

Ref. No.	Task Title	Description of Task
Section 1: Purpose		
1.1	PURPOSE	Procedure for preparation, implementation, and review of Project Environmental Plans. . Preparation of a Project Environmental Plan aims to ensure the significant environmental aspects and potential environmental impacts of the work on each site are identified and appropriately managed, controlled and/or improved in line with the Environmental Management System. This procedure is to be used when Ekspan are deemed principal contractor on site-based projects or when the principal contractor does not work to a similar plan. A Site Waste Management Plan is required for any project <£300,000 where Ekspan is client or principal contractor.
Section 2: Forms to use with this procedure		
2.1	FORMS	Project Environmental Plan Site Waste Management Plan
2.2	GOVERNMENT GUIDANCE	GPP1 General guide to the prevention of pollution PPG 6 Working at construction and demolition sites
Section 3: Responsibilities and References		
3.1	RESPONSIBILITIES	The procedure will be operated by the QHSE Manager. The QHSE Manager will consult senior managers, representatives from subcontractors and clients as necessary to contribute to the preparation of these plans. Where necessary the QHSE Manager will also refer to external consultants/specialists to obtain expertise from outside the organisation. The Site Manager responsible for the works at site level shall be responsible for ensuring requirements detailed in the Project Environmental Plan are put into place and are effectively communicated to appropriate personnel prior to commencement of works and throughout duration of work on site. The Site Managers will co-ordinate the developments of the environmental plan during the implementation phase and then review the plan monthly and report the status to the QHSE Manager.
Section 4: Method		
4.1	PREPARATION OF PROJECT ENVIRONMENTAL PLAN	Project/Site details The QHSE Manager shall include a brief description of the project including location and any environmental requirements (e.g. desired BREEAM rating, Considerate Constructor Award and the requirements of clients or other interested parties). The QHSE Manager shall also identify potential environmental/ecological/archaeological, flora and fauna that Ekspan Limited may be aware of prior to work commencing. Planning and design phase Ekspan Limited shall work with Clients to minimise environmental impact where possible. An environmental review will be held during the design process. As

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		appropriate the draft Project Environmental Plan will be updated and amended in line with the project design and output.
4.2	PROJECT SPECIFIC ENVIRONMENTAL ASPECTS	Site Specific Environmental Aspects The QHSE Manager shall consider Environmental Aspects for all new sites prior to commencement of work. The Site Manager will complete the project specific aspects register for each project before work commences on site and forward to the QHSE Manager The QHSE Manager shall arrange for an external specialist to complete an Environmental Impact Assessment (EIA) or Ecological Assessment Report if required. All contractors shall be required to provide method statements for the management of significant environmental risks and aspects associated with their own activities' services and products. These shall be reviewed by the QHSE Manager and key elements shall be integrated into the Project Environmental Plan. Applicable Environmental Permits and Consents The QHSE Manager shall identify any applicable environmental permits and consents and record the requirements of these in the Project Environmental Plan.
4.3	CONTENTS OF THE PROJECT ENVIRONMENTAL PLAN	Contents of Project Environmental Plan shall include as a minimum but not be restricted to: • Environmental Plan/Site Layout. To include drawings of site layout showing environmental issues including skip and storage areas, neighbours (residential, schools, etc.), existing drain runs, watercourses, known areas of contamination, etc. • Identification of environmental aspects • Methods of managing environmental aspects • Applicable permits and consents • Schedule of Key Activities • Site Specific Environmental Issues (may include): • Material storage, handling, and disposal • Waste management plan (ENV21) • Silt management • Noise and vibration • Mud on roads • Energy Conservation • Lighting • Air quality and dust • Fuel Management • Contaminated Land • Protection of wildlife and ecology, flora and fauna, toolbox talks. • Archaeological remains • Visual Impact • Working in / near watercourses

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		• Pollution of drains, watercourses, and ground water • Discharge of water off site • Traffic management • Organisation and Responsibilities • Procurement of subcontractors supplies and materials. • Objectives and Targets • Emergency preparedness and response • Use of plant • Management of subcontractors and suppliers • Management of deliveries • Views of interested parties. • Site Communication and complaints • Competence training and awareness requirements • Inductions • Environmental Toolbox talks • Notice boards and guidance notes. • Subcontractors
4.4	COMMUNICATION OF PROJECT ENVIRONMENTAL PLAN	Prior to start up, a project Environmental Meeting will be held to review the adequacy of planned arrangements for the site. Staff and subcontractors will be briefed on the key issues and consequent controls and response mechanisms contained in the Project Environmental Plan including emergency response plans. A definitive version of the Plan will be developed with finalised responsibilities, contact lists and procedures/instructions. The Site Manager is then responsible for briefing all Ekspan Limited and staff on the requirements of the Project Environmental Plan including emergency preparedness and response plans and the importance of meeting project objectives and targets via the induction process. The Project Environmental Plan will thereafter remain a 'live' document and will be subject to periodic review. The QHSE Manager will review the PEP requirements monthly and update the plan as necessary. Project Environmental Plans will be discussed at Environmental Management Meetings and circulated to the relevant site manager. The QHSE MANAGER shall determine other recipients of the Project Environmental Plan as deemed necessary.
4.5	COMPETENCE, TRAINING AND AWARENESS	The QHSE Manager shall ensure that all environmental training is delivered to personnel on site as required. In addition, the QHSE Manager shall ensure general environmental awareness is promoted on site by displaying the following environmental information as a minimum on a specific environmental notice board on all sites: • Environmental Policy • Environmental guidance for site • Environmental Incident Report (including spill response procedure) • Emergency contact details • Information relating to any environmental schemes relevant to

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SITE ENVIRONMENTAL MANAGEMENT PLANS

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		the site (e.g. Considerate Constructor Scheme/BREEAM) - Performance indicators against relevant environmental objectives and targets - EF 10B SWMP (for projects over £300,000) Views of Interested Parties Where the QHSE Manager deems applicable a representative from Ekspan Limited will visit the interested parties and consider sending an information letter. Complaints register kept on site in line with procedure for communication of environmental information in the environmental manual.
4.6	CONTINUAL REVIEW OF PROJECT ENVIRONMENTAL PLANS	Project Environmental Plans will be subject to review throughout the construction process. The Project Environmental Plans will be discussed on a minimum monthly basis as part of Ekspan Limited Internal Site Management Meetings. Any changes to planned site activities shall be communicated to the Environmental Management Representative for consideration of potential environmental impact and required operational control measures. The QHSE Manager shall consider opportunities for improvement of performance in line with company environmental objectives and targets.
4.7	FINAL CLOSURE/REVIEW	Within 30 days of project completion the QHSE Manager shall complete an internal review to measure performance against stated project objectives and target to ensure any lessons learned are communicated adequately. The QHSE Manager may call upon other senior managers, the site manager, representatives from subcontractors and clients as necessary to contribute to the completion of the Environmental Review of Project. This review shall highlight key areas of good and bad practice in relation to the overall Project Environmental Plan and other project specific references. This will include a review of compliance with legislation and achievement of environmental objectives and targets. These will be reviewed at the annual management review meetings in line with Procedure for Management Review. If the QHSE Manager identifies any problems they will raise an Environmental Non-Conformity and Corrective and Preventive Action Report if required and investigate in line with Procedure for internal EMS audits and responding to non-conformities.
4.8	HAND OVER TO CLIENT	Upon completion of the work, a review meeting shall be held with the client (where necessary) during which a copy of the Project Environmental Plan and any related documentation will be passed over. Guidance on environmental best practice will also be provided where deemed appropriate.
4.9	ENVIRONMENTAL RECORDS	All relevant environmental documents, surveys, results, impact assessment, environmental/emergency plans, inspection reports, records etc are to be kept in the 'Project Environmental File' held on site and to be available for use/inspection by staff and third parties. All Project Environmental Plans must be kept for two years. All Environmental records will be managed in line with the requirements of Procedure for the Management of Records.

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Appendix 1 – Work Instruction to complete the SWMP Template (EF 10B)

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Intro	1.	N/A	N/A	Site Waste Management Plan (SWMP) regulations 2008 require that all construction projects over £300, 000 in value must draft and maintain a site waste management plan (SWMP). This procedure provides guidance and support on how to complete the accompanying SWMP template. The table of contents of the template are as follows: Cover sheet Basic project details SWMP 01 Pre-Site Waste Minimisation <u>Describe any waste minimisation techniques here.</u> SWMP 02-List of Subcontractors for Project <u>List all subcontractors working on site and their specific information.</u> SWMP 03 Resource Efficiency and Waste Minimisation Strategy <u>Create a basic plan for waste minimization and management</u> SWMP 04-Resource Use and Waste Estimates Record all materials bought in and estimate waste volumes each material. SWMP 05- Resource Efficiency and Waste Minimisation Targets Record waste targets based on estimated volumes in SWMP 04 SWMP 06-Register of Approved Waste Carriers and Disposal Sites Record all approved carriers and sites. SWMP 07- Waste Destination Log <u>Every time waste is removed off site record it here.</u> SWMP 08-Training Record <u>Keep track of all SWMP and waste training</u> SWMP 09-Progress <u>Regularly Review Progress Against Targets set in SWMP 05</u> Appendix One-European Waste Catalogue Codes for Construction

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				The procedure also gives advice on good waste management practices on constructions sites and definitions of common waste terminology.
Project Planning	2.	Assign responsibility		Assign responsibility for the site waste management plan-this person is the waste champion and is responsible for ensuring that the SWMP is: • Drafted pre project • Implemented • Updated on a regular basis throughout the project (including reviewing objectives at least every six months) • Communicated to all staff working for or on behalf of the main contractor. • Ensuring that the SWMP is available on site. • Completed once the project ends
Project Planning	3. 2	Completing Coversheet of the SWMP		The Waste Champion should make sure that the coversheet is completed with all relevant information before the project begins. The Waste Champion should also update the coversheet with reviews and any sections revised throughout the life of the project.
Project Planning	4.	Completing Coversheet Hazardous Waste Premises Code		Register each site as hazardous waste producer <i>if applicable:</i> Read detailed guidance on how to register your premises https://www.gov.uk/dispose-hazardous-waste Use this link to register as a hazardous waste producers online https://www.gov.uk/dispose-hazardous-waste
Project Planning	5.	Completing Coversheet Environmental Permitting		Obtain an environmental permit <i>if applicable:</i> Some on-site waste management activities may require you to apply for an Environmental Permit or exemption. Read this detailed guidance about Environmental Permitting https://www.gov.uk/government/organisations/environmental-agency
	6.	Completing-Pre-Site Reductions SWMP 01		On this spreadsheet record any waste minimisation techniques used during the design phase of the project and setting up the site to maximize waste minimisation and management.
	7.	Completing SWMP02 List of Subcontractors		Identify all sub-contractors on site and ensure they are aware of the SWMP and its location by completing SWMP 02. Make sure sub-contract staff understand the requirements of your Site Waste Management Plan and where it is located on site.

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Project Planning	8. 3	Completing SWMP03 Resource Efficiency and Waste Minimisation Strategy		Refer to the waste hierarchy (eliminate, reduce, reuse, recycle, disposal) to try to reduce costs and environmental impacts. Carefully evaluate materials so that over-ordering and site wastage is reduced. Consider using secondary and recycled materials and sending unwanted/unused materials and packaging back to suppliers for recycling or re-use. Consider both on- and off-site options and pay particular attention to arrangements for identifying and managing any hazardous wastes produced. Record your Resource Efficiency and Waste Minimisation Strategy plan to use on SWMP02.
Project Planning	9. 4	Completing SWMP 04-Resource Use and Waste Estimates		SWMP 03 was to identify means of reducing waste being sent to landfill and reducing the amount of waste reduced. SWMP 04 is used for: 1. Estimating the amount of materials being brought into the project 2. Estimating the volume of waste that will be produced in percentage 3. Estimating the costs of waste (disposal, labour, cost of materials) Record on SWMP 04: • Raw Materials • Units • Quantities • Price per unit Estimated Waste Volume • % Estimated Raw Material Waste • Estimated Raw Material Waste Cost £ • Estimated Labour Cost £ • Estimated Disposal Cost £ • Estimated Total Cost of Waste • Total Cost of Material SWMP 04 will aid in benchmarking and setting meaningful waste objectives that can be monitored in measured (SWMP 05).
Site operations	10.	Completing SWMP 05- Resource Efficiency and Waste Minimisation Targets (in percentages)		Use SWMP to set meaningful waste objectives and targets using information you gathered for SWMPs 1, 3 and 4. Set percentages for the following for each waste stream: • % Re-used off site • % Re-used on site • % Recycled for use on site, • % Energy Recovery, • %Disposal to landfill, • % total for each waste stream
Site operation	11.	SWMP 06-Register of		Check waste contractors are licensed as a waste carrier and/or waste management site with the Environment Agency by

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ns		Approved Waste Carriers and Disposal Sites		searching the online public register at http://www2.environment-agency.gov.uk/epr/search.asp?type=register. Make sure they are licensed to accept the waste stream they are proposing to take and make a note of when the licence runs out and whether you need to check the register again at this point to ensure they have renewed their licence. Make a note of their details on SWMP 06 . Ensure that the Waste Management Facility you are using is authorised to dispose of liquid wastes. (Liquid wastes are banned from being disposed of with other wastes and to landfill). It is an offence to discharge without authorisation contaminated water to any controlled water (i.e. rivers, streams estuary, sea, surface water drains or foul sewer etc.) You must obtain discharge consent from the Environment Agency or local water company before any discharge is made to controlled waters If other waste storage or waste treatment issues arise the Environmental Management Representative will contact the Environment Agency regarding potential requirements for an environmental permit.
Site Operations	12.	Ensure the correct handling and storage of waste on site Ensure the correct handling and storage of liquid wastes on site		Plan for efficient materials and waste handling (i.e. number and size of skips and locations of stored waste for re use etc) and do this early enough bearing in mind any constraints imposed by the site and its location. Set aside a designated area for segregation and ensure all waste skips are labelled. Ensure all waste is handled and stored in a safe and secure manner to minimize risk of escape or pollution to the environment e.g. via wind, vandalism, leakage etc. Liquid wastes (e.g. waste oil, water contaminated with oil, detergents or silted etc.) must also be managed in line with the 'Duty of Care.' As with other wastes liquid wastes must be stored in a manner to prevent escape into the environment: They must be stored securely to prevent leaks into watercourses and unprotected ground (including surface water drains and foul sewers on site)
Site operations	13.	Complete and file Waste Transfer Notes and Hazardous Waste Consignment Notes for each		WASTE TRANSFER NOTES Ensure that a suitable waste transfer note is completed correctly for each disposal/series of waste disposals (see Season Tickets below) as required by law under the 'Duty of Care' regulations. The Waste transfer note shall contain all information required by

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		separate waste stream.		the regulations including: • Description of the waste (type and/or source of waste material e.g. office wastel, quantity and type of container. • Details of the transferor (including category of person i.e. waste producer – The organisation). • Details of the transferee (including category of person i.e. waste carrier with details of relevant registration/licenses). • Date (or period) of transfer(s). • European Waste Catalogue code (Construction codes can be found in Appendix one) Maintain waste transfer notes on file for two years and produce these on request (e.g. from the Environment Agency or external auditor). SEASON TICKETS Season tickets may be issued by waste contractors for a multiple waste disposals of the same material, same skip size and from the same location. These can last up to 12 months. Make sure that these updated as required. Record whether multiple or single Waste Transfer Notes are used for each waste stream on SWMP 03. HAZARDOUS WASTE CONSIGNMENT NOTES Complete a hazardous waste consignment note when hazardous waste is being disposed. The note must contain a unique premise code obtained from the Environment Agency (see above) and the correct six digit European Waste Catalogue code (See List of Waste Regulations 2005). On collection the organisation shall ensure that the contractor/carrier shall complete their portion of the consignment note and shall sign, to agree to the details therein. Where the waste is transferred to the receiver/consignee at point of disposal, the consignee must sign to say that the load has been accepted and that the consignee is authorised to manage it properly. (Both the carrier and the consignee must each take a copy). The final recipient of the waste must send a final copy of the consignment note back to the waste producer within one month of the end of the quarter in which the waste was received. Ensure that this includes a description of the method of waste recovery or disposal and the relevant Disposal and Recovery Codes. This may be in the form of a quarterly report. The organisation will keep the consignment notes on file for 3 years.
Site Operatio	14.	SWMP 07-Waste		It is essential to monitor waste movements and management throughout the project. Using SWMP07. Please refer to the

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ns		Destination Log		template SWMP07, using these instructions: <i>Each time waste is removed off site enter the date in column B and enter the quantity (e.g. in cubic yards) in the relevant column depending on the type of material and the method of disposal/treatment. It is important the same units of measurement are used throughout. For waste that is re-used on site make a periodic estimate of the quantity and enter it onto the sheet. Make additional copies of this sheet by right clicking tab at bottom and selecting 'move or copy'.</i> Use SWMP 07 to monitor performance against the targets made at the beginning of the project. Make sure you are on track to manage all wastes properly. Make sure that all is going according to plan. Be prepared to update your plan if circumstances change.
Site Operations	15.	SWMP 08- Training Records		It is essential that all workers on site have a suitable site induction and training regarding the SWMP. Record on this SWMP 08—training information for each learner including attendance and type of training they have received.
Post completion	16. 9	Completing SWMP 09- Regularly Review the SWMP		Project progress against waste objectives should be reviewed at least every 6 months. Record on SWMP 09: Data you have in SWMP 04 : • Raw Materials • Units • Quantities • Price per unit Estimated Waste Volume • % Estimated Raw Material Waste • Estimated Raw Material Waste Cost £ • Estimated Labour Cost £ • Estimated Disposal Cost £ • Estimated Total Cost of Waste • Total Cost of Material Actual Waste Volume at the end of the project • % Actual Raw Material Waste, • Actual Raw Material Waste £, • Actual Labour Cost £, • Actual Disposal Cost £ • Actual Total Cost of Waste £ Proposed Waste Targets you set in SWMP 05 • % Re-used off site • % Re-used on site • % Recycled for use on site, • % Energy Recovery, • %Disposal to landfill, • % total for each waste stream, Actual Waste Targets that were achieved • % Re-used off site

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				• % Re-used on site • % Recycled for use on site, • % Recycled for use off site, • % Energy Recovery, • % Disposal to landfill, • % total for each waste stream
Post Completion	17.	Completing SWMP 10-completion review		Identify learning points for next time – share these with colleagues who may be involved in preparing or using SWMPs so that they can benefit from your experiences also. Record on SWMP 10: • Lessons learnt from the project • Action plans for the next project SWMP must be kept for two years.

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