



Keeping people safe AA.

BARRATT GROUP STANDARD {BGS} 29 WASTE MANAGEMENT

Occupational Safety, Health and Environmental
Management System 2016

		Reference	Responsibility
1.0	Introduction		
1.1	This Barratt Group Standard details the Waste Management policy and procedures of the Group. The policy and procedures reflects the company's commitment to waste management as part of our overall Environmental policy.		Managing Director/ Operations Director
1.2	We are committed to improving resource efficiency by reducing material use and waste generated from our activities. Our aim is to reduce the life cycle impact of materials and wastes, and reduce emissions that may contribute to climate change.		
1.3	Our approach to overall resource management is based on the following hierarchy: • Prevention or minimisation of waste through the design process • Use of materials efficiently to reduce waste • Implementation of robust waste management practices on all our sites and offices • Maximisation of on-site recovery (Reuse, recycling or treatment) • Minimisation of disposal of waste to landfill • Segregate waste streams in order to enable materials to be recycled or reused • Regularly collecting data and monitoring our performance using Key Performance Indicators.		
1.4	In addition, we are committed to raising awareness of resource efficiency and waste management across the Group and with our supply chain. This will include training and information to employees, contractors and suppliers on waste minimisation opportunities and resource efficiency		

		Reference	Responsibility
2.0	Definitions		
2.1	Controlled Waste – Any waste arising from the site which the holder discards, intends or is required to discard.		
2.2	Hazardous Waste – Waste that has hazardous properties that may be harmful to human health or the environment. (See section 9)		
2.3	Inert Waste – Is waste that is chemically inert and will not degrade over time. Examples include rubble, soil, sand and gravel.		
2.4	Active Waste – Is waste that will biodegrade over time and includes wood, plastic, metal and vegetation.		
2.5	Waste Carrier – Person/Company with licence to transport waste (must hold a valid waste carriers licence issued by the EA/SEPA).		
2.6	Waste Transfer Note (WTN) is a document that accompanies the transfer of non-hazardous waste between different holders.		
2.7	Consignment Note – A controlled document for the movement of hazardous/special waste.		
2.8	Absolute Hazardous Waste – these wastes are defined as hazardous in the EWC and no further work is required to define what the chemicals or substances are.		
2.9	Mirror Hazardous Waste – these wastes may be hazardous depending on whether it contains dangerous substances at or above certain action levels.		
2.10	European Waste Catalogue (EWC)/List of wastes – These are a list of wastes that that have been categorised as hazardous or non-hazardous and have a distinct 6 digit reference code.		
2.11	Waste Management Hierarchy The hierarchy for waste management which must be applied to transferring any waste through prevention, preparing for reuse, recycling or recovery.		
2.12	Waste Minimisation Includes a range of methods to 'design-out' waste from a business and limit waste arising's from its activities		
2.13	Waste Management Involves identifying potential waste streams and managing these to ensure efficient disposal.		

		Reference	Responsibility
3.0	Waste minimisation		
3.1	A review of all opportunities for waste minimisation via the Group procurement process shall be undertaken for all suppliers and each challenged to reduce waste through the construction process. This will include considering how materials are being delivered to site and evaluating if packaging is appropriate to prevent damage and is not excessive which creates unnecessary waste.		Group Procurement/ Buyers
3.2	All developments shall consider opportunities to minimise waste through the design stage and in particular consider how any design changes can impact on reworking or wasted materials. Consideration should be given to the use of construction processes that will reduce the amount of waste created.		Group Technical/ Construction Directors
3.3	All developments shall identify the location of on-site storage of materials and ensure that they are appropriate to prevent damage to materials. Delivery of materials must be planned and coordinated so that they can be handled appropriately on site and stored in an appropriate location.	SHE Form 05	Construction Director
4.0	Divisional/Regional Offices Waste Management		
4.1	All offices within the Group must have waste management processes in place which enable waste to be managed and these will include: • Maximise the use of electronic media for dissemination of information both internally and externally. Ensure these are designed to facilitate them being read on-screen and avoid the need for printing. • Ensure that printing/copying equipment provides double-sided prints and set this up as the default option for photocopiers and computers • Print release scheme (where the user has to formally 'pull' their printing to a specific printer); this will reduce wastage of printing that is not collected. • Put in place a segregation and recycling strategy for the following: ○ Paper ○ Cardboard ○ Printer and toner cartridges ○ Plastic cups ○ Metal dinks cans ○ Batteries ○ Electrical Equipment		Office Manager

		Reference	Responsibility																								
5.0	General Waste Management on Construction Sites		Contracts Manager / Project Director																								
5.1	<table><tr><th>Waste Stream</th><th>Colour Code</th><th>Container Type / Size</th></tr><tr><td>Mixed Waste</td><td>Red</td><td>See note below*</td></tr><tr><td>Inert Waste</td><td>Green</td><td>Stockpile or 20 yd skip</td></tr><tr><td>Plasterboard</td><td>Blue</td><td>8, 12, 14 yd skip</td></tr><tr><td>Light Weight Compactable</td><td>Orange</td><td>12-14 yd skip**</td></tr><tr><td>Hazardous</td><td>Purple/Black</td><td>Haz Waste Station</td></tr><tr><td>Wood</td><td>Yellow</td><td>12-14 yd skip**</td></tr><tr><td>Metal</td><td>Brown</td><td></td></tr></table> *Mixed waste skips must not be provided on site unless they form part of a waste management process linked to a licensed waste transfer/handling station or to remove waste materials at the end of the construction period on site **No Roll On Roll Off (RORO's) to be used unless Director level sign off is agreed in advance for compactable waste and wood due to the potential for contamination and high costs	Waste Stream		Colour Code	Container Type / Size	Mixed Waste	Red	See note below*	Inert Waste	Green	Stockpile or 20 yd skip	Plasterboard	Blue	8, 12, 14 yd skip	Light Weight Compactable	Orange	12-14 yd skip**	Hazardous	Purple/Black	Haz Waste Station	Wood	Yellow	12-14 yd skip**	Metal	Brown		
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5.2	All sites to have appropriate colour coded signage for each waste stream. Tipper skips to be labelled with appropriate waste stickers to ensure segregation at source. Segregation / compound area to have appropriate signage to ensure the area is clearly visible		Site Manager																								
5.3	All sites to ensure contractors adhere to the Segregation at source instruction utilising tipper skips/bins to eliminate cross contamination of waste streams		Site Manager																								
5.4	The Barratt Developments PLC approved waste poster should be displayed in site cabins and requirements for waste management included at the site specific induction.		Site Manager																								
5.5	Where segregation is not practicable on site then segregation at a waste transfer/handling station via licensed waste carrier should be undertaken (NB: These sites should be permitted under either an Environmental Permit/Waste Management Licence or an exemption where appropriate).	See Section 7.1 & 8.1	Contracts Manager/ Project Director																								
5.6	Pallets must not be placed into skips and the Group “take Back” scheme must be used where practicable.		Site Manager																								
5.7	Divisional Construction Director and Commercial Director to meet on at least quarterly with the Waste Management Provider to discuss and improve waste management engagement		Construction Director / Commercial Director																								
5.8	Site Management are to accompany the Waste Management Provider on Waste Audits to review performance against the waste policy and segregation performance		Site Manager																								
5.9	The Waste Management Provider is to be contacted to conduct toolbox talks regarding waste management and segregation best practice on all new developments with follow up toolbox talks as required.		Site Manager																								

		Reference	Responsibility
6.0	Registration as Producer of Hazardous Waste		
6.1	Barratt Developments PLC must ensure that all developments in Wales are registered with the Environment Agency (EA) prior to any works commencing as potential producers of hazardous waste. Registration must be renewed annually. A unique registration code will be issued, which should be displayed in the site offices. (Not a requirement in England and Scotland).		Technical Director/Site Manager
7.0	Waste Carriers Licence		
7.1	All contractors removing waste from site must hold a valid Waste Carriers Licence (WCL) which must be available on site at all times. A matrix of carriers provided by one of our approved brokers is acceptable. This includes WCL for any sub-contractors removing waste from site and also contractors removing soil, portable toilet waste and road sweepings.		Technical Director
8.0	Environmental Permits - England and Wales/Waste Management Licensing (WML) - Scotland		
8.1	All waste disposal companies used should be permitted or licensed by the EA and SEPA respectively. In England and Wales they will be covered by an Environmental Permit or an Exemption and in Scotland they will be covered by a WML or an Exemption.		Technical Director
8.2	An Environmental Permit, WML or Exemption will be required for the actual site where waste materials are treated for recycling or re-use. The following exemptions may apply where applicable: - Mobile crushers must have a Part B Permit to operate issued by the Local Authority (LA), which must be kept with the machine. The LA must be notified each time a machine is moved into their local area or to a new location. - Site gained concrete, bricks, tiles or other materials can be crushed and reused as sub –base or fill. In this case a T7 Permit exemption (England and Wales) or a Paragraph 24 exemption (Scotland) can be registered. In England and Wales. This is registered with the LA and in Scotland with SEPA. The total waste stored must not exceed £20,000 tonnes at any time and any movement of the material to other locations will be subject to waste transfer documentation and waste carriers licensing. - Treatment or screening of soils or wastes (other than concrete, bricks or tiles) will be subject to a T5 exemption (England and Wales) but the maximum quantities that can be stored or treated is 5000 tonnes over a 3 year period.		Technical Director Technical Director Technical Director

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	- A U1 exemption (England and Wales) can be obtained to allow use of suitable wastes for small scale construction. Example activities include: - Using crushed bricks, concrete, rocks and aggregate to create a noise bund around a new development and then using soil to landscape it to enable grass to grow. - Using road planings and rubble to build a track, road or car park. - Using wood-chip to construct a track, path or bridleway. - Bringing in some soil from another place for use in landscaping at a housing development.		Technical Director																																		
8.3	The following limits apply to any exemption: Table 1 - You can use to 5000 tonnes in total of the wastes below for any construction activity. <table><tr><th>Codes</th><th>Waste types</th></tr><tr><td>010102</td><td>Waste from mineral non-metalliferous excavation</td></tr><tr><td>010408</td><td>Waste gravel and crushed rock other than mentioned in 010407</td></tr><tr><td>010409</td><td>Waste sand and clays</td></tr><tr><td>101208</td><td>Waste ceramics, bricks, tiles and construction products (after thermal processing)</td></tr><tr><td>101314</td><td>Waste concrete and concrete sludge</td></tr><tr><td>170101</td><td>Concrete</td></tr><tr><td>170102</td><td>Bricks</td></tr><tr><td>170103</td><td>Tiles and ceramics</td></tr><tr><td>170107</td><td>Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 170106</td></tr><tr><td>191209</td><td>Minerals (for example sand and stones)</td></tr><tr><td>191212</td><td>Aggregates only</td></tr></table> Table 2 - You can use up to 1000 tonnes in total of the wastes below for construction purposes <table><tr><th>Codes</th><th>Waste types</th></tr><tr><td>170504</td><td>Soil and stones other than those mentioned in 170503</td></tr><tr><td>170506</td><td>Dredging spoil other than those mentioned in 170505</td></tr><tr><td>191302</td><td>Solid wastes from soil remediation other than those mentioned in 191301</td></tr><tr><td>200202</td><td>Soil and stones</td></tr></table> Table 3 - Within the 1000 tonnes total for use of wastes from Table 2, you can only use the waste below for the construction of tracks, paths, bridleways or car parks. The waste must be processed into chipped form prior to use.	Codes	Waste types	010102	Waste from mineral non-metalliferous excavation	010408	Waste gravel and crushed rock other than mentioned in 010407	010409	Waste sand and clays	101208	Waste ceramics, bricks, tiles and construction products (after thermal processing)	101314	Waste concrete and concrete sludge	170101	Concrete	170102	Bricks	170103	Tiles and ceramics	170107	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 170106	191209	Minerals (for example sand and stones)	191212	Aggregates only	Codes	Waste types	170504	Soil and stones other than those mentioned in 170503	170506	Dredging spoil other than those mentioned in 170505	191302	Solid wastes from soil remediation other than those mentioned in 191301	200202	Soil and stones		Technical Director
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8.4	Construction activities carried out for the purpose of producing a suitably engineered soil would not be regarded as a waste management activity (i.e. lime stabilisation and piling) and a permit/licence would not be required.		Technical Director														
8.5	Where uncontaminated materials are <u>produced on site</u> during construction work and are then <u>stored and re-used on the same site</u> , in accordance with planning permission, there is <u>no</u> requirement for a Permit/WML/Exemption provided: they are suitable for that use and require no further treatment; only the quantity necessary for the works is used; and their use is not a mere possibility but a certainty. Relevant activities involving uncontaminated materials produced on site and then reused on the same site may include cut and fill; simple foundation excavations with arisings spread evenly under the ground floor slab and the combination of soils to create a retaining structure.		Technical Director														
8.6	On multi-phase developments, if arisings are put to use on site and it is done in accordance with planning permission (for the whole development) then a permit or exemption will not generally be required. This can also be the case where different developers are involved in a consortium agreement for a development and a formal agreement is in place which identifies levels of responsibility.		Technical Director														
8.7	Where clean waste material is transferred from one development to another or imported from a third party source, an exemption from a Permit/WML can be granted by the EA/SEPA respectively. These exemptions must be applied for prior to the work commencing (25 days in England & Wales and 21 days in Scotland).																

		Reference	Responsibility
8.8	Where contaminated materials produced on site during construction works (including excavated soils) are used on site in accordance with the planning permission these may not be regarded as waste and a permit/license not required. (The criteria in 8.5 must still be met). This can include activities such as site re-grading and use of materials beneath cover or capping layers, buildings and hard standing. In this case an assessment will need to be made to ensure that materials will not pose a risk to the environment. This will need to be detailed in a remediation strategy for the site, which meets EA/SEPA requirements.		Technical Director
9.0	Duty of Care – Waste Materials		
9.1	All appropriate measures must be taken to ensure anyone who is involved in the chain of custody for waste is appropriately permitted/licensed. (Waste will include clean soil from site being deposited off site or imported clean soil to site).		Contracts Manager / Project Director
9.2	All waste must be appropriately identified and stored on site and covered to prevent uncontrolled release. Skips must not be allowed to overspill and disposal areas kept clean and tidy.		Site Manager
9.3	Waste must only be transferred to an authorised person capable and permitted/licensed to deal with the type of waste produced.		Site Manager
9.4	Periodic reviews must be undertaken to review that waste from site is being handled correctly and transferred to the final point of disposal or recovery as detailed on the SWMP and as per waste transfer note/Consignment note.	See Section 14	Site Manager
9.5	Reasonable steps must be taken to ensure that sufficient site security measures are in place to prevent the illegal disposal of waste from site and illegal dumping of waste onsite.		Contracts Manager / Project Director
9.6	In the event that Barratt Developments PLC are not the Principal Contractor the pre-contract meetings and competency checks should identify the procedure and arrangements made by the client to review operations during the operational stage.		Contracts Manager / Project Director
10.0	Waste Transfer Notes (WTN)		
10.1	A waste transfer note must be created for each load of waste that leaves site.		Site Manager
10.2	For repetitive transfers of non-hazardous waste, a season ticket can be utilised for up to 12 months. They can only be used where the parties involved in each transfer are the		Contracts Manager / Project Director

		Reference	Responsibility
	same and where the description of waste transferred remains the same.		
10.3	All waste transfer notes must describe the quantity and types of the waste being transferred and also include the appropriate waste code (EWC code) and waste description for the particular waste stream. They must also indicate that the hierarchy for waste control has been applied. Construction waste codes are included in Section 12.		Site Manager
10.4	General descriptions such as 'general waste' or 'Inert waste' are not acceptable. It is our requirement as producers to ensure the description is accurate.		Site Manager
10.5	The waste transfer note must also record how the waste is contained/packaged, when it is transferred, where it should go and whom it was transferred to i.e. waste carrier details including waste carriers registration no.		Site Manager
10.6	Both the waste carrier and a responsible person on site who has checked the detail on the transfer note must sign the waste transfer note.		Site Manager
10.7	Copies of the waste transfer note(s) must be maintained for two years. These can be held at the divisional office.		
11.0	Consignment Notes (Hazardous/Special Waste)		Site Manager
11.1	A consignment note is required for hazardous/special waste that is removed from site. A waste transfer note is not required where the waste is controlled by a consignment note. (separate regulations apply in some instances in Scotland see: http://www.sepa.org.uk/media/36660/consigning_special_waste.pdf		
11.2	The consignment note is a three-page document which are colour-coded; Producers/Holders/Consignor's – White Carrier's Copy – Gold Consignee's – Pink		
11.3	Parts A & B must be completed on each copy of the consignment note. A broker can complete this but it remains Barratt Developments PLC responsibility to ensure it is completed correctly. Part A = Holders details Part B = Description of the Waste (Including EWC code)		
11.4	All copies of the consignment note should be given to the carrier who will check parts A and B are correct. They will complete Part C – Carriers Certificate and will return the		

		Reference	Responsibility
	form to the producer for completion of Part D – Consignor’s certificate.		
11.5	On completion of Part D retain the White copy of the note and return the other copies to the carrier.		
11.6	Copies of Consignment notes must be retained for 3 years.		
11.7	Where contractors as part of their work package are responsible for the removal of hazardous waste the division should satisfy themselves that appropriate systems are in place and that waste is being managed effectively.		

12.0 European Waste Catalogue/List of Wastes

17 01	concrete, bricks, tiles and ceramics	
17 01 01	concrete	
17 01 02	bricks	
17 01 03	tiles and ceramics	
17 01 06	mixtures of, or separate fractions of concrete, bricks, tiles and ceramic containing dangerous substances	M
17 01 07	mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 02	wood, glass and plastic	
17 02 01	wood	
17 02 02	glass	
17 02 03	plastic	
17 02 04	glass, plastic and wood containing or contaminated with dangerous substances	M
17 03	bituminous mixtures, coal tar and tarred products	
17 03 01	bituminous mixtures containing coal tar	M
17 03 02	bituminous mixtures other than those mentioned in 17 03 01	
17 03 03	coal tar and tarred products	A
17 04	metals (including their alloys)	
17 04 01	copper, bronze, brass	
17 04 02	aluminium	
17 04 03	lead	
17 04 04	zinc	
17 04 05	iron and steel	
17 04 06	tin	
17 04 07	mixed metals	
17 04 09	metal waste contaminated with dangerous substances	M
17 04 10	cables containing oil, coal tar and other dangerous substances	M
17 04 11	cables other than those mentioned in 17 04 10	
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil	
17 05 03	soil and stones containing dangerous substances	M
17 05 04	soil and stones other than those mentioned in 17 05 03	
17 05 05	dredging spoil containing dangerous substances	M
17 05 06	dredging spoil other than those mentioned in 17 05 05	
17 05 07	track ballast containing dangerous substances	M
17 05 08	track ballast other than those mentioned in 17 05 07	
17 06	insulation materials and asbestos-containing construction materials	
17 06 01	insulation materials containing asbestos	M

17 06 03	other insulation materials consisting of or containing dangerous substances	M
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03	
17 06 05	construction materials containing asbestos	M
17 08	gypsum-based construction material	
17 08 01	gypsum-based construction materials contaminated with dangerous substances	M
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01	
17 09	other construction and demolition wastes	
17 09 01	construction and demolition wastes containing mercury	M
17 09 02	construction and demolition wastes containing PCB (for example PCB-containing sealants, PCB-containing resin-based floorings, PCB-containing sealed glazing units, PCB-containing capacitors)	M
17 09 03	other construction and demolition wastes (including mixed wastes)	M
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01 and 17 09 03	
20 03 01	light mixed waste, mixed compactable waste	
20 03 04	septic tank sludge	

13.0 Other Potentially Hazardous Waste

Where products carry the following hazard warning symbols they will be deemed hazardous and may require special means of disposal. There are other substances, which will be deemed hazardous but these are the most common found on our sites.



Dangerous to the Environment



Toxic



Corrosive



Flammable



Oxidising



Explosive



Caution - Less serious health hazards



Longer term health hazards



Contains gas under pressure

13.1 Disposal of hazardous Waste

All developments must have a facility for managing hazardous waste. Disposal of products into these facilities must be strictly controlled. All hazardous waste must be transferred to a licensed carrier using a consignment note to track its movement.

13.2 Paint Tins or Tubs

Paint tins or tubs may be classified as hazardous waste.

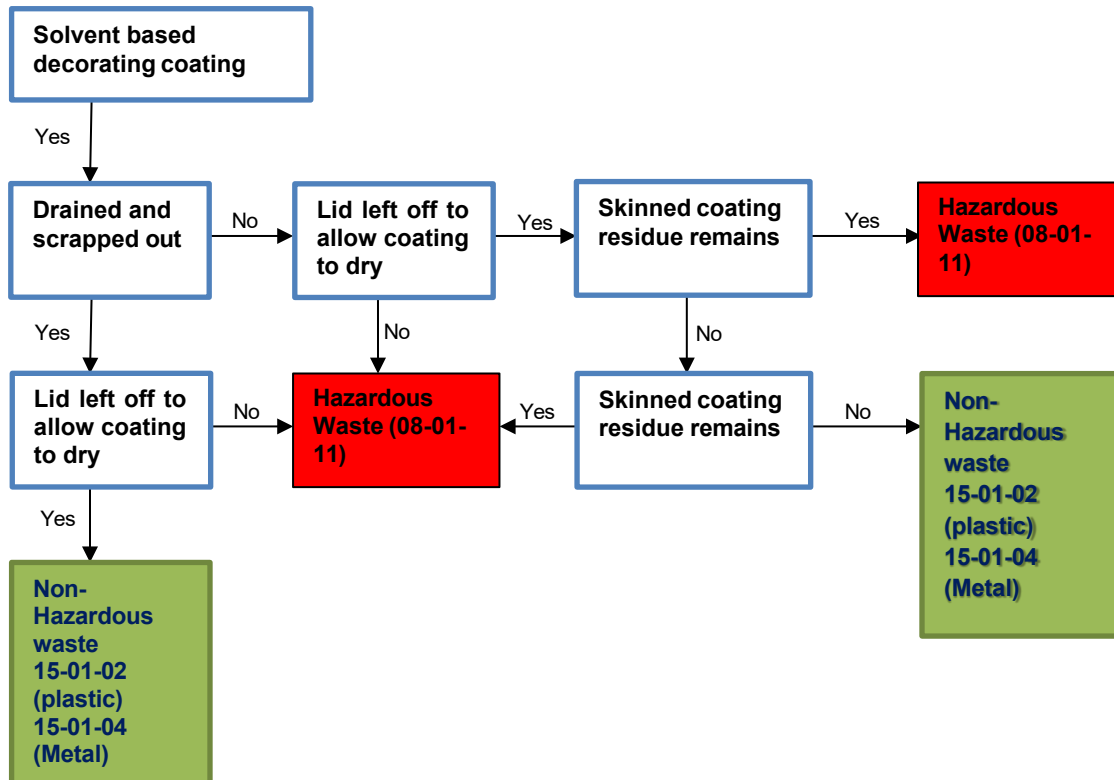
All sites must use the paint can/tub recycling service provided by the approved supplier Dulux Decorator centres where practicable. Dulux will provide bags for recycled cans as follows:

- Blue for water based
- Red for solvent based

All cans or tubs being recycled must contain no more than 25mm of wet paint and have lids securely fastened. Dry tubs or cans will not need to have lids on. The Dulux Decorator centre will pick up the empty cans when they make deliveries of new paint to the site.

Solvent Based Paint Cans or Tubs

For solvent based paint or woodcare coatings, the containers which are not recycled as detailed above may be classified as hazardous. The chart below can be used to determine whether the empty or partially emptied containers are classified as hazardous or non-hazardous.



Water Based Paint Cans or Tubs

In the case of water based paint containers, all the waste will be non-hazardous provided the contents are drained/scrapped and the lid is left off to completely dry off residue. The same waste codes will apply for non-hazardous waste packaging as above.

13.3 Mastic Tubes

Mastic tubes must be fully discharged to remove any residue. If there is any residue in the nozzle or any other part of the tube and is not removed prior to disposal, the tube will be classified as hazardous. Nozzles should be removed and any section of the tube with mastic remaining cut away and treated as hazardous waste. The remainder of the tube can be disposed of as non-hazardous waste.

13.4 Resin Tins or Aerosols

Part used resin tins and aerosols displaying one of the hazardous warning signs must be treated as hazardous even if empty.

14.0 Guidance on content of Waste Transfer Notes

Section A - This must contain sufficient information about the waste to enable anybody coming into contact with it, to handle it safely. The description should be in words and by using the appropriate EWC code. It is not acceptable to use non-specific terms such as 'General waste'. It is also important to ensure the quantity and how the waste will be contained is detailed.

Section A - Description of the Waste

Please describe the type of waste below;

Please give the six figure European Waste Catalogue (EWC code)

Total Quantity of waste to be collected

Describe how it is contained i.e. loose or packaged

Section B – This must have details of the site and address where the waste has been produced. This must be signed by an authorised person i.e. site manager

Section B – Waste Producer

Name:

Address

Post Code

Signature:

Section C – This must include the name and address of the company collecting the waste including their waste registration number and be signed by the authorised person i.e. driver

Section C – Person or Company collecting the Waste

Name:

Address

Post Code

Registration Number:

Signature:

Section D – The location where the waste will be deposited must be detailed including the date and time of transfer. The name of the waste broker should also be included.

Section D – Location of disposal/Transfer

Address of place of transfer/collection point

Date of transfer

Time of transfer

Waste Broker who arranged the transfer

The waste management hierarchy has been applied to this waste transfer and consideration given to reusing or recycling waste before transferring it.