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**Site Waste Management Plan**  
For  
WESTFORD HOUSE,  
Church Street,  
St. Mary's, Isles of Scilly.

## INTRODUCTION

This document constitutes the ‘best practice initiatives’ adopted by WESTFORD HOUSE by requiring the contractors employed to carry out the proposed works at Lynwood, Church Road, St Mary’s, Isles of Scilly to embrace the principles of the Site Waste Management Plan as required by the Site Waste Management Regulations 2008.

PROJECT SITE - Westford House, Church St, St. Mary’s, Isles of Scilly

CLIENT - Ms Jo Greenlaw

CONTRACTOR - TBA

PROJECT SUMMARY - CONVERSION FROM GUEST HOUSE TO SELF CATERING UNITS ,

START DATE - NOVEMBER 2020 (Subject to Planning Approval)

PROJECT DURATION - To be confirmed by Contractor (Estimated 4 weeks)

PERSONS RESPONSIBLE FOR THE MANAGEMENT OF WASTE - Contractor

Third Party Waste Handling - Third parties handling waste will be required to provide documentary evidence of their licence to handle, transport, recycle and dispose of waste.

## OBJECTIVES

Project Objectives

- 1 To take all responsible steps to ensure that waste management controls are observed.
- 2 To minimise the amount of waste generated and maximised the amount of waste reused and recycled.
- 3 To re-use as much waste as possible on-site. Where reuse is not possible to identify the most appropriate waste management option in line with the waste hierarchy.
- 4 To manage waste as close as possible to site location
- 5 To make and improve awareness of waste management issues of all contractors and sub contractors and to ensure the correct waste management practices are followed on site.

## RESPONSIBILITIES

The responsibilities in relation to the SWMP are set out below.

The Site Waste Coordinator is the Principle Contractor on site, who is responsible for implementation of the SWMP. Duties include but are not limited to:

Ensuring waste is managed on site according to the SWMP. This includes ensuring appropriate segregation of waste on-site, making arrangements for the removal of waste from the site.

Ensuring all staff and sub-contractors understand their duties in relation to the SWMP. This includes organising appropriate training.

Ensuring correct records and documentation is kept. This includes checking waste transfer documentation, and maintenance of documentation relating to waste transfer.

The 'Site Waste Coordinator' is the point of contact for all staff, contractors and waste contractors in relation to the SWMP and waste management issues.

All contractors' staff operatives working on site are responsible for adhering to the principles for the movement and segregation of waste on site.

#### WASTE CONTRACTORS

The waste contractors are to be listed with contact details, this list is to be compiled by the 'Site Waste Coordinator'

All waste contractors are responsible for adhering to the SWMP including:

All waste contractors are responsible for ensuring compliance with their Duty of Care including providing the appropriate records to the 'site waste coordinator'

All mainland Contractors receiving waste are responsible for ensuring waste is managed as specified in the SWMP. They are responsible for ensuring the waste treatment facilities have a waste licence and that records are provided to the 'site waste coordinator'

Mainland waste contractors receiving waste are responsible for transporting it to a licensed waste management facility

Mainland waste contractors are responsible for providing adequate containers for the collection and segregation of waste as specified in the SWMP.

#### MANAGEMENT OF WASTE ON SITE

The principle contractor shall adopt the materials that'll be re-used or recycled on site will be segregated in designated areas ready for mainland transportation. The locations of the designated areas shall be identified by the contractor prior to commencement of works and recorded.

- Re-Use and Re-Cycle Off Site
- Materials that will be removed from site for recycling will be segregated from the waste stream and collected in containers for transport. The locations of collection and segregation area/s and the materials that will be collected at these sites are to be recorded.
  - The waste containers will be colour coded according to the National Coding Scheme.
  - All waste which can be reused or recycled as specified in the recorded tables just be segregated out of the waste stream by staff and sub-contractors.
  - Contamination of the waste containers will be monitored.
  - At the end of each day all staff and package contractors must ensure that waste is moved to the appropriate area/s as specified.
  - All lovable containers will be locked at the end of each day.
  - Any problems found with arrangements for waste segregation should be reported directly to the 'site waste coordinator.'

## TRAINING

As part of adopting the principles of the SWMP the Principle Contractor shall implement training and as such the site waste coordinator shall be responsible for ensuring all of the contractors staff and operatives receive training the implementation of the SWMP

Details of training should be recorded.

## MEASURING AND MONITORING

The Site waste Coordinator will be responsible for ensuring that monitoring takes place throughout the project - to include:

Estimated Waste generated Schedule

Summary of Actual Waste Generated

Actual Waste Carrier Recorded.