

Capital Projects and Planning Division

Site Waste Management Plans Regulations (2008) Policy Document

Policy Statement

Imperial College London is one of the most prestigious higher education facilities in the world, a position attained in part due to its focus on providing high quality research and support facilities. To ensure this position is maintained, the College task the Capital Projects & Planning Division with undertaking construction and infrastructure projects every year and as a result oversee one of the largest estates in the UK Higher Education sector. In line with its focus on providing quality to all facets of operations, the College recognises its responsibility to act as a responsible institution for the greater benefit of the environment and surrounding communities. The College are therefore driven to minimise any potentially adverse environmental impact of their operations, with the ultimate goal of developing and operating a sustainable, Low Carbon estate.

Imperial College London intends to take a proactive and balanced approach to managing its activities in an environmentally responsible manner and is consequently fully committed to complying with the [Site Waste Management Plans Regulations 2008](#).

The Client's responsibilities lie within Regulations [4] and [5], where they are to appoint a Principal Contractor and prepare a Site Waste Management Plan (SWMP) for projects whose construction value is £300,000 or above (excluding vat).

Regulation [6] describes the content of a typical SWMP and notes the duty holder's responsibilities and Regulation [11] refers to the "schedule", where the Client's additional duties are included in paragraphs 2 and 3.

These require the Client to give reasonable directions to the Principal Contractor, to enable the contractor to comply with the Regulations, to review, revise and refine the SWMP, to ensure any changes to roles and responsibilities are communicated to those affected and along with the Principal Contractor, to ensure that sufficient site security is in place, to prevent the illegal disposal of waste from the site.

To comply with the legislation and in line with best practice, a SWMP will be instigated from the pre-design stage, to inform the adoption of good practice waste minimisation in design, thereby ensuring the SWMP is developed systematically from the start and will contain the best information possible when it is delivered to the contractors, at tender stage.

The SWMP must contain targets for waste reduction and recovery based on an assessment of the likely composition and quantity of waste arisings and identification of the most significant cost effective options for improvement. This should be supplemented

by information on how the targets will be achieved during construction activities and how the actual levels of waste reduction and recovery will be monitored for comparison with the targets set.

For work on College projects, the projects and contractor's teams will utilise the College [SWMP Toolkit](#) designated as "Appendix 4", produced by Turner & Townsend. Using this common tool will ensure continuity of the original data and simplify the monitoring and recording of any changes that may occur, after the appointment of the Principal Contractor.

Initially the targets will be in line with government targets and industry good practice, using the [Waste and Resources Action Plan \(WRAP\)](#) targets, noted in Table 7.1 – "Standard, Good and Best Practice recovery rates by material"¹ published in the document "[Achieving good practice Waste Minimisation and Management](#)".

As experience and skills for waste minimisation and management develop, the College will look to align its targets to achieve Best Practice Recovery rates as noted in the table², progressing eventually to achieving excellence in waste minimisation and seeking to achieve BREEAM credits as the College strives to become an exemplar in sustainable construction.

Reference information for various items and issues during the Construction phase can be found within Box 2 - "Construction stage information resources"³.

In respect of the efficient use of materials, the aim is to minimise the consumption of finite natural resources and to minimise the quantity of waste being sent to landfill sites. Therefore, as general design principles, the College will require the following to be sought, where commercially viable:

- Efficient design to minimise the use and waste of materials;
- Efficient stock control to minimise the use and waste of materials;
- Re-use and refurbishment of existing infrastructure;
- Use of reclaimed products and materials;
- Use of renewable materials from legal and sustainable sources (such as timber with FSC/ PEFC/ SFI/ CSA certification);
- Waste minimisation on-site;
- Recycling of construction, demolition and excavation waste; and
- Procurement of products and materials with good practice levels of recycled content (relative to other products that meet the same specification).

¹ Page 29 Section 7.0 - *Achieving good practice Waste Minimisation and Management – Guidance for construction clients, design teams and contractors* (WRAP)

² Page 29 Section 7.0 - *Achieving good practice Waste Minimisation and Management – Guidance for construction clients, design teams and contractors* (WRAP)

³ Page 27 Section 6.3 – *Box 2 Construction stage information resources*

These objectives will be pursued while avoiding adverse impact on cost and quality, as well as minimising transport of heavy materials, especially by road, where feasible.

As a result of these measures, the College is actively seeking to reduce its consumption of raw materials, reducing their production of construction waste, and mitigating their impact on the natural environment.

The following overview highlights the responsibilities through College Project Stages:

<p>Pre-design and Preparation</p> <ol style="list-style-type: none"> 1. Create the Site Waste Management Plan. (the SWMP Model has been provided) 2. Complete the administrative details / update Action(s) log 3. Set initial project requirements / Brief 4. Define Design Team responsibilities / produce contractual clauses 	<p>Stage B</p> <p style="text-align: right;">6.1</p> <p>Responsible Party Client (with Project Team)</p>
<p>Design and Procurement</p> <ol style="list-style-type: none"> 1. Make initial design decisions / identify potential waste streams. 2. Produce SWMP waste forecasts based on design / past experience. 3. Set bespoke targets and Key Performance Indicators 4. Identify key opportunities for waste minimisation; update design. 5. Revise SWMP waste forecasts 6. Define Contractor responsibilities / produce contractual clauses 	<p>Stages C, D, E</p> <p style="text-align: right;">6.2</p> <p>Responsible Party Client (with Project Team)</p>
<p>Pre-Construction</p> <ol style="list-style-type: none"> 1. Identify potential waste management routes 2. Produce SWMP waste forecasts based on design / past experience 3. Train contractors and support staff on waste management practices 	<p>Stages F, G,H</p> <p style="text-align: right;">6.3</p> <p>Responsible Party Principal Contractor</p>
<p>Construction</p> <ol style="list-style-type: none"> 1. Upkeep the waste “Duty of Care”. Retain records 2. Monitor production / re-use / removal of site waste 3. Revise SWMP waste forecasts 	<p>Stages J, K</p> <p style="text-align: right;">6.4</p> <p>Responsible Party Principal Contractor</p>
<p>Post- construction</p> <ol style="list-style-type: none"> 1. Complete the SWMP, review its performance against targets / KPI's 2. Compare estimated versus actual waste production 3. Calculate financial savings 4. Produce a report of the outcomes for stakeholders 	<p>Stage L</p> <p style="text-align: right;">6.5</p> <p>Responsible Party Principal Contractor</p>

The suite of documents noted below, should be considered to support the policy and used to assist with the implementation strategy that informs and monitors the targets outlined in the projects SWMP.

Appendix 1 - SWMP Executive Summary

Appendix 2 - SWMP Regulations 2008

Appendix 3 - SWMP Main Strategy document

Appendix 4 - SWMP Administration Tool-kit

This policy and the accompanying documents, should be reviewed annually by the Construction Safety Manager/Environmental Manager and should be signed off and endorsed by the Support Services Director responsible for the implementation of College safety and environmental policies.

Signed for and on behalf of Imperial College London

Director of Facilities and Property Management -----

Original dated -----

Revision A dated -----

References

1. Waste and Resources Action Programme (WRAP) organisation
www.wrap.org.uk/construction
2. “Achieving good practice Waste Minimisation and Management – Guidance for construction clients, design teams and contractors” (WRAP)
3. College SWMP – Toolkit (Turner and Townsend)