



## Site Waste Management Plan Template

School Project / 12345 / 11 Nov 2022 / B. Smith

Complete

|                              |                                           |               |   |         |   |
|------------------------------|-------------------------------------------|---------------|---|---------|---|
| Score                        | 43 / 45 (95.56%)                          | Flagged items | 2 | Actions | 0 |
| Project Name                 | School Project                            |               |   |         |   |
| SWMP #                       | 12345                                     |               |   |         |   |
| Conducted on (Date and Time) | 11 Nov 2022 15:10 PST                     |               |   |         |   |
| Prepared by                  | B. Smith                                  |               |   |         |   |
| Site Location                | Middleton Road, Brentwood CM15<br>8DU, UK |               |   |         |   |

Flagged items

2 flagged

SWMP Checklist / Allocating responsibility

**Has someone with authority been assigned overall responsibility for the SWMP?**

No

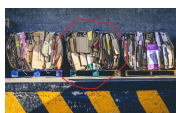
I am the interim officer, but the meeting tomorrow will decide who will take over.

SWMP Checklist / Reviewing the success and learning lessons for the future

**Have you produced a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, and identified the costs and savings?**

No

The draft is still a work in progress but it'll be ready soon after Janna takes over and before the 3 months after completion of the project.

|                                                                                                                                                                                                                                                       |     |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------|
| SWMP Checklist                                                                                                                                                                                                                                        |     | 2 flagged, 43 / 45 (95.56%) |
| Planning and preparation                                                                                                                                                                                                                              |     | 4 / 4 (100%)                |
| Have you set aside time to prepare your SWMP?                                                                                                                                                                                                         | Yes |                             |
| Have you considered the construction methods and materials that you can use to reduce the amount of waste your project produces?                                                                                                                      | Yes |                             |
| Have you thought about ordering materials that have less or reusable/returnable packaging?                                                                                                                                                            | Yes |                             |
| Have you recorded all of your waste reduction decisions in your plan?                                                                                                                                                                                 | Yes |                             |
| Allocating responsibility                                                                                                                                                                                                                             |     | 1 flagged, 1 / 2 (50%)      |
| Has someone with authority been assigned overall responsibility for the SWMP?                                                                                                                                                                         | No  |                             |
| I am the interim officer, but the meeting tomorrow will decide who will take over.                                                                                                                                                                    |     |                             |
| Have you included a declaration from the client and principal contractor in your SWMP?                                                                                                                                                                | Yes |                             |
| Identifying your waste                                                                                                                                                                                                                                |     | 2 / 2 (100%)                |
| Have you assessed the waste produced at each stage of the project - the types, how much and when, including the processes involved?                                                                                                                   | Yes |                             |
| Have you indentified which workers will produce waste?                                                                                                                                                                                                | Yes |                             |
| Managing your waste                                                                                                                                                                                                                                   |     | 5 / 5 (100%)                |
| Has an area of the site been set aside for storing new materials and waste, including separate containers for different types of waste? You must store new materials separately from waste, and make sure storage areas are secure against vandalism. | Yes |                             |
|                                                                                                                                                                    |     |                             |
| Photo 1                                                                                                                                                                                                                                               |     |                             |
| Have you set targets for the different types of waste likely to be produced by the project? Include targets for the amounts of each waste type to be reused, recycled and disposed of.                                                                | Yes |                             |
| Have measures been put in place to deal with expected and                                                                                                                                                                                             | Yes |                             |

|                                                                                                                                                                                                            |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>unexpected hazardous waste?</b>                                                                                                                                                                         |              |
| <b>Have you considered whether you can reuse materials either on site or off site?</b>                                                                                                                     | Yes          |
| <b>Have you considered on-site and off-site processing and reuse of materials?</b>                                                                                                                         | Yes          |
| Disposing of your waste                                                                                                                                                                                    | 8 / 8 (100%) |
| <b>Have you considered how you will dispose of liquid wastes such as wash-down water and lubricants?</b>                                                                                                   | Yes          |
| <b>Have you got agreement from your water and sewerage operator for trade effluent discharge?</b>                                                                                                          | Yes          |
| <b>Are you complying with your duty of care, including using waste transfer notes or consignment notes for all movements of waste from your site and checking the details of those removing the waste?</b> | Yes          |
| <b>Has someone been made responsible for checking that loads of waste leaving your site are accurately described, and waste transfer notes and consignment notes are completed correctly?</b>              | Yes          |
| <b>Have you checked that every waste carrier you use is registered with your environmental regulator?</b>                                                                                                  | Yes          |
| <b>Have you checked that all sites receiving your waste have the appropriate permits, licences or registered exemptions?</b>                                                                               | Yes          |
| <b>Have you identified your nearest waste sites?</b>                                                                                                                                                       | Yes          |
| <b>Have you considered how to reduce disposal costs by reusing or recycling waste materials with a commercial value?</b>                                                                                   | Yes          |
| Organising materials and waste                                                                                                                                                                             | 9 / 9 (100%) |
| <b>Have you assessed the quantities of materials you need to order to reduce overordering and site waste?</b>                                                                                              | Yes          |
| <b>Can you return unused materials to the supplier, sell them or use them on another job?</b>                                                                                                              | Yes          |
| <b>Have you considered using recycled materials?</b>                                                                                                                                                       | Yes          |
| <b>Can you return unwanted packaging to the supplier for reuse or recycling?</b>                                                                                                                           | Yes          |

|                                                                                                                         |                        |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Will you separate different types of waste to enable you to get best value from good waste management practices?</b> | Yes                    |
| <b>Have you labelled containers and skips clearly to avoid confusion? Colour coding your containers could help.</b>     | Yes                    |
| <b>Are your storage areas secure and weatherproof to prevent wind and rain damaging your materials?</b>                 | Yes                    |
| <b>Have you covered or netted any loose materials to prevent them being spread and possibly causing pollution?</b>      | Yes                    |
| <b>Is everyone who will handle waste aware of the SWMP requirements?</b>                                                | Yes                    |
| Communicating and training                                                                                              | 5 / 5 (100%)           |
| <b>Have you planned site inductions and toolbox talks for all site staff?</b>                                           | Yes                    |
| <b>Are contractors and subcontractors trained and aware of their responsibilities?</b>                                  | Yes                    |
| <b>Have contractors and subcontractors understood and agreed the SWMP?</b>                                              | Yes                    |
| <b>Are SWMP requirements built into contracts?</b>                                                                      | Yes                    |
| <b>Are you carrying out spot checks and monitoring your staff regularly to make sure they are following procedures?</b> | Yes                    |
| Measuring and monitoring your waste                                                                                     | 5 / 5 (100%)           |
| <b>Are you updating your plan every time waste is removed from your site?</b>                                           | Yes                    |
| <b>Are you checking the SWMP regularly and making sure targets are being reached?</b>                                   | Yes                    |
| <b>Are the agreed waste management procedures being checked and monitored regularly?</b>                                | Yes                    |
| <b>Are you producing regular reports on waste quantities, treatment/disposal routes and costs?</b>                      | Yes                    |
| <b>When construction is underway, are you making notes of problems and recording them for your next plan?</b>           | Yes                    |
| Reviewing the success and learning lessons for the future                                                               | 1 flagged, 4 / 5 (80%) |

**Have you produced a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, and identified the costs and savings?**

No

The draft is still a work in progress but it'll be ready soon after Janna takes over and before the 3 months after completion of the project.

**Have you explained any changes to the plan?**

Yes

**Have any issues or problems been taken into account for action in future projects?**

Yes

**Is there a copy of the SWMP at the project site? You must keep it for two years at either the project site or at the principal contractor's office.**

Yes

**Have you used the results to help you win future contracts?**

Yes

## Completion

### Comments / Recommendations

We are 80% complete with the project and we will have a new lead for the SWMP after the meeting tomorrow. I will ensure a smooth handover of tasks to Janna. All documentations are in SafetyCulture so it won't be a problem for who will take over.

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### Name and Signature:

A handwritten signature in black ink, appearing to be 'B. Smith', is shown within a light gray rectangular box.

B. Smith  
11 Nov 2022 15:13 PST

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## Media summary

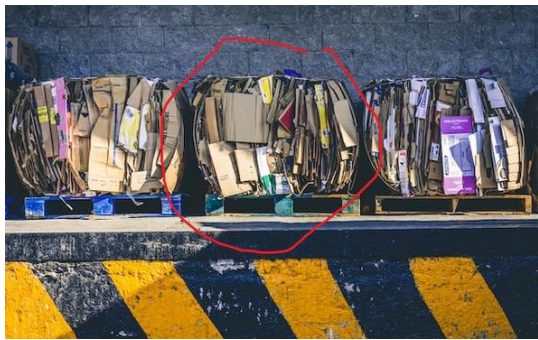


Photo 1