



## **Section 1.0 – Organisational Arrangements**

### **Guidance Notes:**

The information contained in this section describes the Environmental Management processes adopted on site.



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**1.1. Purpose & Scope**

This document defines the Environmental Management procedures, work practices and management responsibilities relating to the construction of the Forth Replacement Crossing: Fife ITS Contract. The Environmental Management Plan is a live document which must be updated and developed throughout the course of the project.

**1.2. Graham Environmental Management System**

Graham operate an ISO 14001 accredited Environmental Management System. We use this in conjunction with any additional requirements of the client for the environmental management of this project.

The environmental performance of the site is regularly checked by site inspections carried out by our SHEQ Advisors and Environmental Audits carried out by the Environmental Manager. The implementation of our EMS is audited both internally by our Quality Systems Co-ordinator and externally by NQA Ltd.



**1.3 Environmental Policy Statement**



**ENVIRONMENTAL  
POLICY  
STATEMENT**

**ENVIRONMENTAL POLICY STATEMENT**

GRAHAM Construction undertakes Building, Civil Engineering, and Design and Build projects, and is committed to managing environmental issues in a responsible and sensible manner.

In accepting our responsibilities to afford future generations the choices and opportunities that we are currently enjoying, the Company tenders, designs, plans, constructs and maintains construction projects in accordance with an integrated management system, commensurate with the requirements of ISO 14001:2004.

We have examined our environmental performance and identified the areas of our business activities, products and services which interact with the environment. We are committed to responsibly managing these aspects of our business to avoid, reduce or control pollution and will continually improve on environmental performances in these areas.

GRAHAM Construction has therefore set objectives and targets within the framework of a programme for continual improvement. We monitor and measure our environmental performance through meaningful key performance indicators, regularly reviewing this progress against our stated objectives.

GRAHAM Construction will promote sustainable construction objectives and apply techniques for the practical delivery of these principals in project specifications, development, and whole life operation. In addition we will influence others within the Project Team to apply sustainable construction principals and deliver improved environmental performance where they have control or influence.

We will ensure compliance with all applicable legislative and other requirements which relate to the Company's environmental aspects throughout all stages of the project where GRAHAM Construction has control.

We will acknowledge, respond appropriately, and take into account of the views of the public and any other interested parties with respect to our operations and make this environmental policy available to them. In addition, this policy statement will be communicated to all persons working for and on behalf of GRAHAM Construction.

*Date of issue:  
January 2011*

*Date for review:  
January 2012*

ALAN BILL  
MANAGING DIRECTOR - CONSTRUCTION

## **1.4 Identification of Roles**

### **Contracts Director/ Manager**

- The Contracts Director/ Manager is responsible for ensuring that resources are available to implement site management procedures and plans.

### **Site Manager/ Project Manager**

- The Site Manager is responsible for ensuring that site personnel, contractors, subcontractors and visitors are aware of environmental procedures relevant to their activities whilst on-site.
- The Site Manager is responsible for ensuring that site environmental management procedures are implemented and adhered to.
- The Site Manager arranges for full details of all arisings, movements and treatment of waste discards to be recorded during the project.

### **Environmental Manager and integrated SHEQ Team**

The Environmental Manager and integrated SHEQ Team will assist Site Managers in communicating environmental requirements to all site personnel. Responsibility includes:

- Monitoring implementation of this environmental management plan and reporting progress internally and to outside interested parties.
- Ensuring that relevant environmental legislation and obligations are communicated to the site team.
- Implementing monitoring, inspection and auditing regimes.

### **Procurement Manager**

The Procurement Manager ensures that materials are ordered so that the quantity delivered, the timing of the delivery and the storage is not conducive to the creation of unnecessary waste.

### **Site Operatives**

Site operatives have a responsibility to adhere to site environmental management procedures to ensure that their activities do not have a detrimental effect on the environment.

### **Subcontractors**

It is the responsibility of all contractors and subcontractors to adhere to the Graham environmental procedures whilst on-site.

## **1.5 Procedures to be implemented to monitor compliance with environmental legislation, the CoCP and the Forth Crossing Bill**

Environmental performance will be a regular item included on the agenda for Progress meetings and will include the details of the following activities:

1. Environmental Audits.
2. Fortnightly inspections carried out by the SHEQ Team.
3. Weekly Site Supervisors Environment Report.
4. Quarterly review of site waste management data sheets.
5. Noise and vibration monitoring.
6. Water quality monitoring (for certain activities).

## **1.6 Auditing of Construction Activities**

The methodology for auditing of construction activities includes but is not limited to:

- A review of documentation including the Environmental Management Plan, environmental risk assessments, method statements, permits and licenses.
- A site visit which includes inspection of on-site waste skips, stockpiles, fuel storage arrangements and any nearby watercourses.
- Discussions with the site team.

A report which includes findings and prioritised recommendations is then drafted by the auditor for action by the Site Manager.

See attached Environmental Inspection Report Template (Appendix B).

Details of the nominated personnel to conduct audits, report back and action mechanisms are as follows:

- Andrew Cooke – SHEQ Director
- Brendan Kelly – SHEQ Manager
- George Mills – Regional SHEQ Manager
- Lianne Rafferty – Environmental Manager
- Kirsty Strannigan – Regional Environmental Advisor
- Robin Fleming – Health and Safety Manager
- Richard Nash – Quality Management Systems coordinator
- David Lowry – SHEQ Advisor
- Tom Waddell – SHEQ Advisor

The nominated auditors will ensure any areas of improvement are identified to the Site Manager and will undertake a follow up to ensure that this improvement has taken place. Results of the audits will be made available to the Contracts Manager for information.

## **1.7 Environmental Risk Assessments**

Environmental Risk Assessments must be completed for all environmentally sensitive operations and filed within the Environmental Management Plan for inspection by stakeholders, regulators and other interested parties. Environmental Risk Assessment is an ongoing process within Graham to ensure that new hazards with changing consequences and likelihoods can be identified. Environmental Risk Assessments should be completed on the template shown in Appendix C.

## **1.8 Fulfilling Environmental Legislative Responsibilities**

A register of all applicable legislation, including relevant standards has been compiled. The legislation register lists relevant environmental legislation, the impact on Graham activities and a brief outline of how these are relevant. This register is updated regularly by the SHEQ Team.



## 1.9 Environmental Training

Environmental training is provided within Graham as part of our Environmental Management System and consists of the following:

**Environmental awareness** - All members of staff receive Environmental Awareness Training upon commencement with the company (delivered by the SHEQ Team).

**Site induction** - All site operatives are given site specific environmental information through the induction process e.g. spill response and waste segregation (delivered by the Site Manager).

**Toolbox talks** - Environmental Awareness Toolbox Talks are given on a weekly basis to reinforce and further emphasize site environmental issues. They will be done in advance of specific activities and be targeted (delivered by the Site Manager).

**Spill kit** - Site Operatives are given practical training in the use of the spill kits, appropriate PPE, the clean up procedure and the appropriate disposal (delivered by the Site Manager).

**Traffic Management** - Staff and Operatives, where appropriate, have suitable traffic management training (delivered by external training providers) and this is refreshed as required.

**Annual environment and safety briefing** – On an annual basis a briefing which is hosted by the SHEQ Team is held within every region that we work. This briefing is used to highlight areas of good practice, legislation changes and any new company initiatives.

**Specialist training** - Various employees attend workshops and seminars delivered by WRAP and Envirowise in order to further advance knowledge and best practice in relation to environmental issues.

**Site waste champion** – Training for the elected “Site Waste Champion” namely, Paul Murphy, is delivered by the Site Manager.

**Posters/ Information** - Posters are displayed at key locations around site offices and the company environmental policies are also displayed on site. Additionally regular environmental bulletins, alerts and e-mails on specific themes are issued to help increase environmental awareness. We also have a sustainability section within our intranet and internet web pages.

## 1.10 Project environmental Risk Register

Prior to actual commencement on site, the SHEQ Department in consultation with the Project Manager completes a project specific Environmental Risk Register in order to identify the relevant environmental aspects and impacts associated with the works. This risk register outlines the controls that must be put in place to manage any significant adverse environmental impacts to acceptable levels. The register will be updated throughout the project to ensure all potential risks associated with current site activities are captured.



**Note:**

This Project Environmental Risk Register has been completed by a member of the GRAHAM SHEQ Department in cooperation with the Project Site Manager and Contracts Manager.

This Project Environmental Risk Register has been completed following review of the Environmental Impact assessment (where provided), pre-construction surveys and client requirements.

It lists the Environmental Aspects and identifies the significant Environment Impacts created as a result of the construction activities, specific to this project. It also sets out to describe environmental control measures that are to be used to eliminate or minimise these Environmental Impacts.

This Project Environmental Risk Register is the first phase of the assessment of environmental risk on this project. Additional construction activity Environmental Risk Assessments will be completed throughout the duration of the project and the environmental risk register shall be updated at each stage of the project to assess the associated environmental impacts.

**Brief description of the project**  
Supply and installation of 18 Overhead gantries and associated civils works. Install ITS facilities such as lane control/ speed control signals speed compliance cameras, emergency roadside telephones CCTV cameras below ground detection and associated infrastructure including testing and commissioning.  
Other works including mine workings consolidation, resurfacing works and landscaping.

Signed originator

Job title:

Date completed:

Date for revision



Environmental Aspect (activity)	Environmental Impact	Risk			Risk control measures	Residual risk*		
		L	S	LxS		L	S	LxS
<p>Generation of <b>dust</b> as a result of:</p> <ul style="list-style-type: none"> <li>• Site set up</li> <li>• Excavation/ Earthworks</li> <li>• Stockpiling materials</li> <li>• Movement of plant</li> <li>• Cutting materials</li> </ul>	<ul style="list-style-type: none"> <li>• Degradation of air quality</li> <li>• Air pollution</li> <li>• Nuisance to neighbours and wildlife</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Hoarding and other barriers to be erected to act as a dust screen.</li> <li>• No bonfires on site.</li> <li>• Dust generating activities are to be minimised.</li> <li>• The site is to be laid out so that machinery and dust causing activities are located away from sensitive receptors.</li> <li>• Enclosed skips are to be used.</li> <li>• Water misting or sprays shall be used as required during particularly dusty works activities.</li> <li>• Cutting, grinding and sawing equipment will use dust collectors or water as a suppressant.</li> <li>• All loads entering or leaving site are to be covered.</li> <li>• Vehicle speeds will be restricted to 10m/h to prevent high levels of dust being released.</li> <li>• Site stockpiling of materials shall be designed and laid out to minimise exposure to wind.</li> <li>• Stockpiles of materials are to be covered, seeded or fenced to prevent wind whipping.</li> <li>• Materials used for grouting will be stored in such a way to prevent them becoming an airborne hazard and mixing will be undertaken in order to prevent dust emissions as far as is reasonably practicable.</li> </ul>	1	2	2

Environmental Aspect (activity)	Environmental Impact	Risk*			Risk control measures	Residual risk**		
		L	S	LxS		L	S	LxS
<p>Generation of <b>noise</b> as a result of:</p> <ul style="list-style-type: none"> <li>• Site set up</li> <li>• Excavation</li> <li>• Movement of plant</li> <li>• Cutting materials</li> <li>• Failure of noise control mechanisms</li> </ul>	Noise nuisance to neighbours and wildlife	2	2	4	<ul style="list-style-type: none"> <li>• Work compounds are to be laid out so that access and loading areas are located as far away from sensitive neighbours as practicably possible.</li> <li>• Liaison is to be carried out with local residents via a CLO e.g. letter drops.</li> <li>• Only well maintained and silenced plant is to be used.</li> <li>• Plant and equipment supplied with acoustic enclosures is to be operated with all panels closed.</li> <li>• Plant is to be switched off when not in use.</li> <li>• All stationary equipment with significant noise outfall is to be sited to minimise noise nuisance to local residents.</li> <li>• The site is to operate within restricted working hours.</li> <li>• The site is to use screenings to reduce noise levels between the source and the receiver.</li> <li>• Noise measurements are to be monitored and recorded at several locations including nine areas located in close proximity to residential receptors.</li> <li>• Noise producing operations will be restricted to the following site hours: Monday to Friday – 8am to 7pm and Saturday 8am to 6pm.</li> <li>• PCNV's will be developed for specific phases of the project including night working.</li> <li>• Regular attendance at the Noise Liaison Group by GRAHAM Construction.</li> </ul>	1	2	2

<p>Generation of <b>vibration</b> as a result of:</p> <ul style="list-style-type: none"> <li>• Site set up</li> <li>• Plant movement</li> <li>• Piling</li> <li>• Digging</li> <li>• Rock breaking</li> <li>• Cutting/ chasing</li> <li>• Compacting/ vibrating materials</li> </ul>	<ul style="list-style-type: none"> <li>• Damage of adjacent properties</li> <li>• Compaction/ collapse of spoil heaps, material storage</li> <li>• Nuisance to neighbours and wildlife</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• Liaison is to be carried out with local residents via a CLO e.g. letter drops.</li> <li>• Only well maintained and silenced plant is to be used</li> <li>• Static plant is to be satisfactorily positioned in order to limit movement of vibration.</li> <li>• The site is to operate within restricted working hours.</li> <li>• The site is to use screenings to reduce noise levels between the source and the receiver.</li> <li>• Alternative routes for plant are to be considered.</li> <li>• Vibration measurements are to be monitored and recorded at several locations including nine areas located in close proximity to residential receptors.</li> <li>• Vibration producing operations will be restricted to the following site hours: Monday to Friday – 8am to 7pm and Saturday 8am to 6pm.</li> <li>• PCNV's will be developed for specific phases of the project including night working.</li> <li>• Noise and Vibration Management Plan to be implemented onsite. Vibration assessments to be completed in the PCNVs.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
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<p>Generation of <b>controlled waste</b> as a result of:</p> <ul style="list-style-type: none"> <li>• Bulk excavation</li> <li>• Ground works</li> <li>• Concreting</li> <li>• Joinery</li> <li>• Bricklaying</li> <li>• M&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for an increase in the amount of waste sent to landfill</li> <li>• Potential for damage at the landfill site due to leachate migration, habitat disruption and visual intrusion</li> <li>• Potential for incorrect disposal of wastes and fly tipping</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Suppliers to be instructed to take back packaging waste.</li> <li>• Over ordering is to be avoided.</li> <li>• All opportunities to reuse and recycle wastes both on and off site are to be explored.</li> <li>• NISP and other waste exchange websites should be contacted to facilitate the exchange of waste materials for third party reuse.</li> <li>• Materials are to be suitably stored on site in a manner which prevents damage, deterioration or contamination.</li> <li>• Separate skips are to be provided and labelled in order to facilitate the segregation of waste materials for recycling.</li> <li>• A site waste champion is to be appointed to oversee waste segregation and disposal on site.</li> <li>• A licensed waste disposal carrier is to be employed to remove all controlled waste off site to a legal destination.</li> <li>• A duty of care waste transfer note is to be prepared for each load as a record of the type of material being disposed of.</li> <li>• Evidence will be obtained confirming the legality of the destination of the waste and appropriate measures taken to ensure the waste moved from site is taken to the location identified on the transfer note.</li> <li>• A Site Waste Management Plan (SWMP) is to be updated throughout the project in order to identify and measure waste generation.</li> <li>• Site personnel will be given environmental toolbox talks on a monthly basis to help reinforce the recycling agenda to all.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
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Environmental Aspect (activity)	Environmental Impact	Risk*			Risk control measures	Residual risk**		
		L	S	LxS		L	S	LxS
Generation of <b>hazardous/ special waste</b> such as: <ul style="list-style-type: none"> <li>• Used engine oil</li> <li>• ACM</li> <li>• Used spill cleanup materials</li> <li>• Fluorescent light tubes</li> <li>• Aerosol cans such as marking out paint</li> <li>• Contaminated land</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for an increase in the amount of waste sent to landfill</li> <li>• Potential for damage at the landfill site due to leachate migration, habitat disruption and visual intrusion</li> <li>• Potential for incorrect disposal of wastes and fly tipping</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• All hazardous/ special wastes are to be kept separate from non-hazardous wastes on site in appropriately labeled containers.</li> <li>• Hazardous/ special waste streams are not be mixed.</li> <li>• Only Subcontractors and Hauliers who are licensed to remove hazardous/ special wastes are to be employed.</li> <li>• Only utilise disposal sites licensed to accept hazardous/ special wastes.</li> <li>• Hazardous/ special waste consignment notes to be utilised in conjunction with any movements of hazardous/ special waste.</li> <li>• Only competent asbestos removal contractors are to be employed.</li> <li>• Designated bins to be setup onsite for spray cans and used spill kit items.</li> </ul>	1	2	2

<p>Presence of <b>contaminated land</b> as a result of:</p> <ul style="list-style-type: none"> <li>• Escape of fuels/ oils and chemicals from bowsers/ containers.</li> <li>• Discharge of concrete wash out directly onto land.</li> </ul>	<p>Potential threat to health or the environment including pollution of the aquatic environment.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• A secondary containment system (or bund) is to be used for fuel storage where the storage capacity of the container is of 200 litres or more.</li> <li>• Integrally banded mobile fuel bowsers are to be used.</li> <li>• A refuelling area is to be designated and marked as such. All refuelling is to be supervised by a designated person who is aware of the refuelling protocol and knows what actions to take in an emergency.</li> <li>• Plant Nappies are to be installed under static plant.</li> <li>• Concrete is to be washed out into an impermeable concrete washout area.</li> <li>• Mobile refuelling will be carried out by the appointed person for refuelling.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
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<p>Generating discharges to <b>water courses and ground water</b> as result of:</p> <ul style="list-style-type: none"> <li>• Storm water runoff over vegetated and un-vegetated areas</li> <li>• Stockpiling of material</li> <li>• Dewatering excavations</li> <li>• Storage of fuel</li> <li>• Refuelling</li> <li>• Use of plant</li> <li>• Vehicle washing/ wheel washing</li> <li>• Grouting Works</li> <li>• Piling Works</li> </ul>	<p>Deterioration of the aquatic environment and / or pollution of potable water supplies via:</p> <ul style="list-style-type: none"> <li>• Silt burden</li> <li>• PH value too high or low</li> <li>• Toxins</li> <li>• Oils and greases</li> <li>• Organic waste e.g. sewage</li> <li>• Litter</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Regular checks of water courses affected by the site activities are to be made.</li> <li>• All existing drainage on site (e.g. surface water, foul sewer) to be identified and all drain covers and gullies are to be clearly marked to identify them (red for foul, blue for surface water).</li> <li>• Prior to discharge of silty or contaminated water to a controlled water or surface water drain, authorisation is to be obtained from the environmental regulator.</li> <li>• Prior to discharge of silty or contaminated water to a foul sewer, consent is to be obtained from the Sewerage Undertaker.</li> <li>• Silty water is to be either pumped over grassland (provided this filters out the silt), filtered e.g. using silt fencing or straw bales or pumped through settlement tanks/ skips.</li> <li>• Stockpiles are to be covered or reduced to prevent washing away of fines into water sources.</li> <li>• Sandbags and absorbent sausages are to be positioned around vulnerable drains and gullies.</li> <li>• A spill kit team is to be trained on site.</li> <li>• A secondary containment system (or bund) is to be used for fuel storage where the storage capacity of the container is of 200 litres or more.</li> <li>• Integrally banded mobile fuel bowsers are to be used.</li> <li>• A refuelling area is to be designated and marked as such. All refuelling is to be supervised by a designated person who is aware of the refuelling protocol and knows what actions to take in an emergency.</li> <li>• Specific Risks Assessments to be completed for grouting and piling works.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
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Environmental Aspect (activity)	Environmental Impact	Risk*			Risk control measures	Residual risk**		
		L	S	LxS		L	S	LxS
Generation of <b>dirt on roads</b> as a result of the movement of mobile plant to and from site	<ul style="list-style-type: none"> <li>Nuisance to the local community</li> <li>Negative visual impacts</li> <li>Unsafe conditions for road users</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Hard Surface roads will be swept regularly to remove mud and aggregate materials from their surface.</li> <li>Unsurfaced roads will be used by Site Traffic only.</li> <li>Areas of hard standing will be provided at site access and egress points to be used by any waiting vehicles.</li> <li>Public roads outside of the site shall be regularly inspected for cleanliness and cleaned as necessary.</li> </ul>	1	2	2



<p><b>Consumption of resources</b> and demand for consumables both on the site and in the office – for example:</p> <ul style="list-style-type: none"> <li>• Construction materials</li> <li>• Use of electrical equipment</li> <li>• Use of water</li> <li>• Use of fuel</li> <li>• Use of virgin aggregate</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for depletion of non renewable resources and habitat disruption by suppliers</li> </ul>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Wraps “netwaste tool” is to be used to assess the recycled content baseline for the project and identify alternative materials with a higher recycled content.</li> <li>• Timber is to be procured from sustainable sources.</li> <li>• The use of sustainable aggregate is to be considered where appropriate.</li> <li>• As much material as possible is to be reused on site.</li> <li>• Materials are to be ordered from local sources where possible.</li> <li>• Plant, Heating and lights are to be turned off when not in use for extended periods.</li> <li>• Deliveries and the removal of items from site are to be planned for the same journey, where possible.</li> <li>• Car sharing is to be encouraged along with the use of work vans/ minibuses to minimise collective distances travelled.</li> <li>• The location of meetings is to be considered to minimise travel distances.</li> <li>• Water usage is to be monitored and actions implemented for reduction of consumption of water.</li> <li>• Energy awareness is to be encouraged amongst employees through posters and training.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
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<ul style="list-style-type: none"> <li>• Presence of <b>flora &amp; fauna</b> on site.</li> <li>• Requirement to work adjacent to habitat during ground works landscaping.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for disturbing protected species which may be found on a construction site such as badgers, otters, bats, birds, great crested newts etc.</li> <li>• Potential for damage to trees and spread of aggressive weeds.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Early consultation with the relevant Statutory Nature Conservation Organisation is to be sought.</li> <li>• Survey works are to be programmed for the correct time of the year.</li> <li>• Before work begins, sensitive habitats are to be identified and fenced off. Signage is to be erected to indicate an environmentally sensitive area and the movement of workers is restricted within this area.</li> <li>• Site operatives are to be made aware of the special working methods that they should follow on site where species or areas of the site have been identified for particular protection.</li> <li>• Checks are to be carried out for the presence of nesting birds (as it is an offence to interfere with them). If found they are not disturbed.</li> <li>• Tree and hedgerow removal is to be carried out outside of the nesting season (March – end July).</li> <li>• All necessary licences are to be obtained for any appropriate works in the vicinity of protected species.</li> <li>• A suitably experienced or licensed ecologist is to be employed to carry out an ecological watching brief on site.</li> <li>• No Tree Preservation Order (TPO).</li> <li>• Care is to be taken to minimise the impact to existing vegetation and heavy plant is to be confined to the site and working areas.</li> <li>• Recognised control measures and good practice are to be employed where noxious or invasive plants are located on site – none identified to date. A suitably qualified.</li> <li>• Ecological Clerk to be appointed for the project.</li> </ul>	1	2	2
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### **1.11 Consultations**

Ongoing consultations will be held with the following bodies throughout the planning and execution of the works:

- Fife Council;
- Scottish Natural Heritage;
- Marine Scotland;
- Scottish Environmental Protection Agency; and
- Historic Scotland.



**APPENDIX A  
WEEKLY SITE SUPERVISORS ENVIRONMENT REPORT**

**SITE LOCATION:** - \_\_\_\_\_

**WEEK ENDING:** - \_\_\_\_\_

Item	Satisfactory	Comments
<b>WASTE</b>		
Are Controlled Waste Transfer notes in place for all movements of controlled waste from the site?	Yes/No	
Have the proper procedures for the removal of Hazardous Waste been implemented?	Yes/No	
Have copies of relevant waste management licences and exemptions been obtained?	Yes/No	
Where possible is waste being segregated to aid recycling?	Yes/No	
Is skip signage in use?	Yes/No	
Are all skips leaving site covered/netted?	Yes/No	
Has a "waste champion" been designated to ensure the co-ordination of waste materials into the appropriate skips?	Yes/No	
Do all skips in use contain only the designated materials?	Yes/No	
Has a Site Waste Management Plan been drawn up and implemented on site?	Yes/No	
Are details of the waste arisings being measured and documented within the Site Waste Management Plan?	Yes/No	
Are all material reconciliations required up to date?	Yes/No	
Have target wastage figures been reviewed against actual?	Yes/No	
Are unused materials being returned to storage / saved for further use?	Yes/No	
<b>MATERIAL STORAGE</b>		
Are materials stored in accordance with manufacturer's instructions?	Yes/No	
Are all storage areas / containers secured?	Yes/No	
Are all chemicals and fuels stored within a bunded area?	Yes/No	
Are all materials storage areas well away from site traffic routes and any other potential means of damage?	Yes/No	
Are all hazardous substances appropriately labelled and stored in a secure area?	Yes/No	
<b>FUEL STORAGE &amp; REFUELING</b>		
Are all fuel tanks stored in a properly bunded area?	Yes/No	
Are all items of plant being refuelled in accordance with the procedure?	Yes/No	
Are bunded areas free of rainwater / spillage to maintain capacity?	Yes/No	
<b>EFFECTS ON NEIGHBOURS</b>		
Have measures been implemented to minimise disruption caused by construction traffic?	Yes/No	
Have the required noise and vibration measurements been taken?	Yes/No	



Have measures been put in place to minimise any disruption caused by noise and vibration?	Yes/No	
Have measures been taken to reduce dust emissions e.g. damping down?	Yes/No	
Is the site clean, tidy and free from litter?	Yes/No	
<b>PLANT</b>		
Have any items of plant been serviced in the period?	Yes/No	
Are any items of plant in use overdue a service?	Yes/No	
Are there any items of plant which require servicing (on visual inspect)?	Yes/No	
Are service records available and up to date for plant utilised on site?	Yes/No	
<b>WATER CONSUMPTION</b>		
Are all water supply pipes free of leaks?	Yes/No	
Is the amount of water being used on site being measured and monitored by means of a water meter?	Yes/No	
Has a system been put in place to minimise consumption of mains water during construction?	Yes/No	
<b>WATER PROTECTION</b>		
Is water sampling being carried out and monitoring data being retained?	Yes/No	
Is a spill kit available and have operatives been trained in how to use it?	Yes/No	
(Where appropriate) has an approved washout facility been designated for concrete lorries to be emptied and washed?	Yes/No	
Are drip trays and sump trays available and utilised as necessary?	Yes/No	
<b>TRAINING</b>		
Have all operatives / staff on site had induction training?	Yes/No	
Have all operatives been trained in the activity method statement / risk assessment for their current activity?	Yes/No	
Have environmental awareness posters/ bulletins been displayed around site?	Yes/No	
<b>MANAGEMENT ISSUES</b>		
Date and Title of Last Environmental Toolbox Talk Carried Out:-		
Brief details of any Environmental complaints/ spills/ incidents since the last report: -		

On completion of this report please sign and give a copy to the Contracts Manager/ Director

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Site Agent/Supervisor

\_\_\_\_\_ Contracts Manager/Director









APPENDIX C

ENVIRONMENTAL RISK ASSESSMENT

Project:

Contract No:

The following is an assessment of risk for the operations detailed below:

Details and area of work:
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**Classification of Risk = Severity x Likelihood**  
(Before control measures taken)

Likelihood of Environmental Incident		1 (Unlikely)	2 (Likely)	3 (Near certain)
Severity of environmental incident	1 Minor	Low risk	Medium risk	Medium risk
	2 Serious	Medium risk	High risk	High risk
	3 Major	Medium risk	High risk	High risk

**Corrective action to be detailed on sheet 2 for Medium to High risk activities.**

The following Hazards are to be evaluated for the above detailed operation

	Hazard	Risk		Hazard	Risk
1	Airborne dust / smoke		8	Large amounts of waste generated	
2	Noise		9	Disposal of hazardous materials	
3	Escape of hazardous fumes		10	Traffic disruption	
4	Light nuisance		11	Vibration	
5	Discharges in water sources		12	Disruption to wildlife	
6	Leaking fuel / oil / hazardous substances from storage containers		13	Visual nuisance	
7	Working on contaminated ground		14	Other	

Compiled by:- \_\_\_\_\_ Date: \_\_\_\_\_

Date of Risk Assessment review (if applicable) \_\_\_\_\_



**ENVIRONMENTAL RISK ASSESSMENT**

This sheet is to be read in conjunction with Sheet 1 of the Environmental Risk Assessment.

Hazard No.	Details of hazard (More specific breakdown of environmental impacts and who / what could be affected by them)	Preventative Measures

Use another sheet if necessary.

Classification of risk after control measures have been undertaken = .....  
 (Only "low" acceptable. If not "low" then further control measures must be applied.)

**CIRCULATION OF ENVIRONMENTAL RISK ASSESSMENT**

Contract Manager		Site Engineer		Employees		Client	
Site Foreman		Sub-Contractor		Other occupiers of premises		Site Copy	