

GUIDANCE NOTE

Project Environmental Plan Folder

The Technical Department are responsible for producing the Project Environmental Plan (PEP) folder.

The Commercial Department must assist by providing details of **all** Waste Management Contractors (WMCs) to be used on the development, details of which must be recorded in the PEP, Section 9.1 (this includes directly and indirectly appointed WMCs). Further information on the Commercial Departments role can be found below.

Prior to Principal Contractor start on site

The PEP should be ready **prior to PC start on site** and be shared with relevant groundworks (GW) contractors so that we have demonstrable evidence of having communicated relevant environmental information / risks on each development and or phase.

This will allow GW contractors to plan their activities effectively i.e. produce a suitable set of RAMS addressing all the relevant risks and controls to be implemented on site. This may involve collaboration with relevant teams such as Technical, Commercial and Construction to ensure that the most appropriate controls are in place i.e. concrete washout controls, ecological protection etc.

What EMS documentation is required?

The PEP folder should be distinguishable from the other folders held on site – a green folder is recommended. The Project Environmental Plan spine should be used and is available via the [Intranet here](#).

The Technical team will need to download several EMS documents to complete the PEP folder:

Mandatory forms:

- **EMS-FOR-001** – [Project Environmental Plan Template](#)
- **EMS-FOR-002** – [Aspect & Impact Assessment](#)
- **EMS-FOR-003** – Project Environmental Plan – [England & Wales](#) | [Scotland](#)
- **EMS-FOR-012** – Materials Planning Checklist – [England & Wales](#) | [Scotland](#)

Ad hoc, dependant on risk:

- **EMS-FOR-004** – [Surface Water Management Plan](#) (if any activities are identified as posing a medium and or significant risk to groundwater or surface water) i.e. works near to a watercourse, stream, ditch etc.
- **EMS-FOR-008** – [Dust Management Plan](#) – only required if specifically requested by the Local Planning Authority.

Each document must be made site-specific. Each development and or phase will have differing circumstances which require site-specific controls to be in place to reduce the potential risk of harm. If you are unsure, speak with your Group HS&E Advisor.

The Technical Department will also be required to insert project-specific documents, such as any licences / consents, Materials Management Plans / declarations etc into the PEP folder.

Authorised by: HS&E Director	Version date: 02.07.24	Version: 2	STD: N/A Guidance: PEP folder
Uncontrolled if printed or copied – always check the Group HS&E policy folder for latest version			

For guidance, refer to the appendices within the [Project Environmental Plan Template](#) – note the appendices are not exhaustive and you may wish to insert other project-specific documents into the folder.

Waste management contractor checks

Part 1

The Commercial Department must issue [EMS-FOR-013 – Waste Duty of Care Schedule](#) to GW contractors as part of the tender process.

GWs should return the completed form with details of all the waste types they reasonably expect to produce, with details of the companies they propose to use to a) remove the waste b) accept the waste for recycling / disposal.

It is then the responsibility of the Commercial team to carry out checks of the companies proposed, via a public register check. You should refer to the guidance note [Waste Duty of Care](#) for further help on how to complete Waste Duty of Care checks and print off the required evidence.

Once the PDF / print out of the check is ready, it should be forwarded to the Technical Department for compiling into the PEP folder (behind the 'Waste Duty of Care Checks' title page found in EMS-FOR-001).

Part 2

The Commercial Department must also carry out Waste Duty of Care checks for all directly appointed WMCs. As above, evidence of these checks must be provided to the Technical Department (PDF / print out) for compiling into the PEP folder.

Details of **all WMCs** being used should be listed in the PEP, Section 9.1 (as mentioned above).

If it is unclear which, if any WMCs are to be used when completing the PEP, please ensure that checks are carried out as soon as possible (when WMCs have been confirmed). Failure to fulfill our Waste Duty of Care (i.e. by carrying out checks) may result in an unlimited fine and or 6 months in prison.

Sign-off

Once complete, the Project Environmental Plan must be signed off all relevant parties, prior to start on site:

- Technical Director and;
- Group Health, Safety & Environment Advisor and;
- Accepted by the Construction Department i.e. Director or Contracts Manager.

Construction teams responsibilities

Once the Technical team have completed the PEP folder, and it has been accepted by the Construction team, it becomes the responsibility of the Construction team to maintain and update the PEP. For example, monitoring records for dust / noise / water discharges etc. should be stored in the folder. It must also be reviewed every 3 months or as and when significant changes occur on site – this may require input from other departments and support from your Group HS&E Advisor.

Authorised by: HS&E Director	Version date: 02.07.24	Version: 2	STD: N/A Guidance: PEP folder
Uncontrolled if printed or copied – always check the Group HS&E policy folder for latest version			