waterbody, therefore avoiding the propagation of underwater noise through the water column. The tide cycle would also mean that birds would be further offshore and disturbance from these activities would be reduced by this increased distance. Toolbox talks would be undertaken with site staff prior to works commencing to highlight the importance of notable habitats and species associated with these designated sites. This would particularly include the sensitivity of SPA bird species to disturbance and what types of activities can disturb the birds, in	Environmental CW/ Environmental Management Representative/ Section Manager

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		water	order to minimise the disturbance as much as possible from construction as well as reduce the risk of pollution. Avoidance of excessive working hours on site, as far as is practicable. Minimisation of vehicle use in the intertidal area wherever possible (limiting to essential plant only); and Use of directional lighting, hoods, and cowls to reduce light spill onto marine habitat.	
Working within or close to protected sites - SSSI, SPA, SAC, Ramsar, NNR, LNR, AONB	Ecology & Biodiversity	Impact: Damage to protected areas / loss of biodiversity / disturbance to protected species / visual impact on protected area / potential pollution to protected areas from litter and releases to water	ENV-RM-0016d Ecologically Protected Sites Normal / Abnormal: Natural Resources Wales have been consulted via the planning process and the necessary licenses issued for the scheme. Consent for work has been agreed and a site-specific method statement prepared. Any control measures identified will be briefed to the site teams during the Site Induction. The PLO will contact the local fishing community for advice and guidance on potential impact on fisheries Emergency: Stop work Opportunities: build good working relationship with regulator through liaison during planning & construction phase phase	Environmental CW/ Environmental Management Representative/ Section Manager
Protection of sensitive habitats and	Ecology & Biodiversity	Impact: Damage to protected areas / loss of biodiversity /	Standard best practice measures are required to minimise effects on habitats, including: • Best practice measures to reduce noise and vibration during	Environmental CW/ Environmental Management Representative/

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
species		disturbance to protected species / visual impact on protected area / potential pollution to protected areas from litter and releases to water	construction to include limiting piling activities to lower tidal states to prevent underwater propagation; • Damping down of dust sources and other measures to minimise air quality effects to habitats; and • Best practice construction and hygiene measures (avoiding littering, fires, storage of foods, etc).	Section Manager
Working in / around / through vegetation	Ecology & Biodiversity	Impact: Loss of habitat / damage to ecology & biodiversity / disturbance to species / loss of biodiversity / increased risk of ground movement or erosion Risks: insufficient measures taken to dissuade nesting bird species and terrestrial species e.g. reptile,	<u>ENV-TB-0016g Hedgerows</u> Normal & Abnormal: Work will be avoided during bird nesting season or an ecologist will be consulted before any hedging is removed. There is only a short section of hedge affected at the access into Marine Drive Compound. Emergency: Stop works Opportunities: Implement ecological enhancement measures	Environmental CW/ Environmental Management Representative/ Section Manager

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		negative publicity, reputational damage, fines, prosecution, lack of or incomplete reinstatement, reduction in population of some species		
Maintenance of natural beach profile.	Ecology & Biodiversity	Maintain beach profile	Construction traffic routes on the beach will be periodically assessed and beach levels reinstated using any excess excavated material won. The rock stockpile area will be monitored and any areas of erosion following the removal of the rock will be made good using excess excavated materials	Environmental Management Representative/ Section Manager
Prevent the spread of the non-native invasive species	Ecology & Biodiversity	Spread of the non-native invasive species	Any timber groynes that are removed shall be stored above the high-water mark prior to disposal.	Environmental Management Representative/ Section Manager
Spillage of diesel through damaged tank or drips	Material use & storage	Impact: Contamination of ground / ground	<u>ENV-RM-0007a Storage of Fuels Oils and Liquids</u> Normal & Abnormal: Spill kits will be provided at re fuelling	Environmental CW/ Environmental Management

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		water / surface water / damage to habitats / disposal of spill kits and hydrocarbon contaminated waste Risks: costs of disposal, waste exceeding hazardous waste landfill acceptance criteria, reputational damage, prosecution, clean-up costs	points. Drip trays will be used with all small plant. All storage tanks will be regularly checked and maintained. Any storage bund will be checked regularly and emptied to maintain storage capacity. Emergency: Stop work / refer to project environmental plan / utilise emergency response contractor if significant spill which can't be dealt with in-house	Representative/ Section Manager
Storage of materials and equipment including sand and aggregates	Material use & storage	Impact: Air pollution caused by dust / nuisance to third parties / pollution of surface water drainage system and watercourses / damage to	Normal / Abnormal: Materials will be stored at the Marine Drive Compound. The Rock will be Stored on the beach adjacent to the working area and within the Marine Drive Compound. Store materials in bays / out of wind / covered / compact stockpiles / damp down / spill kits / drip trays / regular checks on storage areas / dust netting / apply for environmental permits or exemptions when storing waste materials	Environmental CW/ Environmental Management Representative/ Section Manager

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		livestock, plants & protected areas / waste generation and disposal /depletion of water resources Risks: complaints, reputational damage, fines and prosecution	Emergency: None Opportunities: reduce potable water use by collecting rainwater for damping down operations	
Storage of fuel & oil	Material use & storage	Impact: Contamination of ground / ground water / surface water / damage to habitats / disposal of spill kits and hydrocarbon contaminated waste Risks: costs of disposal, waste exceeding hazardous waste landfill acceptance	<u>ENV-RM-0007a Storage of Fuels Oils and Liquids</u> Normal / Abnormal: Double skinned fuel tank / tank & associated pipework within bund / drums stored on spill pallets / locked tank / use of drip trays or plant nappies / concrete hard standing / bund maintenance / spill kits / pollution incident plan / drainage plan / regular inspections of fuel storage areas / store fuel away from watercourse / availability of spill kit materials to deal with large spills Emergency: Refer to project environment plan. Utilise emergency response contractor if significant spill which can't be dealt with in-house	Section Manager / Environmental Management Representative

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		criteria, reputational damage, prosecution, clean-up costs		
Waste	Material use & storage	Reduction in materials usage and waste generation	A site waste management plan (SWMP) will be developed. The SWMP would show how the reduction of waste arisings would be achieved, and how the potential impacts identified in this chapter would be reduced or mitigated.	Section Manager
Working outside 'normal' working hours i.e. tidal works	Nuisance	Impact: Nuisance to neighbours and local stakeholders / impact on access to properties / negative visual impact Risks: Reputational damage, complaints, restrictions imposed on working hours, negative publicity, fines and	<u>ENV-RM-0013a Nuisance</u> <u>ENV-RM-0015a Noise</u> Normal / Abnormal: limit out of hours work to that which is absolutely necessary / maintain plant / super-silenced plant / liaison with local residents / letter drops / acoustic shields / consider positioning of plant / Section 61 consent Emergency: Stop work	Public Liaison Officer/ Section Manager

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		prosecutions		
Use of concrete	Operations	Impact: Depletion of natural resources, pollution to ground, pollution to water / global warming / climate change Risks: Reputational damage, negative publicity, fines, prosecution, clean-up costs	<u>ENV-RM-0009a Concrete Washout</u> Normal / Abnormal: Set up bunded hardstanding and settlement tank / specific area for wash out / use concrete washout skip / supervisor or foreman to advise at appropriate time / no wash-out to occur on site Emergency: Stop work	Section Manager / Environmental Management Representative
General construction activities	Operations	Impact: Disturbance to wildlife and their habitats / pollution to air / pollution to water / noise nuisance / depletion of natural resources	<u>ENV-RM-0015a Noise</u> <u>ENV-RM-0035a Waste Management</u> <u>ENV-RM-0016a Managing Ecological Risks</u> The Compound/ Storage areas at Marine Drive and Garford Road will be fenced off with solid timber hoarding 2.4m high to screen the working areas from the local community. The local community will be informed of any works likely to be	Section Manager / Environmental Management Representative

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
		/ global warming / climate change / depletion of water resources Risks: Reputational damage, complaints, negative publicity, fines and prosecution, availability of raw materials	disruptive, piling works etc. by the PLO. Normal / Abnormal: Identify sensitive environmental receptors & assess likely impacts prior to commencement / implement controls / install adequate barriers / fencing / consult specialists / identify alternative accesses / consult with local authorities and neighbouring residents prior to works commencing / section 61 consents put into place prior to works / attach and utility services to site cabins and welfare facilities where possible Emergency: Stop works	
Loading/unloading of deliveries & materials	Operations	Impact: Nuisance to neighbours and wildlife / releases to land / releases to water / waste disposal Risks: complaints, negative publicity, reputational damage	<u>ENV-RM-0015a Noise</u> <u>ENV-RM-0013a Nuisance</u> Normal / Abnormal: An agreed HGV route through Rhyl will be briefed to delivery drivers and clearly signed. Arrange deliveries to minimise impact on local area / comply with any planning requirements / Section 61 agreements for night time works / consult with local authorities and neighboring residents prior to work / damping down materials with high dust potential Emergency: None	Section Manager/ Public Liaison Officer

Environmental Aspect	Environmental Category	Environmental Impact and Risk	Control Measure to Mitigate Risk and Realise Opportunity for Improvement	Who is Responsible for the Control Measure
Theft of plant / equipment / fuel	Operations	Impact: Pollution to rivers, surface water drains, foul drains and ground Risks: negative publicity, failure to fulfil compliance obligations, possible fines, prosecution, clean-up costs	<u>ENV-RM-0007a Storage of Fuels Oils and Liquids</u> <u>ENV-RM-0019a Working near Watercourses England and Wales</u> Normal / Abnormal: consider the need for security cameras or security personnel / lock plant & equipment and ensure secure if left on site / store plant & equipment away from watercourses / spill kits with plant. Emergency: Stop work	Section Manager/ Public Liaison Officer
Additional road traffic on local road network.	Operations	Impact: Increase in HGV movements through Rhyl and Prestatyn. Increased noise and pollution.	The Construction Traffic Management Plan detail the agreed HGV routes into site. The routes will be clearly signed from the A55 and Mostyn Dock area A noise assessment has been undertaken and will be reviewed and monitored as the project progresses.	Environmental Management Representative

3.2. Legal Permits, Consents and Licences

The project has the following permits, consents, licences and exemptions in place. They hold legal compliance requirements that are met within the project operational activities. Copies can be located in the contracts filing system.

Permits, Consents, Licences and Exemptions	Requirements	Monitoring and Inspection Arrangements for Compliance	Responsibility
Marine Licence – CML2152	Refer to conditions		
Flood Risk Activity Permit	N/A		
Crown Estate Permission			
Coast Protection Act Permit			
Section 184 Permit	Agreed construction and design	Subject to DCC highways Inspection	Section Manager
Planning Conditions – 45/2022/0271/PF	Refer to conditions		

3.3. Identification of Environmentally Sensitive Receptors

The projects sensitive receptors have been assessed and are listed below.

Feature/Issue	Details
Protected Sites e.g. SSSI	- Dee Estuary SPA, SAC, SSSI and Ramsar - Gronant Dunes and Talacre Warren SSSI - Gronant Dunes LNR - Liverpool Bay SPA
Water course (please name)	- The Rhyl Cut (classified as a Main River by NRW flood mapping) - The Clwyd River (classified as a Main River by NRW flood mapping) - Irish Sea; To reduce the risk of marine pollution fuel and chemicals would be stored at least 10m away from the beach. Refuelling would only take place at designated refuelling areas located away from the beach.
Cultural Heritage	- Rhyl Central Conservation Area - Rhyl, River Street Conservation Area - Wreck Site – Sarah - Royal Alexandra Hospital – Grade 2 listed
Archaeology	Prehistoric remains (including submerged landscapes)
Protected Species	Potential for Bats within existing promenade kiosks –

Feature/Issue	Details
e.g. Bats, Badgers	survey to be undertaken • Wintering birds • Natterjack toad • Sand lizard
Industrial / retail / business units	• Pavilion Theatre to West of Marine Drive Compound • Hotels and guesthouses along seafront • Vue Cinema • Sequearium • Childrens Playground • Central Rhyl Car Park • Crazy Golf • Various small food outlets
Residential properties	To south of working area
Educational establishment	N/A
Hospitals / medical facilities	Royal Alexandre Hospital opposite Marine Drive Compound
Public buildings (not otherwise mentioned)	Pavilion Theatre
Hedgerows	Hedgerow removed for temporary accesses
Public footpaths	• West Parade • National Cycle Route 5
Parks/recreation areas	• Recreation area opposite John Street, Rhyl • Marine Drive compound
Other (Please Detail)	Quay Street car park

3.4. Site Plan

1. A copy of the site plan can be found within the Central Rhyl Outline Construction Methodology document and includes the following: See also CRMMS007 Emergency Response Plan (Master Pollution Incident Plan) (annex 4)

Material storage/bays	Spill kits/emergency response equipment	Waste collection points/skips
Fuel & chemical storage		

4. ANNEXES

1. Sustainability Reporting SUS-PR-0001
2. ENV-RM-0045a Archaeology and Cultural Heritage
3. ENV-RM-0016d Ecologically Protected Sites
4. ENV-TB-0016g Hedgerows
5. ENV-RM-0007a Storage of Fuels Oils and Liquids
6. ENV-RM-0013a Nuisance

7. ENV-RM-0015a Noise
8. ENV-RM-0009a Concrete Washout
9. ENV-RM-0035a Waste Management
10. ENV-RM-0016a Managing Ecological Risks
11. ENV-RM-0016d – Ecology and Biodiversity Planning Poster
12. ENV-RM-0016g – Planning for Ecology using the Ecology Calendar
13. ENV-RM-0019a Working near Watercourses England and Wales
14. CRMMS007 Emergency Response Plan (Master Pollution Incident Plan)

SCOPE

This procedure applies across all UK fixed office locations, depot and manufacturing facilities and temporary construction projects including the project offices operating within the Company. This includes all Frameworks, Joint Venture projects and projects where Balfour Beatty is acting as a subcontractor.

PURPOSE

The purpose of the procedure is to define the sustainable data requirements including auditing and validation in line with both external company reporting (such as mandatory GHG reporting for the Company Annual Report & Accounts) and internal performance management.

Capturing this data allows the Company to track and monitor its sustainability performance against Our Blueprint, identify any areas for improvement and make informed decisions about any actions required to improve performance.

ABBREVIATIONS / DEFINITIONS

SDA	Sustainability Data Analyst
Sustainability Lead	The person with overall responsibility for Sustainability within a Business Unit. E.g. Head of Environment & Sustainability
E&S Manager	Environment and Sustainability Manager offering day to day support to sites. On some projects this might be an Environmental Manager, Advisor or Specialist
Responsible Person(s)	Sustainability Lead/E&S Manager project or site support teams
Site	This refers to any project, contract, manufacturing facility or fixed office
Sustainability Portal	In-house tool developed to capture sustainability data across all sites
WebPortal	In-house tool on which the Sustainability Portal sits
Involved	Balfour Beatty's community investment programme
Project	This includes contracts, frameworks and sites and schemes
GHG	Greenhouse gas

INPUTS

Reference	Type	Title
SUS-RM-0001a	Reference Material	Data Reporting Requirements
SUS-RM-0001b	Reference Material	Manual Meter Reading Guide
SUS-RM-0001c	Reference Material	Guidance for Reviewing Energy Data
		Sustainability Portal User Manual
		Reporting Guidance document (also referred to as Global Sustainability Reporting Guidance)

OUTPUTS

Reference No.	Document Title	Responsibility	Retention Period
SUS-SF-0001a	Sustainability Recording Tool	Project Manager	
SUS-SF-0002b	Sub-contractor Report Form	Project Manager	

PROCEDURAL REQUIREMENTS

1. Data Reporting Requirements

- 1.1 Sustainability data must be reported for all sites for Group Reporting where we have operational control (see [Reporting Guidance](#) for definition of operational control). Where we do not have operational control, the SBU Sustainability Lead will determine whether sustainability data needs to be reported for other purposes such as business or customer needs. The [Reporting Guidance](#) is updated at least once a year and the SDA, Sustainability Leads and E&S Managers must review the changes that are made and ensure that they are using the latest version of the guidance.
- 1.2 Sustainability data shall be reported on a monthly basis through the Sustainability Portal for all sites where we have responsibility for some or all of the following:
 - Mains electric
 - Mains gas
 - Fuel (including petrol, diesel and gas oil (red diesel))
 - Bottled gas (e.g. propane or butane)
 - Waste
 - Water
 - Involved
- 1.3 Subcontractor data is not reported unless there is a contractual or other requirement to do so. This shall be entered separately to Balfour Beatty data as identified within the Sustainability Portal. The form [SUS-SF-0002b](#) Subcontractor Reporting can be used for subcontractors to report their data on before being entered into the Portal.
- 1.4 Where a Balfour Beatty business unit is working as a subcontractor to another business unit, the Balfour Beatty subcontracted business must provide their data to the principal Balfour Beatty contractor ensuring it is captured as part of the Balfour Beatty main contractor data.
- 1.5 Where we are operating as a subcontractor to a non Balfour Beatty company (e.g. Ground Engineering delivering works to a principal contractor), we must only report data we are responsible for (e.g. electricity, fuel, gas, water or waste management which Balfour Beatty procures). See [Reporting Guidance](#) for further information.
- 1.6 All sites where we are required to report sustainability data shall appoint a person to be responsible for inputting and checking the data on a monthly basis. A deputy shall also be appointed to ensure appropriate cover during absences. Details of the person(s) responsible must be passed to the Sustainability Data Analyst (SDA) who will record this in the Sustainability Portal.

2. Set Up on the Portal

- 2.1 The E&S Manager (or equivalent) shall inform the SDA of sites that are required to be set up on the Sustainability Portal. If the project is already listed on the [WebPortal](#) the SDA will activate the project and inform the E&S Manager that this has been completed. If the new project is not already on the WebPortal the SDA will contact the HSES Management Systems Manager to have this added. When this has been added the SDA will activate the project and inform the E&S Manager.
- 2.2 Once the project has been activated the E&S Manager shall set up the user permissions to allow the site to enter their data.
- 2.3 The E&S Manager shall provide training to the responsible person(s) and deputy either in person or via a webinar. The E&S Manager shall ensure all those who have been trained have signed a register confirming that they have received training. The E&S Manager shall pass this onto the SDA who will keep a log of all training that has taken place.
- 2.4 Where we operate as a Joint Venture (JV) or concession, access to the Sustainability Portal is

restricted to Balfour Beatty staff with Company email addresses. Where this is the case the site shall report their data using the [SUS-SF-0001a](#) Sustainability Recording Tool - Monthly Report Form and send it through to the E&S Manager who will be responsible for transferring this across the Sustainability Portal. See the [Reporting Guidance](#) for information on reporting for JVs.

3. Identifying 'Live' Sites

- 3.1 A project is defined as 'live' in terms of the Sustainability Portal when works are taking place on site and energy or water is being consumed or waste is being produced. Projects may be closed on the Sustainability Portal prior to the financial accounts closing. The Mobilisation Hub will inform the SDA on a monthly basis of any projects that have been closed. The Sustainability Leads are responsible for confirming that a project is 'live'.
- 3.2 To ensure all relevant data is captured, the projects shown as live on the Sustainability Portal will be checked monthly by E&S Manager when the Monthly Sign-off Report is issued. E&S Managers are responsible for checking this dataset to ensure there are no missing projects and to identify any projects that require disabling.
- 3.3 The SDA shall identify any differences in the lists and pass these on to the Sustainability Leads. Where sites should be providing data through the Sustainability Portal, the SDA should activate these as 'live'.
- 3.4 Where sites are not required to be 'live' on the Sustainability Portal the Sustainability Leads and/or the E&S Manager must inform the SDA. The SDA will keep a record of this and ensure they are deactivated so that there is a full audit trail.
- 3.5 When a project is no longer 'live' and therefore not required to report data, the project will be deactivated on the portal. The E&S Manager shall inform the SDA of the close date. The SDA will then deactivate the project on the Portal.
- 3.6 If data from a project is required after it has been closed it can be accessed via a request to the SDA.
- 3.7 Data will be archived for ten years.

4. Monthly Data Reporting

- 4.1 Data must be entered and signed off by the 15th of each month by the appointed person. Where the 15th is a non-working day the next working day will become the deadline.
- 4.2 The SDA shall open the monthly data period on the 1st working day of the month. If the SDA is unavailable to do this their line manager shall open the period.
- 4.3 Where we operate as a JV 100% of the data for the project shall be reported, not just the Balfour Beatty financial split (see [Reporting Guidance](#) for further details).
- 4.4 On project start-up, and when a new meter is installed, photos will be taken of the electricity, gas and water meters and sent to the SDA stating the date it was taken. The photos must clearly show the meter reading and meter number. The SDA will store these on a shared server and the project team shall also store a copy of the photos locally. A photo of each live meter will be taken as a minimum every 6 months to ensure meters are being read correctly.
- 4.5 To reduce the amount of input at site level, data is uploaded centrally by the SDA from Group suppliers listed below. Where a Group supplier is not being used, data will need to be entered manually:

Area	Unit	Group Supplier
Electricity	kWh	Total Gas and Power (via EIC)

Natural gas	kWh	Total Gas and Power (via EIC)
Butane	kg	Speedy Gas and BOC
Propane	kg	Speedy Gas and BOC
Waste	Tonnes	Reconomy
Petrol	Litres	Halls, Speedy Fuel, Nationwide*, Allstar fuel cards and A-Plant*
Diesel (gas oil, fuel oil, kerosene burning oil, 100% biodiesel, 5% biodiesel & pure diesel)	Litres	Halls, Speedy Fuel, Nationwide*, Allstar fuel cards and A-Plant*
Air & Rail travel	kg of CO ₂ e	ATP

* Nationwide and A-Plant data isn't uploaded into the sustainability portal however they are gathered centrally.

- 4.6 The SDA shall ensure data is obtained from the Group suppliers on a monthly basis and uploaded onto 360 before 15th of each month. The SDA shall take these from 360 and upload into the Sustainability Portal before the 15th of each month.
- 4.7 The Sustainability Portal will automatically match the data to the correct site. Any data that has not been mapped in the automatic upload process shall be manually mapped by the SDA. Any data that is still not mapped shall be sent to the Sustainability Leads for checking.
- 4.8 Once the project data has been entered and checked it must be signed off by the person responsible. Where the project is a JV and the responsible person is unable to access the Sustainability Portal, responsibility is passed to the E&S Manager.
- 4.9 By signing off the data the person responsible is confirming that the data on the Portal has been checked and to the best of their knowledge is correct.
- 4.10 If the responsible person does not agree, or has a query with the data in the Sustainability Portal they must raise this with the E&S Manager before signing it off. If the query is substantiated the E&S Manager will inform the SDA who will amend the data in the Sustainability Portal. Any changes shall be logged by the SDA with a clear explanation as to why the data has changed.

5. Data Assurance

- 5.1 The SDA shall run a Sign Off report on the 16th of the month and send it to the Sustainability Leads and E&S Managers to highlight which sites have signed off the data for that month.
- 5.2 The E&S Managers will contact the projects that have not signed off their data and ensure the data is accurate and signed off.
- 5.3 Once all data has been entered and signed off the SDA will run the Waste and Energy & Water Master Reports and send this to the Sustainability Leads.
- 5.4 The data within the report will be checked by the Sustainability Leads and E&S Managers. Any changes or amendments with the data will be sent to the SDA to complete on the Sustainability Portal. All changes will be logged by the SDA. Once completed the report will be re-run and again sent to the Sustainability Leads. The report will then be finalised and ready to use for internal and external reporting purposes.
- 5.5 Where data is being entered manually requests shall be made for source data in the form of invoices or similar. This data will be reviewed by the E&S Manager or Sustainability Leads using [SUS-RM-0001c](#) Guidance for Reviewing Energy Data.

6. What to Include

6.1 Demolition Waste (Tonnes)

- Only enter data at a site level that is NOT disposed of through Reconomy
- Record all waste where we have responsibility for the duty of care
- Demolition waste is classed as unwanted material arising from the removal or strip out of an existing structure, including any hazardous waste produced by this process
- Demolition material that leaves site under a Waste Transfer Note is classed as a waste irrespective of whether the site receiving it has an exemption to use it as a material

6.2 Excavation Waste (Tonnes)

- Only enter data at a site level that is NOT disposed of through Reconomy
- Record all waste where we have responsibility for the duty of care
- Excavation waste is classed as material which arises from below the man-made surface on site (e.g. pavements), including any hazardous waste produced by this process
- Any excavated material that is identified in a Materials Management Plan remains a material and should not be recorded as waste
- Excavated material that leaves site under a Waste Transfer Note is classed as a waste irrespective of whether the site receiving it has an exemption to use it as a material
- If Balfour Beatty can confirm that waste has been used under an exemption e.g. reused off site or as landfill capping material, it should be recorded as waste sent for reuse and not landfilled.

6.3 Construction waste (Tonnes)

- Only enter data at a site level that is NOT disposed of through Reconomy
- Record all waste where we have responsibility for the duty of care
- Construction waste is classed as any other waste, not included in demolition, excavation, office or depot including any hazardous waste produced by these processes.
- Construction material that leaves site under a Waste Transfer Note is classed as a waste irrespective of whether the site receiving it has an exemption to use it as a material

6.4 Office Waste (Tonnes)

- Only enter data at a site level that is NOT disposed of through Reconomy
- Record all waste where we have responsibility for the duty of care
- Office waste is classed as any municipal waste that is created as a result of fixed or temporary offices and site accommodation including sewage / septic tank wastes and sanitary wastes and biodegradable kitchen wastes.

6.5 Manufacturing facility / depot waste (Tonnes)

- Only enter data at a site level that is NOT disposed of through Reconomy
- Record all waste where we have responsibility for the duty of care
- Manufacturing and depot waste is classed as any waste that leaves a fixed manufacturing facility or depot, including any hazardous waste produced by these processes.
- If any waste enters a depot as a construction, demolition or excavation waste, it must remain under this waste type upon removal from the depot
- The following waste types typical of highway depots includes:
 - Street lighting lamps and lanterns
 - Traffic barrier
 - Roadkill
 - Traffic management batteries

- Road sweeper / gully cleaning waste
- Incident waste
- Fly tipped / litter picked waste
- Holding tank oily wastes
- Sewage / septic tank wastes and sanitary wastes created at the facility or on the network
- Material that leaves site under a Waste Transfer Note is classed as a waste irrespective of whether the site receiving it has an exemption to use it as a material

6.6 Water (m³)

- All potable (drinking) water, which we procure directly. This includes; metered and unmetered mains water, potable water brought to site via a tanker or bowser and any abstracted potable ground water.
- Metered supplies paid for directly shall be identified on the Sustainability Portal as Balfour Beatty.
- Metered supplies that are free of charge shall be identified on the Sustainability Portal as Client. It is only mandatory to record 'free of charge' water when there is a contract or other requirement to do so.
- See [SUS-RM-0001b](#) Manual Meter Reading Guide for more information

6.7 Electricity (kWh)

- Only enter data at site/project level where half hourly meter data is not available.
- All grid electricity that Balfour Beatty uses must be captured. This includes metered electricity Balfour Beatty pays for directly and metered electricity provided via a third party where we have access to the consumption data.
- All supplies where Balfour Beatty pay the bill must be purchased via the Group Procurement Contract These supplies shall be identified on the Sustainability Portal as **"Group Agreement"**
- Metered supplies that are free of charge provided by the customer shall be identified on the Sustainability Portal as **"Client"**. Sub-meters shall be installed to measure Balfour Beatty consumption where possible. If this is not possible, an estimate should be derived based on a project of a similar scope of works and scale. This is not required where we operate as a subcontractor.
- Metered supplies should be listed as **"BB"** where half hourly data is not available because they are neither on the Group Procurement Contract nor supplied by a customer free of charge. If the electricity provided is 'green tariff' this should be identified in the Portal. For a definition of green tariff please see the [Reporting Guidance](#)
- See Manual Meter Reading Guide for more information

6.8 Natural Gas (kWh)

- Only enter data at site/project level where half hourly meter data is not available.
-
- All piped gas which Balfour Beatty use. This includes metered gas for which we pay the bill directly and metered gas supplied via a third party where we have access to consumption data
- Metered supplies paid for directly shall be identified on the Sustainability Portal as Balfour Beatty.
- Metered supplies that are free of charge shall be identified on the Sustainability Portal as Client. Sub meters shall be installed to measure Balfour Beatty consumption where practical. If this is not possible an estimate shall be made based on other project sites' consumption. This is not required were we operate as a subcontractor

- See Manual Meter Reading Guide for more information

6.9 Diesel (Gas Oil, Burning Oil, 100% Biodiesel, and 5% Biodiesel)

- Only enter data at a site level that is NOT procured through Halls Fuels, Speedy or Nationwide
- Report only directly-procured diesel and do not include subcontractor diesel unless there is a contractual requirement to do so.

6.10 Petrol

- Only enter data at a site level that is NOT procured through Halls Fuels, Speedy, Nationwide or Allstar fuel cards
- Report only directly procured petrol and do not include subcontractor petrol unless there is a contractual requirement to do so.

6.11 Butane

- Only enter data at a site level that is NOT procured through Halls Fuels, Speedy, BOC or Nationwide
- Report only directly procured butane and do not include subcontractor butane unless there is a contractual requirement to do so.

6.12 Propane

- Only enter data at a site level that is NOT procured through Halls Fuels, Speedy, BOC or Nationwide
- Report only directly procured propane and do not include subcontractor propane unless there is a contractual requirement to do so.

7. Reporting Defects Projects

- 7.1 For projects where defects works last longer than 30 days the project must be identified as 'live' on the system and data entered directly against the project until the defects works have been closed out.
- 7.2 For projects where it is anticipated defects works will be less than 30 days, energy, water and waste data procured through Group approved suppliers will be recorded under the relevant business unit defects category
- 7.3 Where the project engages directly with non-approved group suppliers, for works less than 30 days, the project must be made live on the system and data must be recorded against the project on the portal.
- 7.4 Services provided by the client free of charge do not need to be entered on the portal.

8. End of year Group Reporting

- 8.1 The Balfour Beatty UK business shall report its sustainability performance on an annual basis through Accuvio as required by Balfour Beatty Group, and in accordance with the [Reporting Guidance](#).
- 8.2 The [Reporting Guidance](#) must be referred to before end of year reporting starts to ensure reporting is taking place in line with the most up to date version of the Guidance.
- 8.3 Data pertaining to the previous calendar year shall be reported in January. Actual reporting dates are given in the [Reporting Guidance](#) for that reporting year (see section 4).
- 8.4 Data shall be reported by each SBU. The Sustainability Leads are responsible for ensuring data is reported annually for their business and for JV's where we have operational control.

- 8.5 [SUS-RM-0001a](#) Data Reporting Requirements identifies where the data is obtained for each SBU including calculations for estimating the data. The SDA will ensure this is kept up to date and will give appropriate notice to those required to provide data of the requirements and time lines.
- 8.6 Waste and carbon data shall be subject to two internal audits taking place at the end of Q2 and Q3. This data will be prepared for all SBUs by the SDA following the [Reporting Guidance](#).
- 8.7 Where Group supplier data is used and it is not possible to identify what SBU the data belongs to it will be portioned out between each of the relevant SBUs based on their spend. Data relating to Balfour Beatty Utilities (BBUS) and Balfour Beatty Services will be split out between Gas & Water and Power Transmission & Distribution businesses only.
- 8.8 Any data relating purely to the Enabling Functions will be reported separately into Accuvio under UK Enabling Functions.
- 8.9 An assessment shall be carried out to ensure complete data sets for all SBUs. Where there are gaps these will be estimated by aggregating up the data that is available. E.g. if data is available for January to September this data will be aggregated up to account for the 3 months of missing data.
- 8.10 If no data is available for a project / site this will be estimated base on floor space for permanent facilities, and value and type for project sites. based on information from other projects

9 Data Validation

- 9.1 Data validation is an essential part of the reporting process. It is a two-step process involving a contributor and a validator. For detailed descriptions of these roles see section 9 of the [Reporting Guidance](#).
- 9.2 The Sustainability Leads / E&S Managers are responsible for ensuring there is a validator in place for their business and they are briefed of their requirements. The validator must be a senior manager not more than one level below an Executive Leadership Team director given the legal implications of some of the data.
- 9.3 The SDA shall be the Contributor for each of the SBUs. The SDA will coordinate the data submission for each SBU for Accuvio with the Sustainability Leads / E & S Managers who are in turn responsible for review the data prior to it going to the validator for final sign off.
- 9.3 Validators must have knowledge of the SBU and be in a position to review and interrogate data. Any data that has increased or decreased by 10% shall be further investigated and justified.
- 9.4 Data shall be validated prior to the reporting deadline in January. Actual reporting dates are given in the [Reporting Guidance](#) for that reporting year (See section 4).
- 9.5 Current validators for each SBU are shown in [SUS-RM-0001a](#).

Introduction

In the UK, there are thousands of sites which have been discovered and recorded; the most important of these are classified as Scheduled Ancient Monuments (SAMs) and are legally protected.

The law also protects sites which have yet to be discovered. The law is administered in England by English Heritage, in Scotland by Historic Scotland, in Wales by Cadw and in Northern Ireland by the Department for Communities.

It is an offence to:

- Disturb a SAM by carrying out works without consent
- Cause reckless or deliberate damage to a monument
- Remove any historic or archaeological object from the site without prior consent

This document sets out the process that Balfour Beatty UK follows to ensure that archaeological and cultural heritage issues and risks are identified and addressed within the company's operational activities.

Abbreviations / Definitions

Scheduled Monument	A 'nationally important' archaeological site or historic building, given protection against unauthorised change
Ancient Monument	An early historical structure or monument (e.g. an archaeological site) worthy of preservation and study due to archaeological or heritage interest
Listed Building	A building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest and therefore may not be demolished, extended, or altered without special permission from the local planning authority.
Archaeological Watching Brief	A formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.
Regulators and other interested parties	Secretary of State, UK Department of Culture Media and Sport, UK Ministry of Defence, Historic Environment Scotland, Historic England, the Welsh Government's Cadw and Northern Ireland Governments Department for Communities and other interested parties may include local authorities, conservation bodies or local conservation groups

Legislation and Regulation

Scotland, England, Wales and Northern Ireland (S) (EN) (W) (NI)

Protection of Military Remains Act, 1986: Secures the protection from unauthorised interference of the remains of military aircraft and vessels that have crashed, sunk or been stranded and of associated human remains.

All operations where work is to be undertaken near to 'Controlled Sites' or 'Protected Places' as defined by the Ministry of Defence require licence to be obtained from Ministry of Defence prior to works.

Ancient Monuments and Archaeological Areas Act, 1979: Provides specific protection for scheduled monuments and defines ancient monuments and scheduled monuments (an ancient monument of national importance that has been given legal protection under this legislation).

All workplace operations where work is to be undertaken on/near ancient/scheduled monument must obtain scheduled monument consent from the Department of Culture Media and Sport, written consent must always be obtained before any work can begin.

England, Wales and Northern Ireland (EN) (W) (NI)

Treasure Act, 1996: Provides a new definition of treasure to cover a much broader range of portable antiquities, as well as procedures to be followed if treasure is found. Treasure includes: any object 300 years old which is metallic and any object 200 years old which is designated by the Secretary of State to be of outstanding historical, archaeological or cultural importance.

England and Wales (EN) (W)

Planning (Listed Buildings and Conservation Areas) Regulations, 1990: These Regulations make procedural provision for applications for listed building consent, for conservation area consent, for the variation or discharge of conditions attached to them, and for appeals in respect of these matters. Planning Approvals and any work on or close to listed buildings must obtain listed building consent.

Scotland (S)

Historic Environment (Scotland) Act, 2011 and 2014: Amends the Historic Buildings and Ancient Monuments Act 1953; the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 providing Scottish Ministers with enforcement powers in respect of Scheduled Monuments. Planning Approvals and any work on or close to listed buildings must be done so in consultation with Historic Environment Scotland and necessary consents obtained.

Treasure Trove (arrangements rest on common law and are not governed by statute): Treasure Trove ensures that significant objects from Scotland's past are preserved in museums for public benefit. Operational works have the potential to find 'treasure trove' during works.

Wales (W)

Historic Environment (Wales) Act, 2016: The Act makes changes to the existing laws for the historic environment to deal with weaknesses and inconsistencies. This strengthens the ability to prosecute as a result of damage caused when working on or close to world heritage sites, listed buildings and historic assets of special local interest in Wales. The relevant consent and approval of activities must be gained from Cadw Wales prior to starting works.

Northern Ireland (NI)

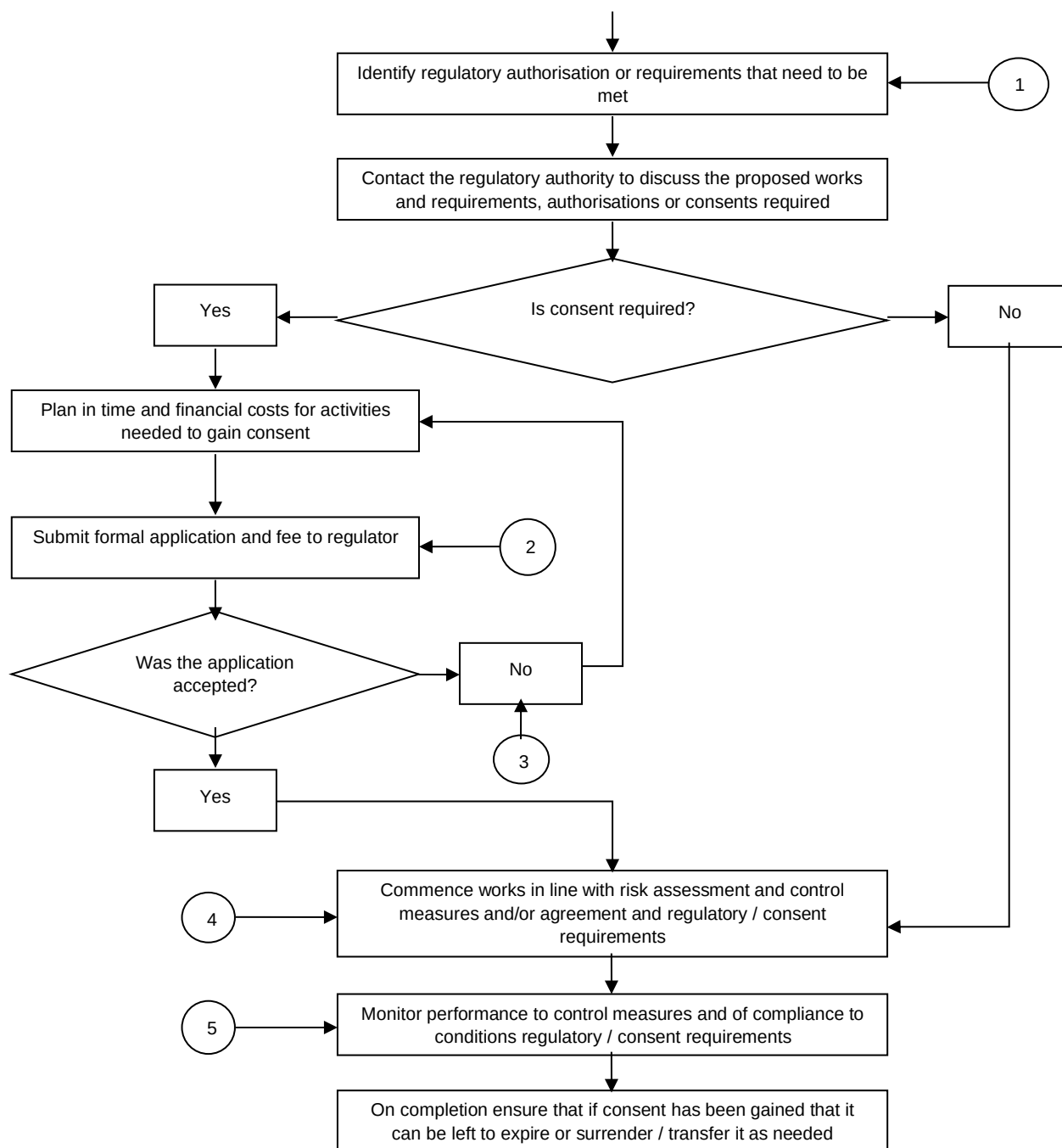
Historic Monuments and Archaeological Objects (Northern Ireland) Order, 1995: A licence is required to carry out archaeological excavation or search for archaeological objects. This includes rescuing archaeological objects prior to land development and undertaking archaeological assessment as part of a planning proposal. The licence must be obtained by the archaeologist who will direct the fieldwork and prior to works commencing.

Historic Monuments (Class Consents) Order (Northern Ireland), 2001: Defines certain works as already having consent. These cover certain agricultural works, maintaining a canal, works urgently necessary for health and safety and works carried out as management agreements.

If works are thought to be covered by Class Consent, this must be confirmed with the Department for Environment and a written response confirming this obtained prior to any works starting. Planning (Listed Buildings) Regulations (Northern Ireland), 2015 as amended 2016: Work to listed buildings will require listed building consent and must be obtained prior to works commencing.

What you need to do

Identify regulators and other interested parties



Note 1 – Identify regulatory authorisation or requirements that need to be met

During the design and planning stages identify any sites of archaeological or cultural significance that could be affected by the works including conservation areas, listed building and scheduled ancient monuments.

This assessment must be carried out in accordance with the Environmental Risk and Opportunities Procedure [ENV-PR-0001](#) and be documented as part the drafting of Project Management Plan.

If this risk is identified ensure that the archaeological regulator or interested body is consulted with and ensure that, as required, the advice of archaeological specialists and/or consultants is obtained and followed to ensure that expert guidance on appropriate control measures and appropriate consents is obtained.

The archaeological works must comply with any planning or contract obligations or conditions, and consents or licenses must be obtained where required.

The condition of any susceptible listed buildings, conservation areas or monuments may need to be agreed with the relevant body prior to the works commencing. Where necessary, protective measures must be put in place and building/structural surveys and monitoring undertaken.

Note 2 – Submit application to regulator

Applications can take up to 12 weeks a decision to be reached on the application

Note 3 – Application refused

The letter issued regarding the application and its refusal will set out how an appeal against the decision can be made

Note 4 – Carry out works in line with identified risk and control measures

Project Management Plan should consider the following:

- Document how the consent or specific planning approval requirements will be managed, controlled and risk monitored.
- Identified areas must be clearly marked on site and protected as necessary and warning signs should be used where practicable.
- Watching brief – may be required during certain activities such as building of access tracks, soil stripping and excavation.
- If any unexpected archaeological remains are discovered during the construction process, work must be stopped and reported as per HSES-PR-0005 Incident Reporting and Investigation
- Consideration of the effects of vibration from plant and machinery should be made based on a locations surrounding features and structures. Highlighting the potential for such effects on buildings or features to all operatives before starting work can reduce the risk.
- Consideration of the potential impact that dewatering or pumping can have a significant effect on the water table, which can result in settlement or damage to nearby features.
- In the event of discovery of significant finds, suitable allowance must be made in the works programme for undertaking archaeological works as appropriate. Additionally, suitable allowances must also be made where there is a likelihood of significant finds.
- Publication or presentation of information on any archaeological finds must be encouraged, and the involvement of the local community facilitated where appropriate.

Work Package Plans, Method Statements and Task Briefing Sheets:

- Ensure any archaeology or heritage sites are highlighted in the site method statements and on any drawings
- Details any specific controls to be put in place
- Process to stop work and report to site management if any unexpected archaeological finds or accidental damage.

Communication:

- Employees must be briefed of the potential issues on site and be made aware of any controls and conditions put in place:
 - The presence of significant archaeological or heritage features must be communicated during site inductions

- Employees and contractors will receive a briefing of the risks and control measures before work commences

Note 5 – Monitor performance to control measures and compliance

Remember the company's golden rules 1) be fit for work 2) always receive a briefing before starting work 3) report all unsafe events and conditions 4) stop work if anything changes

If the control measures fail, follow the emergency arrangements set for the activity and stop the works to review risk assessment and control measures and/or agreement and conditions of the consent or permit.

Note: The regulator needs to be notified of any proposed changes to the agreed methodology/process as part of the meeting the requirement of regulatory consent / permit approval process.

Visual monitoring and assessment of the works must be carried out in accordance with the management controls, inspections and audits as detailed in the Business Management System.

Reporting Incidents

If any unexpected archaeological remains are discovered work must be stopped and the findings reported as set out in [HSES-PR-0005](#) Incident Reporting and Investigation and as per business unit reporting requirements.

Materials to look out for during excavation include:

- Burnt or blackened material
- Old bricks or tile fragments
- Coins, pottery or bone fragments
- Timber joists or post holes
- Brick or stone foundations
- Infill ditches

If any archaeological or built heritage site is damaged or destroyed the incident must be reported as set out in [HSES-PR-0005](#) Incident Reporting and Investigation.

Actual or suspected finds are reportable to the Local Archaeological officer at the County Council or Local Authority. The responsibility then lies with the Local Authority to inform the relevant heritage body, if it is deemed necessary.

All 'treasure' finds to be reported following [HSES-PR-0005](#) Incident Reporting and Investigation and to the local coroner if in England / Wales, in Northern Ireland to the Department of the Environment or the Ulster Museum and in Scotland the Scottish Treasure Trove Unit.

If communication or engagement with an enforcing authority is required please refer to [HSES-PR-0002](#) Communication with Enforcing Authorities

Supplementary Information

Scotland (S)

Historic Scotland Guidance notes can be downloaded via their web page -

<https://www.historicenvironment.scot/advice-and-support/planning-and-guidance/legislation-and-guidance/managing-change-in-the-historic-environment-guidance-notes/>

Scottish Natural Heritage – Good practice guide for minimising impacts on natural heritage during construction:

<https://www.nature.scot/sites/default/files/2018-05/Good%20practice%20image%20guide%20for%20contractors.pdf>

England (EN)

Historic England provides a library of guidance notes via their web page –

<https://historicengland.org.uk/advice/latest-guidance/>

Wales (W)

Cadw is the Welsh Government's historic environment service and it produces a range of guidance accessible via its webpage -

http://cadw.gov.wales/docs/cadw/publications/Conservation_Principles_EN.pdf

Northern Ireland (NI)

The Department for Communities of Northern Ireland, provides guidance via their web page -

<https://www.communities-ni.gov.uk/articles/planning-advice-and-guidance>

UK Documentation

Reference	Type	Title
ENV-TB-0045a	Toolbox Talk	Archaeology
ENV-RM-0045b	Reference Material	Archaeology training by Oxford Archaeology

Environmental Risk

Ecology and Biodiversity Planning

When planning activities we need to...

- **Obtain and review** environmental assessment documentation
- **Plan** for any required ecology surveys, ensuring they will be completed by a qualified ecologist
- **Plan** in recommended ecological mitigation measures
- **Allow** for seasonal restrictions for both ecology surveys and mitigation measures

For further information refer to our BMS
ENV-RM-0016a Managing Ecological Risks
ENV-RM-0016b Ecology Calendar

Remember to...

Cost in specialist ecology expertise for carrying out surveys and works that need to be completed under a licence/permit

Cost in and plan for gaining any required licences/permits for planned activities

TOOLBOX TALK

INTRODUCTION

Our goal of achieving Zero Harm applies to the environment in the same way as it applies to people.

We have a duty of care to eliminate potential harm and protect all wildlife and their habitats through careful planning and application of the right control measures on site. Most ecology surveys are seasonally constrained so we must ensure that ecology surveys and mitigation measures are undertaken at the most appropriate time of year, depending on the species concerned.

It is an offence to injure or kill a protected species, and in many cases to damage their homes or habitats, even if the species is not present.

If found guilty of an offence, an unlimited fine and/or 6-months imprisonment can be imposed on the company or directly on the individual responsible.

EFFECT OF WORKS

Protected species surveys are best undertaken at specific times of the year. These vary according to the species concerned and the type of survey required. For some protected species, there are certain times of the year when surveys aren't allowed to take place. Mitigation measures can also only be undertaken at specific times of the year so as not to cause harm or damage to the protected species or their habitat.

Protected species surveys must be planned in, to avoid project delays and increased costs.

USING THE ECOLOGY CALENDAR

We have produced a protected species ecology calendar to use as a guide to plan when surveys can typically be conducted for some of the protected species you are likely to encounter. The calendar includes information on when species-specific mitigation works can be undertaken.

This can vary slightly according to the climate in a given year, as it will impact when the different seasons occur and the impact that this can have on different species e.g. some animals come in and out of hibernation depending on the climate. Similarly, climatic conditions can affect the lifecycle stage e.g. blossoming of plants etc.

The calendar should be used early in the project planning process to plan when protected species surveys and mitigation measures can be carried out. This will help to avoid missing seasonal survey windows which can result in a delay to works and increased costs.

		MAY			
Survey	Optimum survey period	Green			
	Sub-optimal / limited survey period	Yellow			
Mitigation	Mitigation conducted during this period	Yellow			
	Mitigation works restricted	Red			
N/A	Surveys can be undertaken but must not involve the capture or disturbance of any protected species.	Green			

	SPECIES		License Required?	Jan	Feb	Mar	Apr
	Badgers	Surveys	N/A	Activity - set surveys			
		Mitigation	Y	No work close to sett (breeding season), building of			
	Bats	Surveys	Y	Hibernation Road Inspection			
		Mitigation	Y	No work in hibernation roads. Move or hibernation roads from road nearby roads will rise			
	Birds	Surveys	N/A	No			
		Mitigation	N	Checklist of legislation, if nesting birds found work must stop immediately. No work if no checklist and			
	Dormice	Surveys	Y	Habitat Assessment only			
		Mitigation	Y	No work			
	Fish	Surveys	Y (particular species)	Timing of surveys			
		Mitigation	Y (particular species)	Mitigation may be carried out depending on species			

EXAMPLE

	KEY
Survey	Optimum survey period
	Sub-optimal / limited survey period
Mitigation	Mitigation conducted during this period
	Mitigation works restricted
N ¹	Surveys can be undertaken but must not involve the capture or disturbance of any protected species.

SPECIES		Licence Required?	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Description	Habitat
 Badgers	Surveys	N ¹	Activity + sett surveys				Suboptimal survey period					Optimal time for Field Surveys			Badgers have a distinctive black and white striped face, a stout body, grey fur, a short tail and short legs and some adults can grow up to a 1m long.	Live in underground setts in agricultural areas, woodland, road and railway embankments, caves/mines, refuse tips, under sheds and raised buildings, under hedges and bushes.
	Mitigation	Y	No work close to Setts (breeding season). Building of Artificial Setts.						Sett exclusion and destruction under licence					See Jan-Jun		

CONTROL MEASURES

- Seek professional ecological guidance when planning ecology surveys and mitigation measures
- Ensure ecological surveys are programmed in and detailed in the project programme, taking any seasonal constraints into account
- Following an ecological survey include any ecological mitigation measures in the project programme, taking any seasonal constraints into account

There are specific toolbox talks for the protected species we are likely to come across during works, including:

[ENV-TB-0016a Amphibians](#)

[ENV-TB-0016b Badgers](#)

[ENV-TB-0016c Bats](#)

[ENV-TB-0016d Birds](#)

[ENV-TB-0016e Dormice](#)

[ENV-TB-0016f Great Crested Newts](#)

[ENV-TB-0016i Otters](#)

[ENV-TB-0016j Reptiles](#)

[ENV-TB-0016k Water Voles](#)

[ENV-TB-0016l Wildcats](#)

[ENV-TB-0016m Stag Beetle](#)

[ENV-TB-001n Harvest Mouse](#)

Additional information can be found in:

[ENV-RM-0016a Managing Ecological Risks](#)

[ENV-RM-0016e Protected Species Handbook](#)

For environmental queries or problems contact your Site Lead. Alternatively, contact the HSES Advisor for your project.

Introduction

Balfour Beatty uses a number of environmentally harmful liquids including fuels, oils and other liquids, which have the potential to cause significant pollution to drainage systems, watercourses, ground and water supplies e.g. boreholes in the event of a leak or spill. Additionally, they may cause health & safety risks, particularly around the clean-up of the spilt material.

It is therefore important that all liquids, fuels and oils are stored appropriately to minimise the risk of pollution.

Oil includes:

Petrol	Diesel/Red Diesel (Gas Oil)	Heating oil / boiler fuel
Biofuels	Kerosene	Waste oil
Oil used as solvents	Biodegradable oil, usually lubricating or hydraulic oils	Liquid bitumen-based products, for example waterproofing or damp proofing products, or coatings for a road surface
Cutting fluids, for example lubricants designed specifically for metalworking processes, that are made from or contain oil as oil-water emulsions	Insulating oils, used as electrical insulator and coolant	Synthetic oils (e.g. lubricating oils such as motor oil)
Vegetable oils		

Other liquids which may lead to environmental harm include:

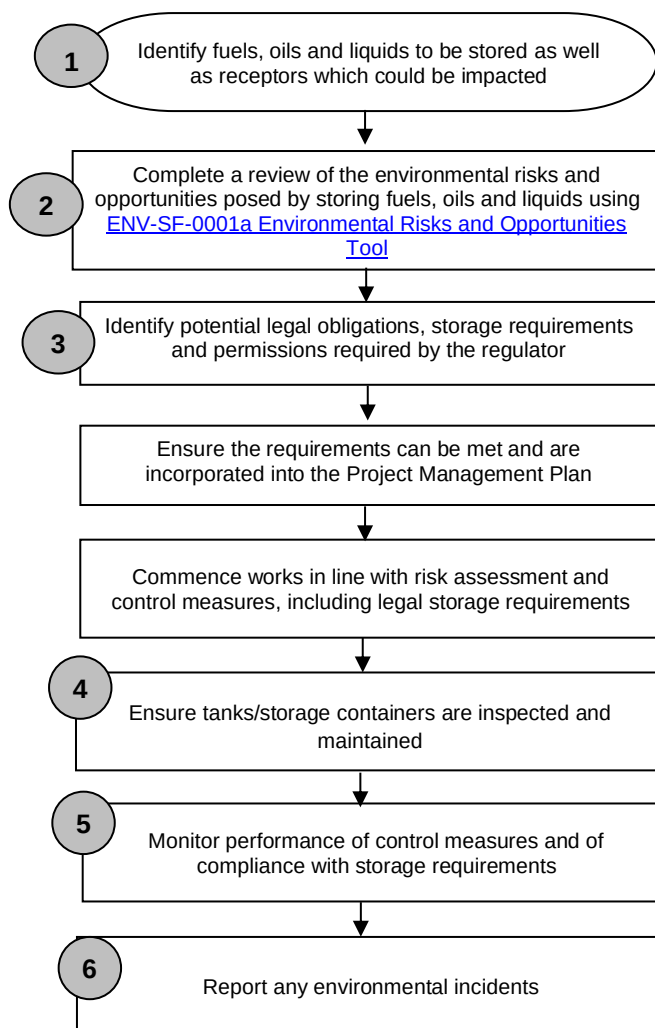
Solvents e.g. white spirit, paraffin	Pesticides, herbicides, biocides	Chemicals e.g. antifreeze, wood preservatives, chlorine, brake fluid, cleaning materials
Battery acid	Paint	Flocculants & coagulants
Admixtures (accelerators & retarders)	Foaming agent	Adblue
Sewage effluent	Trade effluent	Highly alkaline water e.g. concrete wash water

Abbreviations / Definitions

Ancillary equipment	Valves, filters, sight gauges, vent pipes and taps that are connected to the oil storage container. All ancillary equipment must be within a secondary containment system.
Bunds	A structure that storage tanks, barrels or containers can be stored within. It is designed to prevent oil, fuel or chemicals from escaping into the environment if the storage tank or barrels leak or burst.
Double	Refers to a tank that has a second outer skin for extra strength, with a very small gap

skinned / twin walled tank	between the two. None of the pipework or ancillary equipment is contained. Unlikely to have 110% overfill capacity, in which case it isn't classed as a bunded tank or secondary containment.
Foul water drains	Designed to carry waste water safely to a water sewage works.
Integrally bunded tank	Refers to a tank within an attached larger bund. The liquid is stored within the primary or inner tank and the outer tank forms the required bund with capacity of 110% of the primary tank's capacity. The pipework and ancillary equipment is usually encased. The tank is usually made from polyethylene or steel.
Pathway	Any route through the environment which pollutants can move such as air, water, soil and drains.
Receptors	Environmental media that may be adversely affected by a pollutant/contaminant e.g. rivers, lakes, ponds, streams, groundwater, soils, ground
Secondary Containment Systems	Secondary containment systems are used to catch any leaking oil, overfilling or other spills from a primary container. Includes a bund, bunded pallet, drip tray or plant nappy beneath a container or an integrally bunded tank.
Surface Water Drains	Designed to carry only uncontaminated rainwater, as it will lead directly to a local river, stream or soakaway.
Underground Storage Tank (UST)	An oil storage tank, associated underground pipework and ancillary equipment that is completely or partially below ground level. This also includes above ground tanks that are covered with earth or containers located in basements where the base sides of the tank cannot be inspected

Flow Diagram



1. Identify fuels, oils and liquids to be stored as well as receptors which could be impacted

Identify the type and volume of all liquids, fuels and oils that are going to be stored.

Identify the location of the following on site plans (or equivalent):

- Oil and liquid storage
- Spill kits
- Surface and foul drains
- Discharge points
- Sumps
- Pollution control devices (e.g. penstock)
- Water courses (rivers, streams, canals, lakes etc.) (or equivalent)
- Other sensitive receptors

All substances hazardous to health must be managed as set out in [HSF-PR-0021](#) Control of Substances Hazardous to Health.

2. Environmental Risks & Opportunities

Project specific environmental risks and opportunities from storing fuels, oils and liquids must be identified using [ENV-SF-0001a Environmental Risks and Opportunities Tool](#). Consider impacts on the immediate surroundings to where the materials will be stored. Include the ground, watercourses, drainage systems, drinking water supplies and sensitive receptors (including those downstream) if any of these materials were to leak or spill and enter the environment.

Adequate site-specific mitigation measures must be implemented to eliminate or mitigate the environmental impact of storing these materials by reducing the risk to the lowest reasonably practicable level.

The outputs of the risk assessment must help ensure that our works do not:

- Cause pollution
- Have a negative impact on wildlife, water ecosystems or aquatic life

3. Identify how the materials will be stored, potential legal obligations and what permissions may be required by the regulator

3.1 General requirements – storage of liquids in containers less than 200 litres capacity

A best practice approach must be taken for the storage of liquids, chemicals and oils in containers with a capacity of less than 200 litres. In Scotland, oil must be stored in line with the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). Full requirements are specified in General Binding Rules (GBRs) 26, 27 and 28 which can be found in [The CAR Practical Guide](#).

All containers of oils, chemicals and hazardous liquids must be of sufficient strength and structural integrity to ensure that they are unlikely to leak or burst during ordinary use.

Containers must be stored within a secondary containment system designed to catch leaks or spillages from the primary container. Secondary containment systems may include drip trays, bunded storage cupboard, masonry bunds, pallet bunds, plant nappies and EnviroPads etc. Plant nappies should only be used as a temporary solution.

It is best practice to cover storage areas to prevent rain water entering bunds, becoming contaminated and needing to be disposed of as hazardous waste (special waste in Scotland).

Small quantities of liquid materials, for example paints, oils, solvents etc. should be stored securely and have some form of secondary containment provided, such as a storage cupboard with an in-built tray to collect fluids. The in-built tray / bund must be cleaned out regularly to avoid the mixing / build up of hazardous materials. It must be ensured that the correct equipment / PPE is used (i.e. as specified in the COSHH assessment) and that any hazardous wastes are disposed of correctly

When multiple small containers are being stored together, the secondary containment must have the capacity to contain at least 110% of the contents of the largest container. Lids should be securely replaced when the material is not in use. [HSF-RM-0025a Storage and Disposal of Hazardous Substances](#) clarifies what chemicals can be stored together and which must be stored separately.

Storage facilities should be sited away from areas where they may be prone to damage from vehicles or mobile plant and equipment. Barriers may be erected to reduce the chances of any impact occurring.

Spill kits must be available at fuel and liquid storage areas and in construction vehicles and plant. Spill kits range in size. The required capacity of a spill kit will be governed by the size of the spill which is likely to be encountered and other factors like the presence of sensitive environmental pathways or receptors. The correct type of spill kit must also be selected e.g. for oil, chemical or general liquid spills. A risk assessment must be made when determining the type and size of the spill kit required. As a guide, it is recommended that the following size spill kits are provided:

- All vans, construction vehicles and commercial fleet (including hired vehicles) – 15+ litre spill kit
- Bulk fuel storage – 90+ litre spill kit (typically in a cylindrical bin or wheelie bin)
- Smaller quantities of liquid materials (i.e. less than 200 litres) – 15-50 litre spill kit

Refuelling plant is covered in [HSF-PR-0046](#) Plant procedure.

Measures must be taken to minimise the risk of vandalism and theft such as keeping fuel containers locked when not in use, minimising the volume of fuel stored on site, placing herras fencing around fuel containers, securing plant when not in use (including overnight) and the use of CCTV & security personnel.

3.2 Storage of oil in containers with a storage capacity of over 200 litres

In England, Wales, Scotland and Northern Ireland there are specific rules on storing oil in a container with a storage capacity of over 200 litres, (the size of an oil drum).

The definition of storage container includes:

- Oil drums and fixed tanks
- Intermediate bulk containers (IBCs)
- Mobile bowers – containers designed to store and dispose of oil that can be moved between locations but not under their own power
- Some types of generator and transformer. The rules apply to any of the following generators or transformers that have a connected oil supply tank with a capacity of more than 200 litres:
 - generators in daily use with a tank that supplies the generator where not all of the oil from the tank is used in 1 day
 - 'stand-by' generators, which are generators kept for emergency use
 - transformer header tanks that are connected to the transformer by a one-way feed pipe

All bulk fuel must be stored within a mobile bowser or fixed tank/container that conforms to the Oil Storage Regulations for the relevant country. Although they are broadly similar, individual country requirements do differ.

There are also country-specific requirements for fuel storage within the relevant country's Building Regulations.

- England & Wales **(EN) (W)**
 - [Oil storage regulations for businesses - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/oil-storage-regulations-for-businesses) - The Oil Storage Regulations cover requirements for above ground oil storage in containers over 200 litres, unless there is an applicable exemption. The regulations don't apply to waste mineral oil storage, oil stored wholly underground or oil stored in buildings (although good practice recommendations are advised).
 - [Combustion appliances and fuel storage systems: Approved Document J - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/building-regulations-must-be-met-where-required) - Building Regulations must be met where required. Approved Document J of the Building Regulations provides guidance on how to meet Building Regulations for fuel storage systems.
 - Wales - Additional information [Oil-storage-regulations.pdf \(gov.wales\)](https://gov.wales/guidance/oil-storage-regulations) - The Regulations cover above ground oil storage in containers over 200 litres, waste oil storage and oil stored in buildings. They don't cover requirements for oil stored wholly underground, unless it's in a building.
 - Wales - [GPP 2: Above ground oil storage tanks](#) provides additional guidance.
- Scotland **(S)**
 - [Oil storage in Scotland | Scottish Environment Protection Agency \(SEPA\)](#) - The Oil Storage Regulations apply to all above ground oil storage (although portable containers with a capacity of less than 200 litres don't have to comply with some of the more prescriptive requirements of the Regulations such as secondary containment. However they must be strong enough not to leak in ordinary use). The Regulations don't apply to oil stored wholly underground, unless it's in a building. SEPA expect visual checks to be carried out at least weekly and would encourage tank checks to become part of a routine maintenance schedule.
 - Oil must be stored in line with the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). Full requirements are specified in General Binding Rules (GBRs) 26, 27 and 28 which can be found in [The CAR Practical Guide](#).
 - Building Regulations must be met where required. In Scotland, section 3.24 of the [Non-Domestic Environment Technical Handbook](#) provides guidance on how to meet Building Standards for fuel storage.
 - [GPP 2: Above ground oil storage tanks](#) provides additional guidance.
- Northern Ireland **(NI)**
 - [Oil storage | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](https://daera-ni.gov.uk/guidance/oil-storage) - The regulations cover above ground oil storage in containers over 200 litres, waste oil storage and oil stored in buildings. They don't cover oil stored underground.
 - Building Regulations must be met where required. In Northern Ireland, Technical Booklet L of the Northern Ireland Building Regulations provides guidance on how to meet Building Regulations for fuel storage systems. <http://www.buildingcontrol-ni.com/assets/pdf/TechnicalBookletL2012.pdf>
 - [GPP 2: Above ground oil storage tanks](#) provides additional guidance.

3.2.1 Design Standards for Containers

Storage containers must be strong enough not to burst or leak in ordinary use. There are recognised British Standard or trade association tank standards for different types of tank. For example:

Fixed Tanks

Fixed Tanks that meet the design standard are made to British Standard 5410 or:

- Oil Firing Technical Association (OFTEC) standard OST T100, if the container is plastic
- OFTEC standard OFS T200 or British Standard 799-5, if the container is metal

The Oil Care Campaign provides information on '[Getting to know your oil tank](#)'.

Drums and IBCs

If a drum or IBC is marked with the letters 'UN' for United Nations it will meet the design standard.

3.2.2 Bund Requirements

All oil containers above 200 litre capacity must be stored in a secondary containment system which meets the following:

- For single containers excluding drums, the secondary containment must have a capacity of at least 110% of the maximum contents of the container.
- If more than one oil storage container is used, the secondary containment must be able to store at least 110% of the capacity of the largest container or 25% of the total storage capacity, whichever is the greatest.
- Where drums are used to store oil, a drip tray can be used as the secondary containment system. The drip tray must have a capacity of at least 25% of the total storage capacity of the drum/s.
- Any equipment ancillary to the container must be within the secondary container.

Masonry/concrete bunds must not be penetrated by any valve, pipe or opening which is used for draining the system. If any fill pipe or draw off pipe penetrates the base or walls, the junction of the pipe with the base or walls must be sealed to prevent oil escaping from the system.

Any valve, filter, sight gauge, vent pipe or other equipment ancillary to the container, must be situated within the secondary containment system.

Where a fill pipe is not within the secondary containment system, a drip tray must be used to catch any oil spilled when the container is being filled with oil.

Ensure that fill hoses are re-stored within the bunded area after use.

Bowsers and tanks should be kept locked when not in use.

For masonry/concrete bunds, the base and walls must be impermeable to water and oil. A rendering or coating may need to be applied on the internal surfaces of the base and walls to make them impermeable.

The manufacturer and/or supplier of fuel bowsers, bunding, tanks etc. must confirm that a particular storage facility meets legal requirements.

3.2.3 Calculating the Capacity of Existing Secondary Containment Systems

The capacity of the tank located within an open containment system can be calculated by making the measurements shown in the table below. If the tank support structure takes up significant space, then the calculation must also consider this.

Calculation	Result	
Maximum capacity of primary tanks(s). If unknown, use tank length x width x depth in metres and multiply by 1,000 to convert to litres.	Litres	A
Containment capacity = length x width x depth of secondary containment in metres	m ³	
Then multiply by 1,000 to convert to litres	Litres	B
Volume lost by tank supports (if significant) in m ³	m ³	
Then multiple by 1,000 to convert to litres	Litres	C
Actual containment capacity = B – C (C=0 if tank supports do not occupy a significant volume)	Litres	D
Minimum containment capacity (110%) = (110/100) x A	Litres	E

If **D** is **equal or greater than E**, then the containment system volume is adequate and will comply with legislative requirements. The regulator may request that additional containment volume is provided in some environmentally sensitive situations.

If **D** is less than **E** then the containment system is insufficient and will not comply with legislation. Contact your Environmental Advisor to ensure compliance.

For installations where the tank takes up a significant part of the bund, the capacity available in the event of overfilling may be inadequate. This will require consideration of delivery procedures and alarm systems if the risk is to be managed. No other containers should be stored within the bund.

3.2.4 Positioning of Oil Storage Containers

The following requirements must be met:

- Oil must not be stored:
 - Within 10 metres of any watercourse
 - Within 10 metres of a surface water drain
 - Within 50 metres of a spring, well or borehole
- Bowsers and tanks should be placed on hard standing wherever possible.

3.2.5 Requirements for Fixed Tanks

- Any sight gauge must be properly supported and fitted with a valve that closes automatically when not in use.
- To prevent collisions from vehicles, barriers should be positioned to protect storage tanks from possible impact.

- Any fill pipe, draw off pipe or overflow pipe must be positioned so as to minimise the risk of damage by impact.
- An automatic overfill prevention device must be fitted to the tank if the tank or vent pipe cannot be seen during the filling operation.
- Where a screw fitting or other fixed coupling is fitted to the tank, ensure that it is in good condition and is used when the tank is being filled.
- Where oil from the tank is delivered through a flexible pipe which is permanently attached to the container, ensure that:
 - A tap or valve is fitted at the delivery end of the pipe which closes automatically when not in use.
 - The tap or valve cannot be fixed in the open position, unless the pipe is fitted with an automatic shut off device.
 - When a delivery pipe is not in use, ensure that it is kept in a secure, locked cabinet with a drip tray or has a lockable valve (locked shut when not in use) where it leaves the container and that it is kept within a secondary containment system.
- Where a pump is used, ensure that it is:
 - Fitted with a valve in its feed line that stops the tank contents draining out if the pump or pipework to the pump is damaged.
 - Positioned to minimise any risk to the immediate environment or cause damage.
 - Protected from unauthorised use. Oil storage areas should be as resistant as possible to unauthorised interference and vandalism.
- Any permanent vent pipe, tap or valve through which oil can be discharged from the tank must:
 - Be situated within the secondary containment system
 - Be arranged so that any oil discharged vertically downwards is contained within the secondary containment
 - In the case of any tap or valve, it must be fitted with a lock and locked shut when not in use.

3.2.6 Requirements for Mobile Bowsers

- Taps or valves permanently fixed to the unit through which oil can be discharged must be fitted with a lock and locked shut when not in use.
- Where oil is delivered through a flexible pipe which is permanently attached to the unit:
 - The pipe must be fitted with a manually operated pump or with a valve at the delivery end which closes automatically when not in use.
 - The pump or valve must be provided with a lock and locked shut when not in use.
 - The pipe must be fitted with a lockable valve at the end where it leaves the container and must be locked shut when not in use.

3.2.7 Tank Installation and Decommissioning

When installing an oil tank on site, use technicians who are registered with a professional scheme such as the one operated by OFTEC. All tanks must be marked up with their capacity and type of product they contain. When decommissioning, ensure that the tank is fully drained before it is taken out of use or removed. Suitably qualified technicians should undertake this work. After decommissioning or removal, check the area to ensure the procedure has not caused significant oil or groundwater contamination (this includes taking soil and groundwater samples as needed). If contamination is found, take action as soon as possible to remove the pollution.

3.2.8 Requirements for Underground Storage Tanks

As a rule, underground oil storage tanks should not be installed at Balfour Beatty facilities. If a facility is taken on with an underground storage tank, contact your Environmental Advisor to obtain further advice and to ensure that an adequate level of assurance is put in place (for example, there may be additional requirements such as carrying out pressure testing of underground storage tanks and associated pipework).

3.3 Waste Oil

The storage of waste oil may require specific permission from the relevant regulator as set out in [ENV-RM-0039a Waste Management Licences, Permits and Exemptions](#) and [ENV-RM-0039b Common Regulatory Position Statements, Waste Exemptions and Permits](#).

4. Ensure Tanks/Storage Containers are Inspected and Maintained

All oil storage tanks and containers should be maintained and tested in line with the manufacturers' requirements.

The bunded area of fuel storage facilities should be regularly inspected and emptied when necessary to prevent accumulation of fuel spillage or rainwater

If oil is being stored outside, check to ensure no water has gone into the bund. If water is found, use a manually controlled bailing or pumping system to remove the water. The water removed may be contaminated with oil. Such water must be disposed of as hazardous waste (special waste in Scotland) via an approved subcontractor. Do not discharge rainwater that accumulates in the bunds to drains, unless the site has a specific trade effluent or discharge consent from the relevant enforcing body, which permits such discharges.

All drips trays must be emptied regularly to prevent overflow. An insert from a plant nappy may be used to soak up any spillage. Plant nappies are to be changed regularly to ensure continued protection.

All waste must be disposed of in line with legal requirements and all movements of hazardous waste must be covered by a hazardous waste consignment note in line with country specific requirements. See [ENV-RM-0035a Waste Management](#) for further detail.

All plant and machinery shall be maintained as per the supplier's instructions and inspected for any signs of leakage of fuel, engine oil, hydraulic oil etc. and ensuring that exhausts are intact. Any signs of leakage must be reported to the site manager and actions taken to repair.

5. Monitor performance of control measures and of compliance with storage requirements

Regular inspections of oil storage areas should be undertaken to ensure that tanks, bowsters, containers and bunds are legally compliant and in a serviceable condition. The frequency of inspections should be determined in line with identified risk at a project/site level. The following forms should be used to aid this process:

[ENV-SF-0007b](#) Detailed checklist for storage and management of more than 200 litres of oil

[ENV-SF-0007c](#) Detailed checklist for storage and management of less than 200 litres of oil

Monitoring the amount of oil being used can help to identify a leak. If an unexpected increase occurs, investigate, as this may be an indication of a leak. Undertake surveillance of the general area around the tank to see if there is any residual oil, as again, this may be indicative of a leak. Check pipes, mechanical joints and other parts of the system for evidence of corrosion in order to avoid a release.

Where fuel has been stored on permeable ground and visible contamination is present, soil analysis must be undertaken prior to the removal of contaminated ground. Following removal, consideration should be made to making the area impermeable with an asphalt or concrete base.

6. Report environmental incidents

Spills, leaks and inappropriate or non-compliant fuel/oil/liquids storage should be notified and reported as environmental incidents as set out in [HSES-PR-0005](#) Incident Reporting and Investigation.

Legislation and Regulation

England and Wales (EN) (W)

Under the Environmental Permitting (England and Wales) Regulations 2016 (as amended) and the Water Resources Act 1991 (as amended), it is an offence to discharge polluting substances to controlled waters (surface water and groundwater) without prior approval from the relevant Regulators (Natural Resources Wales, Environment Agency and Sewerage Undertakers).

Oil stored in containers with a capacity of more than 200 litres must be stored in line with the:

- Control of Pollution (Oil Storage) (England) Regulations 2010 (as amended).
- Water Resources (Control of Pollution) (Oil Storage) (Wales) Regulations 2016 (as amended).

Scotland (S)

Under the Water Environment (Controlled Activities) Regulations 2011 (as amended) and the Water Resources (Scotland) Act 2013 (as amended) it is an offence to discharge polluting substances to controlled waters (surface water and groundwater) without prior approval from the relevant Regulator (Scottish Environment Protection Agency and Scottish Water).

Oil must be stored in line with the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended). Full requirements are specified in General Binding Rules (GBRs) 26, 27 and 28 which can be found in [The CAR Practical Guide](#).

Northern Ireland (NI)

Under the Water (Northern Ireland) Order 1999 (as amended) it is an offence to cause pollution of a waterway or groundwater.

Oil stored in containers with a capacity of more than 200 litres must be stored in line with the Control of Pollution (Oil Storage) (Northern Ireland) Regulations 2010 (as amended).

UK Documentation

Reference	Type	Title
ENV-RM-0007b	Reference Material	Training Material – Fuel storage – Continual Environment & Sustainability Improvement
ENV-SF-0007b	Standard Form	Detailed Checklist for Storage and Management of more than 200 litres of oil
ENV-SF-0007c	Standard Form	Detailed Checklist for Storage and Management of less than 200 litres of oil
ENV-TB-0007a	Tool Box Talk	Storage of Fuels, Oils and Liquids
ENV-RM-0039a	Reference Material	Waste Management Licences, Permits and Exemptions
ENV-RM-0039b	Reference Material	Common Regulatory Position Statements, Waste Exemptions and Permits
HSES-PR-0005	Procedure	Incident Reporting and Investigation

External Documentation

Reference	Type	Title
External Document	NIEA / SEPA / NRW	Above Ground Oil Storage Tanks: GPP2
External Document	Welsh Government	Keeping your oil storage safe

Introduction

The nature of Balfour Beatty's operational activities means that the potential for causing an impact to the local communities in which the company works always needs be considered and carefully planned.

Local Authorities have a duty to manage activities that can impact a local community and determine if an act is categorised as a statutory nuisance. They have the power and authority to prosecute a company or person if found to be responsible for causing a statutory nuisance. Further to this the potential impacts of the company's operational activities can be viewed as a nuisance and an inconvenience to the different members of the communities in which the company works.

This document sets out the process that all operational activities need to follow to ensure that the potential impacts of the company's activities on local communities are considered, local authority requirements are identified, and adequate management controls implemented.

Abbreviations / Definitions

Nuisance	The prevention of the use or enjoyment of your property and land
Statutory Nuisance	A Local Authority's determination that an activity can or has had a local environmental impact that creates an unreasonable interference with the use and enjoyment of adjacent or nearby sites / premises
Local Authorities	UK local government and their council's environmental health departments responsible for the implementation, management and monitoring of compliance to environmental law
Consents	Consents issued and approved by Local Authorities for activities that can be completed within specific requirements based on their location and potential for local environmental impact
Abatement notices	Issued by local authorities to control activities that are deemed to be causing a statutory nuisance
Best Practical Means	Management controls used and set to control activities that can generate statutory nuisances should consider the following points to determine their applicability and effectiveness: • Regard to the current state of technical knowledge • The local conditions and circumstances • The financial implications • The means to be employed including the design, installation, maintenance and manner and periods of operation and plant and machinery, and the design, construction and maintenance of buildings and structures So far as compatible with any duty imposed by law and must be compatible with safety and safe working conditions

Legislation and Regulation

England, Wales, Scotland and Northern Ireland (EN) (W) (S) (NI)

Environmental Protection Act, 1990: The Act recognises that activities from a site or premises can have local environmental impacts that can be deemed a statutory nuisance.

The Act provides Local Authorities with powers and duties to manage issues determined as a statutory nuisance through either remedial or preventative action, by the issue of consents or abatement notices that set out the requirements that have to be met by the approved activities.

Commercial activities, including construction, may have requirements set out in consents that are granted as part of the Local Authority planning process.

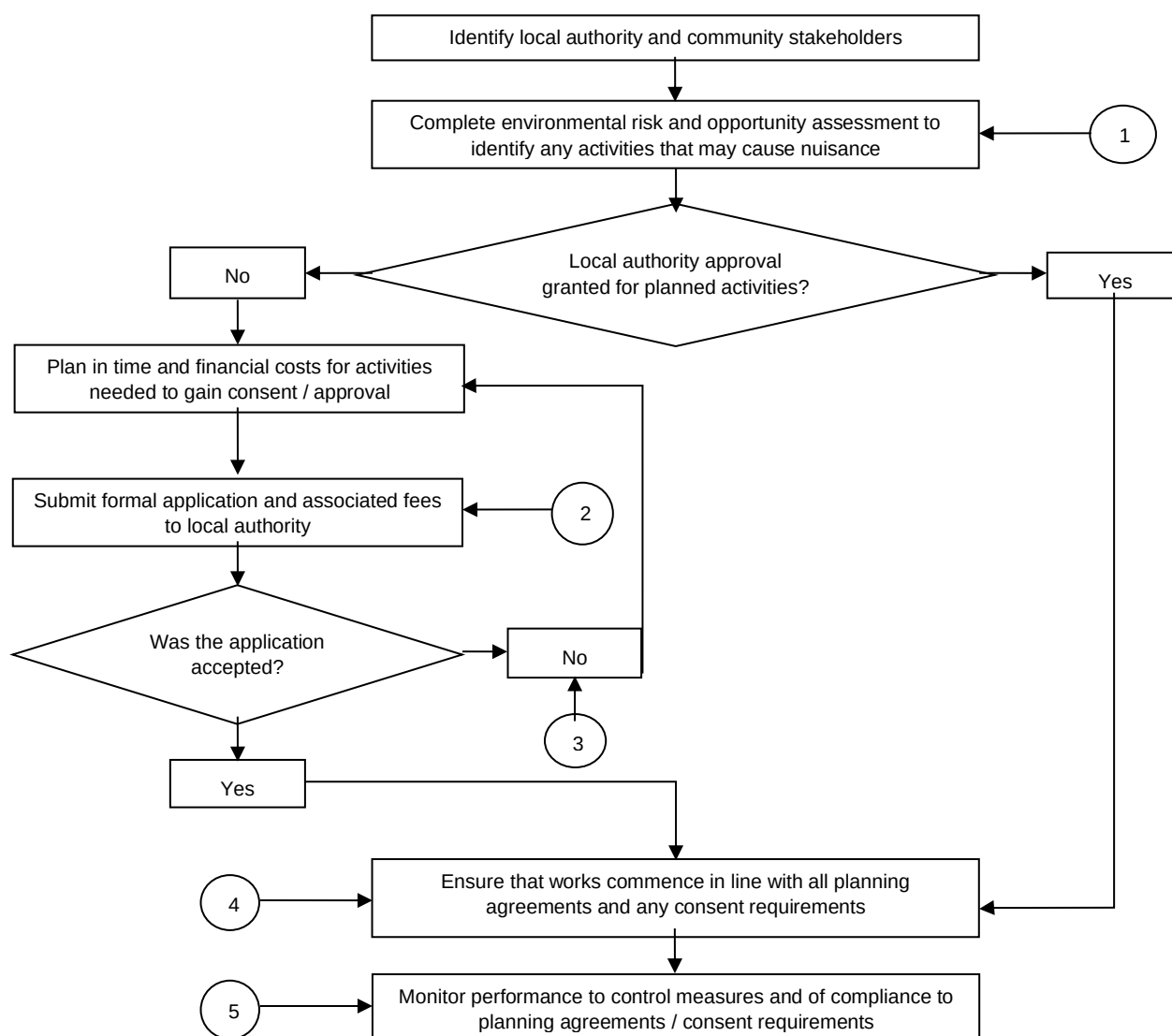
However, a Local Authority can also place activities under consents retrospectively or issue abatement notices if they believe that commercial activities are generating a local environmental impact that causes a statutory nuisance. Non-compliance can result in prosecution, prohibition or improvement sanctions as well as the potential for compensation claims from the local community.

The act also defines Best Practical Means as a framework for assessing the acceptability of the management controls applied to an activity to minimise and reduce the local environmental impact of the activity.

Clean Neighbourhoods and Environment Act, 2005: Encompasses many areas of the law affecting local environmental quality. Provisions of this Act cover the following areas: crime and disorder, vehicles, litter and refuse, graffiti and defacements, waste, noise, dogs, and architecture and the built environment.

The Act classifies statutory nuisances (noise, vibration, artificial light, dust, odours, litter etc.) and provides local authorities, parish and community councils and the Environment Agency with more effective powers and tools to tackle poor environmental quality and anti-social behaviour.

What you need to do



Note 1 – Complete environmental risk and opportunity register

The planning of activities is vital so that clear communication can be provided to the local community well in advance of activities starting.

The different concerns and considerations of the local authority and community stakeholders need to be considered in terms of the potential impacts our activities could have on them.

Contact the Local Authority to ensure that they are notified of the works and to provide them with contact details of the project management team including the number for the public to request information or log a complaint.

Note 2 – Submit application to Local Authority

If a specific application is required, this is usually completed as part of the planning approval process. However, if this is not the case contact your local authority planning department for guidance. Note: Any assessment activities required can be completed across an 8-week period while it can take up to 14 weeks to gain the required local authority approvals and this is just for the application.

Note 3 – Application refused

The letter issued regarding the application and its refusal will set out how an appeal against the decision can be made.

Note 4 – Carry out works in line with planning agreements and any consent requirements

Document activities that can generate local environmental impacts which can create nuisance to the local community if not mitigated or managed.

Risks and the control measures to mitigate or manage them need to be identified and clearly documented in project documentation - Management Plan, Work Package Plans, Risk Assessments and Task Briefing Sheets:

- How they will be managed?
- How any specific consent requirements are addressed?
- Specific working restrictions stated within the consents
- Details and information of receptors in the Emergency/Incident Response Plan and any other specific plans required such as noise and vibration management plans
- Is the local authority aware of the work and do they have contact details for the project management team including the number for the public to request information or log a complaint?
- Is the project registered as part of the Considerate Constructors Scheme?

Note 5 – Monitor performance to control measures and compliance

Remember the company's golden rules 1) be fit for work 2) always receive a briefing before starting work 3) report all unsafe events and conditions 4) stop work if anything changes

If the control measures fail, follow the emergency arrangements set for the activity if needed and stop the works to review risk assessment and control measures and/or agreement and conditions of the consent or permit.

Note: The local authority needs to be notified of any proposed changes to the agreed methodology/process as part of the meeting the requirement of regulatory consent approval process under the Control of Pollution Act 1974.

Planning

The planning of activities and consideration of the potential impact on the local community is fundamental in ensuring that the local authority and community stakeholders can be kept informed in advance of activities starting as to the potential impact of an activity as well as its start and finish date.

The following points provide some general considerations when planning of activities:

- **Inform** local residents about the works you are doing, be polite and try to alleviate their concerns.

- **Plan** all noisy works inside local typical working hours (Each local authority has specific typically working hours based on the activity type and its location, check with the local authority)
- **Minimise** all noise when working outside of typical working hours
- **Question** whether any works during unsociable hours are ESSENTIAL
- Switch **vehicles and plant off** when not in use, do not leave them running idle
- **Avoid** playing loud music or radios when in residential areas
- **Never** use powered cutting equipment without water suppression
- **Cover or dampen** down piles of materials which have the potential to cause dust
- **Always** direct floodlights and traffic lights towards the work area – take care that the light is directed away from residential properties
- **Limit speed** to 5 or 10mph to reduce increased risk of dust emission from vehicle movements
- **Stop works** if a complaint from a member of public or a regulator is received and follow [HSES-PR-0005 Incident Reporting and Investigation](#).

Local Community Engagement

A key opportunity when planning activities that can have a local environmental impact is using the mitigation and management of them as a tool to plan and complete local community engagement.

Balfour Beatty addresses this in two ways; through the implementation of Involved and the registration of some projects to the Considerate Constructors Scheme as per the Balfour Beatty Sustainability Data Requirements ([SUS-RM-0001a](#)).

Details of Involved can be gained from [The Hub](#).

Details of the Considerate Constructors Scheme can be gained from [The Hub](#).

Good House Keeping is fundamental to good neighbour relations and for ensuring that Balfour Beatty's work in communities does not lead to experiences of nuisance by the local community. Vital to this is ensuring that a site is established right from the start. Please refer to the HSES procedure Site Establishment ([HSES-PR-0007](#)) for further details.

Light Pollution:

Light pollution can be considered a nuisance under law if it impacts a person's enjoyment or use of their property. Light pollution can be generated by any artificially created light if the area it is illuminating is not carefully considered. This may lead to such issues as:

- Permanent lights encroaching on local homes or private buildings
- Temporary lights pointing towards local homes or private buildings
- Lights from plant and fleet flashing into local homes or private buildings

The nature of the company's activities and the locations of its sites, offices and depots mean that the use of temporary and permanent lights is a necessity. The following offers some points for consideration when planning the installation of permanent lighting, the use of temporary lighting or the impact that plant and fleeting lighting can have on the local community

In order to maintain security, lighting will be required at depots. When positioning lighting, it should be set in such a way to:

- Not shine on any private residences

- Not shine on any occupied property (residential home, hospitals etc.)
- Be the lowest reasonable level of brightness (Lux)

Operations require lighting to ensure safe working conditions, ensure that

- Lights are positioned to prevent light shining directly into any private residences
- Wherever possible use lights with collars or shades that ensure the light is focused in the correct area

Where the company is required to perform emergency works, make every attempt to follow the requirements of planned work. Where light pollution cannot be avoided, and within reasonable working hours, site teams should inform the people who will be impacted by the pollution and explain the nature of the emergency works.

Air Quality:

Local Environmental impacts that can have an impact on local air quality are an area of continued legislative and regulative focus from the UK Government. Consideration for the mitigation of such potential impacts needs to be included in the planning of activities (i.e. road traffic management) as well as the specification and procurement of the plant and fleet used within Balfour Beatty's operational activities.

Please refer to the following procedures and reference materials for further details of specific areas that need consideration:

- Air Quality and Dust ([ENV-RM-0014a](#))
- Non-Road Mobile Machinery Emissions Regulations ([ENV-RM-0011a](#))

Vibration:

Vibration can be caused by a number of different activities including:

- Excavations
- Piling
- Building construction
- Plant and fleet use

The local environmental impacts that vibration can have, include:

- Structural damage to the built environment
- Interrupted sleep
- Annoyance and nuisance

If the planned activities have the potential to generate vibration that could lead to damage to the built environment or impact the local community then the requirement to mitigate the impact of vibration and monitor the success of the mitigation measure may be required.

Prior to work activities commencing, an evaluation of those areas sensitive to vibration may need to be completed and a monitoring system implemented to ensure that the vibration effects are monitored and mitigated to acceptable levels.

When needing to consider the potential impact of vibration of existing structures then the need to create a base line of the existing built environment quality is vital to ensure that an accurate picture of any vibration damage can be directly attributed to the activities that caused it.

When planning works the evaluation of the potential for vibration generated by activities should consider:

- Identification of sensitive structures

- Completion of monitoring and condition surveying of sensitive structures to create a baseline of existing condition of structures
- Agreement of the condition survey report results with the owner of the structure
- Adequate monitoring during the works
- Post activities complete monitoring and condition surveying of sensitive structures for agreement with owner of structure

When planning works that can impact the local community due to vibration generated by activities then consider the following:

- The substitution of plant and/or operations with a low frequency vibrational output with that of a high frequency output
- Traffic movements to be minimised when close to sensitive locations / public interfaces
- Plant and fleet with vibration reduction designs
- The positioning of plant on vibration mats or a heavy single layered base
- The use of noise / vibration barriers to protect sensitive locations / public interfaces
- Ensuring all plant and fleet is maintained in accordance with the manufacturer's instructions

Vibration monitoring/measurements should be carried out by a suitably experienced individual in vibration monitoring following procedures described in BS 5228-2:2009+A1:2014 and BS ISO 4866:2010

Noise

Balfour Beatty activities due to their nature generate noise and depending on the location of the activities may need to follow specific consent requirements set out by a Local Authority as part of the planning process or follow client requirements that are part of their operating requirements.

Please refer to the following reference material for further details:

- [ENV-RM-0015a Noise](#)

Supplementary Information

- Through our involvement in the [Supply Chain School](#) we have now added over 20 one hour e-learning courses on specific sustainability topics. These courses are primarily designed for project managers, quantity surveyors, supply chain and procurement staff, buyers, sustainability advisors, environmental advisors, commercial teams and internal audit.

However, they may also be useful for other members of staff. They can be accessed via the [BB E-Learning Portal](#). Please refer to:

- Introduction to Sustainable Construction
 - Introduction to Economy and Community
 - Introduction to Environmental Management
- Vibration technical guidance can be gained via the Balfour Beatty CIRA membership. Details can be found on [The Hub](#). Please refer to: Ground-borne vibrations arising from piling, CIRIA Technical Notes 142, 1992

UK Documentation

Reference	Type	Title
ENV-RM-0013b	Reference Material	Nuisance Training

ENV-RM-0013c	Reference Material – poster	10 Questions about Environmental Nuisance Poster
ENV-RM-0013d	Reference Material - poster	Environmental Nuisance Posters
ENV-RM-0013e	Reference Material - poster	Considerate Constructors Poster
ENV-TB-0013a	Toolbox Talk	Nuisance
ENV-TB-0013b	Toolbox Talk	Light Pollution

Introduction

The purpose of this reference material is to provide guidance for employees planning activities that may lead to the generation of noise. It sets out the legislative and regulative framework that needs to be observed when planning such activities.

The guidance provides management actions to be followed by the Company and its subcontractors to prevent disruption to project programme and cost by enabling the identification of practices that need to be adopted to prevent, or minimize, the risk of to the generation of noise.

Activities can require authorisation to be gained from a local authority meaning that permit requirements have to be met or if suitable management controls are not adopted or followed these environmental risks can cause a statutory nuisance and pose a risk of causing environmental pollution.

Abbreviations / Definitions

Noise	The UK does not set a legislative maximum level of noise must not be exceeded by a specific activity before it is classified as a statutory nuisance. This means that noise from an activity can be deemed a statutory nuisance based on an individuals or communities perception of the level of noise. People experience background noise levels on a daily basis and view this level as 'normal' for that location that specific time of day. People can view changes to this perceived 'normal' background level of noise depending on the time of day, the type of activity and period of time that they are exposed to the change in noise level. If after assessment this change is deemed to significantly change the usual background noise level, then a local authority can classify the activity as a statutory nuisance.
Nuisance	The prevention of the use or enjoyment of your property and land.
Statutory Nuisance	A Local Authorities determination that an activity can or has had a local environmental impact that creates an unreasonable interference with the use and enjoyment of adjacent or nearby sites / premises.
Local Authorities	UK local government and their councils environmental health departments responsible for the implementation, management and monitoring of compliance to environmental law.
Consents	Consents issued and approved by Local Authorities for activities that can be completed within specific requirements based on their location and potential for local environmental impact.
Permit	Within this document permit means the authorisation from a regulator to carry out an activity within set criteria to eliminate or minimise the potential for noise generated by an activity to be viewed as a nuisance.
Abatement notices	Issued by local authorities to control activities that are deemed to be causing a statutory nuisance.
Best Practical Means	Management controls used and set to control activities that can generate statutory nuisances should consider the following points to determine their applicability and effectiveness: • Regard to the current state of technical knowledge • The local conditions and circumstances • The financial implications • The means to be employed including the design, installation, maintenance and manner and periods of operation and plant and machinery, and the design, construction and maintenance of buildings and structures

	So far as they are compatible with any duty imposed by law and has to be compatible with safety and safe working conditions.
Best Available Technology	Best available techniques not entailing excessive costs (BATNEEC), sometimes referred to as best available technology. Best Available Techniques - means the most effective method to prevent and, where that is not practicable, to reduce emissions and the impact on the environment as a whole. Techniques - includes both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned; Available – techniques that are developed on a scale to allow implementation in a relevant industrial sector, under economically and technically viable conditions, taking into consideration the costs and advantages as long as they are reasonably accessible to an operator; Best - means most effective in achieving a high general level of protection of the environment as a whole.

Legislation and Regulation

England, Wales Scotland and Northern Ireland (EN) (W) (S) (NI)

Environmental Protection Act, 1990: The Act recognises that activities from a site or premises can have local environmental impacts that can be deemed a statutory nuisance.

The Act provides Local Authorities with powers and duties to manage issues determined as a statutory nuisance through either remedial or preventative action, by the issue of consents or abatement notices that set out the requirements that have to be met by the approved activities.

Commercial activities, including construction, may have requirements set out in consents that are granted as part of the Local Authority planning process.

However, a Local Authority can also place activities under consents retrospectively or issue abatement notices if they believe that commercial activities are generating a local environmental impact that causes a statutory nuisance. Non-compliance can result in prosecution, prohibition or improvement sanctions as well as the potential for compensation claims from the local community.

Local Authorities set general operating hours and minimum requirements for the management of noisy activities and details can be gained by review of the relevant local authority web page. The following provides general parameters for activities that should consider and engage with the local authority for the need to apply for consent:

1. Sites in operation for over 28 days
2. Significant number of local residents or businesses in a heavily urbanised area
3. Sensitive local receptors such as schools or hospitals that may be affected for a significant time
4. Any other site where it is highly likely the activity may lead to complaints

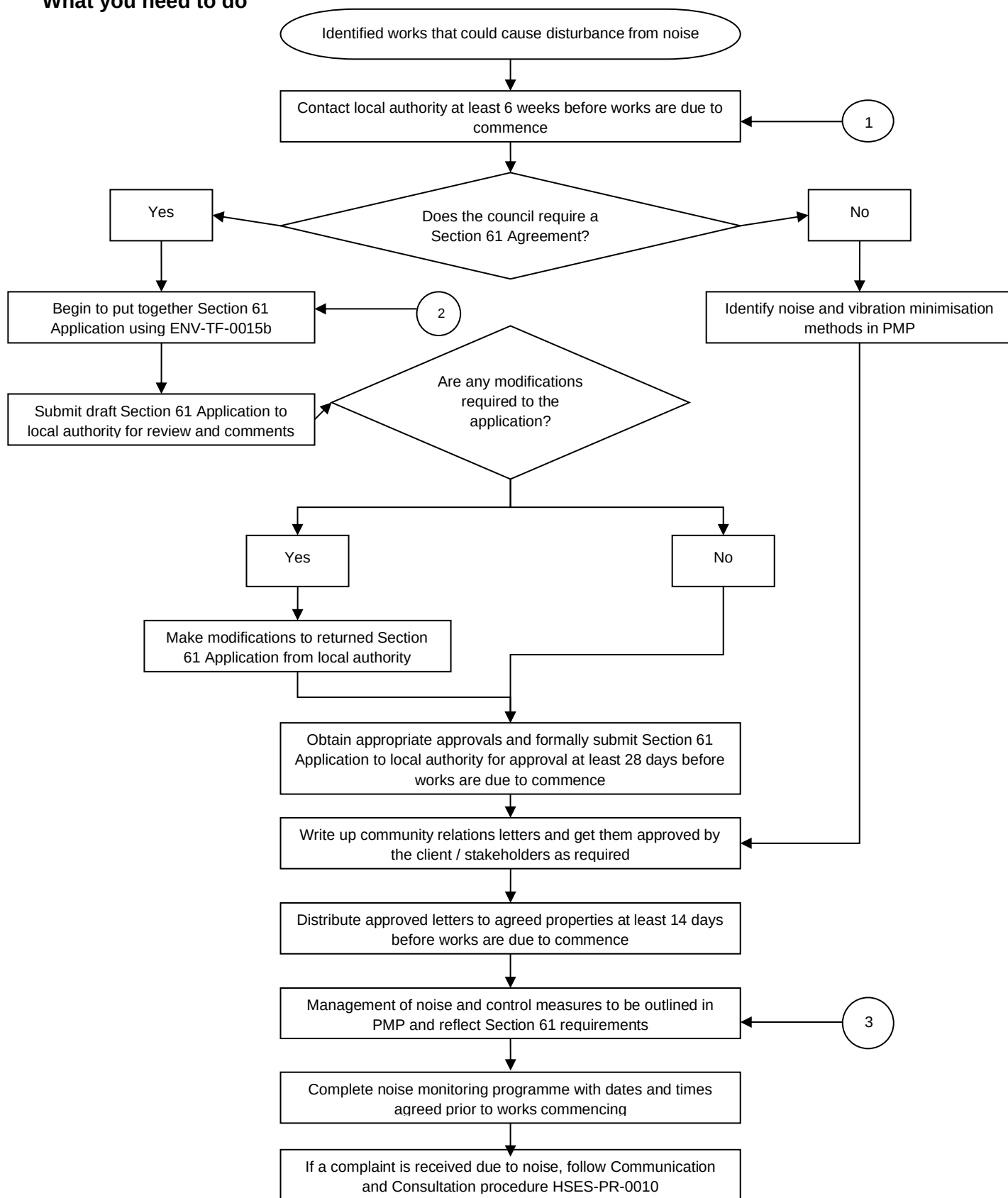
The Environmental Protection Act, 1990 also defines Best Practical Means as a framework for assessing the acceptability of the management controls applied to an activity to minimise and reduce the local environmental impact of the activity.

The main regulatory mechanism for the management of noise is Control of Pollution Act 1974, Section 61. Obtaining a Section 61 consent means that there is an agreement in place between Balfour Beatty and the local authority to allow an agreed level of noise disturbance to occur including the extent of noise, the hours of work when the noise will be generate, the control measures implemented to control the noise and the monitoring controls put in place to ensure the consent requirements are met.

Clean Neighbourhoods and Environment Act, 2005: Encompasses many areas of the law affecting local environmental quality. Provisions of this Act cover the following areas: crime and disorder, vehicles, litter and refuse, graffiti and defacements, waste, noise, dogs, and architecture and the built environment.

The Act classifies statutory nuisances (noise, vibration, artificial light, dust, odours, litter etc.) and provides local authorities, parish and community councils and the Environment Agency with more effective powers and tools to tackle poor environmental quality and anti-social behaviour. Local authorities have the power to issue a Section 60 for activities that exceed their minimum requirements and prosecute and fine if noise from the activity is defined as a statutory nuisance.

What you need to do



Note 1 – Contact with local authority

Contact should be made with the local authority. Initial contact should be made with the local authority at least 6 weeks before works are due to commence but ideally as soon as possible.

Note 2 – Putting together the Section 61 Application

[ENV-TF-0015b Section 61 Prior Consent Application Template](#) provides key headings for the information usually required by a local authority for such an application.

It is important that the application clearly details the scope of the works, methodologies, working times, proposed mitigation and management measures as well as reliable data for plant sound levels, baseline noise levels, and predicted noise levels.

If the required information is not provided in sufficient detail it may delay the application process and ultimately the timing of a signed-off agreement from the local authority.

Note 3 – Management of noise and control measures

The following pages of this reference material provide further guidance for management of noise and details of control measure that can be applied depending on the activity and its location.

Background noise levels

It should be noted the level of noise considered to be a nuisance is significantly lower than the level required for personal hearing protection for health and safety. The noise level which is considered to cause a nuisance is subjective.

The British Standards Institute (Bsi) Code of practice for noise and vibration control on construction and open sites (BS 5228-1:2009). Provides the following guidance:

Noise from construction and demolition sites should not exceed the level at which conversation in the nearest building would be difficult with the windows shut.

Noise levels, between say 07.00 and 19.00 hours, outside the nearest window of the occupied room closest to the site boundary should not exceed:

- 70 decibels (dBA) in rural, suburban and urban areas away from main road traffic and industrial noise;
- 75 decibels (dBA) in urban areas near main roads in heavy industrial areas.

These limits are for daytime working outside living rooms and office. When working outside the normal hours say between 19.00 and 22.00 hours – the allowable noise levels from building sites will be less (a reduction of 10 dB(A) may often be appropriate).

Noisy work likely to cause annoyance locally should not be permitted between 22.00 hours and 07.00 hours.

The standard also includes useful reference material in Annex C of what to expect from various piling operations. This includes “Large rotary bored piling rig” 83 dB LAeq at 10m and “Bauer BG36 coring reinforced concrete pile” 72 to 87 dB LAeq at 10m”.

Most Local authorities have stated standard expectation and requirements for noisy works and an example of how the British Standards Institute (Bsi) Code of practice for noise and vibration control on construction and open sites (BS 5228-1:2009) can be applied to create a set of minimum requirements is the City of London Code of Practice for deconstruction and construction which states:

Noise should be restricted to hours outside the normal working day of 09.00 – 17.00 hours.

Contractors will adhere to these quiet hours at all times unless agreed advance negotiation with all parties and the Pollution Team.

The quiet hours are:

- 10:00 - 12:00 (Monday to Friday);
- 14:00 - 16:00 (Monday to Friday).

These periods may be subject to variation in particular circumstances, for example during lunchtimes adjacent to eating places or businesses where the majority of trade is carried out at lunchtimes.

During these quiet periods the following activities cannot be carried out:

- Cutting using power tools;
- breaking or dismantling using power tools/machines/plant;
- the use of impact fasteners;
- the loading of heavy materials;
- other noisy activities, depending on the specific location of site and neighbours, deemed unacceptable by Environmental Health Officers.

Measurement of Noise levels

If activities are going to fall outside of these generally expected levels in terms of:

- noise level
- hours of the day or;
- in close proximity to a sensitive location / member of the local community

The need to monitor background noise is often required to ensure that the planning of the noise that will be generated from the activities can be assessed and understood. This enables an understanding of the potential change in noise levels that may be experienced due to the planned activities.

This requirement can form part of the planning approval process or while gaining Section 61 consent approval.

It should be noted the level of noise considered to be a nuisance is significantly lower than the level required for personal hearing protection for health and safety. The noise level which is considered to cause a nuisance is subjective.

Noise monitoring should be carried out by an individual who is either qualified to the standard of the Institute of Acoustics (IOA's) Certificate of Competence in Environmental Noise Measurement (or equivalent) or an individual who has been trained by the qualified person.

Noise control measures

1) Noise can be caused by a number of factors, including:

- Plant and equipment use
- Vehicle reversing alarms or engine idling
- Radios
- Employees shouting

2) Noise can have a number of impacts, including:

- Interrupted sleep
- Annoyance and nuisance
- interfering with people's enjoyment of their property

Some land uses are generally regarded as being more sensitive to noise than others due to the types of population groups or activities involved. Noise-sensitive receptors in the project area include, but are not limited to:

- Residential Properties
- Commercial Properties
- Schools
- Hospital/Medical Facilities
- Churches
- Recreational Areas

Best Practicable Means and Best Available Technology should be considered in the planning of work to ensure that when the works are undertaken, they are done so to prevent or reduce the impact on air quality and the environment as a whole due to the Company's activities.

The following pages provide guidance as to how company activities can seek to reduce noise to as low a level as practicable, particularly for emergency works and other works outside of normal working hours.

Minimum methods to be adopted should include:

- All plant will be operated with covers closed and where available silencers fitted on equipment
- All plant will be fully maintained
- Plant and vehicles not in use will be switched off – implementation of a no idling policy
- A quiet night-time working ethic will be employed to ensure that all operatives have consideration for nearby residents
- The use of radios and shouting when entering, leaving and working on site will be minimised
- Where practicable, materials will be handled in a manner that reduces noise & vibration to an acceptable level
- Static plant will be shielded or provided with screens or enclosures where practicable
- Where possible, working hours will be planned to minimise impact on local residents and buildings

Depot best practice

Effective management of the depot can control the impact of noise levels on the surrounding area. Consideration should be given to the following:

- Working methods should be changed to include equipment or modes of operation that produce less noise (i.e. use of methods other than percussive piling in urban areas)
- Ensure workforce is informed of noise restrictions/requirements via toolbox talks and inclusion in Risk Assessment/Work Package Plans (Method Statements).
- Ensure that the workforce is informed of the sensitive neighbours and reminded to be sensitive when working or walking adjacent to the site boundaries
- Times of deliveries to suit the area. (i.e. restricting deliveries to during normal working hours (i.e. 9-5) in residential areas)
- Working practises that restrict noisy activities to certain periods of the day should be adopted.
- Loud equipment is placed in a position to minimise the impact.
- Consideration should be given to the position of welfare units and access routes for getting to and from welfare to work areas
- Those neighbouring the site will be kept informed of any specific activity likely to cause disruption or in the case of construction, inform the public how long the construction is likely to continue

Working hours Monday – Friday

- Where possible depot work activities should be planned to take place between 7.30am and 6.00pm in order to minimise nuisance complaints
- These hours may vary depending on the area being worked in and local council i.e. busy roads may require short working hours to reduce impacts on traffic congestion
- Where councils require reduced working hours, these should be requested in writing and included in method statements

Working hours Saturday

- Reasonable working hours are reduced on a Saturday to between 8.00am to 4.00pm
- These hours may vary depending on the area being worked in and local council
- Where councils require reduced working hours, these should be requested in writing and included in method statements

Working hours Sunday

- Working hours on a Sunday should always be checked with the local authority, as they may not allow any work on a Sunday without a specific permit
- Due to the increased likelihood on impact on people, reasonable Sunday hours are reduced further to between 9.00am and 4.00pm
- These hours may vary depending on the area being worked in and local council

Council Consultation

It is advised where work may be required out of normal hours the local council is consulted for advice and where possible a Section 61 Consent obtained. Where this consent is granted the conditions of the consent should be adhered to and incorporated into method statements. Copies of the consent should be retained on site at all times.

Project best practice

Effective management of the site can control the impact of noise levels on the surrounding area. Consideration should be given to the following:

- Working methods should be changed to include equipment or modes of operation that produce less noise (i.e. use of methods other than percussive piling in urban areas)
- Ensure workforce is informed of noise restrictions/requirements via toolbox talks and inclusion in Risk Assessment/Work Package Plans (Method Statements).
- Ensure that the workforce is informed of the sensitive neighbours and reminded to be sensitive when working or walking adjacent to the site boundaries
- Times of deliveries to suit the area. (i.e. restricting deliveries to during normal working hours (i.e. 9-5) in residential areas)
- Working practises that restrict noisy activities to certain periods of the day should be adopted.
- Loud equipment is placed in a position to minimise the impact.
- Consideration should be given to the position of welfare units and access routes for getting to and from welfare to work areas
- Those neighbouring the site will be kept informed of any specific activity likely to cause disruption or in the case of construction, inform the public how long the activity is likely to continue.

Selection of Equipment

The correct selection and usage of equipment and machinery, in combination with the proper maintenance can reduce the impact of the activity with regard to the amount of noise emitted.

- Where practicable use electrically powered machinery rather than diesel or petrol driven particular when working adjacent to sensitive receptors
- Operate plant properly so that it does not create excessive noise, and shut it down when not in use
- Provide adequate silencers mufflers or other control measures for plant i.e. percussive tools
- Rotating or impacting machinery must be fixed on rotating or impacting machines on anti-vibration mountings

Screening

If designed and used correctly screening can considerably reduce the noise levels emitted from an establishment. Acoustic enclosures or screens can be used where plant and equipment are in continuous operation and or close to sensitive receptors

- Factors affecting the efficiency of a screen include the distance between the source and the receiver of the noise, the density of the material being used as a screen, the position of the screen relative to noise reflecting surfaces
- The screen may be purpose built or can consist of an existing feature
- When screening an individual item from a receptor, position the screen around three sides of the source on the sides nearest the receptor, place it as near as possible to the noise source; and ensure it is built approximately 1m above the highest sight line

Plant Use

Static plant must be positioned as far as practicable from site boundaries, sensitive receptors and public areas where they have potential to cause a nuisance:

- Quiet and low or reduced vibration plant, equipment and working methods must be used where possible e.g. super-silenced generators
- When operating equipment, use noise control devices such as jackets, covers and shrouds. Ensure that all hoods and doors are closed and well fitted / sealed
- Acoustic doors, hoods and covers must be kept shut when plant and equipment are in use
- Plant with potential to generate vibration from the transfer medium and place must be isolated on a heavy base where practicable
- All plant and equipment must be turned off when not in use
- All plant must be maintained in accordance with the manufacturer's instructions
- Drop heights into hoppers, lorries or other plant must be minimised

Piling

Typical mitigation measures for piling operations include:

- Using modern, quiet and well-maintained equipment
- Using fully silenced modern piling rigs with engines to highest Euro Standard
- Careful operation of the rig so there is no reversing of the Kelly/auger bars
- Off-site preparation of as many materials as possible
- Avoidance of unnecessary noise (such as engines idling between operations, shouting, loud radios or excessive revving of engines) by effective site management

Monitoring

Noise monitoring should be carried out by an individual who is either qualified to the standard of the Institute of Acoustics (IOA's) Certificate of Competence in Environmental Noise Measurement (or equivalent) or an individual who has been trained by the qualified person.

The checking of all noise control measures should be documented in the management plan and should include the ongoing review of the effectiveness of the control measures.

More detailed monitoring may be required under planning and/or contractual conditions or through agreement with the local authority.

The following forms should be used to generate records of any noise monitoring requirements:

Business Unit	Document Reference	Document Title
BBUK	ENV-SF-0015a	Noise Monitoring Record

Remember the companies golden rules 1) be fit for work 2) always receive a briefing before starting work 3) report all unsafe events and conditions 4) stop work if anything changes.

If the control measures fail, follow the emergency arrangements set for the activity if needed and stop the works to review risk assessment and control measures and/or agreement and conditions of the consent or permit.

Reporting Incidents

Any incidents must be reported and notified as set out in [HSES-PR-0005](#) Incident Reporting and Investigation and as per business unit reporting requirements.

Supplementary Information

- The British Standards Institute (Bsi) Code of practice for noise and vibration control on construction and open sites (BS 5228-1:2009)
- City of London Code of Practice for deconstruction and construction (May 2013)

UK Documentation

Reference	Type	Title
ENV-TF-0015b	Template	Section 61 Prior Consent application template
ENV-SF-0015a	Form	Noise Monitoring Record
ENV-TB-0015a	Toolbox Talk	Noise and Vibration (detailed)
ENV-TB-0015b	Toolbox Talk	Noise and Vibration (summary)
ENV-AD-0015a	Advice Note	Section 60 Notices

Introduction

Cement, concrete and grout are among the most common materials used in construction. Concrete mixers, delivery vehicles and related equipment (chutes, pump lines, drums wheel barrows etc.) need to be washed regularly. Examples of where washout waters can be created are:

- Washing down of machinery used with fresh concrete, e.g. concrete chutes, drums, pumps and mortar silo equipment
- Cutting or coring of concrete structures
- Hydrodemolition (high pressure water cutting)
- Surface water run-off from recently lime stabilised sites
- Placement of fresh concrete beneath groundwater e.g. piled foundations
- Placement of fresh concrete in a water course e.g. Bridge abutments

Concrete wash water has a highly alkaline pH (circa pH 12) which if released has the potential to pollute land and leach into the ground and contaminate groundwater. For comparison purposes, drinking water has a pH of circa 7 and bleach has a pH of circa 12 to 13. For every single unit change in pH, for example pH 6 to 7, this represents a tenfold increase in strength. Consequently it is not practical to dilute concrete washout water to reduce the pH. To dilute just 1m³ of concrete wash water at pH 12 you would need four Olympic swimming pools (over 10,000m³) of water to bring it back to neutral (pH 7).

Discharge permits typically stipulate a pH limit of between 6 and 9 for discharges into the aquatic environment and Trade Effluent consents require the pH to be 10 or below.

Even the release of relatively small volumes of concrete washwater can have devastating long lasting effects on the health of the receiving watercourse. The high alkaline wash water can increase the pH of surrounding waters and, depending where it is discharged, can harm terrestrial and/or aquatic life. The solids in concrete washout water can affect the turbidity of the water, block gills of fish, smother the bed of the water body and cause blockages of streams, drains and pipes, which may increase the risk of flooding.

Legislation and regulation

England and Wales (EN) (W)

Under the Environmental Permitting (England and Wales) Regulations 2010 (as amended) and the Water Resources Act 1991 (as amended), it is an offence to discharge polluting substances to controlled waters (surface water and groundwater) without prior approval from the relevant Regulators (Natural Resources Wales and Environment Agency).

On the 1st July 2014, new sentencing guidelines for environmental offences came into force (link to external document Environmental Sentencing Guidelines), setting out the level of fines that can be handed out by the Courts. In the most serious case, if Balfour Beatty (classified as a large organisation) was found to have caused a category 1 incident through deliberate culpability then the fine could range between £450,000 and £3,00,000 (with a likely starting point of £1,000,000). The court would have the authority to move over and above this fine range if Balfour Beatty were classified as a 'very large' organisation.

In February 2017, Interserve Construction Ltd was fined £54,000 plus £5,955 costs after admitting a single incident of discharging silt-laden water into a tributary of the River Rother in Burwash, East Sussex in October 2014.

Scotland (S)

Under the Water Environment (Controlled Activities) Regulations 2011 (as amended) and the Water Resources (Scotland) Act 2013 it is an offence to discharge polluting substances to controlled waters (surface water and groundwater) without prior approval from the relevant Regulator (Scottish Environment Protection Agency and Scottish Water).

SEPA have confirmed that that under no circumstances can concrete washout water be dispersed directly to 'ground'.

Northern Ireland (NI)

Under the Water (Northern Ireland) Order 1999 (as amended) it is an offence to cause pollution of a waterway or groundwater. Effluent cannot be discharged without the prior approval from the relevant regulator (Northern Ireland Environment Agency).

What you need to do in England, Wales, Scotland, and Northern Ireland

Leftover Concrete

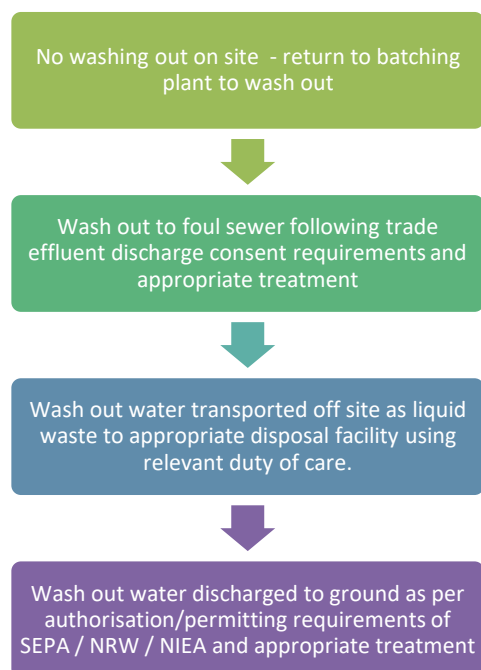
Following a delivery of concrete there will usually be a small amount of leftover. This CANNOT be placed in a skip as waste, instead:

- It can be deposited on site and stored in a single agreed location.
- It should be stored on an impermeable surface preferably an impermeable sheet.
- It must be stored in an area away from works and people and segregated from other materials.
- It must be stored at least 10 metres from drains, ditches and watercourses.

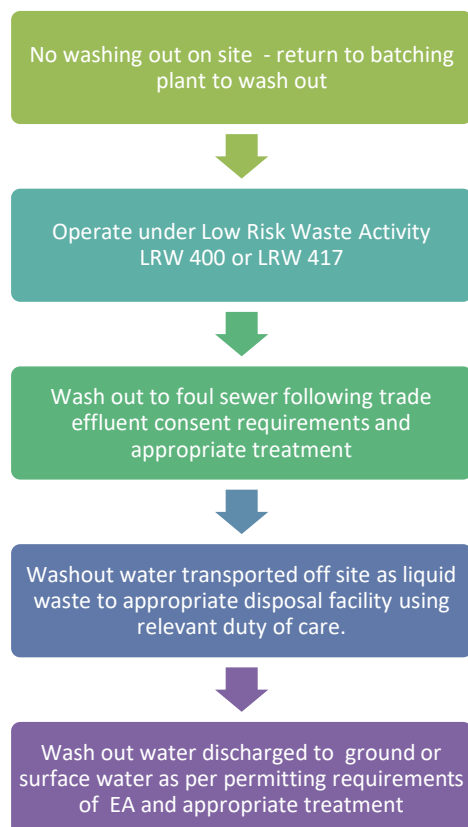
Once the concrete is dry it can be broken up by an excavator and used on any site on the same project or placed in the rubble skip for disposal. Uses for the broken up concrete differ depending on fragment size and could include backfill for excavations, repair material for infilling pot holes on access tracks or infill for crane pads or piling platforms

Hierarchy of Disposal Options for Concrete Wash Water

Wales, Scotland, Northern Ireland (W) (S) (NI)



England (EN)



Avoid washing out on Site

Preference should be given to avoiding the need to wash out on site by engaging with the concrete supplier to identify alternative options. For example, there are solutions for concrete wagons to contain washout water and dispose of back at the depot and to prevent concrete spillages on the highway. Two such examples are:

Spill Stopper System – contains wash water on the wagons and prevents in-transit spills.

Concretesock® or similar – a chute cover which reduces risks of concrete spills on the highway.

When washing out on site in unavoidable

All sites must develop a strategy for dealing with concrete washout water prior to mobilisation on site and communicate it to key stakeholders e.g. concrete suppliers, workforce etc. The following must be followed:

- Concrete washout requirements must be specified in any orders and built into terms and conditions as required.
- Plan and implement wastewater control measures prior to mobilisation on site e.g. designated washout area with suitable containment that is sited on an impermeable area at least 10 metres from any watercourse or surface water drain, rock outcrop sinkhole in soluble rock such as limestone to minimise the risk of run-off entering the water environment. The concrete washout area should be identified on site plans and on site using suitable signage.
- Engage with the local regulator to discuss concrete washout management options and apply for appropriate consents if required.
- Plan and prepare for a spill should it occur.
- Minimise water consumption and waste water generation e.g. recirculate collected washout water.
- Receptacles for wash water must be regularly monitored to ensure that overtopping does not occur and any deterioration in the waterproofness of the structure is identified and repaired as necessary.
- Surplus cement products (mortar and concrete) should be disposed on an impermeable surface, such as plastic sheeting more than 10 metres from watercourses and away from people, plant and the construction works. Once hardened it should be disposed as inert waste, preferably for beneficial re-use.
- Any washwater / slurry must be contained. Run-off must be directed to a secure waterproof sump or secure tank and the liquid fraction disposed as planned, (following treatment if required).

Concrete Wash Water Record form ([ENV-SF-0009a](#)) should be completed by the Project Team to record the concrete wash water strategy for the site.

Site documentation should show:

- The location of the concrete washout facility.
- Copies of consents.
- Records of regulator engagement.
- How concrete wastes are going to be stored.
- How concrete wastes will be collected from these storage points.
- Where wastes will be taken to and/or how they will be treated and disposed.
- How any treatment systems to treat the liquid fraction and/or recover the solids will be operated and maintained.

- How site personnel, particularly those responsible for concrete delivery and pumping, will be made aware (via induction, toolbox talks, pre-start meetings etc.) that a wash-down area is available on-site and when and how it is to be used.

Washwater should be contained within an impermeable bund, treated to enable re-use or disposal. Alternatively the wash water should be consigned correctly for off-site disposal at a suitably licensed waste management facility, in accordance with the Duty of Care for Waste Management.

To minimise the amount of washout water generated, excess concrete should be scraped off the equipment before it is washed. These excess solids should be placed in a designated surplus cement products location until hardened. A high pressure, low volume water spray nozzle reduces water use. Where possible, washout bays / skips / containers should be covered during heavy rainfall and at night to avoid flooding.

Treatment

Proven methods to treat concrete washout water are:

- Treatment with mineral acid, such as sulphuric or hydrochloric are dangerous to handle and when used to reduce the pH level it is easy to overshoot the target resulting in acidic water which will need to be disposed as hazardous waste water (special waste in Scotland).
- Treatment with citric acid, like acid there is a risk of over dosing and acidifying the treated water with citric (fruit) acid. Citric acid also increases the Biochemical Oxygen Demand (BOD) of the water above the limits for safe discharge into the aquatic environment.
- Carbon dioxide is mildly acidic when dissolved in water and is the safest neutralising agent for concrete water as it is self-buffering, making it virtually impossible to acidify the water though overdosing.

A third party should be engaged to install, operate and provide instruction on using these systems.

Monitoring

All concrete washout areas should be monitored to ensure that they are working correctly and have adequate storage capacity. Monitoring should take place weekly during dry weather and prior to, during and after forecast rainfall events.

Set concrete and wash water should be removed as required to ensure that the facility has sufficient capacity and prevent overtopping.

Reporting

An environmental incident occurs if:

- Concrete is washed out in an area other than the designated concrete washout area.
- Concrete washout leads to a release of concrete washout water to land, surface water or the drainage network.
- In the event that an environmental incident occurs then this occurrence should be reported and notified as per business unit reporting requirements and as set out in [HSES-PR-0005](#) Incident Reporting and Investigation

Supplementary Information

England (EN)

There is provision to allow the re-use of concrete wash waters and cement fines (from storage of wash waters) at construction sites, under a low risk waste activity (LRW400), without the need for an environmental permit. Re-use covers for example subsequent washing or stockpile damping down. It would also cover storing wash waters and allowing as much water to evaporate as practicable.

Additionally, under LRW417 there is provision for the treatment by physical dewatering of cement washings at construction sites pending recovery of the water at the concrete suppliers without the need for an environmental permit.

[Link to external document Environment Agency Guidance on Low Risk Waste Activities.](#)

If operating under either of these low risk waste positions, activities must be undertaken in accordance with industry best practice. Activities must not be carried out in a manner that causes or is likely to cause pollution or harm to human health. Balfour Beatty could be prosecuted if the Environment Agency considers that pollution has or is likely to be caused, irrespective of the activity being listed as a low risk waste activity.

Regulatory Position Statement RPS107 Managing concrete wash waters on construction sites has been withdrawn by the Environment Agency and no longer applies. Concrete wash water can no longer be discharged directly to ground without an environmental permit.

Wales (W)

[Link to external document Guidance for Pollution Prevention Works and maintenance in or near water: GPP5](#) provides guidance on environmental legislation in Wales. Information on concrete, cement and grout is provided in section 3.

If it is not possible to reuse wash waters then they should be collected, and where necessary discharged to the foul sewer (with permission from the sewerage undertaker and following any necessary treatment), or contained for disposal off site. Wash waters from concrete and cement works should never be discharged into the water environment as this could have serious impact on the water quality and ecology. Wash water shouldn't be dispersed directly to 'ground'. Washout direct to ground and risk prosecution

Scotland (S)

[Link to external document Guidance for Pollution Prevention Works and maintenance in or near water: GPP5](#) provides guidance on environmental legislation in Scotland. Information on concrete, cement and grout is provided in section 3

If it is not possible to return to the batching plant to washout then washout water can be disposed into the foul water sewer. A Trade Effluent Consent from Scottish Water must be obtained before discharging and the concrete fines must have been settled out and pH reduced to <10 to prevent blocking/damaging the sewer.

If a foul sewer isn't nearby and consent from SEPA to discharge treated washout water to ground has not been obtained, a waste water contractor should be employed to remove the concrete washout water and dispose as liquid waste.

SEPA have confirmed that that under no circumstances can concrete washout water be dispersed directly to 'ground'. Washing out directly to ground and without consent is not an option as we risk prosecution.

- Trade Effluent is any liquid waste 'produced in the course of any trade or industry' which is discharged to the waste water system. It is the legal responsibility of a company which discharges trade effluent to public sewer to obtain a Consent from Scottish Water. Failure to apply for Consent may result in a fine, which is currently set at a maximum of £40,000.
- Project teams that will be disposing of trade effluent into the foul water system are to apply for a Trade Effluent Consent by completing Trade Effluent Notice (Form H). Smaller discharges, generally <2m³ in volume, may be controlled by issuing a Letter of Authorisation. This will be confirmed by Scottish Water once the application has been received. Temporary discharges greater than 2m³ are issued with a FULL consent which lasts 6 months before being terminated.
- Scottish Water will not issue a Consent until a Licensed Provider has been appointed.
- There is no charge to submit the Form H application. Applicants may be required to submit sample analysis results to prove the nature of the discharge at their expense. If samples have to be taken by Scottish Water to monitor discharge compliance these charges may be costed back to the applicant. Any other charges will be confirmed by the Licensed Provider.
- The Trade Effluent Consent must be in place before any waste water is disposed to the foul sewer. The statutory period for processing a Form H application is 90 days. Scottish Water aim to process each application as quickly as possible. Straightforward applications generally take 3 – 6 weeks. Complicated applications may take longer than 3 months before a decision can be made. It is recommended applications are submitted at the earliest opportunity.
- The Trade Effluent Consent lasts 6 months before being terminated. If the discharge will last for more than 6 months do not tick 'temporary' on the Form H; a FULL consent will be issued. When no longer required the project team must use the Trade Effluent Notice (Form H) to terminate the consent with Scottish Water.
- Concrete washout water must be treated to reduce the suspended solids to prevent blockages and reduce the pH to below 10 to prevent damage to the fabric of the waste water system. There is no formal testing regime and the project team is responsible for self-inspecting the turbidity and pH to determine it is acceptable for discharge.
- Waste water, treated if necessary, can be disposed directly into the foul sewer via the man-hole access. Ideally a discreet location will be selected. It is the project teams responsibility to manage any risks and nuisances associated with lifting the man-hole cover. It is not necessary to 'break in' and make a fixed connection to the sewer.

Northern Ireland (NI)

Link to external document Guidance for Pollution Prevention Works and maintenance in or near water: GPP5 provides guidance on environmental legislation in Northern Ireland. Information on concrete, cement and grout is provided in section 3. If it is not possible to reuse wash waters then they should be collected, and where necessary discharged to the foul sewer (with permission from the sewerage undertaker and following any necessary treatment), or contained for disposal off site. Wash waters from concrete and cement works should never be discharged into the water environment as this could have serious impact on the water quality and ecology. Wash water shouldn't be dispersed directly to 'ground'. Washout direct to ground and risk prosecution

Trucks, hoppers, mixers and concrete pumps that have contained concrete must be washed out in a contained area away from watercourses, surface water drains, storm water drains, grids and channels to prevent pollution. Where possible, store and reuse washout water. Concrete washout water should be contained and removed from site for treatment as liquid waste or disposed of to sewer under a trade effluent consent.

UK Documentation

Reference	Type	Title
ENV-RM-0009b	Reference material	Concrete Washout Disposal Training (Scotland, Wales, N. Ireland, England)
ENV-SF-0009a	Standard Form	Concrete Wash Water Record
ENV-TB-0009a	Toolbox Talk	Concrete Washout

External Documentation

Reference	Type	Title
External Document	Sentencing Guidelines	Environmental Offences Definitive Guideline
External Document	EA Guidance	Environment Agency Guidance on Low Risk Waste Activities.
External Document	SEPA / NRW / NIEA Guidance	Guidance for Pollution Prevention Works and maintenance in or near water: GPP5

Introduction

The poor management of waste can have an adverse effect on the environment by wasting valuable resources and contaminating water, the ground and air. All waste must be stored, transferred, disposed of, processed and re-used in accordance with relevant environmental legislation at all sites, company offices, depots and fixed locations.

The legal definition of waste is 'any substance or object which the holder discards, or intends to discard or is required to discard'. If a material is classed as waste, Waste Duty of Care rules must be followed when the waste is being disposed of.

Waste Duty of Care is about taking all reasonable steps to ensure that when waste is transferred from one party to another it is managed legally throughout its complete journey to final disposal or recovery.

Waste Duty of Care applies to anyone who imports, produces, carries, keeps, treats, disposes of, or are a dealer or broker that has control of controlled waste. Balfour Beatty carries out a number of these activities, so must comply with Waste Duty of Care requirements.

Abbreviations / Definitions

Controlled Waste	Any household, commercial or industrial waste such as waste from a house, commercial premises, office, factory, building site or any other business premises.
Waste	The legal definition of waste is 'any substance or object which the holder discards, or intends to discard or is required to discard'.
Waste Producer*	Any person whose activities produce waste. This includes private sector businesses such as shops, offices, factories and tradesman (e.g. electricians, builders, glaziers and plumbers) and public sector services such as schools, hospitals and prisons, as well as charities and voluntary and community groups. It also includes permitted operations or exempt facilities (sites or operations which operate under an Environmental Permit or exemption) that produce waste as part of their activities. If you carry out a waste operation that changes the nature or composition of the waste, you are regarded as a producer of the waste.
Waste Carrier*	Any person, who normally and regularly collects, carries or transports waste in the course of any business or with a view to profit, including those that produce and transport their own waste e.g. builders and landscape gardeners.
Waste Dealer*	Any person, business or organisation that buys waste with the aim of subsequently selling it, including in circumstances where the dealer does not take physical possession of the waste.
Waste Broker*	Any person, business or organisation that arranges waste transportation and management of waste on behalf of another party, such as organisations contracting out waste collection services e.g. Reconomy, local authorities, supermarkets and producer responsibility compliance schemes.
Waste Manager*	Any person involved in the collection, transport, recovery or disposal of controlled waste, including the supervision of these operations, the after-care of disposal sites and actions taken as a dealer or broker
Standard Industrial Classification (SIC) Code	A government indicator of what type of industry a company is categorised in i.e. what type of industry the producer of the waste is in.
European Waste	A 6-digit code used to describe a waste stream. Waste Classification Guidance on the classification and assessment of waste (WM3) lists the 650 (approx.) EWC codes which

Catalogue (EWC) Code	are divided into 20 chapters and further sub-chapters defining the type of waste and the industry which has generated it. Codes are divided into 4 types of entry: • Mirror hazardous (coloured blue and labelled MH) or Mirror non-hazardous (coloured green and labelled MN) – wastes which may be hazardous or non-hazardous depending on whether they contain dangerous substances. • Absolute hazardous entries (coloured red and labelled AH) – entries which are always hazardous • Absolute non-hazardous (coloured black and labelled AN) – entries which are always non-hazardous Hazardous wastes have an asterisk (*) next to them.
Inert waste	Waste that does not undergo any significant physical, chemical or biological change. It will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact with or is likely to cause environmental pollution, or harm to human health. Examples are uncontaminated concrete, bricks, glass, soil and stones (excluding topsoil, peat, soil and stones from contaminated sites).
Non-hazardous Waste	Waste which is neither inert nor hazardous. Examples are general waste and topsoil.
Hazardous / Special waste	Waste (or the material or substances it contains) which is harmful to humans or the environment. Examples are batteries, asbestos, non-edible oils and fluorescent light tubes.
Transferor	Current holder of the waste.
Transferee	Person receiving the waste.
Reconomy	Reconomy is a waste management company who is working in conjunction with all Balfour Beatty Strategic Business Units. They provide skip hire, waste and recycling services and hazardous waste disposal. For more information refer to the Reconomy Welcome Pack, Skip and Container Glossary and Waste Minimisation and Management Best Practice Guide.
WEEE (Waste Electrical and Electronic Equipment)	Includes most products that have a plug, need a battery, have a wind-up mechanism or have a solar mechanism.

* Definitions taken from *Waste Duty of Care code of Practice* March 2016 (Department for Environment Food and Rural Affairs)

Legislation and Regulation

England and Wales (EN) (W)

The Waste (England and Wales) Regulations 2011 (as amended) require that waste is stored correctly, it is transported by a registered waste carrier (two-tier registration system), all collections are covered by a valid waste transfer note and waste is taken only to an authorised facility. They also require that waste collectors (i.e. skip companies) offer to collect paper (including cardboard), plastic, metal and glass separately.

The Hazardous Waste (England and Wales) Regulations 2005 (as amended) require that hazardous waste is stored and transported correctly, that different types of hazardous waste aren't mixed and that hazardous waste is only taken to a site which can legally accept it. Consignment notes must be used for the transfer of hazardous waste.

In Wales, producers of hazardous waste are required to register premises (sites) which produce in excess of 500kg of hazardous waste in 12 months, with Natural Resources Wales prior to its removal.

Scotland (S)

The Environmental Protection (Duty of Care) Scotland Regulations 2014 (as amended) require that waste is stored correctly, it is collected by a registered waste carrier, all collections are covered by a valid waste transfer note, waste is taken only to an authorised facility, and that consignment notes are used for the transfer of special (hazardous) waste.

The Special Waste (Scotland) Regulations 1996 (as amended) require that the transfer of special waste must be pre-notified to SEPA 3 working days prior to its removal. A consignment note code must be obtained from SEPA.

The Waste (Scotland) Regulations 2012 require that waste producers take reasonable steps to present the following key dry recyclables for separate collection: paper (including cardboard), plastic, metal and glass.

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (as amended) introduce provisions for the registration of carriers of controlled waste and for the seizure of vehicles that are used for illegal waste disposal. They both supplement and introduce new provisions, which assist in the implementation of the Control of Pollution (Amendment) Act 1989. These Regulations entered into force in England, Wales and Scotland on the 14 October 1991, and have been subsequently amended. Although almost fully revoked in England and Wales they still apply in Scotland.

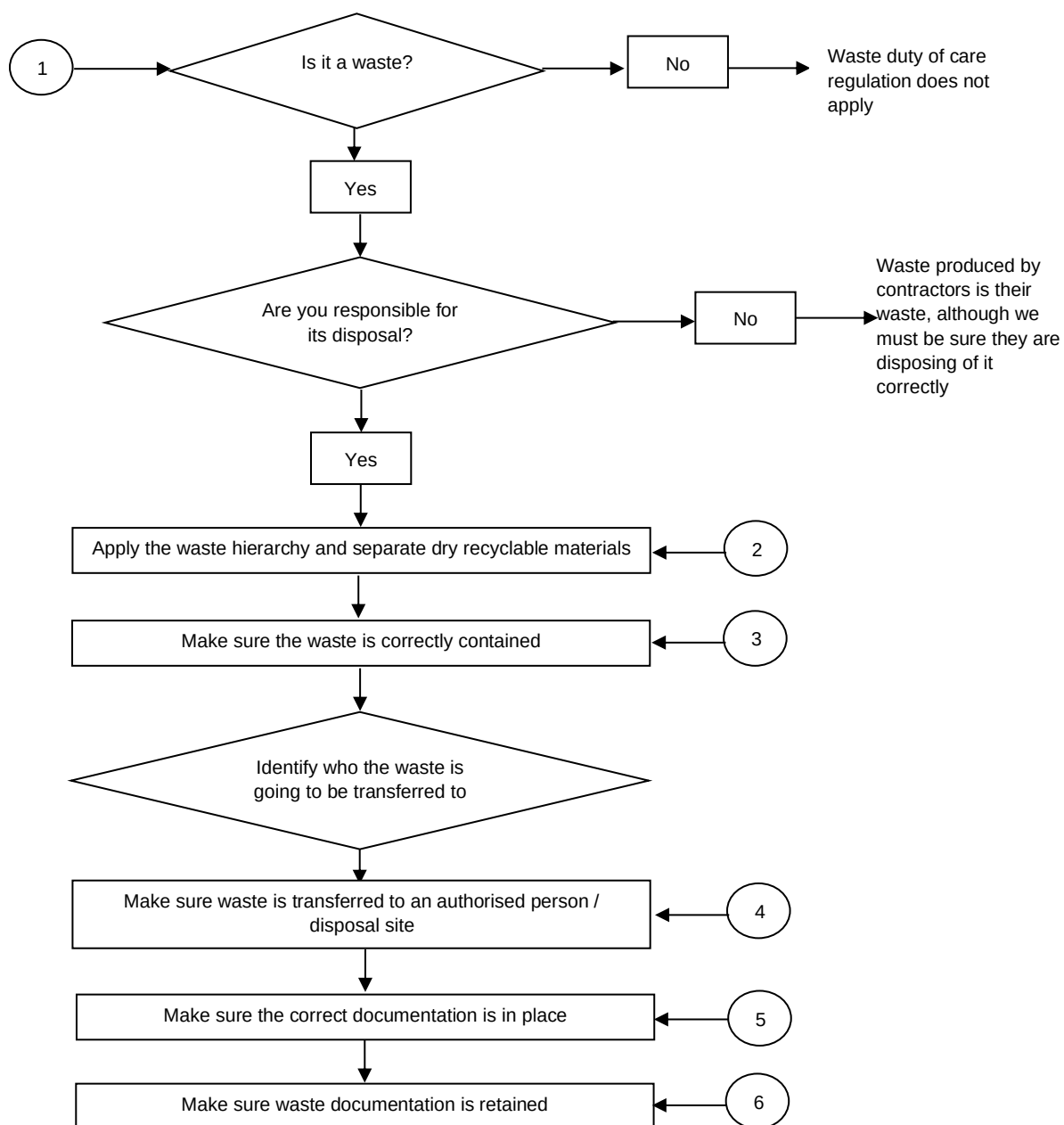
Northern Ireland (NI)

The Controlled Waste Duty of Care Regulations (Northern Ireland) 2002 (as amended) requires waste holders and transporters to use waste transfer notes and keep records.

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations Northern Ireland 1999 (as amended) requires all waste carriers to register with the Northern Ireland Environment Agency (NIEA).

The Waste Regulations (Northern Ireland) 2011 require that waste collectors set up separate collections of paper (including cardboard), plastic, metal and glass.

What You Need To Do



Note 1 – Is it a waste?

Waste is legally defined as ‘any substance or object which the holder discards, or intends to or is required to discard’. This includes materials being sent to landfill, for recycling and given to third parties.

Note 2 – Apply the waste hierarchy and separate dry recyclable materials

All reasonable steps must be taken to apply the waste hierarchy (outlined below) to all waste streams.



There is a specific legal requirement¹ for the following recyclable materials to be collected separately where possible:

- Paper (including cardboard)
- Plastic
- Metal
- Glass

In Scotland the responsibility is placed on the producer of the waste to present these recyclables for separate collection. In England, Wales and Northern Ireland, the responsibility is placed on the waste collectors to offer separate collections for these materials.

‘Co-mingled’ collections, where 2 or more dry recyclables are collected together in the same container (but still separate from mixed or general waste) are allowable where:

- Separate collection is not feasible; or
- Separate collection is not necessary to provide high quality recyclates.

In these cases, responsibility is passed to the waste contractor to separate the waste types.

There are additional legal requirements which require other waste streams such as hazardous waste and WEEE waste to be collected separately. Consideration should also be given to separate collection of other waste streams e.g. wood.

Note 3 – Make sure the waste is correctly contained

Waste must be stored safely and securely in a suitable labelled container and must not be allowed to escape to the surrounding environment:

- Consideration must be given to covering skips or loose material to prevent it from escaping (this applies to waste in-situ and waste being transported).

¹ Waste (England and Wales Regulations) Regulations 2011 (as amended), The Waste (Scotland) Regulations 2012, The Waste Regulations (Northern Ireland) 2011

- Liquid wastes must be prevented from escaping into drains, watercourses or surrounding ground.
- Hazardous/special wastes must be stored separately from each other and in well ventilated areas where appropriate.

Note 4 - Make sure waste is transferred to an authorised person / disposal site

The person or organisation taking away the waste must be legally authorised to do so and it must be taken to a site which is licensed to accept it.

Verification of a Waste Carrier:

Anyone transporting waste must be legally allowed to do so by having a waste carriers licence. This allows an organisation to transport inert, non-hazardous and hazardous waste. Balfour Beatty must know who is carrying our waste and check waste carriers licences. This check should be made at least annually and a record of the check should be made (e.g. by saving a print screen of the check on the regulators website and dating it). They can be used as evidence that Balfour Beatty has met its duty of care. [ENV-SF-0035c](#) Waste Contractor Checklist can be used to record the check.

- **If a Balfour Beatty company is carrying its own waste** – The Balfour Beatty Company transporting the waste must hold an Upper Tier Waste Carriers Licence. The licences held by Balfour Beatty are stored here: <https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Pages/Waste-Carriers-Licence.aspx>. Their application and renewal is managed by the UK Environment Team (Balfour Beatty waste carriers licences only).

Waste Carriers Licences in England, Scotland, Wales and Northern Ireland

- If Balfour Beatty is transporting waste in England, Scotland or Wales the waste carriers licence must be applied for in the country where the registered head office is located for the Balfour Beatty company who will be carrying the waste (England, Scotland or Wales). The regulators are Environment Agency (England), Natural Resources Wales (Wales) and Scottish Environment Protection Agency (Scotland). Any of these waste carriers licences allow waste to be transported in England, Scotland and Wales.
- If Balfour Beatty is transporting waste in Northern Ireland a separate waste carrier's licence is required from the Northern Ireland Environment Agency.

Joint Ventures (JV) and Waste Carriers Licences

- Where a Joint Venture (JV) is operating using the Balfour Beatty UK BMS, the JV can use the relevant Balfour Beatty waste carriers licence (see link above).
 - Where a JV is operating using another parent company's BMS, they can use the waste carriers licence of the parent company of the BMS they are using, or apply for a waste carriers licence in the name of the JV.
 - Where a JV is operating its own JV-specific BMS they should apply for their own waste carriers licence in the name of the JV
- **Waste disposed of via Reconomy** – Reconomy verify that every waste carrier they use is licensed to carry waste. Copies of the waste carriers' licences can be found on the Reconomy Portal www.reconomy.com/portal. A username and password is required. Contact Mark O'Connor at Reconomy to arrange access (e-mail: markoconnor@reconomy.com).
 - **Other Registered Waste Carriers** – each Strategic Business Unit (SBU) must examine the carrier's certificate of registration and check with the issuing body whether the registration is still valid. Carriers can be either upper tier or lower tier. Each SBU must decide who has responsibility for checking the waste carriers certificates.

Lower Tier (England, Wales, Northern Ireland) / Professional Carrier (Scotland)

Operators must register as a Lower Tier (England, Wales and Northern Ireland) or as a Professional Carrier (Scotland) if they:

- Only carry waste they produced in the course of carrying out their business **unless** it is construction or demolition waste
- Only carry, arrange (broker) or deal (dealer) in:
 - Animal by-products
 - Waste from mines and quarries
 - Waste from agricultural premises
- Are a charity or voluntary organisation
- Are a waste collection, disposal or regulation authority

Upper Tier (England, Wales, Northern Ireland) / Waste Carrier (Scotland)

If none of the lower tier criteria apply, a person or organisation will be in the upper tier. Key examples are if a business:

- Transports other people's waste, like a skip company
- Carries construction and/or demolition waste
- Arranges for waste from other businesses' to be transported, recovered or disposed of (broker)
- Buys or sells waste, or uses an agent to do so (dealer)

Use the following regulator websites to check against the public register to assess the validity of a waste carrier:
Environment Agency

<https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

Scottish Environment Protection Agency

<http://apps.sepa.org.uk/rocas/>

Natural Resources Wales

<https://naturalresources.wales/permits-and-permissions/check-for-a-permit-licence-or-exemption/?lang=en>

Northern Ireland Environment Agency

<https://www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters>

Verification of the Disposal Site

The site where the waste is being taken to must be legally allowed to accept it. Balfour Beatty must be aware of the destination of the waste and check the site's licence, permit or exemption number. This check should be made at least annually and a record of the check should be made (e.g. by saving a print screen of the check on the regulators website and dating it). They can be used as evidence that Balfour Beatty has met its duty of care. [ENV-SF-0035c](#) Waste Contractor Checklist can be used to record the check. A more detailed audit form is also available for conducting an audit at a waste contractor's facility, [ENV-SF-0035h](#) Waste Contractor Audit.

- **If a Balfour Beatty company is carrying its own waste** – The Balfour Beatty Company generating the waste is responsible for checking the disposal sites licence or permit to verify that the waste can be accepted.
- **Waste disposed of via Reconomy** – Reconomy verify that disposal sites have the correct licence in place to accept the waste. Copies of the site licences and permits can be found on the Reconomy Portal www.reconomy.com/portal. A username and password is required. Contact Mark O'Connor at Reconomy to arrange access (e-mail: markoconnor@reconomy.com).
- **Other Registered Waste Carriers** – Assurance must be obtained by the Balfour Beatty Strategic Business Unit engaging with the waste carrier that waste is being taken to a site which is licensed to accept it. This can be done by ensuring that the waste carrier has a process in place to check disposal sites licences or permits to verify that the waste can be accepted, or directly checking the disposal site licences or permits to verify that the waste can be accepted. Each SBU must decide who has responsibility for making and recording these checks. Examples of 'other' waste carriers include:

- A skip/waste company who isn't engaged through Reconomy e.g. a local waste company who is employed directly / a 'muck-away' contractor removing spoil from site / a landscaping contractor who removes garden waste from site / a tanker company who is employed directly to empty effluent tanks or suck out drains.
- A subcontractor carrying out construction work on behalf of Balfour Beatty

Further details on waste management licences, environmental permits and waste exemptions can be found in [ENV-RM-0039a](#) Waste Management Licences Permits and Exemptions.

Use the following websites to check the validity of an environmental permit or licence.

Environment Agency

<https://environment.data.gov.uk/public-register/view/search-waste-operations>

Scottish Environment Protection Agency

Contact SEPA's registry department:

- Aberdeen registry: email registryaberdeen@sepa.org.uk or call 01224 266600
- Dingwall registry: email registrydingwall@sepa.org.uk or call 01349 862021
- Angus Smith registry: email RegistryAngusSmith@sepa.org.uk or call 01698 839000

Natural Resources Wales

<https://naturalresources.wales/permits-and-permissions/check-for-a-permit-licence-or-exemption/?lang=en>

Northern Ireland Environment Agency

<https://www.daera-ni.gov.uk/topics/waste/public-registers>

Note 5 – Make sure the correct documentation is in place

A waste transfer note is required for non-hazardous and inert waste, and a consignment note is required for hazardous / special waste.

Waste Transfer Note

When non-hazardous or inert waste is transferred to another company, a waste transfer note must be completed and be signed by both parties. The following types of waste transfer note can be used:

- A paper waste transfer note for a single movement of waste (alternative documentation such as an invoice can be used as long as it contains all the required information). Only 1 type of waste should be listed on each waste transfer note.
- A 'season ticket' – a single waste transfer note that covers a series of repeated waste transfers. A season ticket can last up to 12 months for regular transfers of the same type of waste with the same waste carrier. If several sites are serviced by the same carrier with the same type of waste collected, they can be listed in a schedule to the season ticket. Typically a season ticket covers welfare waste and removals in skips that remain permanently on the premises for the duration of use.

Only one waste transfer note is needed for each waste movement. Waste transfer notes are normally provided by the waste carrier. If a third party provides a waste transfer note, there is no need for Balfour Beatty to also produce a waste transfer note (unless the third party document doesn't contain all the required information).

A waste transfer note is not required for non-hazardous waste if the waste holder does not change on the transfer of the waste e.g. the waste is moved from one premises to another belonging to the same business. This includes Balfour Beatty moving its own non-hazardous waste from a site back to a Balfour Beatty depot.

However, it is considered best practice to keep a record of internal transfers.

A waste transfer note doesn't have to be in a set format but it must contain the following information:

- An accurate written description of the waste being transferred.
- The six digit EWC (European Waste Catalogue) code. EWC codes are listed in link to Appendix A of [Waste Classification Guidance on the classification and assessment of waste](#) (WM3).
- An indication of how the waste is contained e.g. is it loose, in a sack, skip or drum.

- The SIC code of the transferor (current holder of the waste). Further information is provided in [ENV-RM-0035b](#) Standard Industrial Classification (SIC) Codes.
- A tick box to state that the waste hierarchy has been considered.
- The quantity and nature (solid, liquid) of waste being passed on, for example the number of sacks or other containers, the volume of waste or its weight.
- The name and address of the producer of the waste.
- The name and address of the company the waste is being passed to and their status, for example a registered waste carrier, including their registration number.
- The address where the waste was passed to the other company.
- The time and date of transfer.
- Signatures of both parties.

The Balfour Beatty Waste Transfer Note template is [ENV-SF-0035f](#) Waste Transfer Note. If a third party provides a correctly completed waste transfer note, there is no need for Balfour Beatty to also produce a waste transfer note.

An example of how to complete a waste transfer note is outlined in [ENV-TB-0035a](#) How to complete a Waste Transfer Note.

Season Tickets and Waste Volumes

Season Tickets include an estimate of the quantity of waste which will be removed over the period it is valid for. In order to track the volume of actual waste removed:

- For waste disposed of via Reconomy, the actual waste volumes removed are uploaded to the Reconomy Portal for each movement. The portal can be accessed at <http://portal.reconomy.com/login>.
- For waste disposed of via non-Reconomy waste contractors, the waste contractor should be contacted for this information. The format in which this information is provided may vary but could include the provision of individual invoices or collection notes which contain the quantity of waste removed for each collection.

Taking Waste to Company Waste Transfer Station

Some Balfour Beatty depots have an Environmental Permit in place to allow them to operate as a waste transfer station. This allows larger quantities of waste to be brought back to the depot and stored prior to disposal as well as allowing other activities which aren't covered by an environmental exemption, for example dewatering gulley waste.

It is advisable to complete a waste transfer note when taking Balfour Beatty waste to a company waste transfer station which operates under an Environmental Permit. This allows Balfour Beatty to:

- Monitor that the amount of waste being stored doesn't exceed the Permit requirements.
- Have the necessary information available for Balfour Beatty to complete the quarterly waste returns for the Environment Agency.

For further information see [ENV-RM-0039a Waste Management Licences Permits and Exemptions](#) and [ENV-TB-0039a Using a Company Waste Transfer Station](#).

Consignment Note

A consignment note must be used for all movements of hazardous waste (special waste in Scotland). This includes:

- Collections from businesses by registered waste carriers
- Movements from one premises to another within the same business
- Movements from customer premises where another business has produced the waste

A consignment note must contain all the information required by a waste transfer note, and additionally:

- Hazardous waste premises code (Wales only – see below)
- Details of the disposal site

Only one consignment note is needed for each waste movement. Consignment notes must be provided by the waste carrier. If a third party provides a consignment note, there is no need for Balfour Beatty to also produce a consignment note.

The Balfour Beatty Consignment Note template is [ENV-SF-0035g](#) Hazardous Waste Consignment Note.

Hazardous Waste Premises Registration in Wales

In Wales, premises which produce or store more than 500kg of hazardous waste in a 12 month period must be registered with Natural Resources Wales. When a site is registered, a hazardous waste producers number will be provided, called a 'premises code'. The premises code must be entered on the consignment note. Further information and details on how to register can be found at

<http://naturalresources.wales/apply-for-a-permit/waste/register-as-a-producer-of-hazardous-waste/?lang=en>

There is additional guidance on:

- Mobile service operators (HWR07 Mobile Services) <https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en>
- Sites which are exempt from registration (Guidance Statement Premises notification for the Hazardous Waste Regulations) <https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en>

There is no requirement to register premises in England, Scotland or Northern Ireland.

The rules about consignment notes and pre-notifying the regulator prior to the movement of hazardous waste differ depending on which country in the UK the waste is being moved from:

	Consignment note requirements	Pre-notification requirement
England	An EA consignment note or a company's own consignment note can be used. This can be either a Balfour Beatty consignment note if Balfour Beatty is moving the waste or a subcontractor or waste contractors' consignment note if they are moving the waste. The format of the consignment note code is XXXXXX/YYYYY. The first 6 characters of the consignment note number must be the first 6 letters or numbers of the business name. BALFOU should be used across the business. YYYYY is 5 numbers or letters that you choose. Each consignment note number must be unique, so for YYYYY consider choosing two or three letters that relate to the project and then number sequentially e.g. BALFOU/HP001, BALFOU/HP0002 etc. Further information is available at https://www.gov.uk/government/publications/hazardous-waste-consignment-note.	None
Wales	An NRW consignment note or a company's own consignment note can be used. This can be either a	None

	Balfour Beatty consignment note if Balfour Beatty is moving the waste or a subcontractor or waste contractors' consignment note if they are moving the waste. If your site is in Wales and generates >500kgs of hazardous waste per year, you must register as a hazardous waste producer to obtain a premises code for use on consignment notes. The consignment note code is made up of the premises code followed by a set of five letters or numbers that are unique. If the waste is from an exempt site, the consignment note number must be EXE followed by eight letters or numbers. Each consignment note number must be unique, so consider choosing two or three letters that relate to a project and then number sequentially e.g. EXE/HPC00001, EXE/HPC00002 etc. Further information is available at https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/moving-hazardous-waste/?lang=en	
Scotland	All special (hazardous) waste produced in Scotland must be consigned using a SEPA-issued consignment note or code, regardless of its final destination within the UK. Special waste consignment notes (SWCNs) can be purchased online at https://webpayments.sepa.org.uk/.	Pre-notification must be provided to SEPA at least 3 working days prior to removal of hazardous waste. Further information is provided in SEPA's guidance on consigning special waste.
Northern Ireland	Contact NIEA directly to obtain a consignment note containing a unique number - or a consignment number if using your own forms.	Pre-notification must be provided to the NIEA at least 72 hours prior to removal of hazardous waste. Further information is provided at https://www.gov.uk/hazardous-waste-movement-notice-northern-ireland.

Note 6 – Make sure waste documentation is retained

Signed copies must be kept as follows (an electronic system and scanned copies are acceptable):

- Waste Transfer Notes – 2 years
- Consignment Notes – 3 years
- Hazardous waste consignee returns (Quarterly Hazardous Waste Returns) – 3 years

Electronic Consignment Notes (England)

Electronic hazardous waste consignment notes can be used but their use must comply with the law.

As with paper copies, before a waste is removed from a premises, the producer, holder or consignor must confirm the details are correct, sign part D and retain their copy.

In all cases a signature must be provided and a copy retained before the waste is removed. A copy may be retained either by keeping an electronic copy on a local computer system, printed out locally, or by being accessible from the site via either a local or remote secure server or website.

It is an offence for the carrier to remove the waste before a copy has been provided to the producer/holder.

Hazardous Waste Consignee Returns (Quarterly Hazardous Waste Returns)

As a producer of hazardous waste, it is a legal requirement that Balfour Beatty receives hazardous waste consignee returns (known as 'quarterly hazardous waste returns') from each business that receives our hazardous waste (such businesses are known as 'consignees'). This could be a waste contractor such as a skip company. It is a legal requirement that we receive these returns and keep them for 3 years. If consignee returns are not being received, they must be requested in writing.

Consignee returns can be received in one of two formats:

- A form which details multiple hazardous waste consignments where a site sends regular loads to a specific disposal site.
OR
- A fully completed consignment note (including part e) which includes a description of the method of disposal or recovery undertaken in relation to the waste.

In both cases, Balfour Beatty must receive the documentation within one month of the end of the quarter in which the waste was accepted by the person receiving the waste (the consignee).

For waste disposed of via Reconomy, fully completed consignment notes (including part e) are uploaded via the Reconomy Portal and can be accessed at <https://portal.reconomy.com/login>. Further notification may also be received at the site where the waste arose.

For waste disposed of via non-Reconomy waste contractors, consignee returns are provided to the site where the waste arose.

From 15th July 2019, if persistent organic pollutants (POPs) are present above certain thresholds listed in [Annex 4 of the POP recast regulations](#), the code POP must be recorded in addition to the hazard (HP) code/s.

Balfour Beatty must ensure that consignee returns are complete and accurate. If they aren't, a record of any missing information must be kept.

Additional Information

Moving Small Amounts of Hazardous Waste

It is usual for small amounts of hazardous waste to be generated on a construction site and returned to a Balfour Beatty depot for disposal. Examples include used spill kits and empty aerosol cans. There are different rules for how this waste must be moved depending on where the waste was generated.

England - Highways, railways, waterways or utility infrastructure

If hazardous waste is produced at a clearly defined premises on the network, for example a station, depot, substation, pumping station, building or equivalent then waste must be consigned when it is removed from the premises.

England – Mobile services

A mobile service is where hazardous waste is produced at a customer premises, other than a domestic premises. The following must be followed:

- Consign the hazardous waste when its removed from the customer premise

- Enter the customer's business name and address for where the waste was created, and use this to create the consignment note code
- Enter Balfour Beatty's name and address for the producer of the waste

Wales – Mobile services

[HWR07 Mobile Services – a guide to the Hazardous Waste Regulations](#) provides details about hazardous waste being produced by mobile service operators in Wales. A mobile service is one where a limited amount of waste is produced at a site which is neither owned nor operated by Balfour Beatty. The mobile service operator can produce limited amounts of waste at each customer premises without those premises being notified to NRW. For further information refer to HWR07.

Scotland – Intra Group Movements

When special waste is moved from a site back to a depot for storage prior to its disposal or recovery then a consignment note must be raised but it doesn't need pre-notifying to SEPA.

<https://www.sepa.org.uk/media/62577/swan09-intra-group-movements.pdf>

There may be instances where special waste can be moved from an operational site back to a depot specifically for that project without the need to consign the waste from the operational site. For example, if it is deemed that keeping it at the operational site before consignment would likely cause further environmental harm. This must be checked with SEPA. The waste must be consigned from the depot.

Donating Materials to a Third Party for reuse

There are some instances where materials may be given to a third party. Using the legal definition of waste an assessment must be made as to whether the material is classified as waste.

If the material is classified as waste then the Waste Duty of Care must be followed and the third party must be licensed to accept it. They will need to have an environmental permit, waste management licence or waste exemption. A waste transfer note / consignment note must be used to transfer the materials to the third party.

If an assessment concludes that the material is not classed as waste then Waste Duty of Care does not apply. For the material not to be a waste, the person receiving it must have a use for it and it should be used for its original purpose. The items supplied must not pose a risk to health and safety and adequate information must be provided about using any equipment supplied. [ENV-SF-0035a](#) Material Donation Form must be used to record each such donation. The donations must also be recorded in your [SUS-TF-0002a](#) Involved Plan and in the Sustainability Portal (<http://portal.balfourbeatty.net/sustainability>) under 'donations'.

Example	Is it a waste?	Documentation Required
Type 1 aggregate has been used to create a temporary access track and a landowner asks for the stone once Balfour Beatty has taken the track up.	In this example, as the access track was temporary, then Balfour Beatty were always planning on removing the track and the stone is likely to be classed as waste.	Waste Transfer Note to transfer the waste from Balfour Beatty to the landowner. The landowner must have the relevant permissions in place to accept the waste*.
Balfour Beatty is refurbishing one of its offices and has some surplus desks they plan to donate to charity.	No, as the desks are fully functional and are going to be given to a charity for use for their original purpose.	• ENV-SF-0035a Materials Donation Form • SUS-TF-0002a Involved Plan • Sustainability Portal

* Further details on the permissions required are provided in:

[ENV-RM-0039a](#) Waste Management Licences, Permits and Exemptions

[ENV-RM-0039b](#) Common Waste Management Licences Permits and Exemptions

Scotland - SEPA provides guidance in [WST-G-051: Reuse activities and waste regulation](#).

Dealing with Fly Tipped Waste

Fly tipping is the illegal deposit of waste on land. Local councils and the EA / SEPA / NRW / NIEA have a responsibility in respect of illegally deposited waste. Local councils deal with most cases of fly tipping on public land, whilst the relevant environmental regulator investigates and enforces against the larger, more serious and organised illegal waste crimes.

Balfour Beatty employees and anyone working on a Balfour Beatty site is forbidden from bringing personal waste in from home and disposing of it in skips / bins etc. This is a form of fly tipping and costs the business a significant amount of money.

If waste is fly-tipped within the perimeter of a Balfour Beatty site or depot it is Balfour Beatty's responsibility to dispose of it legally and in line with our Waste Duty of Care responsibilities. Waste transfer notes / consignment notes must be produced to cover the disposal of fly tipped waste.

If waste is fly-tipped on public land then the local Council should be informed and they will remove the waste.

If Balfour Beatty is contracted to collect fly tipped waste on behalf of a Council, waste transfer notes / consignment notes must be produced to cover the disposal of fly tipped waste.

Flytipped waste can be reported using the following links:

England & Wales <https://www.gov.uk/report-flytipping>

Scotland <http://dumbdumpers.org/flytipping-online-report-form/>

Northern Ireland <https://www.nidirect.gov.uk/articles/report-waste-crime>

In England, consignment note codes for flytipped waste must have an 'F' added to the end of them e.g. BALFOU/12345F

Disposing of Waste Electrical and Electronic Equipment (WEEE)

All waste electrical and electronic equipment produced by Balfour Beatty must be disposed of in line with the Waste Electrical and Electronic Equipment Regulations. This includes electrical equipment inherited with a site which Balfour Beatty needs to remove.

There are 10 broad categories of WEEE:

- Large household appliances e.g. fridges, cookers, microwaves, washing machines and dishwashers
- Small household appliances e.g. vacuum cleaners, irons, toasters and clocks
- IT and telecommunications equipment – e.g. personal computers, copying equipment, telephones and pocket calculators
- Consumer equipment e.g. radios, televisions, hi-fi equipment, camcorders and musical instruments
- Lighting equipment e.g. straight and compact fluorescent tubes and high intensity discharge lamps, street lamps, street lanterns and cut out and isolators from street lighting columns
- Electrical and electronic tools – e.g. drills, saws and sewing machines, electric lawnmowers
- Toys, leisure and sports equipment e.g. electric trains, games consoles and running machines
- Medical devices e.g. (non infected) dialysis machines, analysers, medical freezers and cardiology equipment
- Monitoring and control equipment e.g. smoke detectors, thermostats and heating regulators
- Automatic dispensers e.g. hot drinks dispensers and money dispensers

Further information is provided in [ENV-RM-0035c](#) Disposing of Waste Electrical and Electronic Equipment.

Disposing of 'Empty' Containers

When disposing of 'empty' packaging such as paint tins, drums and bottles there are rules which must be applied to correctly classify the waste. These are described in Appendix A, example 7 [Waste Classification Guidance on the classification and assessment of waste Technical Guidance WM3](#).

In summary,

- For a waste container to be classed as packaging waste it must be effectively 'empty':
 - If there is a small amount of residual material a container will not be empty if that residual material can be removed.
 - If a container is not empty it will not be classed as packaging waste. It should be classified on the basis of its contents and the source or activity that produced it.
- If a container is nominally 'empty' it can be classed as packaging waste but if it contains a residue then the packaging waste must be assessed on the basis of the residue:
 - If the residue is classed as hazardous waste, the packaging will be classed as hazardous waste
 - If the residue is classed as non-hazardous waste, the packaging will be classed as non-hazardous waste.

Refer to example 7 in WM3 for further guidance. This applies in England, Scotland, Wales and Northern Ireland.

Disposing of Road Sweeper Arisings

Road sweepers are widely used for keeping public roads, site roads, runways and other accesses clean and for suppressing dust. They use water as a means of capturing dirt and dust and are intended to clean up surfaces used by vehicles.

- Any company operating a road sweeper that collects and carries construction or demolition waste must be registered as a waste carrier.
- An appropriate licence or permit is required to empty sweeper arisings onto land.

England – the Environment Agency [Regulatory Position Statement 65 on The Dewatering of Street Sweepings](#) allows contractors operating road sweepers and employed by a Local Authority, or the Highways Agency, to bring back arisings to a yard which the contractor controls to be dewatered. It does not cover a contractor taking road sweeping arisings back to a yard controlled by the Local Authority or Highways Authority. That activity would require an Environmental Permit. Gulley wastes are not covered by the position statement.

See the regulatory position statement for further information and the conditions which must be complied with.

Street sweepings do not include gulley waste. Dewatering gulley waste requires an environmental permit as outlined in [ENV-TBT-0039a Using a Company Waste Transfer Station](#).

Disposing of Gas bottles / cylinders

Empty gas bottles/cylinders which are designed to be refilled are a 'reuse' system and not normally classed as a waste where the bottles remain actively in use. They have a remarkably long life and should always be returned for refilling to the company whose name is on the cylinder.

Damaged cylinders must never be disposed of in general waste or metal recycling bins because they can cause a safety hazard. They must be returned to the supplier so that they can be properly emptied to remove any traces of gas and the valve removed.

The table below outlines whether a gas cylinder is classed as waste or not.

	Cylinder Type	Documentation Required
--	---------------	------------------------

Waste	A cylinder has been damaged and likely to be unsuitable for refilling is returned to the supplier	Must be transported by a registered waste carrier and a waste transfer note is required.
Unlikely to be waste	Cylinder returned to a company for refilling	No waste transfer documentation, either on delivery or collection if they are being returned for refilling

SEPA provide additional guidance in [WST-G-051: Reuse activities and waste regulation](#)

Disposing of Printer & Toner Cartridges

Used printer and toner cartridges are normally classed as waste when the holder discards them or intends to discard them. However, there are some circumstances where they are not likely to be classed as a waste as outlined in the table below:

	Used printer & toner cartridges	Documentation Required
Waste	- Damaged so that they cannot be re-used - Collected to be recycled (other than being re-filled and re-used) - Collected to be disposed of	Must be transported by a registered waste carrier and a waste transfer note is required
Unlikely to be waste	- Refilled with a filling kit - Sent to a company for refilling - Given to an organisation to be refilled and sold on	No waste transfer documentation, either on collection or if posted if they are being returned for refilling

Disposing of Dog Faeces

Dog faeces from collection bins should be classified using EWC code 20 01 99 (municipal wastes – other fractions not specified). Dog faeces must be segregated as a separate waste stream where it is produced in quantities over 7kg or 1 bag per collection. If less is produced it can be placed in with mixed municipal waste ('black bag' waste) using EWC code 20 03 01 (mixed municipal waste).

Disposing of Cigarette Waste

Cigarette waste from collection bins should be classified using EWC code 20 01 99 (municipal wastes – other fractions not specified). Cigarette waste must be segregated as a separate waste stream where it is produced in quantities over 7kg or 1 bag per collection. If less is produced it can be placed in with mixed municipal waste ('black bag') using EWC code 20 03 01 (mixed municipal waste).

Disposing of Electronic Cigarettes

E-cigarettes (both cartridge style and re-fillable tank style) are classed as waste electrical and electronic equipment (WEEE) and must be disposed of as such using EWC code 20 01 36 discarded electrical and electronic equipment.

Further information is provided in [ENV-RM-0035c Disposing of Waste Electrical and Electronic Equipment](#).

Disposing of Offshore generated Waste

All waste generated offshore must be brought onshore for disposal.

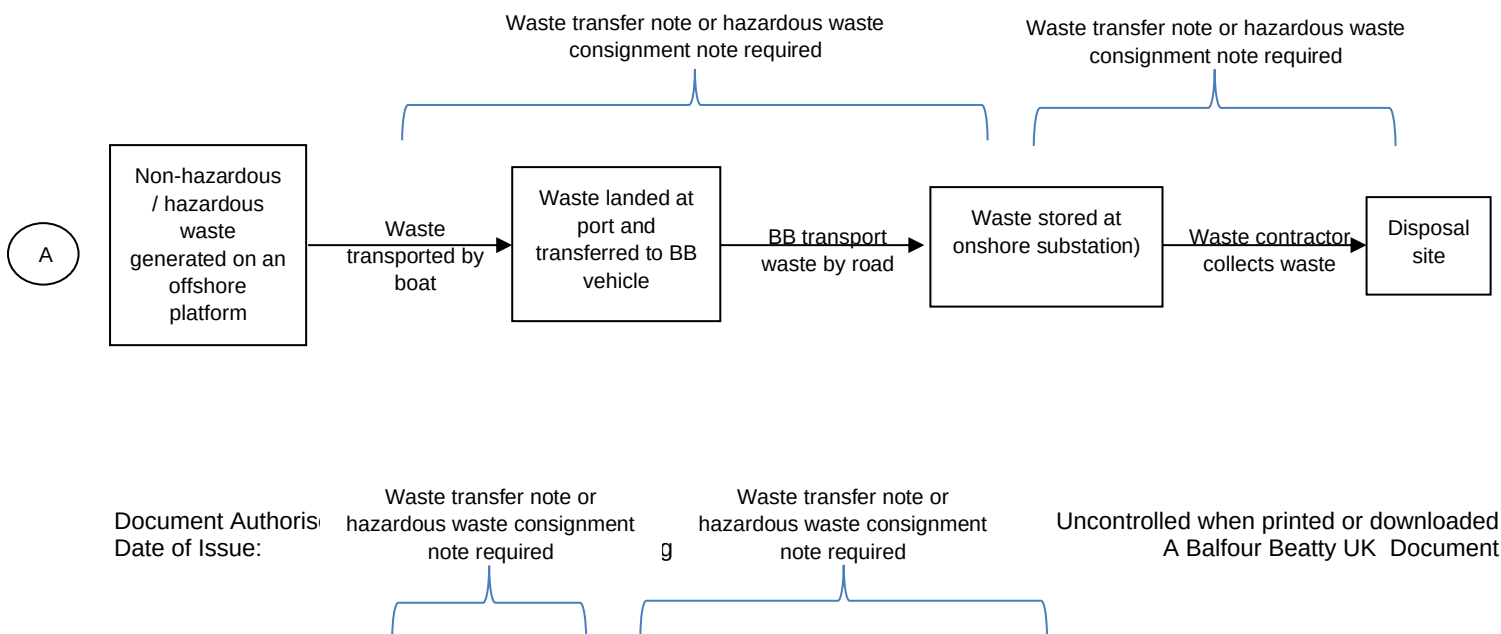
Offshore platforms (OSPs) are considered vessels by the Environment Agency, as even though they are normally stationary, a considerable portion of them will be floated out to their eventual location. This means

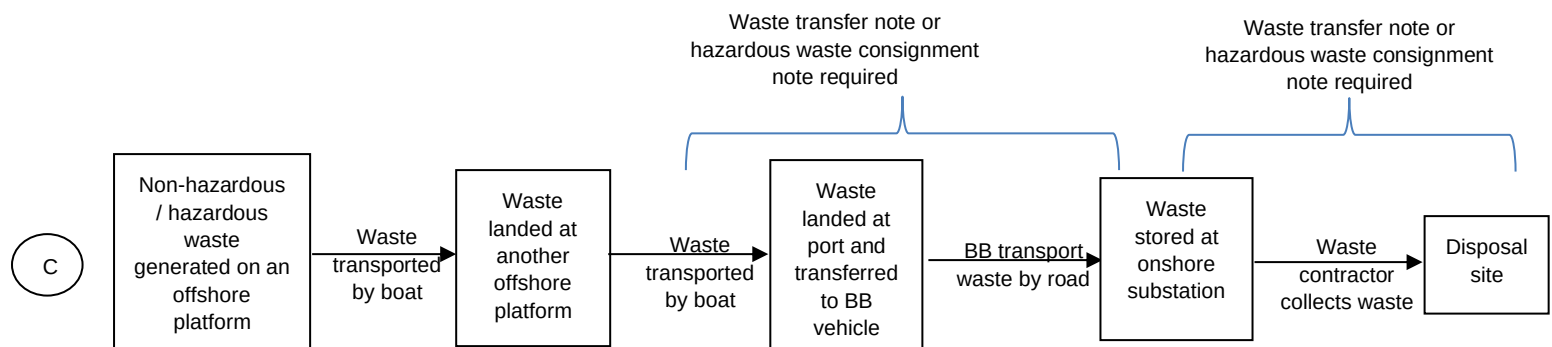
that a consignment note / waste transfer note is required for the movement between the OSP and the harbour/port. The Environment Agency's approach to hazardous waste is that the Ship's Master must issue a hazardous waste consignment note when landing the waste ashore. It is Balfour Beatty's practice to apply this to non-hazardous waste as well. Movement between the harbour/port and disposal facility will require an additional consignment note / transfer note.

Waste may be temporarily stored or 'bulked-up' at an onshore facility (at the port) before being sent for final disposal. The onshore facility must have the appropriate environmental permit/s or waste exemption/s in place for the storage of waste. A waste transfer note or hazardous waste consignment note must be issued for transport of the waste from the onshore facility to the disposal facility.

Ships do not require a waste carriers licence to transport waste. Once on land, a waste carriers licence must be held by any company transporting the waste.

The flow diagrams below show three different scenarios of moving waste generated on an offshore platform and the hazardous waste consignment notes / waste transfer notes required:





Registration of Polychlorinated Biphenyl (PCB) containing Equipment

PCBs are organic chlorine compounds which are good electrical insulators. They are chemically stable, fire resistant and don't easily generate a vapour. These characteristics also make them more environmentally damaging because they are not easily broken down in the environment and tend to accumulate on the fatty tissues of animals and humans.

PCBs were used as insulators in some types of electrical equipment such as transformers, switchgear and capacitors and in the starter units of fluorescent lights.

The PCB Regulations apply to PCBs which are defined as including the following substances

- polychlorinated biphenyls (PCB)
- polychlorinated terphenyls (PCT)
- monomethyl-dibromo-diphenyl methane
- monomethyl-dichloro-diphenyl methane
- monomethyl-tetrachlorodiphenyl methane

PCBs are banned and PCBs and equipment or material containing them must be disposed of as soon as possible unless they are covered by an exception. Exceptions to the ban include:

- Research or disposal
- Transformers
- Small components of equipment

Since 31st July 2000 any equipment contaminated with PCBs must be registered by the holder. Any equipment that contains more than 5 litres of fluid containing PCBs (or more than 5 litres of fluid that has a PCB concentration of more than 0.005% is classed as contaminated equipment).

Any PCB contaminated equipment that Balfour Beatty own must be registered with the relevant regulator. This includes contaminated equipment that:

- Has a legal use (for example transformers with a PCB concentration below 0.05%)
- Does not have a legal use, but has not been disposed of yet (you must tell the regulator how you plan to dispose of it as soon as possible)

More information on the requirements for registration, disposal and labelling of PCBs is available via the following links:

- England & Wales - <https://www.gov.uk/guidance/polychlorinated-biphenyls-pcbs-registration-disposal-labelling#contaminated-equipment>
- Scotland – [The Environmental Protection \(Disposal of Polychlorinated Biphenyls and other Dangerous Substances \(Scotland\) Regulations 2000 – External Guidance](#)
- Northern Ireland - <https://www.daera-ni.gov.uk/articles/registration-and-disposal-polychlorinated-biphenyls-pcbs>

Disposing of Polychlorinated Biphenyls (PCBs)

If Balfour Beatty generates PCB-containing waste through working on our Client's equipment (for example fluid containing PCBs or contaminated PPE), the waste must be disposed via a licensed waste contractor. PCBs are normally destroyed in an incinerator authorised to burn PCBs, although there are other ways of destroying them.

Disposing of Clinical Waste

Small quantities of clinical waste such as used plasters and dressings can be placed in with mixed municipal waste / domestic waste. As a precaution, to protect cleaning staff emptying waste bins, it is advisable to place the used dressings/plasters into a closed plastic bag before placing in the bin.

Disposing of Fire Extinguishers

Fire extinguishers must not be placed in a bin or skip. This is because they are pressurised containers and are potentially dangerous if crushed and the contents can be hazardous to the environment. The manufacturer of the fire extinguisher should be contacted to discuss disposal options and potential take-back schemes. It may also be possible to dispose of them under a fire extinguisher maintenance agreement.

Reuse and Recycling of PPE

Balfour Beatty PPE suitable for re-use within the business can be advertised on the [Balfour Beatty Project Portal](#).

For security reasons, PPE cannot be passed onto third parties without guaranteed certificates of destruction.

A waste transfer note / hazardous waste consignment note must be completed when PPE is disposed of and it must be transported by a registered waste carrier.

Supplementary Information

England, Scotland, Wales & Northern Ireland

Supply Chain Sustainability School [Waste Management toolbox talk \(video\)](#) and [guidance for trainers](#).

England and Wales

Balfour Beatty must take all reasonable steps to ensure that when waste is transferred to another waste holder, it is managed correctly throughout its complete journey to disposal or recovery.

[DEFRA Waste Duty of Care Code of Practice.](#)

England

Hazardous Waste: consignment note guidance <https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance>

Scotland

A waste producer's Duty of Care extends along the entire chain of management of the waste, The Duty is not discharged on handing over the waste to the next holder. Reasonable steps must be taken to make sure that the waste will be managed correctly and legally.

Duty of Care a Code of Practice

Special Waste <https://www.sepa.org.uk/regulations/waste/special-waste/>

Guidance on consigning Special Waste is provided in [A Guide to Consigning Special Waste.](#)

Northern Ireland

[Waste Management – The Duty of Care – A Code of Practice](#)

Regulatory Position Statement – Waste – [Short Guide to Duty of Care Responsibilities](#)

Regulatory Position Statement – [Separate Collection of Dry Recyclables](#)

Hazardous waste movement notice (Northern Ireland) <https://www.gov.uk/hazardous-waste-movement-notice-northern-ireland>

UK Documentation

Reference	Type	Title
ENV-RM-0035b	Reference Material	Standard Industrial Classification Codes
ENV-RM-0035c	Reference Material	Disposing of Waste Electrical and Electronic Equipment
ENV-RM-0035d	Reference Material	Use and Disposal of Coal Bound Tar Materials
ENV-RM-0035e	Reference Material	Waste Testing for Waste Disposal to Landfill
ENV-SF-0035a	Standard Form	Materials Donation Form
ENV-SF-0035b	Standard Form	Hazardous Waste Record of Equipment
ENV-SF-0035c	Standard Form	Waste Contractor Checklist
ENV-SF-0035d	Standard Form	Carriers (available on Sustainability Portal)
ENV-SF-0035e	Standard Form	Waste Management Facilities (available on Sustainability Portal))
ENV-SF-0035f	Standard Form	Waste Transfer Note

ENV-SF-0035g	Standard Form	Hazardous Waste Consignment Note
ENV-SF-0035h	Standard Form	Waste Contractor Audit
ENV-TB-0035a	Toolbox Talk	How to Complete a Waste Transfer Note
ENV-TB-0035c	Toolbox Talk	Fly-tipping
ENV-TB-0035d	Toolbox Talk	Waste Segregation and Storage
ENV-TB-0035e	Toolbox Talk	Street Lighting – Lamp Recycling
ENV-TB-0035f	Toolbox Talk	Coal Tar
ENV-TB-0035g	Toolbox Talk	Control of Road Sweeper Arisings
ENV-TB-0035h	Tool Box Talk	Waste Management: Classification
ENV-TB-0035i	Tool Box Talk	Waste Management: Consignment
ENV-TB-0035j	Tool Box Talk	Waste Management: Compliance
ENV-AL-0035a	Alert	Hazardous Waste Regulations in England
ENV-AL-0035b	Alert	HBCD
ENV-AD-0035a	Advice Note	Assessment and Classification of Waste
ENV-AD-0035b	Advice Note	Waste Recycling in England and Wales
ENV-AD-0035c	Advice Note	Hazardous Waste Consignment
ENV-AD-0035d	Advice Note	Incorrect Disposal of Spoil Potentially Contaminated with Japanese Knotweed
ENV-AD-0035e	Advice Note	Incorrect Classification of Waste Soils
ENV-AD-0035f	Advice Note	Landfill Tax extended to cover illegal disposal of waste
ENV-RM-0035h	Advice Note	Waste Fine in Excess of £500K

External Documentation

Reference	Type	Title
External Document	EA / SEPA / NRW / NIEA technical guidance	Waste Classification Guidance on the

		classification and assessment of waste (WM3)
External Document	DEFRA Code of Practice	Waste Duty of Care Code of Practice
External Document	Natural Scotland	Duty of Care a Code of Practice
External Document	EA – Regulatory position statement	065 Dewatering of road sweepings
External Document	NIEA	Waste Management – The Duty of Care – A Code of Practice
External Document	NIEA	Regulatory Position Statement – Waste – Short Guide to Duty of Care Responsibilities
External Document	NIEA	Regulatory Position Statement – Separate Collection of Dry Recyclables
External Document	SEPA	Reuse Activities and Waste Regulation
External Document	SEPA	A Guide to Consigning Special Waste
External Document	NRW	HWR07 Mobile Services a guide to the hazardous waste regulations.
External Document	Reconomy	Welcome Pack
External Document	Reconomy	Skip and Container Glossary
External Document	Reconomy	Waste Minimisation and Management Best Practice Guide.
External Document	Environment Agency	Hazardous Waste: consignment note guidance
External Document	Environment Agency	Disposal of waste to landfill

Introduction

As a company we have a duty of care to ensure that prior to commencing on-site activities we have a detailed and comprehensive understanding of the ecological value of a site relating to all wildlife (including animals, plants, fungi and soil) regardless of whether they are protected by legislation or not. All species-specific legal requirements must be met and we must work to deliver above and beyond legal requirements to minimise any potential adverse impacts on ecology and biodiversity. Where possible we should achieve measurable net gains in biodiversity in accordance with the [UK's good practice principles on Biodiversity Net Gain \(CIEEM, CIRIA, IEMA, 2016\)](#).

Our activities can negatively impact on protected sites, habitats and species and cause the spread of invasive non-native species. These activities include:

- Damage to vegetation through dust cover;
- Run off of oil/silt or contaminated materials into protected/sensitive ecological features (land and water);
- Accidents and spillages releasing chemicals into protected/sensitive ecological features;
- Excavation or clearance of habitats;
- Killing or injury to wildlife (both protected and non-protected species);
- Tracking injurious and invasive species across, and out of, a project site to another location
- Damage or interference to any protected habitats (including root protection areas);
- Damage, destruction or obstruction of nesting areas, roosting areas, feeding areas and migratory sites;
- Accidental or deliberate killing, injuring, possessing, selling, damaging or obstructing access or a protected species or disturbing a sheltered protected species
- Causing disturbance with noise, vibration, lighting or operations to ecologically sensitive areas (such as foraging areas)

In the UK, legislation is in place to:

- Prevent the loss of sites of ecological and/or geological significance
- Protect vulnerable species and their habitats
- Control the spread of injurious and invasive species

This document sets out the process that Balfour Beatty UK follows to ensure that ecological issues and risks are identified and addressed within the company's operational activities. It explains how to identify and manage our impacts and associated legislative risk regarding protected sites and species.

Additional reference material is available on:

[ENV-RM-0016e Protected Species Handbook](#)

[ENV-RM-0017a Tree and Hedgerow Protection](#)

[ENV-RM-0020a Biodiversity Net Gain](#)

[ENV-RM-0021c Invasive and Injurious Species Handbook](#)

Abbreviations / Definitions

Biodiversity	The variety of wildlife within an area
Tree Preservation Order (TPO)	Put in place by a Local Planning Authority to protect specific trees or a particular area, group or woodland from deliberate damage and destruction. TPOs prevent

	the felling, pruning, uprooting or otherwise wilful damaging of trees without the permission of the Local Planning Authority.
Habitat	Habitat can be defined as an area possessing uniformity of land form, vegetation, climate, or any other quality assumed to be ecologically important. Usually, in terms of site assessment and management, it is uniformity of vegetation that characterises a habitat, for example oak woodland, reed beds, bramble scrub and so on.
Injurious Species	A plant or animal that can cause injury to people or domesticated animals e.g. giant hogweed and ragwort.
Invasive Species	Any non-native animal or plant that has the ability to spread causing damage to the environment and out competing native species e.g. Japanese Knotweed.
cHECK	The Habitat and Ecology Check Assessment tool, which has been developed to ensure the Company has conducted the necessary compliance checks when planning and carrying out works, providing assurance of legal compliance with ecological and environmental legislation.
IEMA	Institute of Environmental Management and Assessment
CIRIA	Construction Industry Research and Information Association
CIEEM	Chartered Institute of Ecology and Environmental Management
SSSI	Site of Special Scientific Importance

Legislation and Regulation

There are numerous pieces of nature conservation legislation and the key pieces for our activities are detailed below. For further details refer to [HSES-RM-0001c UK Environmental Legal Register](#).

England, Scotland, Wales and Northern Ireland **(EN) (S) (W) (NI)**

Environmental Damage (Prevention and Remediation) Regulations (there are individual variants for England, Wales, Scotland and Northern Ireland) impose obligations on certain operators to prevent, limit or remediate environmental damage concerning land, water, protected species or natural habitats and SSSIs. If damage is caused there is a requirement to notify the applicable Environmental Regulator/Competent Authority.

They bring into force rules to force polluters to prevent and repair damage caused to water systems, land quality, species and their habitats and protected sites (the 'Polluter Pays' principle). The 2015 amendment extends environmental damage to include damage to the status of marine waters.

Natural Environment and Rural Communities Act established Natural England, responsible for conserving, enhancing and managing England's natural environment. The act makes provision in respect of biodiversity, pesticides harmful to wildlife, the protection of birds and in respect of non-native species. The act is split into 10 parts:

- Part 1 (Natural England and the Commission for Rural Communities) – England & Wales only
- Part 2 (nature conservation in the UK) – England, Wales, Scotland, Northern Ireland
- Part 3 (wildlife) - England & Wales
- Part 4 (sites of special scientific interest) – England & Wales
- Part 5 (National Parks and the Broads) – England & Wales only
- Part 6 (rights of way) – England and Wales
- Part 7 (inland waterways) – England, Wales and Scotland

- Part 8 (flexible administrative arrangements) – England and Wales. Chapter 2 (powers to reform agricultural bodies) extends also to Scotland and Northern Ireland. Chapter 3 (financial assistance) extends also to Northern Ireland.
- Part 9 (miscellaneous), section 98 (byelaws relating to land drainage) extends to England and Wales only, and section 99 (abolition of certain agricultural committees) extends to the whole of the UK.
- Part 10 (final provisions) - England, Wales, Scotland and Northern Ireland.

England, Wales and Scotland (EN) (S) (W)

The Wildlife and Countryside Act forms the basis of most statutory wildlife protection in the UK. It is divided into four parts:

- Part I deals with the protection of animals and plants. It details the level of protection afforded to species listed in the various schedules of the act.
- Part II relates to the countryside and national parks and the designation of protected areas (Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs)
- Part III covers public rights of way
- Part IV deals with miscellaneous provisions of the act

Animal Welfare Act and the Animal Health and Welfare (Scotland) Act applies when wild animals (vertebrates) come into our care, even if only temporarily. Individual animals must be treated humanely, including not causing unnecessary suffering. The removal of otherwise unprotected species from a site is covered by this, as well as providing additional protection to otherwise protected species (such as when carrying out translocation operations).

Protection of Badgers Act provides for the protection of badgers and their setts by making it an offence to:

- Take, kill or injure a badger
- Damage, interfere with or destroy a sett, including obstructing access to a sett
- Interfere with badger while it is in the sett or other place of shelter,

Salmon and Freshwater Fisheries Act deals with problems of pollution making it an offence to knowingly permit the flow of poisonous matter and polluting effluents into river courses.

Weeds Act covers 5 injurious (harmful) weeds: common ragwort (*Senecio jacobaea*), spear thistle (*Cirsium vulgare*), creeping or field thistle (*Cirsium arvense*), curled dock (*Rumex crispus*) and broad leaved dock (*Rumex obtusifolius*). It is not an offence for these plants to be growing on land, however they are required to be kept under control by the landowner.

England and Wales (EN) (W)

Conservation of Habitats & Species Regulations provides for the designation and protection of 'European Sites' and the protection of 'European Protected Species'. It requires that a marine licence is required for all works in UK inshore waters.

Countryside and Rights of Way (CROW) Act containing five Parts and 16 Schedules, the Act provides for public access on foot to certain types of land, amends the law relating to public rights of way, increases measures for the management and protection for Sites of Special Scientific Interest (SSSI) and strengthens wildlife enforcement legislation, and provides for better management of Areas of Outstanding Natural Beauty (AONB).

Schedule 12 of the Act amends the species provision of the Wildlife and Countryside Act 1981, strengthening the legal provision for threatened species. The provisions make certain offences 'arrestable', create a new offence of reckless disturbance, confer greater powers to police and wildlife inspectors for

entering premises and obtaining wildlife samples for DNA analysis, and enable heavier penalties on conviction of wildlife offences.

Scotland (S)

Natural Heritage (Scotland) Act established Scottish Natural Heritage (SNH) whose role covers wildlife and landscape conservation through the management of designated areas, and the provision of advice to developers and local planning authorities on countryside conservation and development issues

Nature Conservation (Scotland) Act provides increased protection and management of SSSIs

Northern Ireland (NI)

Conservation (Natural Habitats etc.) Regulations (Northern Ireland) is the principle piece of nature conservation legislation in Northern Ireland. It relates to nature reserves, Areas of Special Scientific Interest (ASSIs), wildlife protection and the implementation of the European Habitats Directive. It provides for the designation, protection and management of European Protected Sites: SACs (Special Areas of Conservation) listed under the Habitats Directive and SPAs (Special Protected Areas) listed under the Birds Directive.

Environment (Northern Ireland) Order 2002 Provides the Department of Environment for Northern Ireland with the power to declare areas of land as Areas of Special Scientific Interest (ASSI) where the land is of special interest by reason of its flora, fauna, geological, physiographical or other features and needs to be protected. Consent must be obtained before carrying out any 'notifiable operation' specified in the declaration (unless it is carried out as part of a management agreement or management notice).

Nature Conservation and Amenity Lands (Northern Ireland) Order 1977 establishes the Council for Nature Conservation and the Countryside. Provides the Department for Environment Northern Ireland with the power to acquire land for the purpose of managing it as a nature reserve and allows marine nature reserves to be established. Byelaws can be made to protect both nature reserves and marine nature reserves.

Noxious Weeds (Northern Ireland) Order 1977 defines ragwort, thistle, dock and wild oat as noxious weeds and places a legal responsibility on landowners to prevent the spread of other weeds.

Wildlife (Northern Ireland) Order 1985 makes it an offence to intentionally kill, injure or take any wild birds or their eggs or nests. Specific penalties are available for offences related to birds listed on Schedule 1, for which there are additional offences of disturbing these birds at their nests or their dependent young.

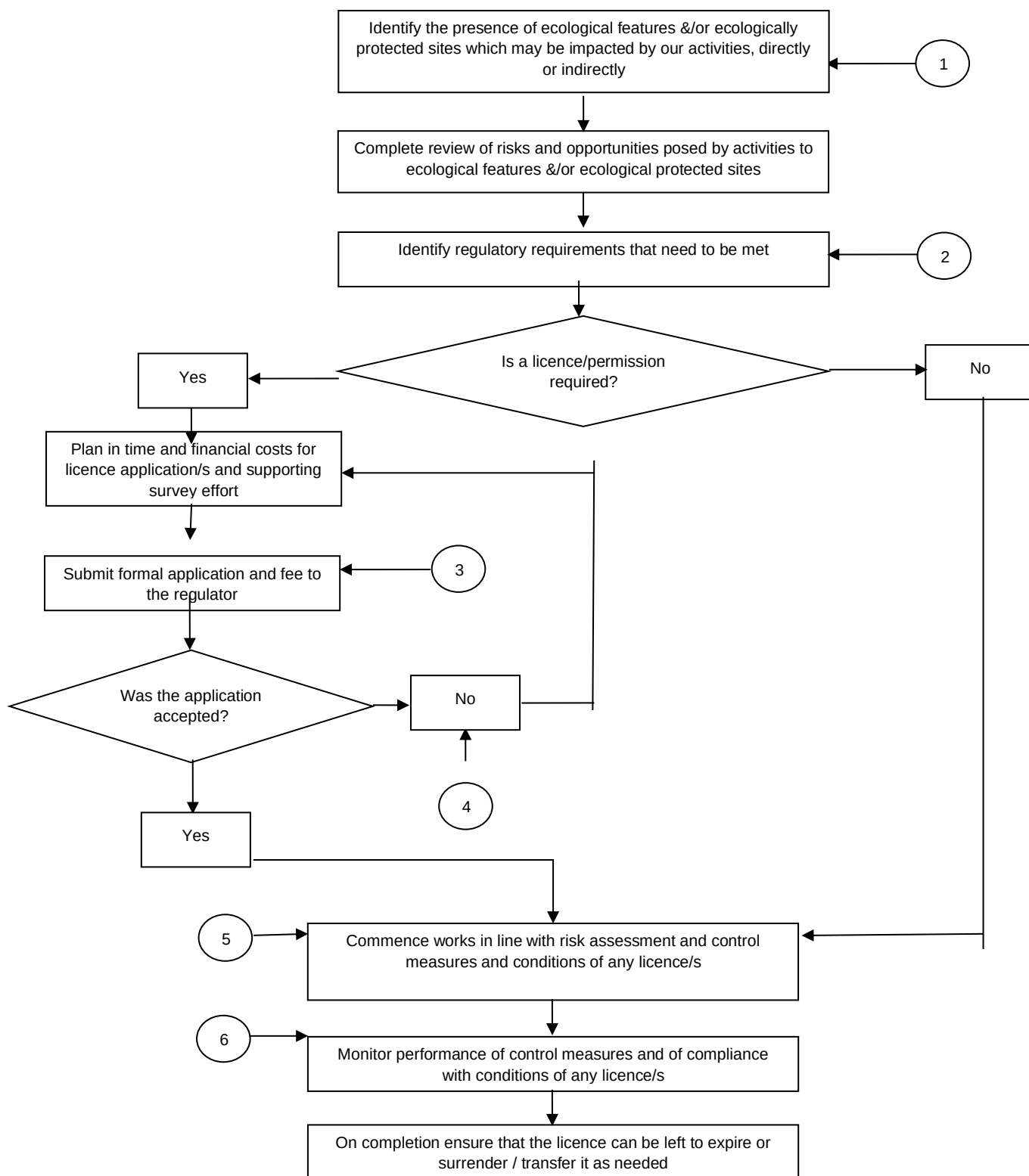
It is an offence to intentionally kill, injure or take, possess or trade in any wild animals listed in schedule 5, and to interfere with places used for shelter or protection or intentionally disturbing animals occupying such places. Certain methods of killing, injuring or taking wild animals are also prohibited.

It is an offence to pick, uproot, trade in or possess (for the purpose of trade) any wild plant listed in Schedule 8, and prohibits the unauthorised intentional uprooting of some plants.

The Order also contains measures for preventing the establishment of species not native to Northern Ireland which may be detrimental to native wildlife, and prohibits the release of animals and the planting of plants listed in Schedule 9.

Licences are used to regulate the activities that may affect protected species and their environment.

What you need to do



Note 1 - Identify the presence of ecological features &/or ecologically protected sites which may be impacted by our activities, directly or indirectly

In order to understand the potential risks our work presents to ecological features, the presence of protected species (plants and wildlife) and protected sites must be identified well in advance (e.g. at least 3 months) of works starting on site.

This may include information received from the client, specialist surveys, and external consultation with environmental/conservation regulators and local wildlife trusts/bodies etc. Any information passed to the project team must be assessed for completeness, including how recently surveys were carried out. Any ecological data (including surveys) more than one year old must be reviewed with a suitably qualified ecologist to determine their accuracy and validity and whether they need to be repeated and/or updated.

If works/activities are demobilised and will be remobilised after 3 months or more, the environmental risks and opportunities assessment ([ENV-SF-0001a](#)) must be re-visited and the ecological risks updated as necessary in advance of works re-commencing.

Any ecological mitigation measures must be implemented in accordance with the stipulated requirements which can mean implementing the mitigation prior to works/activities commencing. If the identified mitigation requirements cannot be followed, alternatives must be sought via your HSES Advisor and approved by an ecologist. Ecological mitigation requirements must be briefed to site personnel in advance of works re-commencing.

Ecological mitigation requirements must be revisited in line with [ENV-RM-0016b Ecology Calendar](#) with specific attention paid to the lifecycle of protected species and seasonal restrictions on working and ecological surveying activities. We must ensure that seasonally constrained activities are undertaken at the most appropriate time of the year, depending on the species concerned.

As wildlife is mobile and may move into an area, or if work is being carried out at a different time of year from when it was originally planned, or if site conditions have changed (e.g. vegetation has been allowed to re-establish) additional ecological surveys may be required and, if so, must be undertaken to identify whether the planned ecological mitigation has changed.

Wildlife

Work should not commence until up-to date and complete ecological data/surveys have been carried out and provided to the project team and recommended mitigation measures implemented.

Where the client has not provided any recent or complete ecological data/surveys (see above) at tender stage, sites identified as having ecological potential and/or trees are present, must be surveyed prior to works commencing.

The following describes the types of assessment available and when they should be used.

Internal Ecology Assessment (BB tool)

These are carried out by company personnel using the Ecology and Biodiversity Assessment Tool ([ENV-SF-0016a](#)) which is designed to identify the likely species and habitats that the project will come into contact with. Recommendations will be either to conduct a field survey to identify any ecological mitigation requirements for works to proceed, or no field survey is required and works can proceed.

EcoCheck Assessment Tool (BB tool)

EcoCheck is an in-house mobile application (app) which is used primarily in Balfour Beatty Living Places (BBLP) to assess the ecological risk of individual work activities. More information on carrying out an EcoCheck assessment can be found in EcoCheck Assessment User Guide ([ENV-RM-0016c](#)).

Preliminary Ecological Appraisal (PEA)

Also known as an extended phase 1 habitat survey, a preliminary ecological appraisal (PEA) is carried out by a suitably qualified ecologist (either client specified, internal or company approved). It can be undertaken at any time of year and consists of:

- **Desk study exercise** - undertaken in order to collect ecological baseline data relating to the site and its surrounds. Ecological data will be requested from a number of consultees; and
- **Phase 1 habitat survey** – a standard technique for classifying and mapping British habitats using a walkover survey with the aim of providing a record of habitats that are present on site. During the survey, the presence, or potential presence, of protected species will be noted.

A Preliminary Ecological Appraisal report will be produced, which will include a detailed map of the habitats on site. This report will summarise the results of both the desk study and the field survey, and will include an assessment of the likely impact of the project on both habitats and notable species. Recommendations for any further works needed to ensure compliance with wildlife legislation and relevant planning policy will be made.

Some recommendations might have seasonal constraints so must be planned and budgeted for early on (see the Ecology Calendar ([ENV-RM-0016b](#)))

Species Specific Surveys

These are carried out by a suitably qualified ecologist (either client specified, internal or company approved) on species identified in the Phase 1 Habitat Survey as requiring more investigation. Following the survey, a report is produced detailing potential impacts of works and any mitigation requirements. These might require a licenced ecologist in attendance during works, for example if works might affect protected species such as badgers, bats, white-clawed crayfish and great crested newts.

Species specific surveys are likely to be subject to seasonal constraints. The Ecology Calendar ([ENV-RM-0016b](#)) identifies the optimum times for carrying out surveys for specific species.

Ecologically Protected Sites

The location of key ecologically protected sites can be identified using the following links:

- England - <https://magic.defra.gov.uk/>
- Wales - <https://naturalresources.wales/guidance-and-advice/environmental-topics/wildlife-and-biodiversity/find-protected-areas-of-land-and-seas/designated-sites/?lang=en>
- Scotland - <http://gateway.snh.gov.uk/sitelink/index.jsp>
- Northern Ireland - <https://www.daera-ni.gov.uk/services/searching-protected-areas>

A list of the ecologically protected sites to look for is included in Table 1.

Note 2 - Identify regulatory/permit requirements that need to be met

Wildlife

A licence may be required by anyone who wishes to carry out an activity prohibited under wildlife legislation. For example:

- to kill or take certain protected species to prevent problems
- to carry out surveys or conservation work
- to disturb or damage the habitat of certain protected species (even accidentally)
- to possess or keep certain wildlife.

To use a licence you must follow the conditions contained in each licence and submit records and annual reports if required.

Wildlife protection laws are different in England, Scotland, Wales and Northern Ireland. Professional ecological guidance must be sought and followed. The regulator in your area can also be contacted to find out which species are protected and what you can and can't do.

- England – [Natural England](#)
- Wales – [Natural Resources Wales](#)
- Scotland – [Scottish Natural Heritage](#)
- Northern Ireland - [Northern Ireland Environment Agency](#)

To use any licence you must follow the conditions written in each licence and submit records and annual reports if the regulator asks you to do so. There are three main types of licence

General Licences

A set of standardised licences that anyone who satisfies the eligibility criteria may use. They are used for activities that carry a low risk to the conservation or welfare of a protected species. e.g. to remove abandoned or unsuccessful bird eggs. These licences do not need to be applied for but the conditions must be followed on any licence used. The licences differ depending where the work is taking place.

For further information on general licences refer to:

- England - <https://www.gov.uk/government/collections/general-licences-for-wildlife-management>
- Wales - <http://www.cyfoethnaturiolcymru.gov.uk/permits-and-permissions/protected-species-licensing/uk-protected-species-licensing/general-licences-2018-birds/?lang=en>
- Scotland – <https://www.gwct.org.uk/scotland/advice/scottish-general-licences/>
- Northern Ireland - <https://www.daera-ni.gov.uk/articles/wildlife-licensing>

Class Licences (England only)

Are needed if you are doing work that needs a specific skill or experience to avoid the risk to the conservation or welfare of a protected species. These licences are typically held by registered ecologists carrying out specific activities such as surveying for protected species. If work is going to be carried out under a class licence you:

- Must be registered to use most class licences (or have a licensed ecologist)
- Must apply to be registered for each licence you use
- Remain eligible to use the licence(s) for as long as you remain registered
- Meet the recording and reporting requirement for each licence

For further information on class licences in England refer to:

- <https://www.gov.uk/government/collections/class-licences-for-wildlife-management>

Individual Licences (including European protected species)

Must be applied for if any activity is being carried out that affects a protected species (including European protected species) and is not covered by a general or class licence. This includes activities such as:

- Disturbing, trapping or handling protected species
- Disturbing their habitats, for example by cleaning out a pond or building a housing development

If a licence is granted, its conditions will require a suitable scheme of mitigation to be implemented, i.e. measures aimed at minimising or even cancelling the negative impact of plans and projects during or after their completion. The licences differ depending where the work is taking place.

For further information on individual licences refer to:

- England – <https://www.gov.uk/guidance/wildlife-licences#types-of-licence>
If works affects a European protected species, a [mitigation licence](#) is also required if your work will have impacts European protected species that would otherwise be illegal such as:
 - capturing, killing, disturbing or injuring them (on purpose or by not taking enough care)
 - damaging or destroying their breeding or resting places (even accidentally)
 - obstructing access to their resting or sheltering places (on purpose or by not taking enough care)

Further information on mitigation licences is available from [Natural England](#)

- Wales – <http://www.cyfoethnaturiolcymru.gov.uk/permits-and-permissions/protected-species-licensing/?lang=en>
- Scotland - <https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-legislation>
- Northern Ireland - <https://www.daera-ni.gov.uk/articles/wildlife-licensing>

In order to successfully apply for a European protected species licence (mitigation licence in England), a licence application must pass 3 legal tests:

- The activity must be for a certain purpose such as preserving public health or public safety or other imperative reasons of overriding public interest
- There must be no satisfactory alternative
- The activity will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range (the creation of new habitats to offset any damage may be required)

Ecologically Protected Sites

There are various ecological designations for ecologically protected sites which can be protected under European and national law. In addition Local Authorities have the ability to establish and maintain sites of regional and local importance.

When our activities could affect a protected site, discussions with the appropriate regulatory authority must take place as early as possible before starting works to allow consultation on any required permissions and working conditions. These specific working requirements must be built into methods of work and site teams must be briefed on the specific working requirements at the start of work. Work requirements can also require watching briefs by suitably qualified ecologists, which must be planned and budgeted for as early as possible.

Copies of any permit for working in, or near a protected site must be included in the site files or Project Management Plan, and be available to every visitor to site upon request. 'Near' can be many miles away depending on the qualifying feature for the designation and connectivity from the works to the protected site.

Table 1 – Key Ecologically Protected Sites

Sites of International importance	
RAMSAR (The UK is a signatory to this international convention)	Sites listed under the convention of wetlands of international importance. The protected sites are of importance as wildfowl habitats. UK Statutory Designation <u>UK Statutory Designation:</u> a RAMSAR site is always designated as a SSSI (Site of Special Scientific Interest) in England, Wales & Scotland <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, Department of Agriculture Environment and Rural Affairs (Northern Ireland)
Special Protection Area (SPA)	Classified under the European Community Directive on the conservation of wild birds. <u>UK Statutory Designation:</u> SPA - all SPA's are SSSI's in England, Wales & Scotland <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, Department of Agriculture Environment and Rural Affairs (Northern Ireland)
Special Area of Conservation (SAC)	This legislation is based on the European Community Directive on the Conservation of Natural Habitats and of Wild Flora and Fauna (the Habitats Directive). <u>UK Statutory Designation:</u> SAC (all SAC's are SSSI's in England, Wales & Northern Ireland) <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, Department of Agriculture Environment and Rural Affairs (Northern Ireland)
Sites of National Importance	
Sites of Special Scientific Interest (SSSI)/ Areas of Special Scientific Interest in Northern Ireland.	All SSSIs / ASIs have been studied in detail prior to being awarded protected status. The reason for protection of an individual SSSI / ASI will be included within the site schedule. The SSSIs/ASSI designation may extend into intertidal areas. <u>UK Statutory Designation:</u> SSSI / ASSI <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, and Northern Ireland Environment Agency
National Nature Reserve (NNR)	An NNR is managed primarily for nature conservation benefits. <u>UK Statutory Designation:</u> NNR <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, and Northern Ireland Environment Agency

Areas of Special Protection (England & Wales)/Wildlife Refuges (Northern Ireland)	Designation aims to prevent the disturbance and destruction of the birds for which the area was identified, by making it unlawful to damage or destroy either the birds or their nests and in some cases by prohibiting or restricting access to the site. Wildlife Refuges are equivalent to Areas of Special Protection in Northern Ireland. Sites in Northern Ireland with a 'Bird Sanctuary' designation may be afforded similar protection to Wildlife Refuges. <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, and Northern Ireland Environment Agency
Marine Conservation Zones (MCZs)	Marine Conservation Zones can be established to protect nationally important marine wildlife, habitats, geology and geomorphology and can be designated anywhere in English and Welsh inshore and UK offshore waters. <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, and Northern Ireland Environment Agency
Marine Protected Areas (MPAs) - Scotland	Nature conservation Marine Protected Areas can be designated in offshore waters around Scotland. MPAs may also be designated for demonstration and research and for historic/cultural conservation. <u>Regulator:</u> Scottish Natural Heritage
Marine Nature Reserves (MNRs)	Marine Nature Reserves are used to protect an area of the sea and seabed (which can include intertidal areas) to conserve marine flora and fauna and geological features of special interest, while providing opportunities for study of marine systems. They are a mechanism for the protection of nationally important marine (including subtidal) areas. These are being slowly replaced by MCZs in England and Wales only. <u>Regulator:</u> Natural England, Scottish Natural Heritage, Natural Resources Wales, and Northern Ireland Environment Agency
UK BAP priority species and habitats and The UK Post-2010 Biodiversity Framework	UK BAP priority species and habitats were identified as being the most threatened and requiring conservation action under the UK Biodiversity Action Plan (UK BAP). The original lists of UK BAP priority species and habitats were created between 1995 and 1999, and were updated in 2007. Now superseded, the UK BAP lists of priority species and habitats remain important reference sources as they have been used to help draw up statutory list of priority species in England, Scotland, Wales and Northern Ireland. The UK Post-2010 Biodiversity Framework, published in July 2012 has succeeded the UK BAP and much of the work previously carried out under the UK BAP is now focused at a country level.

Common Land and Village Greens	Common land is owned e.g. by a local council, privately or by the National Trust. The public usually have the right to roam on it, using it for certain activities like walking and climbing. Some common land has different rights, so it may be able to be used for other activities e.g. horse-riding. Town and village greens can usually be used for sports and recreation. Some also have 'rights of common over them' like grazing livestock. The right to roam doesn't apply. Many green are owned and maintained by local parish or community councils and some are privately owned. In order for Balfour Beatty to carry out any work activities across common land or village greens (including parking plant or vehicles or the establishment of a site compound), formal permission must be obtained. Find out where your local common land or village green is by contacting your local council as it keeps the 'Register of Common Land and Village Greens' for your area.
Sites of Regional or Local Importance	
Local Nature Reserve (LNR)/Local Authority Nature Reserves (LANRs) in Northern Ireland	A habitat of local significance that makes a contribution to nature conservation and to the opportunities for the public to enjoy wildlife <u>Regulator:</u> Local Authority
Non-statutory nature reserves	These areas are established and managed by a variety of public and private bodies for specific ecological interest <u>Regulator:</u> County Wildlife Trusts, Royal Society for the Protection of Birds etc.
Site of Importance for Nature Conservation/Key Wildlife Site	Usually adopted by the local authority for planning purposes. The name and status of this type of site varies considerably. <u>Regulator:</u> Local Authority

Note 3 - Submit formal application and fee to regulator

Wildlife

When applying for a licence, the correct application form must be used. For details of the forms, use the links below:

- England - <https://www.gov.uk/guidance/wildlife-licences>
- Wales - <http://www.naturalresources.wales/permits-and-permissions/protected-species-licensing/uk-protected-species-licensing/?lang=en>
- Scotland - <https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing>
- Northern Ireland - <https://www.daera-ni.gov.uk/articles/wildlife-licensing>

It is usual that a "named ecologist" (i.e. the ecologist named on the licence) will need to apply for a licence on behalf of a specific, responsible individual on the project (such as the Project Director, Site Lead, Environmental Specialist etc). For some licensed activities (e.g. surveys, certain research activities or

implementing mitigation works in relation to developments), the applicant may be required to provide information or references demonstrating technical expertise. The relevant application form will explain what you must provide.

The time a regulator takes to determine whether a licence should be issued is typically 30 working days (6 weeks), but this may vary depending on the time of year and the type of licence (and can be much longer). Sufficient time must be built into the project programme for licence applications to be made. If an application is put on hold for any reason by the regulator at any stage, the clock will stop until the issue has been resolved.

In certain 'emergency' situations licences can be issued more quickly. An emergency situation is where there is an immediate risk to health, life, property or environment. The regulator must be consulted about licences needed in such situations.

You may not assume that consent has been granted if you do not receive a response within 30 working days. In this instance, the licence application must be followed up with the regulator. Work must not commence until the licence has been received from the regulator.

Some licences and general advice are provided free of charge. The relevant application form will give full guidance. The regulator can also be contacted to confirm current licence and advice costs.

Ecologically Protected Sites

When applying for consent/assent to work in an ecologically protected site, the correct application form must be used. For details of the forms to use when applying for SSSI/ASSI consent/assent, use the links below. For all other designations, contact the regulator in the area where you are working.

- England – <https://www.gov.uk/guidance/sites-of-special-scientific-interest-public-body-responsibilities>
- Wales – <https://naturalresources.wales/guidance-and-advice/environmental-topics/wildlife-and-biodiversity/find-protected-areas-of-land-and-seas/guidance-to-site-of-special-scientific-interest-sssi-land-owners-and-occupiers/?lang=en>
- Scotland – <https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/protected-areas/national-designations/sites-special-scientific-interest>
- Northern Ireland - <https://www.daera-ni.gov.uk/topics/land-and-landscapes/areas-special-scientific-interest>

The time a regulator takes to determine SSSI consent/assent varies:

- England - 28 working days
- Wales – 28 days
- Scotland – up to 4 months
- Northern Ireland – up to 3 months

Sufficient time must be built into the project programme for licence applications to be made. If an application is put on hold for any reason by the regulator at any stage, the clock will stop until the issue has been resolved.

A fast track service may be available if consent/assent is required more quickly. The regulator must be consulted about this.

If a written response is not received within the timeframe detailed above it must be assumed that consent/assent has been refused. In this instance the regulator must be contacted for further information. Work must not commence until formal consent/assent has been received from the regulator.

Note 4 – Application refused

The letter issued regarding the licence application and its refusal will set out how an appeal against the decision can be made

Note 5 – Commence works in line with identified risk and control measures and conditions of any licence

Where wildlife has been identified, appropriate working methods must be developed and implemented by suitably qualified professionals to minimise the risk of harm, regardless of whether it is protected or not. Mitigation measures must be interrogated to ensure they are fit for purpose.

If works are being remobilised after 3 months or more, [BMC-SF-0001e Sales to Delivery Handover Checklist](#) must be completed again, ensuring that ecology risks are reviewed.

Work activities must be programmed with regard to the life cycle of protected species, including nesting birds, to first avoid and then minimise disturbance and to ensure compliance with legislation. See Ecology Calendar ([ENV-RM-0016b](#)).

If mitigation requirements are identified following ecological surveys, these must be followed or alternatives sought via your HSES Advisor and approved by an ecologist.

All ecological risks and control measures must be:

- Included in [PRM-TF-0001a Project Management Plan](#) by documenting activities that will impact on ecological features and how these activities will be managed i.e. the mitigation measures to be implemented
- Included in Work Package Plans and Task Briefing Sheets, as well as CEMPs
- Included in method statements
- Briefed to employees and subcontractors before work commences as part of project induction training. It must highlight the wildlife and habitat protection controls in place at relevant locations, and periodic refresher training must be carried out using toolbox talks on wildlife and habitat protection.

Details and information of ecological receptors must be included in the Emergency/Incident Response Plan and if required, a specific Ecological Management Plan must be produced.

Copies and requirements of licences must be available on site and complied with in full. Deviations from licence conditions must be reported as an environmental incident as per [HSES-PR-0005 Incident Reporting and Investigation](#).

Protected sites and species must be fenced off if required, and clearly demarcated as ecological exclusion zones prior to works starting. Ecological exclusion zones must be marked on site plans and communicated to employees and subcontractors. The type of demarcation and signage required will depend on the

location of the exclusion zone and the reason for protection. Consideration must be given to the wording of any signage, for example to avoid bringing unwanted attention to the area e.g. badger sett.

If an ecological watching-brief is required on site this would normally be carried out by a suitably qualified ecologist. Specially licenced ecologists may be required if working near protected species such as badgers, bats, white-clawed crayfish, dormice and great crested newts. The advice of ecological specialists and/or consultants must be followed at all times.

Note 6 - Monitor performance of control measures and of compliance with conditions of any licence/s

An inspection of any mitigation measures and controls such as barriers and reptile fences must be undertaken by the Management Environmental Representative (MER) and recorded on [ENV-TF-0004a Environmental Management Representative Inspection](#).

If the control measures fail, the emergency arrangements set for the activity must be followed if needed. The work must be stopped and the risk assessment, control measures and compliance with any licence/s reviewed.

Environmental incidents must be reported as per [HSES-PR-0005 Incident Reporting and Investigation](#).

The regulator must be notified of any proposed changes to the methodology/mitigation measures which were agreed as part of the licence application process.

Injury or death to plants & wildlife

The injury or death of a protected species (plants & wildlife) must be reported to the regulator. When work is taking place within or adjacent to a protected site, the death or injury of plants & wildlife must be reported to the regulator regardless of whether the species is protected or not.

Additional Information

Discovery of unknown or unexpected ecology

In the event of a suspected protected species, unprotected species or an invasive or injurious species being discovered the following actions must be taken:

- Stop works in the area, as soon as safe to do so, and cordon off. Restrict access to the area until additional advice is obtained
- Contact the appointed ecologist or HSES Advisor for advice
- Identify methodology for dealing with the issue
- In the case of protected species and designated sites, the appropriate authority must also be informed after consultation with the ecologist
- Identify, discuss and agree measures required ensuring compliance with legislation, when works can be completed, and what should be included within the method statement. Agreement and discussions must be recorded and kept on file.
- Report any expected findings in line with [HSES-PR-0005 Incident Reporting and Investigation](#).

European Protected Species

European protected species are those species listed in Annex IV to the Habitats Directive and include:

Annex IV to the Habitats Directive

Large blue butterfly (<i>Maculinea arion</i>)	Bats (all species)	Pool Frog (<i>Rana lessonae</i>)
Otter (<i>Lutra lutra</i>)	Sand lizard (<i>Lacerta agilis</i>)	Great Crested Newt (<i>Triturus cristatus</i>)
Smooth snake (<i>Coronella austriaca</i>)	Natterjack toad (<i>Bufo calamita</i>)	Wild cat (<i>Felis silvestris</i>)

A full list of Annex IV species can be found [here](#).

Invasive or Injurious Species

Methods of work must be adopted that prevent the spread of invasive or injurious species and ensure that any waste is disposed of appropriately. If you encounter any invasive or injurious species stop works and contact your HSES Adviser.

Note: Although invasive or injurious weeds are not classed as hazardous/special waste their disposal routes are restricted and so they must not be mixed with other waste. The disposal location and/or waste broker must be notified of the weed type prior to collecting the waste/taking it to the disposal location.

Guidance on commonly found invasive or injurious species and how to manage them is provided in [ENV-RM-0021c Invasive and Injurious Species Handbook](#).

Biosecurity

Biosecurity is a set of measures put in place to prevent the introduction and spread of harmful organisms and invasive species that are a threat to other plants and animals. Where a risk has been identified through site surveys, biosecurity measures must be put in place.

Guidance on implementing biosecurity measures is provided in [ENV-RM-0021a Biosecurity Measures](#).

Trees

Trees are a vital part of our cities, towns and countryside landscapes and offer many benefits. Where work is taking place in close proximity to trees, appropriate mitigation measures must be put in place to prevent harm to them, including to their branches, foliage trunk and roots, regardless of whether or not they are protected. Trees must not be pruned/cut during the bird nesting season. If this is unavoidable the presence of nesting birds must be checked for prior to works on the tree commencing.

Detailed guidance is provided in [ENV-RM-0017a Tree and Hedgerow Protection](#).

Hedgerow Management

In England, it is a criminal offence to deliberately remove or otherwise destroy a 'protected' hedgerow without permission. A hedgerow will be protected if it is mature and over 20 metres in length, or connected at both ends to another hedgerow of any length. Hedgerows which mark the edge of a garden are not protected.

Where work is taking place in close proximity to hedgerows, appropriate mitigation measures must be put in place to prevent harm to them regardless of whether or not they are protected.

Detailed guidance is provided in [ENV-RM-0017a Tree and Hedgerow Protection](#).

All Cornish and Devon hedgerows are protected by local by-laws, and permission and advice is needed from the Local Planning Authority prior to the start of works. For further information see [ENV-TB-0017c Devon and Cornish Hedgerows](#).

In all cases, hedgerows must not be pruned/cut during the bird nesting season. If this is unavoidable the presence of nesting birds must be checked for prior to works on the hedge commencing. If nesting birds are present, no works may be carried out to the hedge. Hedgerows also provide a valuable habitat for invertebrates and small mammals (including dormice) and appropriate surveys must be carried out prior to undertaking any works on a hedge.

Peat Management

The effective management of peat soils is important for the following reasons:

- Significant carbon storage - Peat soils in Scotland contain almost 25 times as much carbon as all other plant life in the UK
- Peatlands are internationally important wildlife habitats
- Peatlands absorb atmospheric pollutants, improving water quality downstream, leading to productive fisheries and high quality drinking water
- Peatlands help with flood regulation

Peat habitats may need to be inspected during works. Inspections can be recorded using [ENV-SF-0016b](#) Peat Management.

A peat management plan may be required when working on, or near, peat-based soils. This is normally in any one of the following situations;

- Client or 'other' stakeholder requirement
- Handling, movement or removal of more than 50m³ of peat
- On any site where there is a significant risk of peat slide or pollution from disturbed peat, or degradation of peat
- If the storage of peat is for longer than four months

If you think a peat management plan may be required for the project contact your HSES Advisor and, where appropriate, seek specialist environmental advice.

Biodiversity Net Gain

In 2016, IEMA, CIRIA and CIEEM published the UK industry's first Good Practice Principles on Biodiversity Net Gain. They defined Biodiversity Net Gain as development that leaves biodiversity in a better state than before, and as an approach whereby developers partner with local wildlife groups to support their priorities for nature. This means that Biodiversity Net Gain is not just outweighing losses of biodiversity with gains. It is about developers making a meaningful and long-term contribution to local priorities for conserving and enhancing nature.

Opportunities should be sought to create and reinstate landscape features that will provide a net gain in biodiversity in line with local, national or client Biodiversity Action Plans or similar. Where loss of biodiversity is a possible output of workplace activities, consideration should be given to eliminate, reduce or offset this. Further information can be found in [ENV-RM-0020a Biodiversity Net Gain](#).

Insect and Rodent Control

To control animals such as rats, wasps and cockroaches an appropriate qualified contractor must be used.

Common Land and Village Greens

Consent must be obtained from the Planning Inspectorate on behalf of the Secretary of State for Environment, Food and Rural Affairs to carry out any works that would prevent or impede access to common land or for works for the resurfacing of land. These works could include:

- Putting up new fences
- Erecting buildings
- Making ditches or banks
- Resurfacing the land
- Building new solid surfaced roads, paths or car parks

England

A [section 38 application form](#) must be completed and submitted to the [Planning Inspectorate](#) in order to carry out work which needs consent. Further information is available from [Common land and village greens](#) and [Carrying out works on common land](#).

Wales

An application must be completed and submitted to the Planning Inspectorate in Wales in order to carry out work which needs consent. Further information is available from [Common land consents: guidance](#) and [Common land, village greens and applications to work on](#).

Scotland

The issue of common land was referred to The Scottish Land Commission for review in 2016. They should be contacted for further information:

info@landcommission.gov.scot

0300 244 4452

www.landcommission.gov.scot

Further Information

Supply Chain Sustainability School [Biodiversity Toolbox Talk \(video\)](#)

UK DOCUMENTATION

Reference	Type	Title
ENV-RM-0016b	Reference Material	Ecology Calendar
ENV-RM-0016c	Reference Material	EcoCheck Assessment User Guide
ENV-RM-0016e	Reference Material	Protected Species Handbook
ENV-TB-0016a	Toolbox Talk	Amphibians
ENV-TB-0016b	Toolbox Talk	Badgers
ENV-TB-0016c	Toolbox Talk	Bats
ENV-TB-0016d	Toolbox Talk	Birds
ENV-TB-0016e	Toolbox Talk	Dormice
ENV-TB-0016f	Toolbox Talk	Great Crested Newts
ENV-TB-0016i	Toolbox Talk	Otters
ENV-TB-0016j	Toolbox Talk	Reptiles
ENV-TB-0016k	Toolbox Talk	Water Voles
ENV-TB-0016l	Toolbox Talk	Wildcats
ENV-TB-0016m	Toolbox Talk	Stag Beetle

Reference	Type	Title
ENV-TB-0016n	Toolbox Talk	Harvest Mouse
ENV-TB-0016o	Toolbox Talk	Ecological and Biodiversity Assessment
ENV-TB-0016p	Toolbox Talk	Nesting Birds and Vegetation Clearance
ENV-TB-0016g	Toolbox Talk	Sites of Special Scientific Interest (SSSI)
ENV-SF-0016a	Standard Form	Ecology and Biodiversity Assessment Tool
ENV-SF-0016b	Standard Form	Peat Inspection
ENV-AD-0016a	Advice Note	Water Vole and Water Vole Habitat – Police Investigation
ENV-AD-0016b	Advice Note	Protected Sites and Species Permits
ENV-AD-0016c	Advice Note	Ecology Calendar – Protected Species Planning
ENV-AD-0016d	Advice Note	Managing Ecological Constraints
ENV-AL-0016a	Alert	Wildlife Duty of Care - Trackways

TOOLBOX TALK

INTRODUCTION

Our goal of achieving Zero Harm applies to the environment in the same way as it applies to people.

We have a duty of care to eliminate potential harm and protect all wildlife and their habitats through careful planning and application of the right control measures on site. Most ecology surveys are seasonally constrained so we must ensure that ecology surveys and mitigation measures are undertaken at the most appropriate time of year, depending on the species concerned.

It is an offence to injure or kill a protected species, and in many cases to damage their homes or habitats, even if the species is not present.

If found guilty of an offence, an unlimited fine and/or 6-months imprisonment can be imposed on the company or directly on the individual responsible.

EFFECT OF WORKS

Protected species surveys are best undertaken at specific times of the year. These vary according to the species concerned and the type of survey required. For some protected species, there are certain times of the year when surveys aren't allowed to take place. Mitigation measures can also only be undertaken at specific times of the year so as not to cause harm or damage to the protected species or their habitat.

Protected species surveys must be planned in, to avoid project delays and increased costs.

USING THE ECOLOGY CALENDAR

We have produced a protected species ecology calendar to use as a guide to plan when surveys can typically be conducted for some of the protected species you are likely to encounter. The calendar includes information on when species-specific mitigation works can be undertaken.

This can vary slightly according to the climate in a given year, as it will impact when the different seasons occur and the impact that this can have on different species e.g. some animals come in and out of hibernation depending on the climate. Similarly, climatic conditions can affect the lifecycle stage e.g. blossoming of plants etc.

The calendar should be used early in the project planning process to plan when protected species surveys and mitigation measures can be carried out. This will help to avoid missing seasonal survey windows which can result in a delay to works and increased costs.

		MAY			
Survey	Optimum survey period	Green			
	Sub-optimal / limited survey period	Yellow			
Mitigation	Mitigation conducted during this period	Yellow			
	Mitigation works restricted	Red			
N ¹		Surveys can be undertaken but must not involve the capture or disturbance of any protected species.			

	SPECIES		License Required?	Jan	Feb	Mar	Apr
	Badgers	Surveys	N ¹	Activity - set surveys			
		Mitigation	Y	No work close to sett (breeding season), building of			
	Bats	Surveys	Y	Hibernation Road Inspection			
		Mitigation	Y	No work in hibernation roads. Move or hibernation roads from road recently roads will rise			
	Birds	Surveys	N ¹	-			
		Mitigation	N	Checklist of legislation, if nesting birds found work must stop immediately. No work if no checklist and			
	Dormice	Surveys	Y	Habitat Assessment only			
		Mitigation	Y	-			
	Fish	Surveys	Y (particular species)	Timing of surveys			
		Mitigation	Y (particular species)	Mitigation may be carried out depending on species.			

EXAMPLE

	KEY
Survey	Optimum survey period
	Sub-optimal / limited survey period
Mitigation	Mitigation conducted during this period
	Mitigation works restricted
N ¹	Surveys can be undertaken but must not involve the capture or disturbance of any protected species.

SPECIES		Licence Required?	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Description	Habitat
 Badgers	Surveys	N ¹	Activity + sett surveys				Suboptimal survey period					Optimal time for Field Surveys			Badgers have a distinctive black and white striped face, a stout body, grey fur, a short tail and short legs and some adults can grow up to a 1m long.	Live in underground setts in agricultural areas, woodland, road and railway embankments, caves/mines, refuse tips, under sheds and raised buildings, under hedges and bushes.
	Mitigation	Y	No work close to Setts (breeding season). Building of Artificial Setts.						Sett exclusion and destruction under licence					See Jan-Jun		

CONTROL MEASURES

- Seek professional ecological guidance when planning ecology surveys and mitigation measures
- Ensure ecological surveys are programmed in and detailed in the project programme, taking any seasonal constraints into account
- Following an ecological survey include any ecological mitigation measures in the project programme, taking any seasonal constraints into account

There are specific toolbox talks for the protected species we are likely to come across during works, including:

[ENV-TB-0016a Amphibians](#)

[ENV-TB-0016b Badgers](#)

[ENV-TB-0016c Bats](#)

[ENV-TB-0016d Birds](#)

[ENV-TB-0016e Dormice](#)

[ENV-TB-0016f Great Crested Newts](#)

[ENV-TB-0016i Otters](#)

[ENV-TB-0016j Reptiles](#)

[ENV-TB-0016k Water Voles](#)

[ENV-TB-0016l Wildcats](#)

[ENV-TB-0016m Stag Beetle](#)

[ENV-TB-001n Harvest Mouse](#)

Additional information can be found in:

[ENV-RM-0016a Managing Ecological Risks](#)

[ENV-RM-0016e Protected Species Handbook](#)

For environmental queries or problems contact your Site Lead. Alternatively, contact the HSES Advisor for your project.

1. Environmental Risk Assessment

When working near, in or under a watercourse a detailed risk assessment should be completed to ensure that appropriate controls measures are put in place to eliminate or mitigate the environmental impact of the activity. The risk assessment should ensure that our works do not:

- Cause pollution
- Have a negative impact on water quality
- Have a negative impact on wildlife
- Increase flood risk

2. Legal Consenting Process

There are a number of activities Balfour Beatty carries out which may require formal permission from the Environmental Agency (EA), Natural Resources Wales (NRW) or the Lead Local Flood Authority (LLFA). The type of permission required depends on the classification of the watercourse.

There are 2 classifications of watercourses (rivers, brooks and streams):

- Main River
- Ordinary Watercourse

In order to identify whether a river, brook or stream is classed as a Main River contact the Environment Agency on 08708 506 506 or Natural Resources Wales 0300 065 3000. The EA / NRW will need to know the grid reference of where Balfour Beatty will be working as the classification of rivers can alter along their length. If a river is not classed as a 'Main River' it is automatically classed as an 'Ordinary Watercourse'.

It is a legal requirement to ensure that the appropriate consents are obtained from the relevant regulator of the watercourse.

2.1 Main Rivers

Working in or near to main rivers is covered by the Environmental Permitting Regulations (on 6th April 2016 the flood defence consenting regime moved into the environmental permitting regulations). The regulator is the Environment Agency (EA) in England and Natural Resources Wales (NRW) in Wales.

2.2 Ordinary Watercourses

Working in or near to ordinary watercourses is covered by Land Drainage Consents. The regulator is the Lead Local Flood Authority (LLFA).

3.0 Main Rivers and Environmental Permits (previously flood defence consents)

An environmental permit for flood risk activities may be required if work is going to be carried out:

- In, under, over or near to a main river (including where the river is in a culvert)
- On or near a flood defence on a main river
- In the flood plain of a main river
- On or near a sea defence

'Near' means:

- Within 8 metres of the bank of a main river, or 16 metres if it is a tidal main river
- Within 8 metres of any flood defence structure or culvert on a main river, or 16 metres on a tidal river, or where it is a sea defence structure.

3.1 Activities covered by Environmental Permitting

Flood risk activities covered by the environmental permitting regulations include:

- Erecting any temporary or permanent structure in, over or under a main river, such as a culvert, outfall, weir, dam, pipe crossing, erosion protection, scaffolding or bridge
- Altering, repairing or maintaining any temporary or permanent structure in, over or under a main river, where the work could affect the flow of water in the river or affect drainage work
- Building or altering any structure designed to contain or divert flood waters from a main river
- Dredging or removing any material from a main river, including when you are intending to improve flow in the river or use the materials removed
- Diverting or impounding the flow of water or changing the level of water in a main river
- Activities carried out within 8 metres of a non-tidal main river (or 16 metres of a tidal main river)
- Activities carried out on the floodplain of a main river, more than 8m from the riverbank (or 16m if it's a tidal main river), if you don't have planning permission
- Quarrying or excavation within 16m of any main river or flood defence structure or culvert which is likely to cause damage or endanger the stability of banks of the river

They also include activities which could affect flood risk or land drainage, or interferes with the Environment Agency or natural Resources Wales' access, and are carried out:

- Within 8m of the bank of a main river, or 16m if it is a tidal main river.
- Within 8m of any flood defence structure or culvert on a main river, or 16m on a tidal river, or where it is a sea defence structure.

3.2 Levels of Environmental Permit Authorisation

Work activities can fall into one of three levels of authorisation:

- Flood Risk Activity Exclusion
- Flood Risk Activity Exemption
- Flood Risk Activity Permit
 - Standard Rules Permit
 - Bespoke Permit

3.2.1 Flood Risk Activity Exclusion

Some activities which pose a very low risk are removed from control altogether and will not require a permit. These are known as exclusions.

Exclusions will also apply where the activity is covered by other regimes such as planning permission or a marine licence.

For further details on excluded activities and their conditions refer to the EA website

<https://www.gov.uk/guidance/flood-risk-activities-environmental-permits#exclude> or the NRW website <https://naturalresources.wales/apply-for-a-permit/flood-risk-activities/flood-risk-activity-exclusions/?lang=en>

Anyone wishing to carry out excluded activities will not need to apply for a permit or to register these activities with the EA or NRW, so long as they comply with rules specified in the relevant regulations.

If works fall within a flood risk activity exclusion, this must be documented in the project environmental management plan or project file.

If the activity or working methods change and this results in the works no longer meeting the requirements of the flood risk activity exclusion, then work must stop immediately. Works cannot continue until:

- an appropriate exclusion is identified and documented in the project environmental management plan or project file, or
- an appropriate exemption is registered and received, or
- a standard rules or bespoke permit is applied for and received.

3.2.2 Flood Risk Activity Exemption

Some low risk activities are not excluded from control but are exempt from needing a permit.

Anyone wishing to carry out an exempt activity must register an exemption with the Environment Agency using form FRAEX001 (England) or FRAX01 (Wales) and must comply with the rules specified in the relevant regulations; it is free to register for an exemption.

For further details on what the exemptions cover and their conditions refer to EA document 'EPR Exempt Flood Risk Activities: descriptions and Conditions' available from the EA website

<https://www.gov.uk/government/publications/environmental-permitting-regulations-exempt-flood-risk-activities>

Or GPG221 Technical Guidance Flood Risk Activity Exemption from the NRW website

<https://naturalresources.wales/apply-for-a-permit/flood-risk-activities/flood-risk-activity-exemptions/?lang=en>

It takes the EA / NRW 15 working days to register an exemption. Work must not start until confirmation of the registration has been received from the EA / NRW.

The Environment Agency or Natural Resources Wales should be contacted prior to applying for an exemption to enable them to check if there are any reasons why an exemption can't be registered at a particular location. They can also answer any questions about the conditions in an exemption.

Once an exemption has been registered, the conditions must be complied with.

If the activity or working methods change then work must stop. Works cannot continue until an assessment is made as to whether the existing exemption covers the activity or working method changes. A record of this assessment must be made within in the project environmental management plan or project file.

An appropriate exemption registration must be gained or a standard rules permit or bespoke permit must be applied for. The exemption must be in place or the permit must be received before work can continue.

The regulator is legally allowed to take the full consultation period when a new exemption is applied for. If a standard or bespoke permit is required due to changes to the activity or working method then the regulator is likely to take the full consultation period (2-4 months).

3.2.3 Flood Risk Activity Permit

There are 2 different types of flood risk activity permit:

- Standard Rules Permit
- Bespoke Permit

3.2.3a Flood Risk Activity Permit – Standard Rules Permit

Standard Rules Permits are issued for specific activities. There is a strict set of rules that the works must meet, including things like the size and scale of the works, the location of the works, what time of year the works can be carried out.

The rules cannot be varied. If the works do not meet the rules of a standard rules permit then a bespoke permit will be required.

It is advisable to contact the EA / NRW before applying and they will check if there are any reasons why you can't apply for a standard permit to work in that location.

There are charges for applying for a standard rules permit (the charge will depend of the activities being carried out).

In England anyone applying for a standard rules permit must fill in 3 forms: Application for an Environmental Permit Part A (about you), Part B11 (standard rules permit for flood risk activities) and Part F3 (charging for flood risk activities and declarations).

In Wales, contact NRW via their Customer Care Centre and once preliminary details have been agreed NRW will request you to fill in the appropriate application form.

Standard permits usually take up to 2 months to obtain if they relate only to flood risk activities. The EA / NRW will consult with other authorities during this 2-month period. It can take up to 4 months if the application is part of an application for combined activities (such as a flood risk activity and a water discharge activity together) or a public consultation has been carried out.

Once a standard rules permit has been registered, the conditions must be complied with.

If there are changes to the activity or working methods, then work must stop. Works cannot continue until an assessment is made as to whether the changes meet the existing standard rules permit. A record of this assessment must be made within project documentation.

If the existing standard rules permit does not cover the work, then an appropriate standard rules permit or bespoke permit must be applied for and received before work can continue.

The regulator is legally allowed to take the full consultation period when issuing a new standard rules permit. If a bespoke permit is required due to changes to the activity or working method, then the regulator is likely to take the full consultation period (2-4 months).

England – further details on standard rules permits can be found at <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits#standard-rules-permits>

3.2.3b Flood Risk Activity Permit - Bespoke permit

A bespoke permit is required where activities do not fit the conditions of the exclusion, exemptions or standard rules. These cover more complex activities presenting higher environmental or flood risk.

Speak with your Environmental, Sustainability or HSE Advisor before applying for a bespoke permit.

There are charges for applying for a bespoke permit (the charge will depend of the activities being carried out).

It is advisable to contact the EA / NRW before applying and they will be able to offer advice prior to the bespoke permit application being submitted.

In England anyone applying for a bespoke permit must fill in 3 forms: Application for an Environmental Permit Part A (about you), Part B10 (flood risk activities) and Part F3 (charging for flood risk activities and declarations).

In Wales anyone applying for a bespoke permit must fill in 2 forms: Application for an Environmental Permit Part B8 Flood Risk Activity New Bespoke Permit and Part F3 (charging for flood risk activities).

Bespoke permits usually take up to 2 months to obtain if they relate only to flood risk activities. The EA / NRW will consult with other authorities during this 2-month period. It can take up to 4 months if the application is part of an application for combined activities (such as a flood risk activity and a water discharge activity together) or a public consultation has been carried out.

Once a bespoke permit has been registered, the conditions must be complied with.

If there are changes to the activity or working methods, then work must stop. Works cannot continue until an assessment is made as to whether the changes meet the existing bespoke permit. A record of this assessment must be made within project documentation.

If the existing bespoke permit does not cover the work, then the EA / NRW must be consulted and a formal application made to vary the permit. Work cannot continue until this consultation has taken place and a new or revised bespoke permit received.

The regulator is legally allowed to take the full consultation period when varying an existing bespoke permit.

England – further details on bespoke permits can be found at <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits#bespoke-permits>

Wales – further details on bespoke permits can be found at <https://naturalresources.wales/permits-and-permissions/flood-risk-activities/apply-for-a-new-bespoke-permit/?lang=en>

4.0 Ordinary Watercourses and Land Drainage Consents

All work taking place in an ordinary watercourse must have written permission from the Lead Local Flood Authority (LLFA) in the form of a Land Drainage Consent.

From 6th April 2012, LLFAs are responsible for regulating activities on ordinary watercourses. LLFAs are Unitary Authorities (where they exist) and County Councils elsewhere.

Within an Internal Drainage District area (about 10 per cent of the country) the Internal Drainage Board (IDB) undertakes ordinary watercourse regulation (unless this is in an area where the Environment Agency Acts as the IDB).

If work is being carried out over, under or next to an ordinary watercourse, checks must be made with the LLFA to establish whether the work being carried out requires consent.

Land Drainage Consents can take up to 3 months to obtain from the LLFA and a fee is payable.

If there are changes to the activity or working methods, then work must stop. Work cannot continue until an assessment is made as to whether the changes meet the existing land drainage consent. A record of this assessment must be made within project documentation.

If the existing land drainage consent does not cover the work, then the LLFA must be consulted and a formal application made to vary the consent. Work cannot continue until this consultation has taken place and a new or revised land drainage consent is received.

4.1 Types of Land Drainage Consent

Land Drainage Consents can be either 'Permanent' or 'Temporary':

4.1.1 Permanent Consent

Is required for the permanent asset installed e.g. water pipe / gas pipe / electric cable. Permanent consents are usually the responsibility of the asset owner. Permanent consents are granted for the construction of a permanent structure in or close to a watercourse.

4.1.2 Temporary Consent

Is required for work in / over / under / next to a watercourse. Temporary consents are usually the responsibility of Balfour Beatty or Principle Contractor. A Temporary Consent is required to do work on a permanent structure (even when there is a Permanent Consent in place for the permanent structure).

A Temporary Land Drainage application must include a method statement, a drawing and a location map detailing how the work will be completed.

4.2 Complying with Land Drainage Consent

When consent is granted the method of work detailed in the method statement must be followed. If there is any change in the planned work, the Lead Local Flood Authority must be consulted on the changes potential impact.

If there is any change in the planned work, work must not start until the Land Drainage Consent has been re-issued by the Lead Local Flood Authority.

The Consent will include a number of requirements that must be followed. These should be included in the methods of work for the site, including any notification requirements to the Environment Agency / Natural Resources Wales or Lead Local Flood Authority.

Temporary Land Drainage Consent must remain on site at all times while work is taking place.

4.3 Calculating Sustainable Urban Drainage Capacity

In some cases, it may be necessary to install temporary sustainable urban drainage system (SUDS) ponds or water course crossings. In order to do this, it is important to ensure these mitigation measures are designed appropriately taking into account a 1 in 10-year return rate storm and a 10% climate change factor for rainfall. [ENV-RM-0019d](#) Estimating and preparing for site runoff for Temporary SUDS and water crossings explains in detail how to calculate the drainage capacity and design ponds for effective settlement. [ENV-SF-0019c](#) Peak Runoff and SUDS Capacity Calculator can be used to calculate the peak flow rate and the size of the SUDS ponds needed.

5.0 Monitoring

Before any activities are carried out near to water [ENV-SF-0019d](#) pre-works commencement checklist must be completed to ensure all control measures are in place

All monitoring arrangements must be detailed within the project management plan.

To ensure controls are being adequately managed [ENV-SF-0019e](#) daily pollution prevention checklist should be completed daily confirming if mitigation is in place and appropriate. If any noncompliance is identified, then corrective action must be carried out and recorded.

Regular inspections must be carried out to ensure that no deterioration in surface water quality occurs. The frequency of inspections should be documented and carried out in accordance with the requirements of the relevant environmental permit or consent. If no frequency is stipulated, inspection frequency must be based on the level of risk of the activity and the type of control measures applied depending on the maturity of the activity and the observed performance of the control measures.

[ENV-SF-0019a](#) Watercourse Inspection should be used to record inspections.

UK Documentation

Reference	Type	Title
ENV-RM-0019b	Reference Material	Working Near Watercourses Scotland
ENV-RM-0019c	Reference Material	Marine Licensing
ENV-RM-0019d	Reference Material	Estimating and preparing for site runoff for temporary SUDS and water crossings
ENV-SF-0019a	Standard Form	Watercourse Inspection
ENV-SF-0019c	Standard Form	Peak Runoff and SUDS capacity Calculator
ENV-SF-0019d	Standard Form	Pre-works near watercourse commencement checklist
ENV-SF-0019e	Standard Form	Daily pollution prevention checklist
ENV-TB-0019a	Toolbox Talk	Watercourses
ENV-TB-0019b	Toolbox Talk	Working near Water Environmental Permits
ENV-AL-0019a	Alert	Legal Briefing - Flood Risk Activities in England and Wales
ENV-AD-0019a	Advice Note	Culvert Installation and Breach of the Controlled Activities Regulations (CAR) in Scotland
ENV-AD-0019b	Advice Note	Peat Slippage and Breach of the Controlled Activities Regulations (CAR) in Scotland

External Documents

Reference	Type	Title
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External Document	Supply Chain School	Supply Chain Sustainability School Water TBT (video)
External Document	Environment Agency	Blockage Management Guide – a guide on the assessment and management of blockage in watercourses

Frequently Asked Questions

When do I need to carry out an Environmental Risk Assessment?

- An environmental risk assessment must be carried out for all works we carry out and should include working in or close to watercourses. Particular consideration should be given to activities that could cause pollution, have a negative impact on water quality, have a negative impact on wildlife or increase flood risk.
- Adequate site-specific mitigation measures need to be identified, put in place and monitored to ensure they are adequate and working.

How do I carry out an Environmental Risk assessment and what do I need to think about?

- Please refer to [ENV-PR-0001](#) Environmental Risks and Opportunities and [ENV-SF-0001a](#) Environmental Risks and Opportunities Tool.

What type of watercourses do I need to consider?

- Water courses can have flowing water, tidal waters or be dry depending on the recent rain patterns and groundwater flows. They include rivers, estuaries, brooks, streams, drainage ditches, culverted rivers, canals, reservoirs, lakes and ponds.

There are 2 different classifications of rivers (including brooks and streams) – how do I establish the classification?

There are 2 classifications of rivers, brooks and streams:

- Main River
- Ordinary Watercourse

In order to identify whether a river, brook or stream is classed as a Main River contact the Environment Agency (England) on 08708 506 506 or Natural Resources Wales 0300 065 3000. The EA / NRW will need to know the grid reference of where Balfour Beatty will be working as the classification of rivers can alter along their length. Contacting the regulator is the ONLY way to determine the classification.

If a river is not classed as a 'Main River' it is automatically classed as an 'Ordinary Watercourse'.

Who is the regulator?

In England & Wales the regulator varies depending on the type of watercourse you are working in or close to:

- Main River:
 - England = Environment Agency.
 - Wales = Natural Resources Wales.
- Ordinary Watercourse:
 - England and Wales = Lead Local Flood Authority. The Lead Local Flood Authority is likely to be the Unitary Authority or County Council or Internal Drainage Board (IDB).

There are other bodies of water such as canals and reservoirs and these are regulated differently:

- Canals – Canal & River Trust.
- Reservoirs - Reservoirs are privately owned by undertakers. Where any work is planned within the boundaries of the private land, the owner must be consulted. The Environment Agency / Natural Resources Wales are the enforcing Authority and may require notification before work begins due to the potential risk of causing flooding.

The relevant regulator MUST be contacted and will be able to confirm whether you need consent to carry out works.

What type of consent do I need?

For rivers, estuaries, brooks, streams and culverts the name of the permission depends on the classification of the river and the type of activity which is being carried out:

- Environmental Permit (Main Rivers):
 - There are three levels of authorisation within the environmental permitting regime.
 - Flood risk activity exclusion.
 - Flood risk activity exemption.
 - Flood risk activity permit (standard rules or bespoke).
- Land Drainage Consent (Ordinary Watercourses).

What information will I need to provide when applying for consent or permit?

- Completed application form.
- Method statement, drawing and location map detailing how the work will be completed.

How long will it take to get consent or permit?

- It can take up to 4 months to obtain, depending on the type of consent / permit required.

What if I need to alter the working methods?

- Work must stop.
- You must apply to vary the original permit or consent application and wait for it to be re-issued before works can commence.

When can I start work on site?

- You can only start work on site when you have received the copy of the consent or permit from the regulator and ensured that any conditions can be complied with.

I think the Client is applying for the environmental permit or land drainage consent:

- Balfour Beatty MUST be clear which consent(s) or permit(s) we are responsible for applying for (this will vary between clients and projects). If Balfour Beatty is not responsible for applying for the consent or permit, we MUST obtain a copy of it so we can satisfy ourselves it is in place and to ensure we are aware of any conditions and that these can be met.

Where can I get more information on environmental permits and land drainage consents?

- More information can also be found on the Environment Agency and Natural Resources Wales websites:

England <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>

Wales <https://naturalresources.wales/apply-for-a-permit/flood-risk-activities/?lang=en>

What if I already have a flood defence consent in place?

There are transitional arrangements which have been put in place under the environmental permitting regulations. These can be summarised as:

- On 6th April 2016 your flood defence consent will automatically become an Environmental Permit, unless it is an activity which is exempt or excluded under the Environmental Permitting Regulations, or not covered by the regulations.
- If your flood defence consent is for an activity that would now need an environmental permit, it will automatically change into an environmental permit. The activity must continue to be carried out as detailed in the flood defence consent. If the work is still on-going and you need to change any of the details of the permit, then a formal application must be made to the EA or NRW to vary the permit.
- If your flood defence consent is for an activity which is now exempt from environmental permitting, then you don't need to register the activity as an exemption. The EA / NRW will keep the flood defence consent on record and treat it as though it has already been registered. Activities must be carried out as set out in the description and conditions of the exemption. If the flood defence consent is similar but not exactly within the description and conditions of exemption, then it will not qualify as an exempt activity. Instead, it will automatically become an environmental permit. The activity must continue to be carried out as detailed in the flood defence consent.
- If your flood defence consent is for an activity that is now excluded under the environmental permitting regulations, the flood defence consent will lapse. You may continue to carry out this activity, but you must do it as set out in the description activities for that excluded activity.
- Before the 6th April 2016 there were local variations in the regulations. This meant that in some locations, you needed a flood defence consent for a particular activity but in others you didn't. For example, before 6th April 2016 some activities up to 10 metres from an inland non-tidal river needed a flood defence consent. Under the environmental permitting regulations, activities are only regulated up to 8 metres from an inland non-tidal river. So, if you have a flood defence consent for an activity between 8 and 10 metres from an inland non-tidal river the flood defence consent will lapse as this work is not covered by the environmental permitting regulations. If your flood defence consent is for an activity that is less than 8 metres from an inland non-tidal river it will still be regulated and will automatically transfer to an environmental permit. You can continue to do the activity and must comply with any other environmental legislation that may apply.

What if I applied for a flood defence consent before 6th April 2016 but I haven't received it?

- If you applied for a flood defence consent before 6th April 2016 and the EA / NRW have not issued it, they will treat it as an application for an environmental permit. If the activity is exempt or excluded under the environmental permitting regulations, the application will be returned to you.

I think there are animals such as great crested newts, otters, water voles or fish in the watercourse I need to work in. What should I do?

- You must notify your Environmental, Sustainability or HSE Advisor and they will be able to provide advice to ensure that an appropriate and adequate assessment is completed to understand the risk of the planned activities to animals in or using the water course.

Do I need specialist advice?

- Depending on the nature of your works it may be necessary to obtain specialist advice, e.g. from an ecologist registered and licensed to assess specific protected species or a fisheries consultant. Your Environmental, Sustainability or HSE Advisor will provide further advice and guidance to ensure that a licensed professional is engaged to complete the assessment.

What should I do to protect ecology?

Precautions must be taken to ensure flora and fauna is protected when working in or near watercourses. This includes protection of species which live in watercourses and along their banks. Measures should include:

- Carrying out an environmental risk assessment to identify species which may be impacted by the planned works.
- Obtaining existing ecology reports from the client along with any relevant details of previous works in the area and building this into the environmental risk assessment.
- Engaging an ecologist to provide an ecological report, any further species-specific surveys as required and advising of appropriate mitigation measures.
- Engaging other specialists such as a fisheries consultant / arboriculturalist / ornithologist as required.
- Obtaining any relevant wildlife licences / protected species licences.
- Ensuring adequate mitigation measures are put in place to protect flora and fauna and written into method statements.
- Ensuring ecologists / other specialists are on site during works if required.

Where can I get more information on what species I may need to consider when working in or close to watercourses?

- Please refer to [ENV-RM-0016a](#) Managing Ecological Risk.

CRMMS007
Emergency Response Plan

For

Central Rhyl Coastal Defence
Client:



Document Owner	Chris Hull	Date	22.12.2022
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Reviewed by	Chris Hull	Date	
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Approved by (Area Manager)	Will Singleton	Date	
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Reviewed by (Client)	Ron Durran	Date	
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Amendment Log

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INTRODUCTION

This Emergency Response Plan (ERP) describes the actions to be taken in the event of an emergency to ensure the correct response and management of an emergency situation.

When an incident occurs it is essential that everybody understands their role and responsibilities and the actions that they must take.

Each Site Manager is responsible for ensuring that an ERP is in place for their project. The ERP and should be developed as part of the Construction Phase Plan (CPP) before work starts. It must be briefed out to all staff, and sub-contractors. The relevant parts of it will be briefed to visitors.

PROJECT COMMITMENT

It is the policy of Balfour Beatty Construction Services UK management to conduct all our activities in such a way as to ensure the protection, so far as is reasonably practicable, the health, safety and welfare of all employees and all persons likely to be affected by our operations, including, where relevant, the public.

It is also the policy to limit the impact of our activities on the environment so that we prevent or minimize any harm that may be caused by the nature of our work.

On behalf of Balfour Beatty management I confirm our commitment to this Emergency Response Plan.

Signed:		Date	
Name	Will Singleton		

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1. PURPOSE

The purpose of this plan is to describe the actions to be taken and the role responsibilities of people when an emergency situation occurs.

This plan and procedures apply to all insert SBU and Sub Contractor work areas relating to the insert project title. A full description of the Project is given in Appendix C to this Plan.

2. SCOPE

This plan and procedures apply to all *Balfour Beatty* work areas relating to the *East Rhyl Coastal Defence*. A full description of the Project is given in Appendix C to this Plan.

3. DEFINITIONS

Emergency	Any event which requires an immediate high level response or, over time, escalates to a point where a high level response is required.
High Level Response and Serious Event	A high level response involves, or may involve, project management, site safety / environmental staff, employees, contractors, the Client, Emergency Services, Enforcing Authorities. A Serious Event (See notification flowchart for response involvement, or may involve, project management, site safety/environmental staff, employees, contractors, the Client)

4. RESPONSIBILITIES

In order to respond effectively to an emergency situation, it is essential that responsibilities are assigned to key personnel and that those personnel are clear, and trained where appropriate, to carry out the duties they are expected to perform.

The **Project Manager** is responsible for ensuring:

- All personnel on the Project are aware of the Emergency Response Plan and any responsibilities they hold
- The Site Agent, Health and Safety and Environmental Advisers, Site Supervisors, First Aiders and Fire Wardens are adequately trained in the skills and competencies needed to carry out the role
- That delegations of authority or responsibility are only granted to competent parties
- The responsibilities and actions required by this plan are carried out

The **Site Agent** is responsible for:

- The overall control of personnel and resources during the emergency situation
- Maintaining a record of events arising and key decisions taken during the management of the emergency event
- This emergency plan, and ensuring that it is reviewed and updated as required:
 - When a change within the project occurs (e.g., scope, environment or medical condition of a Project member)
 - As part of the preparations for winter operations
 - If there is reason to believe that it requires updating (following observations raised during a drill, for example)
- Providing the emergency services with information about likely emergency situations and ensuring that they are provided with directions to individual sites / locations

- Testing the effectiveness of this plan every three months using an appropriate scenario
- Ensure a debrief occurs with all those involved at conclusion of an actual emergency or emergency drill and that a report using (*HSES-TF-0003e*) is produced
- Ensuring adequate emergency response plant and equipment is available and in a serviceable condition
- Ensuring site personnel are familiar with the responsibilities and procedures detailed in this plan and competent in the selection, use and maintenance of emergency response plant and equipment
- Liaising with stakeholders with respect to community consultation
- The timely escalation of all media management issues to the Client Project Manager and the *Balfour Beatty* Communications department as necessary
- Ensuring the incident has been reported to the Client and the Balfour Beatty Helpline at the earliest opportunity

The **Health & Safety Manager/Adviser** is responsible for:

- Provide support and advice to the Site Agent during an emergency event or drill;
- Assist the Site Agent with revision and maintenance of the Emergency Response Plan;
- Assist the Site Agent and the Customer Liaison Officers in liaison with the Client with respect to health and safety matters;
- Ensure that the internal immediate notification process is followed.

The **Environmental Manager/Adviser** is responsible for:

- Provide advice to the Site Agent on how to respond during an emergency involving environmental issues
- Assist Site Agent with revision and maintenance of the Emergency Response Plan
- Assist with refurbishment and/or replenishment of used environmental emergency stocks or equipment
- Have an understanding of local community issues and concerns that may impact on the project in an emergency situation
- Assist the Site Agent and the Customer Liaison Officers in liaison with stakeholders with respect to enter relevant Enforcing Authority(ies) and other environmental constraints
- Assess the habitats and ecology issues at working sites to advice on the likely impacts of an emergency occurring and select the most appropriate controls

The **Works Manager** is responsible for:

- Undertaking periodic checks of communications channels from the work place to confirm that they are working and effective in the event of an emergency situation
- The initial control at the scene of the emergency and implementation of the relevant section(s) of this plan - including making contact with the appropriate external emergency service
- The initial control of the emergency response – until relieved by the Site Agent or their nominated representative
- Informing the Site Agent and other project staff of the emergency situation and details of any actions taken to control the event;

- Discharging responsibilities as defined in the Safety Incident Reporting chart with respect to the emergency response plan
- Ensuring their work site has the relevant emergency equipment available and personnel under their control are competent to use emergency response plant and equipment
- Assisting the Site Agent to ensure the effectiveness of the emergency response plan
- The preservation of the emergency scene and any associated evidence
- Accounting for all personnel and visitors in the vicinity of the emergency
- The initiation of the incident report at the conclusion of emergency
- Refurbishment and/or replenishment of used emergency stocks or equipment

First Aiders are responsible for:

- Providing initial and life sustaining First Aid to injured employees and visitors in the event of an emergency. **Note: First Aiders must not put themselves in a position of Danger in order to administer First Aid**
- Making a decision on the need for treatment beyond the scope of First Aid and ensuring the casualty is accompanied to A&E
- Providing information to the Emergency Services on their arrival on-site
- A monthly check on First Aid kit contents
- Maintaining their First Aid accreditation

Fire Marshals/Wardens are responsible for:

- Carrying out and recording weekly checks of fire alarms, detection systems and extinguisher locations and reporting faults immediately
- Ensuring fire drills are carried out at least once every six months
- Accounting for personnel evacuated during fire drills/emergencies
- Reporting the outcome of occupant accounting to senior site staff/Emergency Services, including details of any personnel not accounted for

All Personnel are responsible for;

- Following the site emergency procedures
- Following Instruction given by line management or supervisors in the event of an emergency
- The reporting of any emergency to their immediate supervisor as soon as they become aware of the emergency
- In the event of no supervisor being present, undertaking the responsibilities of the Works Manager or Supervisor
- Notifying the Site Agent of any changes that need to be made to this Plan, following briefing of it, experience gained during any drills or real emergency events
- Notifying the Project Manager of any medical conditions that may require enhanced emergency response provisions to be made
- Ensuring they have sufficient supplies of medication available on-site, in the event of the site having to be closed/isolated due to an emergency event

All Visitors are responsible for:

- Following the site emergency procedures
- Following instructions from line management, supervisors, or their “host” in the event of an emergency

5. INITIAL NOTIFICATION OF INCIDENT TO EMERGENCY SERVICES

Following an incident on site the decision to implement any of the emergency procedures defined for the project rests with the line management on the site/location at the time. Any person on site has the authority to contact the emergency services. A response action ‘Flashcard’ based on this Plan has been produced and will be available on each work site to aid the site’s response to an emergency situation.

The **Site Agent** must be informed that the emergency services have been called. The decision to bring in any third party organizations other than the emergency services (for example, the HSE) rests with the **Site Agent**.

While the specific response to an incident will vary greatly, the hierarchy for the initial response to an emergency is as follows:

5.1. People

- **D** – Danger – Ensure there is no danger to yourself and others in the vicinity
- **R** – Check the response of any injured person (e.g. shake and shout)
- **A** - Airway - check open and clear
- **B** – Breathing - is it evident?
- **C** – Circulation

5.2. Environmental

- **Stop** the source of contamination (if safe to do so)
- **Contain** the contamination
- **Notify** the supervisor / manager
- **Clean** up the contamination

5.3. Equipment

- Ensure the safety of operator and others
- Make the equipment safe and isolate power/fuel sources (if competent and trained)
- Activate fire suppression in the event of fire (when it is safe to do so)
- Secure the scene but minimize the level of disturbance to aid any investigation.

5.4. Community

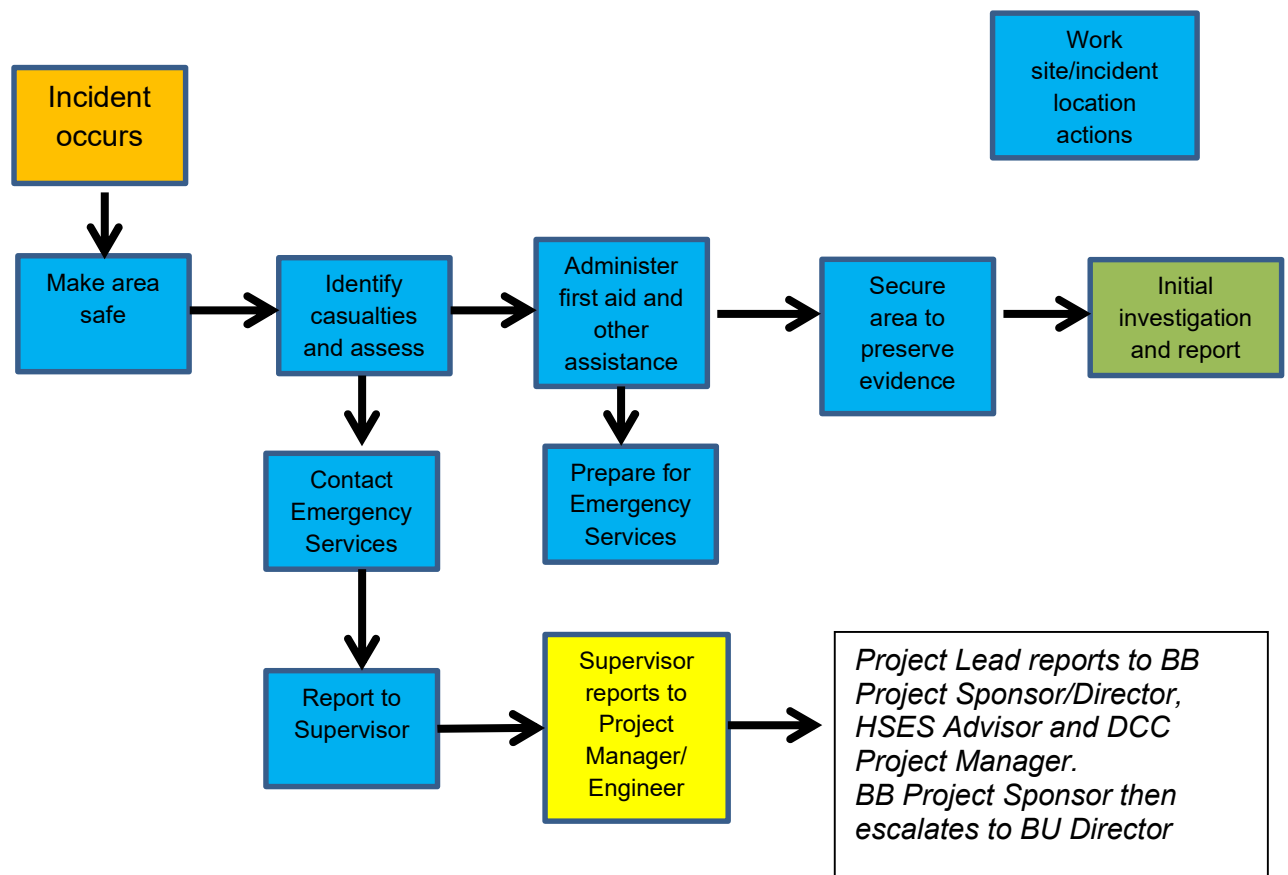
- Prevent others putting themselves in danger
- Cease operations and make site safe
- Notify Project Manager
- When the emergency requires a response from an external emergency service the following communications protocols should be followed;

5.5. Contacting the Emergency Services - by telephone

- Dial **112** or **999** and speak slowly and clearly.
- Request required emergency service e.g. Ambulance, Police, Fire or Coast Guard
- When requested state
 - Your name
 - State; this is the East Rhyl Coastal Defence contract, your location grid reference post code or rendezvous point as appropriate (refer to Appendix F)
 - The nature of the emergency e.g. vehicle accident number and type of casualties (conscious breathing)
 - If anyone is trapped or drowning
 - Any casualty with symptoms of a stroke or chest pains
 - Any hazards
 - Give your contact number
 - The most direct route to site and any access arrangements to be aware of.
 - Do not hang up until told to do so.

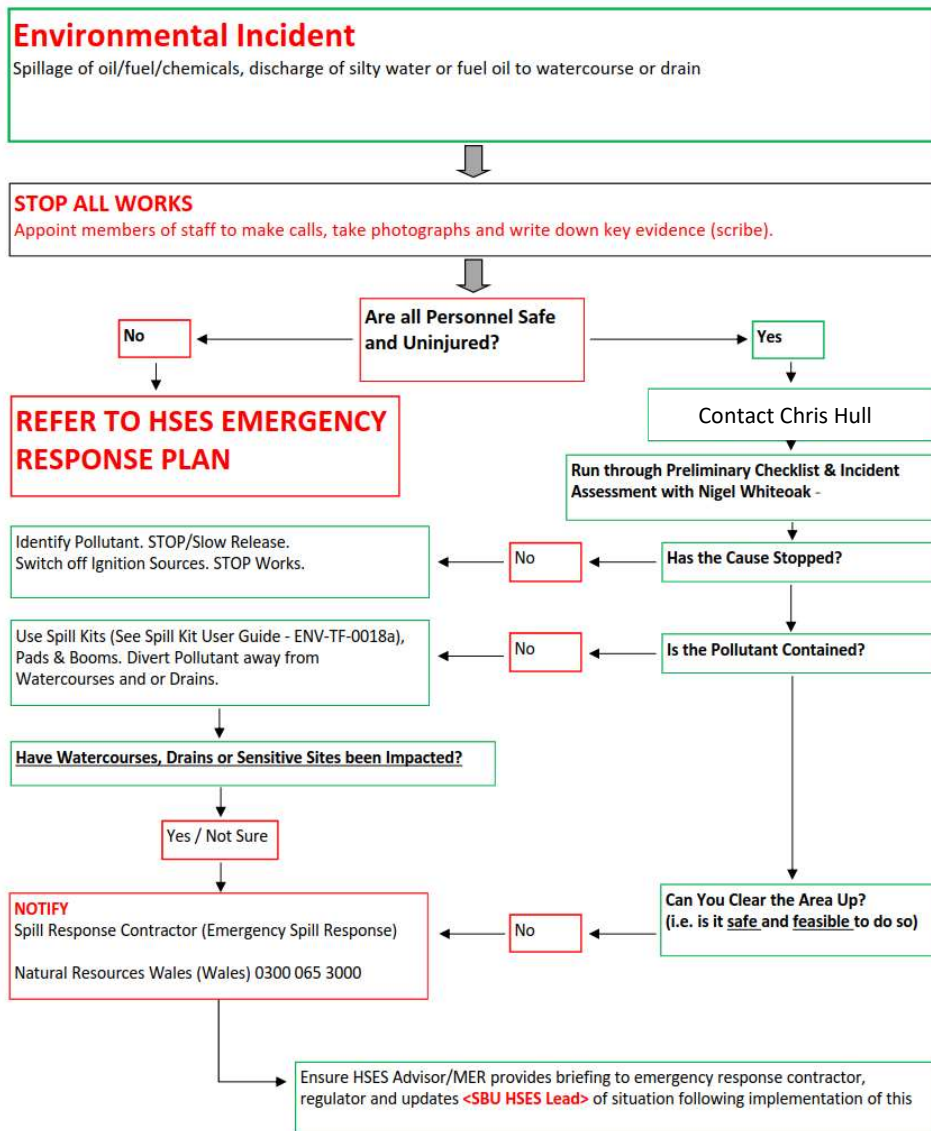
5.6. Notification Process

5.6.2. Personal injury incident

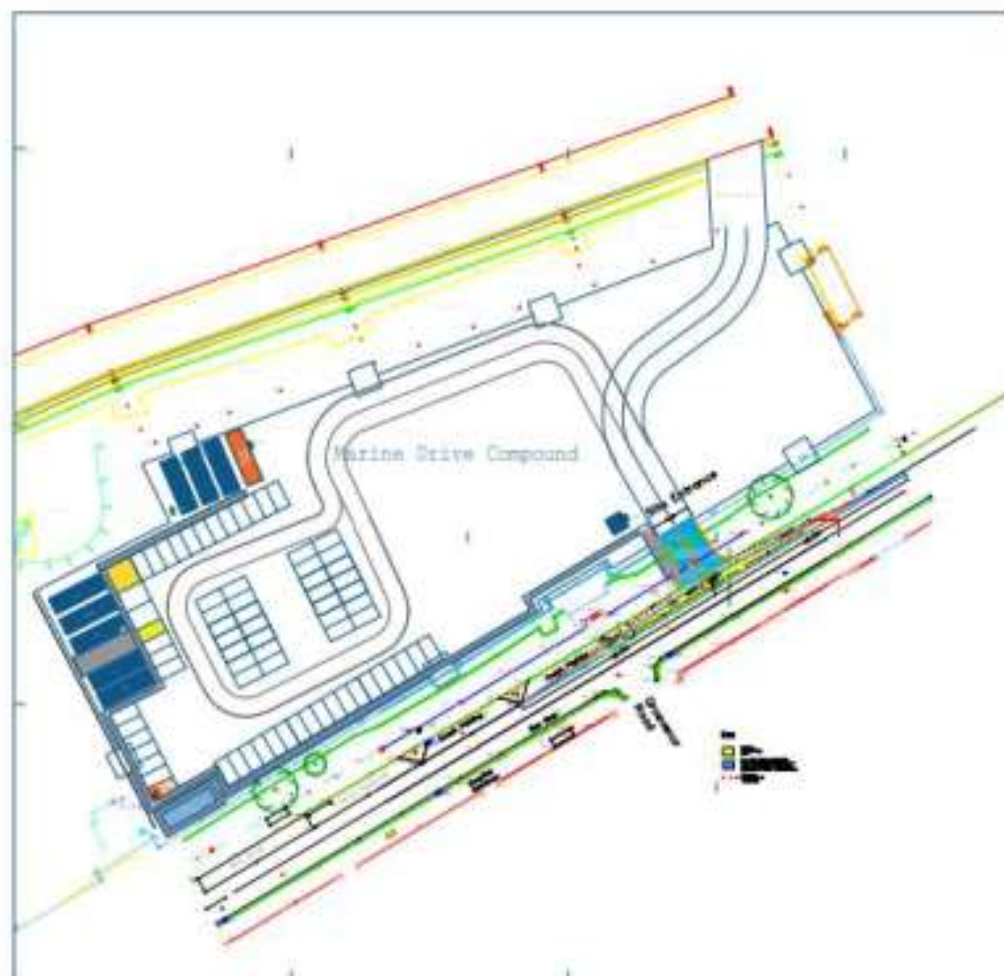


5.6.3. Environmental incident

As per Balfour Beatty procedure ENV-SF-0005a and as indicated below. Please refer to the Central Rhyl Sustainability Plan for further details.



For fly-tipping or illegal waste dumping in England, Wales and Northern Ireland contact the Local Authority. In Scotland contact 'Dumb Dumpers' on 0845 2 30 40 90
Public complaints for noise & nuisance should be directed to Denbighshire County Council via their web site or The Public Relations Officer on TBA
For further information please refer to Emergency Response Matrix and Assessment (HSES-TF-0003a) and Site Specific Master Pollution Incident Plan (ENV-TF-0005a)



Environment Immediate Action Plan

Pollution Incident Action Plan

- Establish the location / source of the spill / leak and stop further discharge
- Locate your nearest spill kit and prevent further coverage
- Use the absorbent granules and or pads to soak up any spillage
- Clean up the contaminated spill kit and place into a special waste / hazardous waste disposal bag (ensure appropriate PPE is worn at all times)
- Report the Incident to your Line Manager
- In the event that the contaminants have entered the drainage systems the NRW should be contacted (**0300 065 3000 - Option 1**)
- In the event of Fuel being discharged into the Drainage System the Emergency Services (Fire) should be notified by dialling 999
- In the event of fuel entering the drainage system everyone operating on site must be evacuated to a designated place of safety.

	Foul Drainage
	Surface Drainage
	Spill Kits
	Interceptors

Rivers, Streams, Brooks

Key Contacts

BB Helpline - 0800 121 4444

EA/SEPA/NRW/NIEA - 0300 065 3000

Emergency Services 999 (in the event that fuel is discharged down the drainage system)

Water Provider - Dwr Cymru/ Welsh Water 0800 085 3968



THINK

- DO NOT PUT ANY CONTAMINATED WASTE INTO THE GENERAL WASTE STREAM
- DO NOT POUR OIL DOWN ANY DRAINAGE SYSTEM



6. NOTIFICATION TO CLIENT

All HSES incidents to be reported to Dylan Parry (DCC NEC PM) immediately.

7. PERIODIC TESTING OF THE EMERGENCY RESPONSE PLANTesting

- At least every 3 months there will be a practical test of the emergency response plan. There will be a de-brief and a report produced and communicated with the results of the exercise and lessons learnt
- The report will be produced using *HSES-TF-0003e* or other suitable format
- The Emergency Response Plan shall be revised, if necessary, following the outcome of the test being assessed against the detail of the plan

Audit & Inspection

- The plan will be audited as part of the audit program for the project, and will be included in the audit schedule
- *Balfour Beatty* environmental audits will be carried out to establish the level of knowledge and understanding of employees and others working on the project
- Safety and other scenarios will be audited using the present audit proforma

8. EMERGENCY ACTION PLANS

The following sections identify the specific actions to be implemented on the project in relation to the potential emergencies identified. It is essential that, unless the circumstances of an incident make the measures in the following Appendices impractical, there is no deviation from the Action Plan measures prescribed. Following an incident, or drill, where the Action Plan is used, feedback on its effectiveness must be provided to the Site Agent to enable a review of the plan to be carried out and improved.

If any aspect of the Action Plans is to be delegated to another party outside of the Project, the Project Manager must ensure the competence of the party taking on the responsibility and their ability to carry out the duties.

Management Controls	Mitigations that will be put in place by the project management team or operational staff in order to ensure we minimise the likelihood of an emergency occurring and are in the best position to manage it if it does occur.
Site Action Plan	The actions that are to be taken by the site team in the event that an emergency does occur.
Authority Levels	Where the action plan defines decisions and actions to be taken, this section identifies the level of authority required. However, if circumstances dictate, it may be essential or more expedient for a person not identified in the section to carry out the action.

The High Level Response and Serious Events that could occur on this project have been reviewed and assessed by severity and likelihood.

APPENDIX A - INCIDENT TYPES

A1 Major Injury or accident to personnel

Management Controls:

- At least one person in every working party should be a fully qualified, 3-day First Aider and at least one further member must be trained for emergency First Aid as a minimum
- All commercial vehicles will carry a first aid kit and first aid kits will also be located in all mess facilities in accordance with BB Procedure HSF-PR-0068, First Aid Provisions
- Any teams working remotely from vehicles or welfare facilities will be required to carry a full First Aid kit and a reliable means of communication with them at all times
- In remote locations, where welfare units are deployed as emergency shelters, they should contain the following additional First Aid provisions; Blankets; Survival Blankets; emergency food rations; and a large First Aid kit
- All work sites will have a reliable means of communication with the Project Site Office
- Within each operational section of the project/site/location, teams will be issued with details of the quickest routes to accident and emergency facilities and the likely journey times of the emergency services if called to site. See Appendix B & C for location information for Police and Ambulance services

Site Action Plan	
• Ensure the area is made safe • Rescue the casualty if required (do not put yourself at risk) • Contact the emergency services, if required, and administer First Aid as required. • Deploy a member of the team to the emergency services rendezvous point (if appropriate to the location) • If possible contact your immediate supervisor or line manager to report the incident as detailed on the flowchart in Section 4.6 of this document • Continue to administer First Aid and reassure the casualty until help arrives. Stabilise casualty so far as is possible, recognising that emergency services may take longer to arrive if the site is remote/isolated. MAKE CASUALTY COMFORTABLE. • Once the casualty is taken from site ensure that the site is preserved in its current state so that a full investigation can take place	

Authority Levels	
• On site management of incident • Contact emergency services and helpline • Management of the site post-incident • Investigation of the incident and managements of notification	Works Manager All BB employees Site Agent HSE Adviser/Manager

A3 Spills**Management Controls – to be read in conjunction with Section 5.6.3****Arrangements on sites:**

- All commercial vehicles will have a small portable kit that can be used to contain a small spillage or pollution incident, with instructions.
- All site operational personnel will be trained in the correct use of the equipment.

Site Action Plan

- *Check you have the correct **PPE** and / or work wear before working with any substances.*
- ***STOP** the source of the leak, spill or contamination.*
- ***CONTAIN** the spill using the site or vehicle emergency spill kit.*
- *NOTIFY your immediate supervisor or line manager of the incident.*
- *If at any stage you become concerned that the spill is beyond your control with any of the kit available on site, call the nearest depot or section office and request that the emergency response trailer is brought to site for deployment. Once deployed you must advise the Environmental Advisor and Project Manager that the situation has escalated.*
- *The Environmental Advisor must then attend site. If the environmental advisor becomes concerned that the spill will not be contained by the kit on site they must contact the specialist spill and pollution response contractor **Briggs Environmental** on **0800 374348 & 01349 854454**. Details of the response times and the locations on the route can be found in Appendix G.*
- *Check all nearby water bodies and watercourses to ensure if any spills or pollution has spread beyond the immediate area and take action as required in liaison with the relevant **Environment Protection Agency**.*

Authority Levels	
• <i>Requesting the mobilisation of the emergency response</i>	<i>All employees</i>
• <i>Requesting assistance of the emergency spill control contractor</i>	<i>Environmental Advisor</i>
• <i>Contacting Environment Protection Agency</i>	<i>Environmental Manager</i>

APPENDIX B - EMERGENCY RESPONSE AND NOTIFICATION AND CONTACT NUMBERS MATRIX

Project/Facility No	CRMMS020	Applicable to the facility/ project	Immediate Response							Notification Required								
Project/Facility Name	East Rhyl Coastal Defence		Evacuate the affected area	Isolate the Affected Area	Access for the Emergency Services	Re-Route Public or Site Traffic	Deploy Spill Kits	Waste / Spill Contractor	HS&E Advisor.	Project Lead	Clients Representative	Emergency Services (999)	HSE	Environmental Regulator	Local Authority	Utilities	Operational	
Assessment Date	April 2020																	
Completed by	Chris Hull																	Yes / No
Bomb Threat	Y	X	X	X	O			X	X	X	X						X	
Confined Space	N	X	X	O	O			X	X	X	O						X	
Contact with live services	Y	X	X	O	O			X	X	X	O				X		X	
Excavation collapse	Y	X	X	O	O			X	X	X	O	O					X	
Failure of MEWP lower	N		O	O	O			O	X	X	O						X	
Falling into water	Y			O				X	X	X	O						X	
Fire	Y	X	X	X	X	O	O	X	X	X	X		O				X	
Fire near ocean	Y	X	X	X	X	O	O	X	X	X	X						X	
Flood	Y	X	X	O	O	O	O	X	X	X	O		O				X	
Lifting failure	Y	O	O	O	O			X	X	X	O	O						
Other medical emergency	Y	O	O	O	O			X	X	X	O						X	
Pollution of an ocean by chemicals	Y	O	O			X	O	X	X	X		O	X	O			X	
Pollution of an ocean by oil	Y		O				X	O	X	X	X		X	O			X	
Pollution of an ocean by silt	Y		O				X	O	X	X	X		X	O			X	
Protestors	Y	O		O	O	O	O	X	X	X	X						X	
Release of gases	N	X	X	O	O			X	X	X	O	O	O				X	
Release of vapours	N	X	X	O	O			X	X	X	O						X	
Scaffold collapse	N	X	O	O	O			X	X	X	O	O					X	
Spillage of chemicals	Y	X	X	O	O	X	X	X	X	X	O		O				X	
Spillage of fuel	Y	X	X			X	X	X	X	X			O				X	
Spillage of oil	Y	X	X			X	X	X	X	X			O				X	
Traffic incident	Y	O	O	O	O	O	O	X	X	X	O						X	
Workforce trapped within tidal zone	Y	O	O	O	O	O	O	X	X	X	O						X	
Plant trapped within tidal zone	Y	O	O	O	O	O	O	X	X	X	O		O				X	
PPI Incident – MOP or workforce	Y	O	O	O	O			X	X	X	O						X	
HiPo, RIDDOR or Potential RIDDOR	In the event of a HiPo, RIDDOR or Potential RIDDOR the Head of HSES for the SBU must be immediately notified																	
Key																		
										</								

Emergency Contact Numbers

Balfour Beatty	Name	Phone Number
Head of Operations	Will Singleton	
Project Manager	Chris Hull	
Site Agent	Dafydd Thomas	
Works Manager	Jon Galloway	
Senior Foreman	Dave Owen	
H&S Adviser	Andrew Makinson	

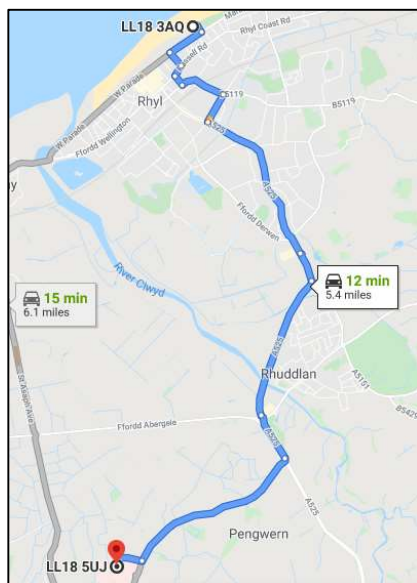
Client	Name	Phone Number
Denbighshire County Council (NEC PM)	Ron Durrans	

Description	Name / Location	Contact Number In Hours	Contact Number Out of Hours
Hospital A&E	Glan Clwyd Hospital, Rhuddlan Road, Bodelwyddan, Denbighshire, LL18 5UJ	01725 583910	Emergency 999 or 112
Emergency Services	North Wales Police Rhyl Police Station LL18 1BA North Wales Fire Brigade Rhyl Coast Road LL18 3PL RNLI Rhyl Lifeboat Station Marin Drive LL18 3YP	0300 330 0101 01745 535 250 01745 344040	Emergency 999 or 112
Natural Resource Wales	Rivers House/St. Mellons Business Pk/Fortran Rd, Cardiff CF3 0EY	0800 80 70 60	0800 80 70 60
HSE		0345 300 9923 (Incident reporting)	0151 922 9235 (Duty Officer)
Water & Sewage	Welsh Water	0800 052 0145	0800 052 0145
Gas	Wales & West Gas	0800 111999	0800 111999
Electricity	Scottish Power	0800 027 0072	0800 027 0072
24hr Emergency Spill Response	Briggs Environmental	01592 872 939	0800 374 348

APPENDIX C - PROJECT OVERVIEWS**C1 Interfaces**

- General Public
 - Existing promenade closed, diversion in place
 - During beach works a beach marshal will be in place to prevent any unauthorised access
- Live Traffic
- Tidal interface

APPENDIX D - HOSPITAL LOCATION MAPS



LL18 3AQ
Rhyl

1. Head south-east towards E Parade/B5118
20 s (289 ft)

Drive along A525
10 min (3.9 mi)

2. Turn right onto E Parade/B5118
0.3 mi
3. Turn left onto Fairfield Ave
0.1 mi
4. Turn right onto Russell Rd/A548
430 ft
5. Turn left onto Bath St/A548
423 ft
6. Turn left at the 1st cross street onto Brighton Rd/B5119
Continue to follow B5119
0.3 mi
7. Turn right onto Prince Edward Ave
0.2 mi
8. Turn left onto Vale Rd/A525
Go through 1 roundabout
1.2 mi

9. At the roundabout, take the 1st exit and stay on A525
0.2 mi
10. At the roundabout, take the 2nd exit and stay on A525
1.0 mi
11. At the roundabout, take the 2nd exit onto St Asaph Rd/A525
0.3 mi

Drive to your destination
3 min (1.5 mi)

12. Turn right
1.3 mi
13. Turn right
Destination will be on the left
0.2 mi

