

Document: Form 114	Site Environmental Management Plan	
Issue: 2		
Related to: All Contracts		
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A83 North of Kilchenzie

Site Environmental Management Plan

	Name	Organisation	Signature	Date
Prepared By	redacted 11(2)	BEAR Scotland	red	13/10/2015
Checked By	redacted	BEAR Scotland	reda	19/10/2015
Client:	Transport Scotland			

Distribution		
Organisation	Contact	Copies
BEAR Scotland	redacted	1

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SITE ENVIRONMENTAL MANAGEMENT PLAN (SEMP)

The objective of this SEMP is to ensure prevention of pollution to land, air or water and compliance with current environmental legislation, and to provide a benchmark for best practice. For the avoidance of doubt, pollution prevention procedures include, but are not necessarily limited to: all aspects of traffic, plant and materials management, waste management, surface water and drainage management and asphaltic and concrete management. Consideration of Disruption due to Construction is considered within the individual mitigation topics. *The SEMP must be included in the site file and used as toolbox talk during site induction for all site personnel. All site personnel must sign to confirm they have received toolbox talk.*

SENSITIVE RECEPTORS
Local residents, businesses and road users
AIR QUALITY
(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)
<ul style="list-style-type: none"> ▪ Material stockpiles will be minimised; ▪ Plant, machinery and vehicles associated with the scheme to have engines switched off when not in use in order to minimise emissions.
CULTURAL HERITAGE
(responsibility for mitigation measures: Contractor)
<ul style="list-style-type: none"> ▪ No placement or storage of materials, equipment or vehicles against buildings, fences or walls.
ECOLOGY & NATURE CONSERVATION
(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)
<ul style="list-style-type: none"> ▪ Measures detailed in the 'Road Drainage & Water Environment' section will be strictly adhered to.
LANDSCAPE EFFECTS
(responsibility for mitigation measures: Contractor)
<ul style="list-style-type: none"> ▪ The site will be left clean and tidy following construction and measures detailed in the 'Waste & Material Use & Re-use' section will be strictly adhered to; ▪ No parking of vehicles or storage of materials or plant on verges.
NOISE & VIBRATION
(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)
<ul style="list-style-type: none"> ▪ Noisiest works such as road planing will be completed by 11pm;

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- Where fitted and Health and Safety requirements allow, white noise reversing alarms will be used on plant to reduce noise impact;
- All site personnel will be fully briefed in advance of works regarding the need to minimise noise during the night-time period and of the site specific sensitivities;
- Consultation will be carried out ahead of the works with affected residents and businesses to inform them of the proposals;
- Residents will be provided with a 24 hour contact number within the consultation letter;
- All plant and vehicles will be switched off when not in use;
- All plant will be operated in a mode of operation that minimises noise emissions and will have been maintained regularly to comply with relevant national or international standards;
- Lighting required for night working will be directed away from housing;
- Temporary staff toilets/site compound, if required, will be located as far as is practicable from sensitive receptors;
- The 'Being a Good Neighbour' toolbox talk will be provided to all site personnel.

VEHICLE TRAVELLERS

(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)

- A traffic management plan will be developed to minimise disruption.

PEDESTRIANS, CYCLISTS, EQUESTRIANS AND COMMUNITY

(responsibility for mitigation measures: Contractor)

- Measures detailed in the 'Noise & Vibration' section will be adhered to;
- An appropriate traffic management plan will be developed to minimise disruption.
- Access to farmland will be maintained.

ROAD DRAINAGE & WATER ENVIRONMENT

(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)

- Pollution prevention measures will be strictly enforced on site and the relevant Scottish Environment Protection Agency (SEPA) Pollution Prevention Guidelines (PPGs) will be strictly adhered to;
- Suitable emergency spill kit(s) will be provided on site, staff trained in their use and a contingency plan will be put in place to deal with environmental incidents;

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- Refuelling and material storage areas, where required, must be fully bunded and secure and be located at least 10m from watercourses and drainage entry points, in order to comply with PPG 5 and minimise pollution risk;
- Maintained drip trays to be used under generators and other static plant with potential to leak oil or fuel;
- No wash water (or any other substance) to be discharged into the road drainage system;
- Drainage entry points will be blocked during tack coat spraying.

GEOLOGY & SOILS

(responsibility for mitigation measures: BEAR Scotland Limited & Contractor)

- No parking of vehicles or storage of materials or plant on verges.

WASTE & MATERIAL USE & RE-USE

(responsibility for mitigation measures: Contractor)

- Waste produced on site to be disposed of safely and legally;
- Road planings will be disposed of under a paragraph 13 exemption.

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Revision 1
Revision Date: 18/04/13

TOOLBOX TALK

Being A Good Neighbour



OVERVIEW

- This Toolbox Talk is generic for anyone who may be working in the vicinity of members of the public.
- This Toolbox Talk is designed to explain how you can reduce the impact on the local community when works are in progress.

Many in the local community will regard the start of construction work in their neighbourhood with great concern.

The public are often afraid that construction work will bring noise, dust, road closures, increased heavy road traffic and disruption to normal life.

Being a good neighbour means all those involved in a construction project acting with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.

Why is it important?

- **Public image** - Being a good neighbour creates a positive image of the industry
- **Avoid programme delays** - If neighbours complain to their Local Authorities about dust or noise nuisance caused, the Local Authority can impose conditions and restrictions on working, which can lead to delays.
- **Avoid prosecution** - If any problems being caused by dust or noise are not satisfactorily resolved the Local Authority can prosecute those responsible.
- **Reduce costs** - If good relations can be established with neighbours, many issues such as access to site, material deliveries and working hours can be improved through friendly negotiation.

Because Everyone Accepts Responsibility

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TOOLBOX TALK

Being A Good Neighbour



DO

- Be polite and considerate to members of the public at all times
- Take accurate notice of any complaint made by a neighbour and pass it on to your line manager
- Only use approved routes to access the site
- Use only designated parking areas, if they are provided, otherwise always park vehicles with consideration for the needs of others
- Keep dust and noise to a minimum
- Always close any noise reducing engine covers while plant is in use
- Direct site lighting and task lighting away from neighbouring properties
- Tell your line manager if rubbish bins or skips are full or nearly full
- Notify your line manager immediately if you find any fly tipped waste in the area



DON'T

- Don't obstruct vehicle accesses or driveways to neighbouring properties
- Don't obstruct public rights of way such as pavements, footpaths, bridleways
- Don't drag mud onto the roads outside the site - make sure vehicle wheels are clean before leaving
- Don't trespass on neighbours land
- Don't leave engines running unnecessarily
- Don't shout on site or have noisy radios on
- Don't shout or whistle at passers-by
- Don't drop litter or leave sites untidy
- Don't leave gates to the site open.

Because Everyone Accepts Responsibility

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TOOLBOX TALK

Being A Good Neighbour



Validation of Toolbox Talk

After staff has received the toolbox talk information, the following questions should be asked to ensure that they have listened and understood the necessary information.

The questions can be asked to a group or an individual. If the incorrect answer is given the trainer should reprise the relevant section.

- Q1. Why is it important to only work during the agreed working hours?
- Q2. What items of plant are likely to cause noise whilst on site?
- Q3. How can we inform the local community of works being carried out?
- Q4. What is the procedure if a complaint is received?

Upon completion of this toolbox talk, all attendees should sign the section below.

NAME (PRINT)	Signature	NAME (PRINT)	Signature

Trainer:	(Print Name)	(Signature)	Date:
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Because **E**veryone **A**ccepts **R**esponsibility

Register of Personnel Receiving Site Environmental Management Plan Toolbox Talk

NAME	COMPANY	SIGNATURE	DATE

Inducted by: _____

Date: _____