

Waste Management Plans: what do they mean in practice?

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**CONSTRUCTING
EXCELLENCE**

What can a SWMP help you do?

- Manage risks relating to materials and waste on your site
- Deal with queries from regulators
- Demonstrate to clients how you manage waste, and how you reduce costs and risks to them
- Meet the requirements of quality and environmental systems
- Comply with likely future contractual requirements
- Save money!



What form should the SWMP take?

- Whatever form suits your organisation best!
- The simpler and more straightforward the process is, the more likely it is to be followed
- The checklist approach we suggest is designed to make sure all the important factors are considered at the appropriate stages

Step 1

- Identify who is responsible for producing the SWMP
- Make sure they know they are responsible!
- Ensure responsibility at all the different stages of a project

Step 2

- Identify types and quantities of waste likely to arise
- Identify when they are likely to be produced

Step 3

- Identify waste management options
- Consider the waste hierarchy when identifying options
- Consider both on- and off-site options

Step 4

- Identify waste management sites and contractors
- Ensure that appropriate contracts are in place
- Emphasise in the documentation compliance with all legal responsibilities such as Duty of Care

Step 5

- Carry out any appropriate training
- In-house and sub-contract staff
- Ensure that everyone knows the requirements of your SWMP and what is expected of them

Step 6

- Plan for efficient materials and waste handling
- Make sure the planning is carried out early enough to be effective
- Set indicative targets for each waste type, or for each disposal route, and record them

Step 7

- Measure how much waste is produced of each type
- Record quantities and types
- Compare with your SWMP and targets
- You may wish to share this information with site staff

Step 8

- Monitor the implementation of your SWMP
- Consider whether you need to update your Plan
- Note lessons to consider during Step 9

Step 9

- Review how the SWMP worked
- Identify learning points for future projects
- Share the learning with all appropriate colleagues

The Checklist

- Broken down into stages of a project
 - Policy
 - Procurement
 - Project planning
 - Site operations
 - Post-completion
- The document itself can be passed on to whoever is responsible for the next stage



Policy

1. Waste management policy
2. Client signature
3. Identification of sub-contractors
4. Sub-contractor signatures

Procurement

5. Evaluation of materials
6. Use of secondary and recycled materials
7. Packaging
8. Unused materials

Project planning

9. Allocation of responsibilities
10. Production of project programme, including waste types and quantities
11. Designation of site area for waste management
12. Target setting
13. Hazardous waste management
14. Liquid waste
15. Discharge consent

Project Planning (2)

16. Trade effluent discharge
17. Re-use of materials on-site
18. Re-use of materials off-site
19. On-site processing and re-use
20. Off-site reprocessing
21. Most appropriate sites for final disposal
22. Consideration of value of waste materials

Site operations

24. Allocation of responsibilities
25. Training
26. Segregation of waste
27. Labelling of containers
28. Duty of Care
29. Checking
30. Monitoring implementation
31. Reporting
32. Noting ongoing issues for review



Post completion

- 33. Final report
- 34. Sign-off by client and sub-contractors
- 35. Lessons learned

- 36. Sharing of knowledge

Data sheet

- Types of waste arising – including overall category
 - Inert
 - Active
 - Hazardous
- Quantities of each type of waste produced
- What happens to each type of waste
- Performance score
- Target