

*Construction Services UK*

- 11.5. Take account of COSHH materials and controls required for both on site personnel and adjacent public (HSEN-PC-0034). PC





**12. Monitoring**

- 12.1. Visual monitoring and assessment of emissions to air from all activities and dust sources associated with the works must be carried out, including the effectiveness of control measures. More detailed monitoring may be required under planning and/or contractual conditions or through agreement with the local authority. When activities do not comply, action will be taken to ensure compliance, even if it is necessary to suspend the works until the matter is resolved.

27

Function Owner: Heather Bryant		Document Owner:	Morwenna Vinall
Ref No: HSEN-PC-0502	Issue No: 2.3	Issue Date: 30/04/2015	Page: 6 of 7

### Construction Services UK

Procedural Steps	Record	Supporting Information
<p>Identify sensitive receptors.</p> <p>Manufacturing/Site/Project Manager</p>		<p>Sensitive receptors should be identified as part of the Environmental Review Procedure.</p> <p>Environmental Risk Assessment (HSEN-PC-0500) </p>
<p>Ensure appropriate control measures including maintenance regimes are identified, implemented and recorded</p> <p>Manufacturing/Site/Project Manager</p>	<p>27</p>	<p>Maintenance Records, Site Plans etc.</p>
<p>Monitor the effectiveness of the control measures.</p> <p>Manufacturing/Site/Project Manager</p>		<p>Generally through daily site tours, and formally recorded via the Weekly Hazard inspection routine.</p>
<p>Report any complaints received.</p> <p>Manufacturing/Site/Project Manager</p>		<p>Compliments, Comments and Complaints (HSEN-PC-0517) </p>
<p>Report any incidents.</p> <p>Manufacturing/Site/Project Manager</p>	<p> Incident Investigation &amp; Report HSEN-SF-0001</p>	<p>Incident Investigation and Reporting (HSEN-PC-0001) </p>

Function Owner: Heather Bryant		Document Owner: Morwenna Vinall	
Ref No: HSEN-PC-0502	Issue No: 2.3	Issue Date: 30/04/2015	Page: 7 of 7



# Appendix 4:

Highways Communication Plan

27-23



27/08/16

# Highways Works Communications Plan

Document Verification					
Document Number		5000-EXT-XXX-PLN-001			
Rev	Date	Reason for Revision	Author	Checked	Approved
0	18/08/2016	Issue for Use	MP	GE	GE



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27 2023

# Highways Works Communications Plan

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# Highways Works Communications Plan

## 1 Scheme Context and Project Background

### 1.1 Overview

The preparation of a highways communication plan (HCP) is a requirement of Planning Condition 34 of the North York Moors National Park Authority (NYMNPA) (NYM/2014/0676/MEIA). It has been agreed with NYMNPA that this material will form an appendix to Planning Condition 93 Construction Environmental Management Plan (CEMP) for the purpose of discharging the planning conditions for highway works only.

### 1.2 The York Potash Project

The York Potash Project in North Yorkshire (the Project) will encompass the two main geographical locations: Dove's Nest Farm and Lockwood Beck. This HCP covers the Dove's Nest Farm site only, which falls within the NYMNPA and North Yorkshire County Council (NYCC) administrative area. The Lockwood Beck site is covered by a separate planning permission from Redcar and Cleveland Borough Council.

This plan relates to the construction of the highway improvement schemes detailed below.

### 1.3 The Highway Works

There are eight proposed highway improvements that have been agreed with NYMNPA and NYCC, of which the works at Mayfield Road Junction have been completed. The numbering of the highway works has been retained for ease of reference with stakeholders.

- **Highway Improvement 1:** Dove's Nest Farm shaft entrance, B1416. A scheme is to provide a ghost right-hand turn into the Dove's Nest Farm site and widening of the carriageway.
- **Highway Improvement 2:** Dove's Nest Farm welfare entrance, B1416. A scheme is to upgrade an existing access into the Dove's Nest Farm site.
- **Highway Improvement 3:** A171 / B1416 junction improvements. Construction of ghost island junction from the A171 into the B1416.
- **Highway Improvement 10:** provision of dropped kerbs on side roads along A171, Whitby. A scheme to provide dropped kerbs is to allow users to walk along the A171 without having to go into the carriageway.
- **Highway Improvement 11:** upgrade of existing crossing near Helredale Road, Whitby. A scheme is to upgrade a pelican crossing into a signalised crossing.



- **Highway Improvement 12:** provision of laybys on A171 from Abbots Road to St Peters Road, Whitby. A scheme is to formalise existing laybys by providing dropped kerbs on the existing verge on the A171 with the aim of clearing the A171 of parked cars.
- **Highway Improvement 14:** Mayfield Junction Improvement, Whitby. A scheme is to improve both highway capacity and pedestrian amenity at an existing junction in Whitby [completed].
- **Highway Improvement 15:** Normanby Bends improvements. A scheme is to widen parts of the Normanby Bends (A171) to improve its use by HGVs.

#### 1.4 Purpose of this document

The HCP has been developed to act as a framework for identifying stakeholders which may be affected by the highway improvement works.

This document will therefore fulfil the following role:

- Identify and map stakeholders, including stakeholders at each proposed highway improvement;
- Outline the engagement approach with each stakeholder group;

## 2 Communication Objectives and Key Responsibilities

### 2.1 Introduction

York Potash Limited (YPL) has engaged the community and other key stakeholders during the pre-application period. This plan will ensure that the highway improvement programme's key milestones, programme development and implementation proposals are communicated to stakeholders throughout the scheme.

### 2.2 Key objectives

The key objectives for highways stakeholder communication include:

- Undertaking community engagement to maintain positive relationships with the local community and all interested stakeholder groups;
- Making sure stakeholders are alerted in advance of when works will occur and that clear information is provided detailing what the works will involve;
- Keeping stakeholders informed throughout the works and creating clear engagement channels to enable people to contact YPL to find out further information and generate complaints or enquires.

## 2.3 Project management responsibilities

### 2.3.1 Overview

YPL will be responsible for community and stakeholder engagement during the implementation of the highway improvements, supported by the highways contractor as required.

### 2.3.2 YPL responsibilities

The YPL's external affairs team will be responsible for:

- Liaison with stakeholders and the community, including chairing the Liaison Group Forum and Traffic Management Liaison Group;
- Undertaking pre-briefing activities before highway works commence;
- Media updates, including YPL social media and updating the YPL website;
- Direct engagement and briefings with key stakeholders including local residents, community representatives and interest groups;
- Staffing the 24-hour community helpline and logging and coordinating all complaints received.

### 2.3.3 Highways contractor responsibilities

Highways contractor responsibilities regarding community and stakeholder engagement will include:

- Providing information to YPL to be used in leaflets, letters, web content, etc., as required;
- Adherence to the YPL communications protocols;
- Act on complaints flagged through YPL's complaints procedures;
- Attend liaison groups, other meetings and assisting YPL as required.

## 3 Communication Proposals

### 3.1 Overview

The approach is based on the principle that stakeholders should be kept informed of developments and in advance of them occurring. This will include providing channels for feedback to YPL that allows for local people to be engaged in matters that might affect them.

### 3.2 Stakeholder mapping

Table 1 identifies key stakeholders which relate to the highway improvements, which have been broadly categorised into five stakeholder groups.



*Table 1: Stakeholder Mapping*

Group	Stakeholder Group	Identified Stakeholders
Group 1	<b>Wider stakeholders</b> <ul style="list-style-type: none"> <li>Local residents</li> <li>Community representatives</li> <li>General public</li> </ul>	These stakeholders could be anyone accessing the highway network affected by the improvements scheme.
Group 2	<b>Highways authorities, Local authorities &amp; emergency services</b>	The following agencies have been identified: <ul style="list-style-type: none"> <li>North York Moors National Park Authority</li> <li>North Yorkshire County Council</li> <li>Redcar and Cleveland Borough Council</li> <li>Scarborough Borough Council</li> <li>North Yorkshire Police and other Emergency Services.</li> </ul>
Group 3	<b>Other non-statutory agencies and interest groups</b>	The following local agencies have been identified through stakeholder mapping: <ul style="list-style-type: none"> <li>Whitby Town Council and Parish Councils</li> <li>Road Haulage Association</li> <li>Bus operators</li> <li>Local education institutions</li> </ul>
Group 4	<b>Highway Improvement scheme stakeholders</b> Stakeholders in close proximity to the works	Interested parties in close proximity to highway works. For example, residents, businesses and landowners directly affected by individual highway works (table 2 in section 3.3.4 identifies the relevant parties).
Group 5	<b>North Yorkshire County Council Highway Team</b>	Engagement with North Yorkshire County Council Highway Team on all highway matters related to management of the works.

### 3.3 Engagement methodology and strategy

#### 3.3.1 Overview

This section outlines the approach to engaging with each of the five groups identified above.

#### 3.3.2 Group 1: Wider Stakeholders:

- Letters and leaflets will be produced detailing the highways works and sent to local properties and distributed more widely before works commence;
- Open days/exhibitions will be held prior to the highways works being implemented to enable members of the public to gain a greater understanding of the programme;
- A dedicated 24-hour community helpline will be hosted by YPL to allow stakeholders to highlight issues or ask questions;
- Regular briefings and updates will take place as necessary as the works progress;



- **The Local Liaison Forum and Traffic Management Liaison Group** (details included in section 3.3.3) will be used as a mechanism for stakeholder issues to be discussed and addressed;
- **Website and social media** will be used to provide details of the proposed highways works and progress updates;
- **Media updates** to the Whitby Gazette, Teesside Evening Gazette, Northern Echo and Yorkshire Post and other media outlets as appropriate.

### **3.3.3 Groups 2 and 3: Highways Authorities, Local Authorities and other Non-statutory Agencies and interest groups**

YPL has committed to facilitating two liaison groups to enable stakeholders to raise issues related to the highway works and the construction/operation of the broader project.

The Liaison Group Forum will begin to meet prior to the commencement of the highway works and will continue to meet during construction and operation, whilst the Transport Management Liaison Group will meet during the construction period only. The requirements for the liaison groups have been set out in the S106 agreement with NYMNPA and NYCC, as outlined below.

#### ***Liaison Group Forum***

This will be established prior to the commencement of construction and will meet quarterly as a minimum, throughout the construction and post-construction period. The forum will be chaired by YPL and will include representatives from NYMNPA and parish and town councils, local residents and wider community representation as appropriate. The purpose of the group will be to facilitate liaison between local stakeholders about construction, providing updates about progress and to enable issues and concerns to be raised and resolved. Meetings will be open to the public to attend.

#### ***Traffic Management Liaison Group***

The purpose of this group will be to facilitate liaison between local authorities and other interested stakeholders specifically in regards to YPL construction traffic and transport issues. The group will oversee the management and monitoring of the Construction Traffic Management Plan (CTMP), and will be chaired by YPL.

Other meetings with statutory agencies, non-statutory agencies and interest groups will be held additional to the liaison groups as required.

### **3.3.4 Group 4: Highway improvement scheme stakeholders**

Before any highway works take place, residents, businesses and schools in close proximity to the highway improvements will be made aware of the reason for the works and details of the finished scheme and what construction is likely to involve. Approximately one month before highway works begin the following pre-briefing activities will take place:

- **Newsletter/factsheets** will include a short summary regarding the need for undertaking the works, timescales and details of the works;



- **Open days and further face-to-face meetings** will be offered to stakeholders in close proximity to the works;
- **Information boards and signage:** these will provide key details of works, timescales for length of works, and contact details for further information;
- **Media releases** will be issued regarding proposed highway works. Coverage of the proposed works will take place approximately two weeks prior to delivery.

Table 2 below outlines the proposed engagement for each specific highway improvements with statutory, other relevant agencies, and residents, businesses and schools in close proximity to the works.

*Table 1: Proposed Engagement for Specific Highway Improvements*

Ref	Highway Improvement	Highway Statutory Agencies (Group 2)	Other Non-statutory Agencies and Interest Groups (Group 3)	Highway Improvement Scheme Stakeholders (Group 4)
1	Dove's Nest Farm shaft entrance, B1416	NYCC	Sneaton Parish Council	Neighbouring properties
2	Dove's Nest Farm welfare entrance, B1416	NYCC	Sneaton Parish Council	Landowner and neighbouring properties
3	A171/B1416 junction improvements	North Yorkshire Police NYCC	Whitby Town and relevant parish councils	Neighbouring properties
10	Provision of dropped kerbs on side roads along A171, Whitby	NYCC NYMNPA	Whitby Town Council	Residents Holmstead Avenue, Pembroke Way, Mayfield Place, Abbots Road, Eskdale Road East Whitby CP School, Eskdale School, Caedmon College Whitby
11	Upgrade of existing crossing near Helredale Road, Whitby	NYCC NYMNPA	Whitby Town Council	Residents on Helredale Road (numbers 38 – 90) Schools as above
12	Provision of laybys on A171 from Abbots Road to St Peters Road, Whitby	NYCC NYMNPA SBC	Whitby Town Council	Residents on A171 (numbers 38 – 90 Helredale Road) Schools as above Sainsbury's and businesses on Whitby Business Park
15	Normanby Bends Improvements (A171)	NYCC NYMNPA North Yorkshire Police	Whitby Town Council Parish Councils	Residents and businesses in Hawsker, Normanby and businesses on Whitby Business Park

**3.3.5 Group 5: North Yorkshire County Council’s Highways Team**

The following dedicated meetings will be held between YPL and the NYCC Highways Team. Each meeting will cover a number of highway works based on the programme for delivery.

Activity	Details
<p><b>Pre-construction meeting</b></p>	<p>Prior to the commencement of the highway works programme beginning meeting will be held with:</p> <ul style="list-style-type: none"> <li>• NYCC Highways</li> <li>• YPL Management Team</li> <li>• Highway Contractor</li> <li>• Arup</li> </ul> <p>This will cover traffic management proposals, communications, programme / management of work.</p>
<p><b>Regular progress meetings</b></p>	<p>These will be provided throughout the construction period and attendees will be agreed in advance. The meetings will be minuted and actions distributed to all members of the team.</p>
<p><b>Weekly reports</b></p>	<p>Weekly reports will be provided by the highway contractor.</p>

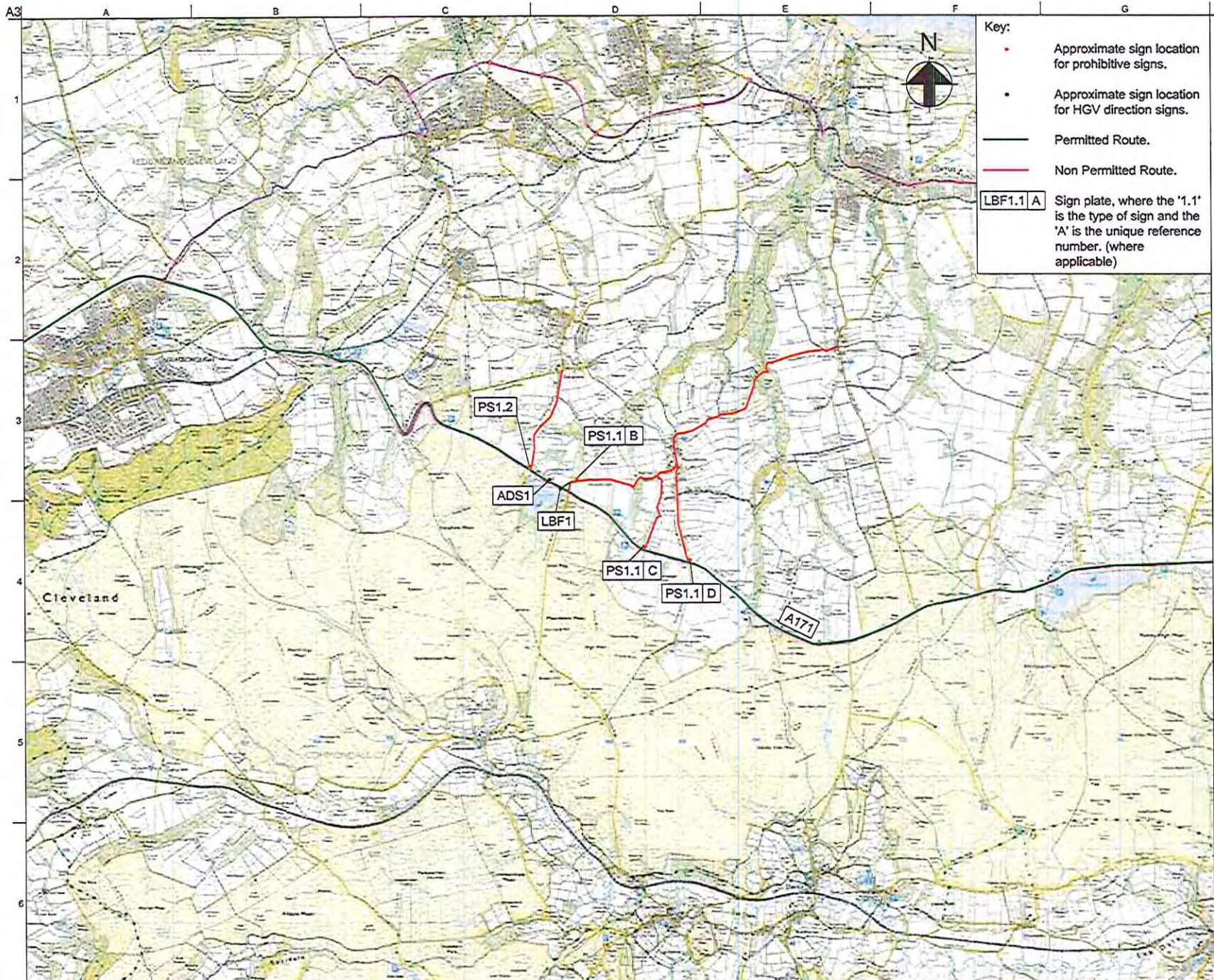


# Appendix 5:

Directional and Prohibitive Signage

REVISED  
27 SEP 2016





**Key:**

- Approximate sign location for prohibitive signs.
- Approximate sign location for HGV direction signs.
- Permitted Route.
- Non Permitted Route.

**LBF1.1 A** Sign plate, where the '1.1' is the type of sign and the 'A' is the unique reference number. (where applicable)

**Notes:**

1. Refer to drawings YP-P4-GL-CH-019, YP-P4-GL-CH-020 for proposed sign options.
2. Exact sign locations are to be agreed on site with RCBC.

D	17/08/16	JB	CW	AG
Tender				
C	26/02/16	JB	CW	AG
For Comment				
B	18/11/15	JB	CW	AG
For Highway Approval				
A	14/10/15	JB	CW	AG
Draft				
Issue	Date	By	Chkd	Appd

**ARUP**

Admiral House, Rose Wharf,  
70 Fleet Street London, E1C 2RH

---

**Client**  
York Potash Ltd

---

**Job Title**  
York Potash  
Proposed Minehead  
Site Preparation

HGV Directional and Prohibitive  
Signing  
Lockwood Beck

---

Scale at A3 Not to scale

Discipline Highways

Job No 234376 Drawing Status Tender

Drawing No YP-P4-GL-CH-018 Issue 0


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### Advance Directional Sign - ADS1



Customer Ref.	York Potash
Sign Ref.	ADS1
Location	12/10/16
Background	Yellow
Colour	Black
Material	Aluminium

Advance Directional Sign  
Sign x-height = 125 (minimum letter size)  
85th percentile speed = 40 - 50mph


### Advance Directional Sign - ADS2



Customer Ref.	York Potash
Sign Ref.	ADS2
Location	12/10/16
Background	Yellow
Colour	Black
Material	Aluminium

Advance Directional Sign  
Sign x-height = 150 (minimum letter size)  
85th percentile speed = 50 - 60mph

### Advance Directional Sign - ADS3



Customer Ref.	York Potash
Sign Ref.	ADS3
Location	12/10/16
Background	Yellow
Colour	Black
Material	Aluminium

Advance Directional Sign  
Sign x-height = 150 (minimum letter size)  
85th percentile speed = 50 - 60mph

- Notes:
1. Refer to drawings YP-P4-GL-CH-017 and YP-P4-GL-CH-018 for the proposed sign locations.
  2. Sign sizes and x-heights are designed to Local Transport Note LT 1/94 Appendix A, as shown on the drawings.
  3. 85th percentile speeds are assumed and have not been verified through speed surveys.
  4. Post and foundation design in accordance with BD 94/07.

0	17/08/16	JB	CW	AG
Tender				
D	06/05/16	JB	CW	AG
For comment				
C	28/04/16	EC	CW	AG
For Comment				
B	26/02/16	JB	CW	AG
For Comment				
A	14/10/15	JB	CW	AG
Draft				
Issue	Date	By	Chkd	Appd

### Sign Schedule

ADS = Advance Directional Sign  
DS = Directional Sign

Sign Ref	Sign Type	85th Percentile Speed	x-height (mm)	Size (mm)	Mounting Type	Proposed Mounting Height (mm)	Sign Post			Foundation				
							Type	No. of Posts and Post Centres	Post Diameter and Thickness (mm)	Depth (mm)	Width (mm)	Length (mm)		
LBF1	ADS	40 - 50mph	100	780 x 375	New post.	1500	CHS	1	48.3 x 4.0	650	300	300		
DNF1	DNF1.1	ADS	50 - 60mph	150	1350 x 825	New post.	1500	CHS	2	60.3 x 4.0	850	300	300	
	DNF1.2	ADS	30 - 40mph	100	900 x 550	New post.	1500	CHS	2	48.3 x 3.2	800	300	300	
DNF2	DNF2.1	ADS	50 - 60mph	150	1650 x 600	New post.	1500	CHS	2	60.3 x 3.2	800	300	300	
	DNF2.2	ADS	30 - 40mph	100	1100 x 400	New post.	2300	CHS	2	60.3 x 3.2	800	300	300	
DNF3	DNF3.1	DS	50 - 60mph	125	1045x469	To be added above PS2 on the same post. See PS2 for post; and foundation design details.								
	DNF3.2*	DS	50 - 60mph	150	1250 x 565	To be mounted back to back and below existing signs. New posts required.	1500	Lattix	2	Lattix C4 Square Post/C4420	800	1100	1550	
DNF4	DNF4.1*	DS	50 - 60mph	150	1250 x 565									
	DNF4.2	DS	40 - 50mph	100	835 x 375	New post.	2100	CHS	1	60.3 x 3.2	800	300	300	
	DNF4.3	DS	20 - 30mph	60	500 x 225	New post.	1500	CHS	1	48.3 x 3.2	650	300	300	
PS1	PS1.1	Prohibitive	50 - 60mph	150	2795 x 1165	New post.	1500	CHS	2	114.3 x 3.6	1250	350	350	
	PS1.2	Prohibitive	40 - 50mph	125	2330 x 970	New post.	1500	CHS	2	76.1 x 5.0	1150	300	300	
	PS1.3	Prohibitive	30 - 40mph	100	1865 x 775	New post.	2100	CHS	2	76.1 x 4.0	1000	300	300	
	PS1.4	Prohibitive	20 - 30 mph	75	1395 x 580	New post.	2100	CHS	2	60.3 x 3.2	800	300	300	
PS2	DS	50 - 60mph	125	1670 x 720	New post with DNF 3 mounted above.	1500	CHS	2	76.1 x 4.0	1050	300	300		
ADS1	ADS	50 - 60mph	125	1310 x 1126	New post.	1500	CHS	2	76.1 x 3.2	950	300	300		
ADS2	ADS	50 - 60mph	150	1650 x 1350	New post.	1500	CHS	2	88.9 x 3.2	1150	300	300		
ADS3	ADS	50 - 60mph	150	1650 x 1125	New post.	1500	CHS	2	76.1 x 4.0	1050	300	300		

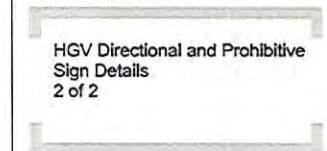
\* Refer to drawing YP-P4-OSH-CH-024 and 025 for existing sign details and location



Admiral House, Royal Wharf, London

Client  
York Potash Ltd

Job Title  
York Potash  
Proposed Minehead  
Site Preparation



Scale at A3 Not to scale

Discipline Highways

Job No 234376 Drawing Status Tender

Drawing No YP-P4-GL-CH-020 Issue 0

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## Appendix 6:

Precautionary Method of Working for Site Clearance

27 SEP 2015



## **Precautionary Method of Working (PMoW) for Site Clearance (Ecology)**

The Precautionary Method of Working (PMoW) for site clearance predominantly relates to the protection of reptiles and nesting birds which may be present within the development site although requirements for otters and badgers have also been included for completeness.

### **General overview**

The construction site manager will ensure that anyone undertaking construction works on the site (including sub-contractors) is made aware of the potential for the site to support nesting birds, common reptile species and other protected species, where to expect them, their protected status and the procedure (see below) to follow in the unlikely event that nesting birds or common reptiles are discovered during works. Where applicable this advice will be given through site inductions, ecological tool box talks or similar.

Should any nesting birds, reptiles or other species be discovered during construction, which are likely to be effected by the development, works will cease immediately. The construction site manager will then seek the advice of a suitably qualified and experienced ecologist and works will only proceed in accordance with the advice they provide.

### **Reptiles**

Within the Highway Improvement Schemes working areas the following methods of working will be adopted:

- All clearance works will be undertaken when reptiles are likely to be fully active i.e. during the period March/April to September/October inclusive, but this is weather and temperature dependent;
- Where clearance works cannot be undertaken within this period a suitably qualified ecologist (the project ecologist) should be on site during the works to inspect areas immediately prior to clearance. If reptiles are found on site then works within this area must cease until the period detailed above;
- Clearance of dry stone walls, logs, brash, stones, rocks, or piles of similar debris will be undertaken carefully and by hand and supervised by a suitably qualified ecologist;
- Clearance of tall vegetation (any vegetation over 150mm) will be undertaken using a hand held strimmer or brush cutter with all cuttings raked and removed the same day. Prior to each cut, an ecologist will walk ahead of the operative with the trimmers to remove/flush any animals. It is essential vegetation



management/cutting is undertaken under suitable weather conditions/temperatures – that is when animals will be active and can move. Cutting will only be undertaken in a phased manner which may either include:

- SHORT SWARD (<150mm): Cutting vegetation to a height of no less than 30mm, only if the existing sward is short (i.e. <150mm), clearing no more than one third of the site in any one day.
  - TALLER SWARD/VEGETATION (>150mm): Phased vegetation cutting will entail undertaking a first cut down to 300mm, second cut to 150mm and third cut to 75mm. The subsequent management regime can reduce and maintain the grass height to 30mm. Each cut will be followed by a minimum of 1 day of no cutting/activity on site to allow animals to move into neighbouring habitats. This can be efficiently undertaken via rotational or grid cutting.
- Ground clearance of any remaining low vegetation (if required) and any ground works will only be undertaken following the works as above;
  - Any trenches left overnight will be covered or provided with ramps to prevent reptiles from becoming trapped and to enable escape; and
  - Any building materials such as bricks, stone etc. will be stored on pallets to discourage reptiles from using them as shelter. Any demolition materials will be stored in skips or small containers rather than in piles on the ground.

#### **Nesting Birds**

Within the Highway Improvement Schemes working areas the following methods of working will be adopted:

- Vegetation clearance will be undertaken outside of the breeding bird season (i.e. the works will be undertaken between September and February), where practicable;
- Demolition work will be undertaken outside of the breeding bird season (i.e. the works will be undertaken between September and February), where practicable;
- Where clearance works or demolition works cannot be undertaken outwith this period, inspections of the area will be undertaken by a suitably qualified ecologist immediately prior to clearance, or at least no less than 24 – 48 hours before the works commence. The area of inspection will extend for at least 500m from the area of works, where suitable habitat is present;
- Where felling outside the breeding season is not possible, a sensitive felling methodology will be implemented, involving the identification of specific areas to be felled, followed by surveys for occupied nests (or nests being built) being carried out by a suitably qualified ecologist, following the same approach as for clearance;



- If active birds' nests are found within the following distances from site, the area will be roped off and no works will be undertaken in the these exclusion areas until the birds have fledged and the nests are empty:
  - Common crossbill - 150m;
  - Nightjar - 500m;
  - Goshawk - 150m; and
  - All other species - 10m.
- Alternatively, liaison with Natural England may be undertaken to agree the approach to working within the exclusion zones of the nest sites specified above.

27 3 2023

### **Other Protected Species**

Within the development's construction zone the following methods of working will be adopted:

- Dust minimisation methodologies will be implemented and adhered to at all times;
- Construction lighting will be directed away from areas of retained habitat wherever possible;
- Pollution prevention controls will be implemented and adhered to at all times; and
- All excavations will be covered every night to reduce the risk of otters, badgers or any other species falling into the excavations and becoming stranded or if this is not possible then a means of enabling their escape will be provided.



# Appendix 7:

Arboricultural Method Statement

27 2.3



# Arboricultural Method Statement

27 SEP 2016

## Highway works: Doves Nest Farm, Whitby

**For:** Protection of Trees during Pre-Commencement of Highway Works at Sneaton Corner B1416/ A171; and the Shaft Entrance to Doves Nest Farm off the B1416, Whitby, North Yorkshire

**Client:** York Potash Ltd  
c/o Royal Haskoning DHV  
Rightwell House  
Bretton  
Peterborough  
PE3 8DW

**Planning Condition Ref:** NYMNPA-70

**Prepared by:** Andrew Belson  
Dip.Arb.RFS, M.Arbor.A, Tech.Cert.Arbor.A

**Date of report:** 24 June 2016  
**Report Ref:** 2556.AMS.C70Highways.YPL  
**Plan Ref(s):** 2556.TPP.C70RT.YPL;  
2556.TPP.C70SHAFT.YPL

## DOCUMENT HISTORY

Project Ref:					
Revision	Purpose of issue	Originated	Reviewed	Approved	Date
-	Discharge of Condition NYMNPA-70	TC	AMB	AMB	24.06.16



29b High Street East  
Uppingham  
Rutland  
LE15 9PY | [www.belsontreesurvey.co.uk](http://www.belsontreesurvey.co.uk)

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27 SEP 2016

## 1. INTRODUCTION

- 1.1 The purpose of this document is to manage the risks associated with trees in the discharge Condition NYMNPA-70.
- 1.2 This document, read in conjunction with drawings 2556.TPP.C70RT.YPL and 2556.TPP.C70SHAFT.YPL describes a suitable methodology for the protection of trees prior to the commencement of Highway Works at the right turn known as Sneaton Corner, where traffic turns from the A171 onto the B1416 and the shaft entrance off the B1416.
- 1.3 Protective measures have been developed and specified in accordance with the recommendations of BS5837: 2012, including relevant terms, definitions and Root Protection Area calculations.

## 2. DEVELOPMENT DETAILS

- 2.1 The widening of a stretch of the A171 to improve turning onto the B1416.
- 2.2 The provision of a right turn reservation for the shaft entrance to the site off the B1416.



### 3. SUPERVISION AND MONITORING

- 3.1 It is important that the tree protection measures are understood and adopted at all levels from client to project manager and any sub-contractors in order that the measures can be successful.
- 3.2 Communication between the Client, Main Contractor (and their sub-contractors), the Project Manager and the Arboriculturalist are of high importance.
- 3.3 A pre-commencement meeting between the Project manager, The Project Arboriculturalist, the various contractors and the Local Planning Authority will be held at an agreed date to discuss the programme, managed and physical tree protection measures.
- 3.4 The Site Manager will monitor the physical and managed protective tree measures continually.

27/06/16

## 4. CARRY OUT ARBORICULTURAL WORKS

- 4.1 All tree works will be carried out as a first operation before any demolition work starts on site or any works that require plant, machinery or materials
- 4.2 Individual trees for removal will be marked by the Project Arboriculturalist with a spot of red tree marking paint.
- 4.3 The following trees will be removed (as denoted by the dashed red circles):

### Sneaton Corner (Ref: 2556.TPP.C70RT.YPL)

- Goat Willow from Group 473A
- Goat Willow 473NT1
- Goat Willow 473NT3
- Goat Willow 473NT4

### Shaft Entrance off B1416 (Ref: 2556.TPP.C70SHAFT.YPL)

- 21 trees as marked from Group 041 W3



## 5. TREWORK GENERAL NOTES

- a) Before the commencement of any treeworks, the Project Ecologist will carry out the necessary inspections for bats and nesting birds.
- b) The start date for treework will be agreed following the advice of the Project Ecologist.
- c) Tree work is skilled and potentially dangerous work, which must be carried out by trained and certificated staff working to BS3998: 2010 and working in accordance with the various Regulations of the Health and safety at Work Act 1974.
- d) Contractors must have Public Liability Insurance (preferably £5 million) and Employer's Liability Insurance (preferably £10 million).
- e) Machinery and equipment must be maintained, inspected and operated in accordance with the various Regulations within the Health and Safety at Work Act.
- f) The Contractor will be responsible for producing their own Method Statement for the works that will include Risk Assessments, staff profiles and certification, machinery and equipment inspection records and certificates.
- g) The Contractor will be responsible for the treatment of coniferous stumps, according to an assessment of species, soil and climate.
- h) Disposal of timber, brash and other arising to be agreed with the Client.
- i) Stump removal may be required and will be agreed with the Client, including the disposal of arisings as appropriate.

27.02.2016

## 6. ERECT PROTECTIVE BARRIERS

- 6.1 After the tree works but before any demolition; protective barriers to Fig 2 BS5837 will be located where indicated by the broad blue lines; and to Fig 3 BS5837: 2012 where shown by the dashed broad blue lines on drawings 2556.TPP.C70.RT.YPL and 2556.TPP.C70SHAFT.YPL
- 6.2 It is considered that the existing fence provides sufficient protection for the W3 plantation off the B1416.
- 6.3 Weather-proof notices stating: 'PROTECTED AREA – DO NOT ENTER' will be erected on the fencing not less than 10m apart (example at Appendix D).
- 6.4 Temporary access to the protected areas will be by permission of the LPA arboriculturalist.
- 6.5 The site manager will continually assess the integrity of the protective barriers and any shortcomings will be rectified to the original specification immediately.
- 6.6 Barriers will remain in place until the works are complete.

## 7. CARRY OUT HIGHWAY IMPROVEMENT WORKS

- 7.1 The highway works will be planned in such a way as to minimise the pressure on the retained trees through careful planning and management, particularly in excavations and the storage of materials.

27/03/16



## 8. OTHER PROTECTION METHODS

- 8.1 No fires will be lit on site.
- 8.2 There will be no storage or discharge of materials within 5 metres of a tree bole.
- 8.3 There will be no mixing of cement or dispensing of fuel or chemicals within 10 metres of a tree bole.
- 8.4 There will be no stripping of topsoil or excavation within the RPA of any trees.
- 8.5 Soil levels within the RPAs will not be altered except that described above.
- 8.6 Any damage that occurs to the trees during construction must be rectified to BS3998: 2010.
- 8.7 Trees will not be used as anchor points for winching or for supporting wires/cables. Once relocated, the fencing will remain in-situ until all the main development is complete and the site is ready to be landscaped.

## 9. POST COMPLETION

- 9.1 All protective measures will be removed.
- 9.2 A suitably qualified person will inspect the trees and any remedial work will be carried out to BS3998: 2010 following consultation with the LPA Arboriculturalist.

I hope you find this report satisfactory. If you need any more information regarding this assessment, please direct any queries to the main office at:

Andrew Belson Arboricultural Consultant  
29b High Street East  
Uppingham  
Rutland  
LE15 9PY

27 JUN 2016

Signed:

Date: 24th June 2016

## APPENDIX A. TREE PROTECTION PLANS

(Ref. 2556.TPP.C70RT.YPL;  
2556.TPP.C70SHAFT.YPL )





**Recommendations for the protection of trees during construction (arboricultural method statement)**

**CARRY OUT ARBORICULTURAL WORKS**

All tree works will be carried out as first operations before any demolition work starts on site or any works that require plant, machinery or materials. Individual trees for removal will be marked by the Project Arboriculturalist with a spot of red tree marking paint.

The following trees will be removed (as denoted by the dashed red circles):

- Goat Willow Tree Group 473A
- Goat Willow 473NT1
- Goat Willow 473NT3
- Goat Willow 473NT4

**TREWORK GENERAL NOTES**

- Before the commencement of any tree works, the Project Ecologist will carry out the necessary inspections for bats and nesting birds.
- The start date for tree work will be agreed following the advice of the Project Ecologist.
- Tree work is a skilled and potentially dangerous work, which must be carried out by trained and certificated staff working to BS3998: 2010 and working in accordance with the various Regulations of the Health and Safety at Work Act 1974.
- Contractors must have Public Liability Insurance (minimum £5 million) and Employer's Liability Insurance (minimum £10 million).
- Machinery and equipment must be maintained, inspected and operated in accordance with the various Regulations within the Health and Safety at Work Act.
- The Contractor will be responsible for producing their own Method Statement for the works that will include Risk Assessment, staff profiles and certification, machinery and equipment inspection records and conditions.
- The Contractor will be responsible for the treatment of non-flammable slopes, according to an assessment of species, soil and climate.
- Provision of timber, mesh and other works to be agreed with the Client.
- Stump removal may be required and will be agreed with the Client, including the disposal of stumps as appropriate.

**ERECT PROTECTIVE BARRIERS**

After the tree works but before any demolition protective barriers to Fig 3 BS3998: 2010 will be located where shown by the dashed blue line on the drawing.

Weather-proof notices reading 'PROTECTED AREA - DO NOT ENTER' will be erected on the fencing but less than 10m apart (example at Appendix D).

Temporary access for the protected area will be by permission of the LPA arboriculturalist.

The site manager will continuously assess the integrity of the protective barriers and any shortcomings will be notified to the original specification immediately.

Barriers will remain in place until the works are complete.

**CARRY OUT HIGHWAY IMPROVEMENT WORKS**

The highway works will be planned in such a way as to minimise the pressure on the retained trees through careful planning and management, particularly in respect of the timing of materials.

**OTHER PROTECTION METHODS**

No trees will be in situ.

There will be no storage or discharge of materials within 3 metres of a tree hole.

There will be no raising or depositing of fuel or chemicals within 10 metres of a tree hole.

There will be no stepping of ladders or excavations within the RPA of any lines.

Soil levels within the RPA will not be altered except that described above.

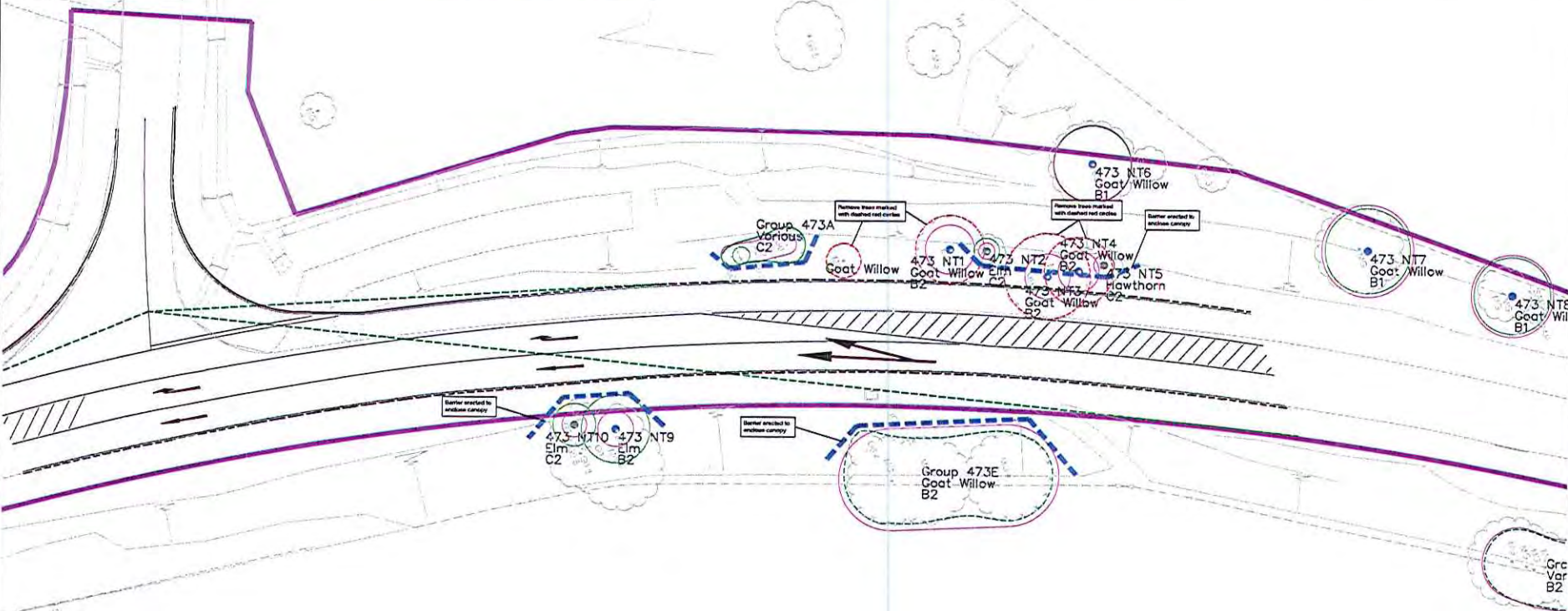
Any damage that occurs to the trees during construction must be notified to BS3998: 2010.

Trees will not be used as anchor points for stretching or for supporting wires/cables. Once released, the hoisting will remain in situ until all the main development is complete and the site is ready to be landscaped.

POST COMPLETION

All protective measures will be removed.

A suitably qualified person will inspect the trees and any remedial work will be carried out to BS3998: 2010 following consultation with the LPA arboriculturalist.



Rev	Description	Date
1	Issue	
2	Discharge of Condition NYMNP-70	
<b>York Potash Ltd</b> Minshad Site A171/B1416 Right Turn Drawing Title: TREE PROTECTION PLAN Drawing Number: 2556.TPP.C700T.VPL		
Drawn	Checked	Date
AMJ	---	23/06/2016
Job No.	Scale	Sheet Size
2556	1:250	A1
Revision	Number	Description
1	1	Issue



**Recommendations for the protection of trees during construction (arboricultural method statement)**

**CARRY OUT ARBORICULTURAL WORKS**

All trees will be carried out at a first operation before any demolition work starts on site or any works that require plant, machinery or materials. Individual trees for removal will be marked by the Project Arboriculturalist with a spot of red tree marking paint.

The following trees will be removed (as denoted by the dashed red circles):

- 23 trees from 041 W3

**TREESWORK GENERAL NOTES**

- Before the commencement of any tree works, the Project Ecologist will carry out the necessary measures for him and nesting birds.
- The start date for tree work will be agreed following the advice of the Project Ecologist.
- Tree work is limited and potentially dangerous work, which must be carried out by trained and certified staff working to BS3998:2010 and working in accordance with the relevant legislation of the Health and Safety at Work Act 1974.
- Contractors must have Public Liability Insurance (preferably £3 million) and Employer's Liability Insurance (preferably £30 million).
- Machinery and equipment must be maintained, inspected and operated in accordance with the various Regulations within the Health and Safety at Work Act.
- The Contractor will be responsible for producing their own Method Statement for the work that will include Risk Assessments, staff profiles and certificates, machinery and equipment inspection records and certificates.
- The Contractor will be responsible for the treatment of continuous stamps, according to an assessment of species, soil and climate.
- Disposal of timber, brush and other arising to be agreed with the Client.
- Stumps removal may be required and will be agreed with the Client, including the disposal of stumps as appropriate.

**DIRECT PROTECTIVE BARRIERS**

After the tree works but before any demolition, protective barriers for Fig 3 R50617 3102 will be located where shown by the boxed blue lines on the drawing. Weatherproof notices stating 'PROTECTED AREA - DO NOT ENTER' will be carried on the fencing not less than 12m apart (except at Appendix D).

Temporary access to the protected areas will be by permission of the LPA Arboriculturalist.

The site manager will continually assess the integrity of the protective barriers and any shortcomings will be notified to the original specification immediately. Barriers will remain in place until the works are complete.

**CARRY OUT HIGHWAY IMPROVEMENT WORKS**

The highway works will be obtained on such a way as to minimize the pressure on the retained trees through careful planning and management, particularly in excavations and the storage of materials.

**OTHER PROTECTION METHODS**

No trees will be hit on site.

There will be no storage or discharge of materials within 3 metres of a tree bole.

There will be no mixing of cement or dispensing of fuel or chemicals within 10 metres of a tree bole.

There will be no dropping of felled or sectioned timber within the RPA of any trees.

Soil levels within the RPA will not be altered except that described above.

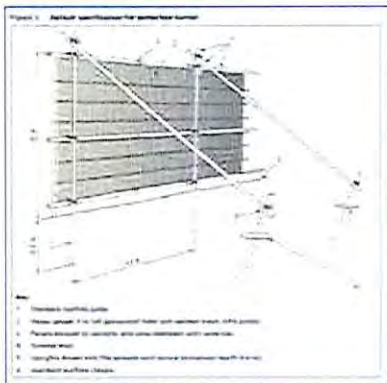
Any damage that occurs to the trees during construction must be notified to BS3998:2010.

There will not be used any methods for shoring or for supporting services/fabrics. Clear redecking, the footing will remain in-situ until all the area development is complete and the site is ready to be landscaped.

**POST COMPLETION**

All protective measures will be removed.

A suitable qualified person will inspect the trees and any remedial work will be carried out to BS3998:2010 following consultation with the LPA Arboriculturalist.



1

506400N  
506300N  
506200N

Und  
B4416  
209.1m  
BS  
209.1m

Belt Plantations

041 W3  
Various  
B2

Area Of Trees  
Not Surveyed

041 W3  
Various  
B2

Belt Plantations

041 W3  
Various  
B2

Group 041B  
Various  
C2

Group 041B  
Various  
C2

Group 041  
Hawthorn  
C2

Farm build

The drawing is the property of Andrew Nelson Arboricultural Consultant. Copyright is reserved by firm and the drawing is issued on the condition that it is not copied, reproduced, retained nor disclosed to any unauthorised person either wholly or in part without the consent of Andrew Nelson.  
NOTES: Based on drawing YN49\_049-CK-011 D

KEY  
○ Trees to be Removed  
└ Refer to Fig 2 R50617: 2012

Drawn	Checked	Reviewed	Date
AMJ			24/06/2016
Job No.	Scale	Sheet Size	Revision
2556	1:500	A1	
Drawing Number	2862_TPP_C705H41T_VPL		

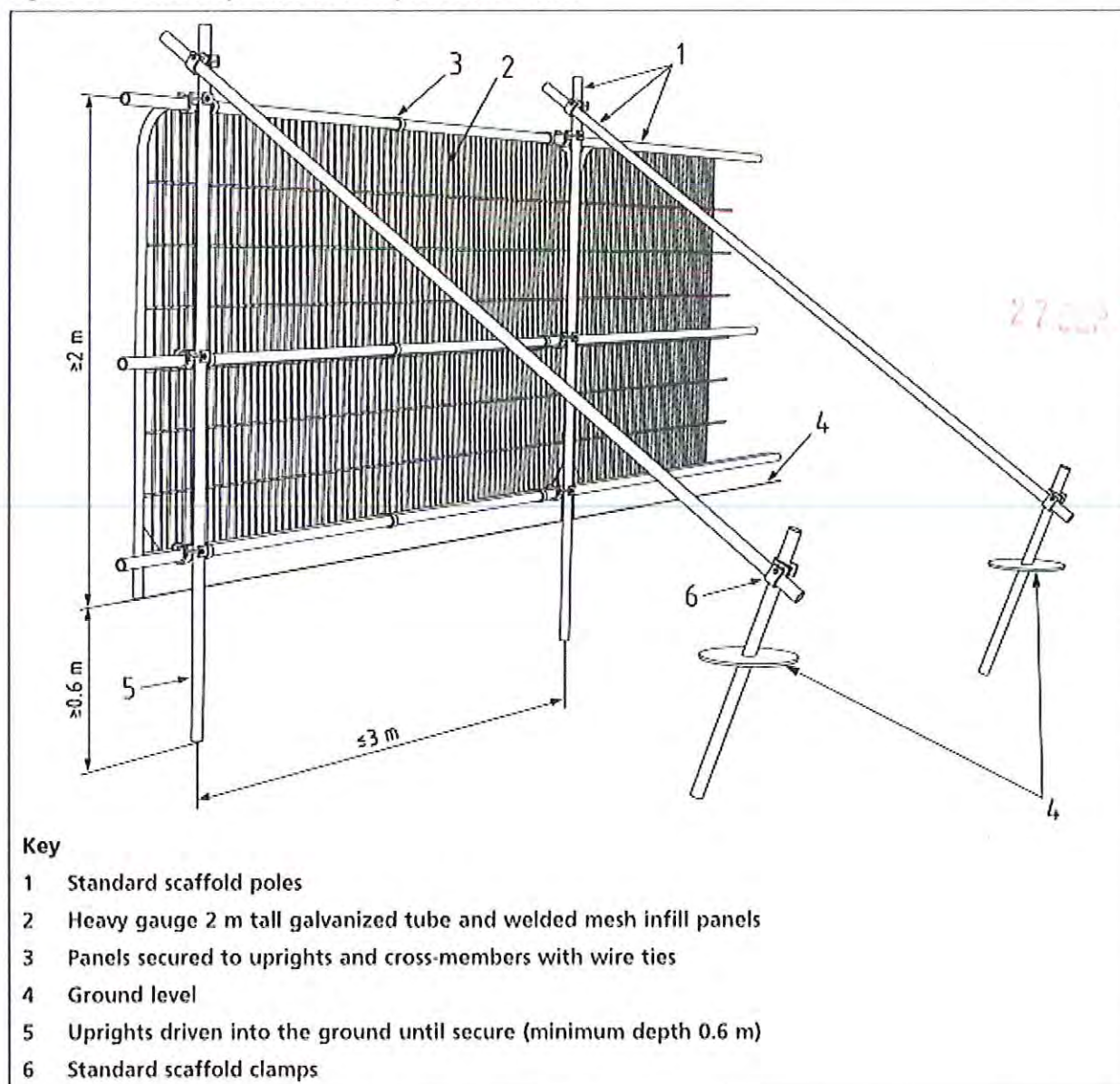
Project Description	Date
Discharge of Condition NYMNPA-70	
Andrew Nelson Arboricultural Consultant 216a High Street East Birmingham UK B15 1TB	
Client	York Potash Ltd
Project	Shaft Entrance - Nest Farm
Drawing Title	TREE PROTECTION PLAN



## APPENDIX B. ILLUSTRATION OF BARRIERS

**FIG 2 BS5837**

Figure 2 Default specification for protective barrier

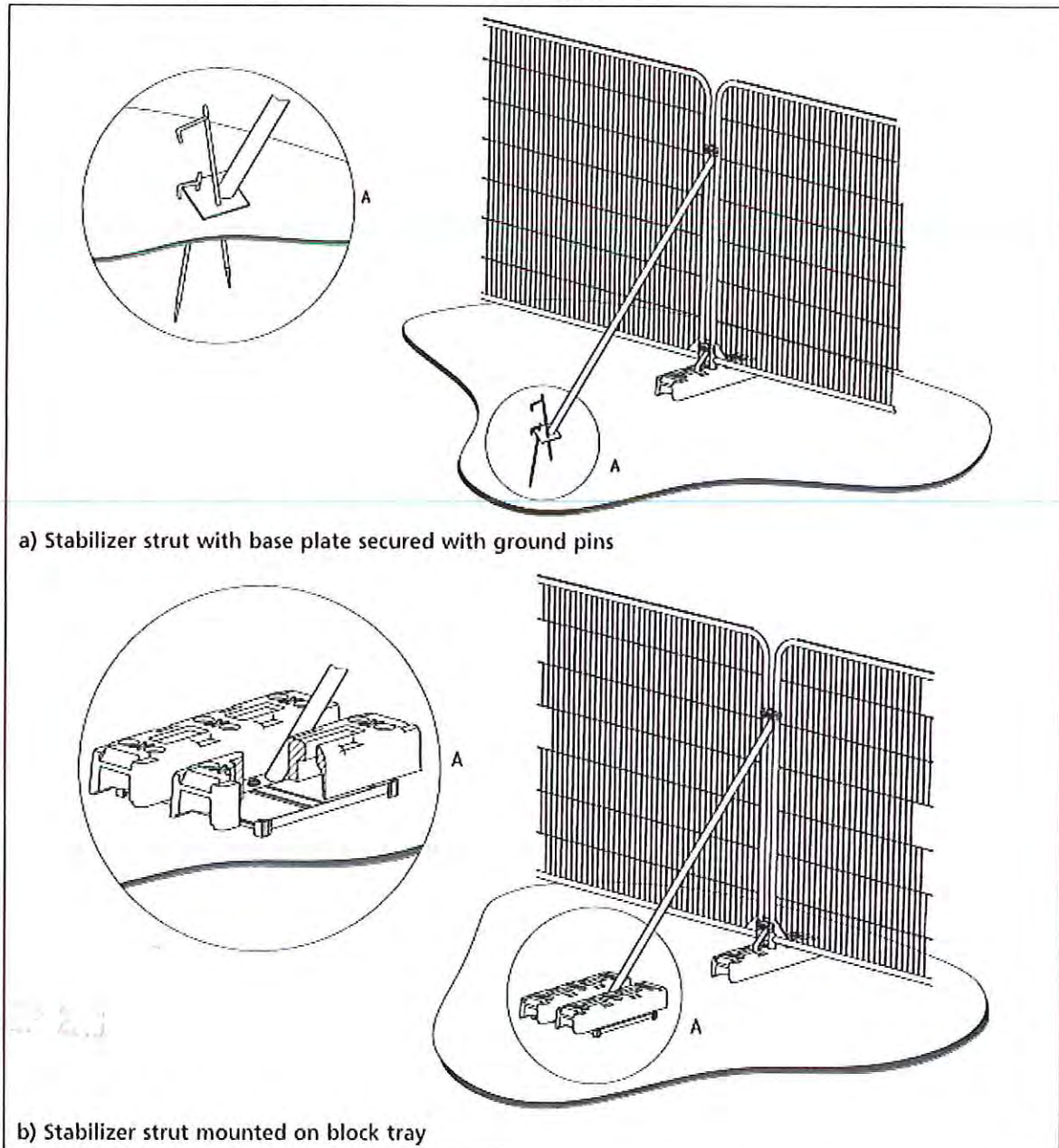


## FIG 2 BS5837

BRITISH STANDARD

BS 5837:2012

Figure 3 Examples of above-ground stabilizing systems





## APPENDIX C. POSTER TO BE FIXED TO BARRIERS

# PROTECTED AREA

# DO NOT ENTER

(WITHOUT PERMISSION)

This barrier is designed to protect these trees.

PLEASE REPORT ANY BREACH IN THE  
BARRIER TO THE SITE MANAGER

27/5/16



## Appendix 8:

Balfour Beatty Sustainability Key Performance Indicator (KPI) Reporting

27/02/25



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**SCOPE**

This procedure applies across all fixed office locations, depot and manufacturing facilities and temporary construction projects including the project offices operating within the Company. This includes all Frameworks, Joint Venture projects where the company Business Management System has been adopted by the JV Board, and projects where Balfour Beatty is acting as a subcontractor, where Balfour Beatty is managing the waste, utilities or fuel on behalf of the client, or where as part of the works Balfour Beatty has committed to manage these, or receive reports for waste or invoices for our utilities.

**PURPOSE**

The purpose of the procedure is to provide clarity on sustainability data requirements in line with both external company reporting (Enablon Report) and internal performance management (monthly sustainability KPI reporting). Internal and external auditing of both reporting systems provides validation on our approach to sustainability data management.

Capturing this data allows the Company to track and monitor its sustainability performance against its objectives as set out in its Sustainability Action Plan, identify any areas for improvement and make informed decisions about any actions required to improve performance and support our strategic objective of operational excellence.

**DEFINITIONS**

<b>Enablon</b>	Data collection repository used by Balfour Beatty Group for the purpose of meeting reporting requirements such as the Balfour Beatty Report and Accounts and Group Sustainability Report
<b>Group Agreement</b>	Framework agreement managed by Balfour Beatty WorkSmart. Those relevant to this procedure are Power Efficiency (electricity and gas), Reconomy (waste), Hall Fuels (petrol, diesel and fuel oil) and Arval (company fuel cards – relevant to Enablon reporting only).
<b>Survey Monkey</b>	External website where a bespoke questionnaire has been created as an interim measure to capture sustainability metrics from locations detailed in the scope that are not using legacy sustainability KPI reporting systems
<b>Sustainability KPIs</b>	Indicators identified by the business to assess how the Company is performing against its sustainability objectives
<b>Balfour Beatty Annual Report</b>	The report that Balfour Beatty produces at the end of every year which includes details about its sustainability and environmental performance
<b>Potable Water</b>	Water that reaches the required water standards to be classed as fit for human consumption (drinking water)

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**COMPETENCIES**

The Sustainability Coordinator for a project or office is responsible for submitting the monthly Sustainability KPIs and must be trained to use the Sustainability KPI system. Training can be received in person or via Web-Ex by a member of the Sustainability Function.

All training requirements should be directed to the Sustainability Performance Analyst, Harvey Goodall

**REQUIREMENTS**

1. The data required for both internal and external reporting is detailed in the next section. However, general requirements are:
  - 1.1 The procedure applies in all locations as defined in the scope, where we are consuming energy or water, and/or generating waste.
  - 1.2 All projects must report their sustainability KPIs on a monthly basis.
 

**NOTE:** the submission date for sustainability KPIs varies across the business depending on which sustainability KPI reporting process is in use; this is detailed in the procedural steps.
  - 1.3 The sustainability KPIs will be completed and submitted by the Project Sustainability Coordinator; however, other members of the project team must contribute where appropriate to their job role.
  - 1.4 On Joint Venture contracts, projects must report 100% of the data and 100% of the Net Sales Value (NSV) (rather than a proportion of the data and a proportion of the NSV)
  - 1.5 The Company is currently in the process of developing an online system for reporting monthly sustainability KPIs for use across all divisions. Whilst this is in development, the Company will continue to report under a number of legacy systems and Survey Monkey (an interim system which has been introduced to collect the relevant sustainability data). The table below identifies which system is in use by each legacy company:

Legacy OpCo	Reporting system in use
BBCNL	Legacy reporting system
BBS&S	Legacy reporting system
BBRCE	Survey Monkey
BBMCE	Survey Monkey
BBES	Power Systems – Survey Monkey ESI – Legacy reporting system
Mansell	Survey Monkey

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2. What to include in the monthly KPI figures

KPI	Unit	what to include
Demolition waste	Tonnes	Unwanted material arising from the removal or strip out of an existing structure, including any hazardous waste produced by this process
Excavation waste	Tonnes	Any waste which arises from below the man-made surface on site (e.g. pavements), including any hazardous waste produced by this process  <b>NOTE 1:</b> Any excavated material that is identified in a Materials Management Plan remains a material and should not be recorded as waste.  <b>NOTE 2:</b> If material leaves site with a Waste Transfer Note, it is classed as a waste, irrespective of whether the site receiving it has an exemption to use it as a material  <b>NOTE 3:</b> If Balfour Beatty can confirm that waste has been used as landfill capping material it should be recorded as waste, but not waste to landfill
Construction waste	Tonnes	Any other waste, not included in demolition or excavation, including any hazardous waste produced by these processes.
Office waste	Tonnes	Any municipal waste that is created as a result of fixed offices, temporary site accommodation offices and main offices for Highways Maintenance contracts including any hazardous waste produced.  This includes: <ul style="list-style-type: none"><li>- Sewage / septic tank wastes and sanitary wastes</li><li>- Biodegradable kitchen wastes</li></ul>
Manufacturing facility / depot waste	Tonnes	Any waste that leaves a fixed manufacturing facility or depot, including any hazardous waste produced by these processes.  <b>NOTE 1:</b> If any waste enters a depot as a construction, demolition or excavation waste, it must remain under this waste type upon removal from the depot  <b>NOTE 2:</b> The following waste types typical of the Major Projects/Transport/Highway Services arrangements that should be included under this waste stream include: <ul style="list-style-type: none"><li>- Street lighting lamps and lanterns</li><li>- Traffic barrier</li><li>- Roadkill</li><li>- Traffic management batteries</li><li>- Road sweeper waste</li><li>- Gully emptying waste</li><li>- Incident waste</li><li>- Fly tipped waste</li><li>- Holding tank oily wastes</li><li>- Picked litter</li><li>- Sewage / septic tank wastes and sanitary wastes (waste created at depots / manufacturing facilities or transported from network to the depot before final disposal or from network locations that go directly to final disposal site)</li></ul>

Notes on Waste

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1. Waste is defined within the 2008 Waste Framework Directive as “any substance or object which the holder discards or intends or is required to discard...”
2. Any material that is removed from site under a Waste Transfer Note is classed as a waste, irrelevant of whether the location receiving it has an exemption to use it as a material
3. Any waste that is removed from site via an agreement with Reconomy should be excluded from the sustainability KPI return, as this data is sent to the Sustainability Performance Analyst on a monthly basis from Balfour Beatty WorkSmart.
4. Any hazardous waste produced must be included in the Sustainability KPI report as per the appropriate waste stream (construction, demolition, excavation, office / depot or manufacturing); however, note that a separate record should be kept for Duty of Care purposes in line with the environmental waste procedures in the company Business Management System (BMS).
5. The waste hierarchy should be applied at all times (eliminate, reduce, reuse, recycle, recover, disposal to landfill).
6. Note that projects that cannot differentiate between construction, demolition and excavation waste should report it as construction waste as the default waste.
7. All projects must have a Site Waste Management Plan (SWMP) in place and must use the Company SWMP. See [HSEN-PC-0509 Site Waste Management Plan \(SWMP\)](#) for more details on this.

KPI	Unit	what to include
Water	m <sup>3</sup>	Balfour Beatty reports all water which it pays for directly in its Sustainability KPI reporting. This includes all metered water for which we receive the bills directly, all potable water which is brought to site via a tanker or bowser where we are billed directly and any abstracted potable ground water. Non potable water should be excluded
Electricity	kWh	Balfour Beatty reports all electricity which it uses in its Sustainability KPI reporting. This includes metered electricity for which we pay the bill directly, metered electricity for which we pay for indirectly via a third party but have access to consumption data and electricity where we pay the utilities via a service charge.  In line with external reporting requirements, all locations reporting their electricity will be asked via their relevant reporting procedure how these utilities are paid for.  <b>NOTE:</b> Any electricity that is procured through Power Efficiency should be <b>excluded</b> from the sustainability KPI return, as this is sent to the Sustainability Performance Analyst on a monthly basis from Balfour Beatty WorkSmart. If this is the case, projects must make a note in their sustainability return.
Natural gas	kWh	As electricity
Gas Oil (Red Diesel)	Litres	Gas Oil (Red Diesel) is defined as fuel used in plant and generators  Balfour Beatty reports only <b>directly</b> procured gas oil (i.e. we do not record details of such fuel procured by subcontractors).

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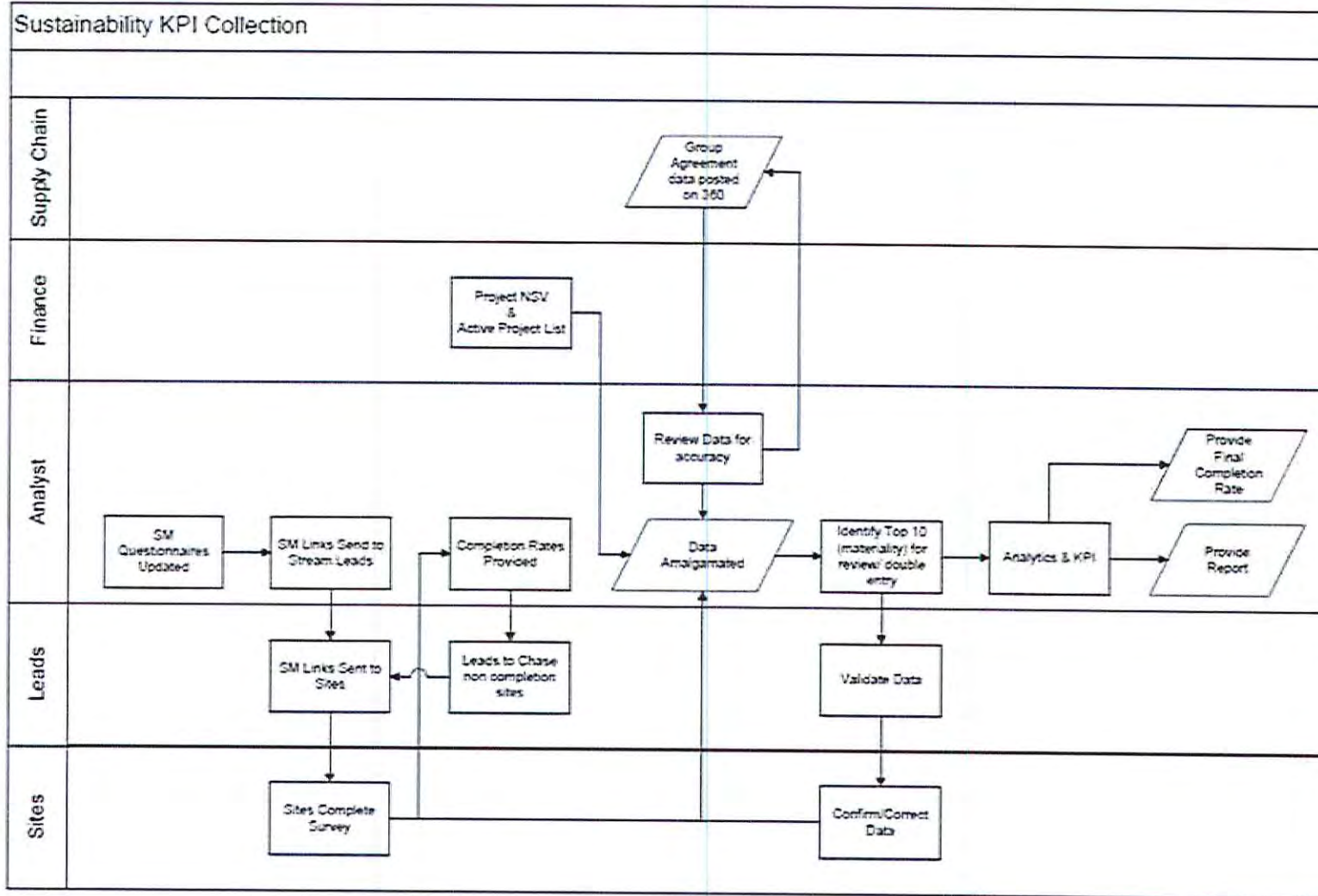
KPI	Unit	what to include
		<p>All gas oil should be procured by Halls Fuels as per the Group Agreement. Therefore this information should be <b>excluded</b> from the sustainability KPI return, as this is sent to the Sustainability Performance Analyst on a monthly basis from Balfour Beatty WorkSmart.</p> <p>If; however, for any reason Balfour Beatty is procuring gas oil directly <b>outside</b> of the Group agreement with Halls Fuels, this should be recorded in the Sustainability KPIs.</p>
Butane	kg	<p>Balfour Beatty reports only <b>directly</b> procured Butane (i.e. we do not record details of such fuel procured by subcontractors).</p> <p>All bottled gas should be procured by Halls Fuels as per the Group Agreement. Therefore this information should be <b>excluded</b> from the sustainability KPI return, as this is sent to the Sustainability Performance Analyst on a monthly basis from Balfour Beatty WorkSmart Sustainability Supply Chain Manager</p> <p>If; however, for any reason Balfour Beatty is procuring bottled gas directly <b>outside</b> of the Group agreement, this should be recorded in the Sustainability KPIs.</p>
Propane		"Propane" (C3H8) as per butane.

**3. Collation of Data**

3.1 Once the KPI returns are received the Sustainability Performance Analyst combines it with the data that is received from finance and WorkSmart. The process is shown in the following diagram

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4. Enablon Reporting

- 3.1 The Company shall report annually on its sustainability performance to Balfour Beatty Group through the online Enablon reporting system.
- 3.2 The Enablon report includes metrics which are identified as business Critical, a Legal Requirement or Optional. The Sustainability Function shall review annually the Enablon requirements for the coming year. Those metrics that are identified as 'Optional' shall be assessed and where a business need is identified a process will be put in place to capture the relevant information.
- 3.3 All reportable metrics shall be assigned to a Business Function to collect, The Sustainability Functions Head of Performance and Delivery shall discuss with the appropriate function heads the data requirements and submission dates.
- 3.4 The table of current metrics, owners, data sourced and assumptions is held within the Enablon Data requirement and Owners for 2013
- 3.5 The head of Sustainability Performance and Delivery, through supervision of the Sustainability Performance Analyst, is responsible for ensuring that accurate data is entered into Enablon in line with the timescales and guidance set by Group. The Enablon Reporting Guidance can be found here.
- 3.6 Where 100% of the data for a particular metric is not available the sustainability performance analyst shall factor the data accordingly and note this in the comments in Enablon.
- 3.7 Once all the data has been entered into Enablon the Sustainability Director will review the validated the data before it is submitted to Group
- 3.8 The submitted data to Group is then subject to further validation and audit by Group and external auditors KPMG.

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Procedural Steps	Record	Supporting Information
<p>New locations are highlighted via the Active Site Register, and prompt a discussion between the Project Manager and the sustainability enabling function to determine scope of data requirements and the approach to data collection.</p> <p>Project Manager</p>		
<p>If additional training is required to ensure that monthly data is submitted by the Sustainability Duty Holder this is determined and arranged at this point.</p> <p>Sustainability Performance Advisor</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">  Utilities Meter Reading Tool         </div>	<p>Reading Utility Meters </p>
<p>All KPIs regardless of the system being used must be submitted to the Sustainability Performance Analyst by the 15<sup>th</sup> of the following month.</p> <p>Links to Survey Monkey will be sent out on by the 1<sup>st</sup> day of the following month that data is required for (e.g. link to submit data for May will be sent out by 1<sup>st</sup> June)</p> <p>The Regional Business using Survey Monkey shall Report every other month e.g. (May &amp; June data will be submitted by the 15<sup>th</sup> July)</p> <p>All data submissions will include data from the 1<sup>st</sup> to the last date of the preceding month</p> <p>Project Sustainability Coordinator</p>		<p>Sustainability Duty Holder job description found in Sustainability Section of the PMP</p> <p style="text-align: right;"><a href="#">Survey Monkey</a> </p>
<p>After submission, sustainability KPI data will be analysed to identify any anomalies.</p> <p>Any projects with such anomalies will be contacted to resolve any issues with data collection and the final data submission will be agreed prior to submission to the ELTs.</p> <p>Sustainability Performance Analyst</p>		
<p>Sustainability KPIs will be collated and presented by the Heads of Sustainability to the Divisional and The Company ELTs in line with their Board Report schedules.</p> <p>Heads of Sustainability</p>		

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Procedural Steps	Record	Supporting Information
<p>Once the data has been verified, a composite report will be created of the data portfolio which has been used in the monthly report with a view to allowing inputters to have full visibility of their data.</p> <p>This information will be made available via the sustainability section of 360.</p> <p>Head of Sustainability Performance &amp; Delivery</p>		
<p>All items shared that have been collected through the process will be reviewed as part of the ongoing data management, and where appropriate, an action will be created to follow up on the comments with a view to creating value adding case studies.</p> <p>This information will be made available via the sustainability section of 360.</p> <p>Head of Sustainability Performance &amp; Delivery</p>		<p><a href="#">Sustainability Case Study Templates</a> </p>

*6/7/2014*

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## Appendix 9:

Archaeology Cultural Heritage

27-01-2018



**Construction Services UK**

**SCOPE**

This procedure applies to all Company projects, offices and facilities and Joint Venture projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party's Management System, the Project Lead (with assistance from the relevant Enabling Function) must review the formally adopted procedures contained within that Management System for managing controls relating to archaeology & cultural heritage in order to assess whether they are of equal standard to this procedure. If they are, no further action is required, other than creating a written record of the review. If the procedures contained within the other party's Management System are not of equal standard, either they must be revised to achieve that standard or this procedure should be formally adopted.

**PURPOSE**

The procedure describes the actions and responsibilities to comply with the BB Group, CSUK, legal and other requirements during all planning, organisational and operational activities. It will also prevent disruption to project programme and cost and preserve, protect and, where possible enhance archaeological and cultural heritage.

**DEFINITIONS**

<b>Scheduled Monument</b>	A 'nationally important' archaeological site or historic building, given protection against unauthorised change.
<b>Ancient Monument</b>	An early historical structure or monument (e.g. an archaeological site) worthy of preservation and study due to archaeological or heritage interest.
<b>Listed Building</b>	A building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest and therefore may not be demolished, extended, or altered without special permission from the local planning authority.
<b>Archaeological Watching Brief</b>	A formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.

**COMPETENCIES**

The Management Environmental Representative (MER) must attend and complete the Balfour Beatty Site Sustainability/Site Environmental Awareness Course.

Additional environmental awareness training is available to the project team and should be requested through the L&D training catalogue.

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*Construction Services UK***REQUIREMENTS****1. Pre-works planning**

- 1.1. It must be established whether there are any sites of archaeological or cultural significance that could be affected by the works including conservation areas, listed building and scheduled ancient monuments. This must be carried out in accordance with the Environmental Risk Assessment Procedure and recorded in the Environmental Risk Assessment and Project Management Plan.
- 1.2. The advice of archaeological specialists and/or consultants must be followed.
- 1.3. The archaeological works must comply with any planning or contract obligations or conditions, and consents or licenses must be obtained where required.

**2. Operational Control**

- 2.1. Preference must be given to preserving and recording archaeological features in-situ where appropriate.
- 2.2. Where identified archaeological features cannot be preserved in-situ, a programme of investigation and recording must be developed by the specialists and implemented as required. Works affecting SAMs require consent which may take 6 months to obtain and should feature in the project programme.
- 2.3. The condition of any susceptible listed buildings, conservation areas or monuments must be agreed, with the relevant body, prior to the works commencing. Where necessary, protective measures must be put in place and building/structural surveys and monitoring undertaken.
- 2.4. Stop work and report to site management any unexpected archaeological finds or accidental damage. In the event of discovery of significant finds suitable allowance must be made in the works programme for undertaking archaeological works as appropriate. Additionally suitable allowances must also be made where there is a likelihood of significant finds.
- 2.5. Publication or presentation of information on any archaeological finds must be encouraged, and the involvement of the local community facilitated where appropriate.

**3. Communication**

- 3.1. The presence of significant archaeological or heritage features must be communicated during site inductions.
- 3.2. Control measures to prevent accidental damage must be documented in Work Package Plans or contractor method statements. Employees and contractors will receive a briefing before work commences.
- 3.3. Identified areas must be clearly marked on site and protected as necessary.

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#### 4. Monitoring

- 4.1. Visual monitoring and assessment of the works must be carried out in accordance with the management controls, inspections and audits as detailed in the Business Management System.

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Procedural Steps	Record	Supporting Information
<p>Establish if there are any sites of archaeological or cultural significance that could be affected by the works including conservation areas, listed building and scheduled ancient monuments.</p> <p>Project Lead</p>		<p>This must be carried out in accordance with the Initial Environmental Review and Environmental Risk Assessment Procedures detailed in the Company Standard for Environmental Management. The advice of archaeological specialists and/or consultants must be followed.</p>
<p>The archaeological works must comply with any planning or contract obligations or conditions, and consents or licenses must be obtained where required</p> <p>Project Lead</p>		<p>Local Authority Planning Department, contract conditions.</p>
<p>If present, the advice of archaeological specialists and/or consultants must be sought and followed.</p> <p>Project Lead</p>		
<p>Where necessary, protective measures must be put in place and building/structural surveys and monitoring undertaken.</p> <p>Project Lead</p>		
<p>Include any sensitivities and measures required into Risk Assessments, Method Statements, PMP.</p> <p>Project Lead</p>		
<p>Monitor implementation of protection / measures in place during site HSE Inspections and Audits.</p> <p>HSE Advisor / Environmental Advisor</p>	<p> HSE Inspection Report HSEN-SF-0004</p>	

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# Appendix 10:

Balfour Beatty Noise and Vibration Procedure

27-2-2011

Construction Services UK

### SCOPE

This procedure applies to all Company projects, offices and facilities and Joint Venture projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party's Management System, the Project Lead (with assistance from the relevant Enabling Function) must review the formally adopted procedures contained within that Management System for managing the controls associated with noise and vibration in order to assess whether they are of equal standard to this procedure. If they are, no further action is required, other than creating a written record of the review. If the procedures contained within the other party's Management System are not of equal standard, either they must be revised to achieve that standard or this procedure should be formally adopted.

### PURPOSE

The purpose of this procedure is to detail the actions to be followed by the Company and its sub-contractors in the control of potential sources of noise and vibration, to limit their environmental impacts, and to record and report complaints from third parties.

### DEFINITIONS

**Best Practicable Means (BPM)** Is interpreted by reference to the following provisions: -

- "Practicable" means reasonably practicable having regard among other things to local conditions and circumstances, to the current state of technical knowledge and to the financial implications.
- The "means" to be employed included the design, installation, maintenance and manner and periods of operation of plant and machinery, and the design, construction and maintenance of buildings and structures.
- The test is to apply only so far as compatible with any duty imposed by law, with safety and safe working conditions, and with the exigencies of any emergency or unforeseeable circumstances.

**Section 61 Consent**

Local Authorities are empowered to serve an abatement notice to remedy nuisances reported. Where noise is seen as a significant environmental impact then consideration should be given to submitting an application to the Local Authority under Section 61 of the Control of Pollution Act 1974 for consent or dispensation to carry out the work activities that generate noise.

**Sensitive Receptors**

Includes humans, plants, animals, the natural or built environment, or anything else which could be adversely affected.

### COMPETENCIES

The Management Environmental Representative (MER) must attend and complete the Balfour Beatty Site Sustainability/Site Environmental Awareness Course.

Additional environmental awareness training is available to the project team and should be requested through the L&D training catalogue.

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### Construction Services UK

Noise and vibration measurement and monitoring must be completed by a suitably trained person.

### REQUIREMENTS

#### 1. Planning and Communication

- 1.1. All Manufacturing facilities must carry out a noise assessment of their operations. Readings should be taken at several points around the site boundary to ensure that Manufacturing operations do not present a nuisance from the effects of noise to their neighbours. These noise assessments must be recorded. Whenever there is a change to work activities/processes that could affect the noise levels e.g. night shift working, the noise assessment must be repeated.
- 1.2. On Construction sites, the potential for noise and vibration from different work activities must be evaluated as part of the environmental risk assessment process conducted in accordance with Environmental Risk Assessment procedure (HSEN-PC-0500). Consideration must be given to alternative methods following the use of Best Practicable Means (BPM), as defined in British Standard 5228. PC
- 1.3. Where works could potentially cause a noise and vibration nuisance or disturbance contact your HS&E Advisor or Environmental Advisor to discuss whether a Section 61 Consent (under the Control of Pollution Act 1974) is required (Refer to Noise Consents HSEN-PC-0510). The Local Authority must be consulted to agree any requirements. PC
- 1.4. Any conditions relating to the management and control of noise and vibration under any planning permissions, Section 61 Consents or contractual obligations, must be identified within the Project Management Plan (PMP) (HSEN-TF-4001, 4002 or 4003) and implemented. TF
- 1.5. The permitted working hours must be adhered to unless agreement is otherwise reached with the local authority or there is an emergency that could affect the health and safety of the public and/or the workforce.
- 1.6. Before commencing any works that have potential to cause vibration all local residents and businesses that could be affected must be informed.
- 1.7. Night-time working should be kept to a minimum and only undertaken where there is no other safe and practicable option.
- 1.8. Local residents and/or the client must be informed, and where appropriate local businesses, where work that could cause a noise nuisance or disturbance must be undertaken outside of normal permitted hours, such as at night or during weekends.
- 1.9. Ensure deliveries use routes, and are undertaken at times, that cause minimal disturbance to local communities.
- 1.10. Position welfare units and cabins away from sensitive receptors and site boundaries if possible

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### Construction Services UK

- 1.11. Ensure workforce is informed of noise and vibration restrictions/requirements via toolbox talks and inclusion in Risk Assessment/Work Package Plans (Method Statements).

## 2. Plant Use

- 2.1. Static plant must be positioned as far as practicable from site boundaries, sensitive receptors and public areas where they have potential to cause a nuisance.
- 2.2. Quiet and low or reduced vibration plant, equipment and working methods must be used where possible e.g. super-silenced generators.
- 2.3. Electrically powered plant must be used where possible and in particular when working adjacent to sensitive receptors.
- 2.4. Silencers, mufflers or other control measures must be used, as appropriate, to reduce the noise at source.
- 2.5. Acoustic enclosures or screens must be used where plant and equipment are in continuous operation and or close to sensitive receptors.
- 2.6. Acoustic doors, hoods and covers must be kept shut when plant and equipment are in use.
- 2.7. Plant with potential to generate vibration from the transfer medium and place must be isolated on a heavy base where practicable.
- 2.8. Rotating or impacting machinery must be fixed on anti-vibration mountings.
- 2.9. All plant and equipment must be turned off when not in use.
- 2.10. All plant must be maintained in accordance with the manufacturer's instructions.
- 2.11. Where works that may disturb local residents have to be undertaken at night, set to a minimum, or turn-off audible reversing beepers on plant. Ensure suitable safety measures are agreed with the HSE Advisor and implemented in all cases.
- 2.12. Drop heights into hoppers, lorries or other plant must be minimised.
- 2.13. Ensure that the workforce is informed of the sensitive neighbours and reminded to be sensitive when working or walking adjacent to the site boundaries
- 2.14. Consideration should be given to the position of welfare units and access routes for getting to and from welfare to work areas

## 3. Monitoring

- 3.1. Surveys must be undertaken of vibration sensitive structures and facilities prior to and after completing work.

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- 3.2. Monitoring of noise or vibration must be carried out where required under planning, contract or Section 61 Consent conditions or, if necessary, for the purpose of measuring and assessing noise and vibration related impacts and complaints.
- 3.3. Visual monitoring and assessment of the works must be carried out in accordance with the management controls, inspections and audits as detailed in the CS for Environment Management.

**4. Additional Information**

- Environmental Risk Assessment (HSEN-PC-0500)
- Noise Consents (HSEN-PC-0510)

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Procedural Steps	Record	Supporting Information
<p>Potential sources of noise and vibration must be identified.</p> <p>Manufacturing/Site/Project Lead</p>		<p>Where necessary conduct and record a noise assessment.</p>
<p>Where applicable apply to the Local Authority for a Section 61 Consent</p> <p>Manufacturing/Site/Project Lead</p>		<p>If, after conducting a noise assessment, it is considered that noise is considered to be a significant environmental impact, make the appropriate application to the Local Authority.</p>
<p>Ensure appropriate control measures are implemented</p> <p>Manufacturing/Site/Project Lead</p>		<p>Ensure that appropriate control measures are implemented.</p>
<p>Monitor the effectiveness of the control measures.</p> <p>Manufacturing/Site/Project Lead</p>		<p>Generally through daily site tours and formally recorded via the Weekly Hazard inspection routine</p>
<p>Report any complaints received.</p> <p>Manufacturing/Site/Project Lead</p>		<p>Compliments, Comments and Complaints (HSEN-PC-0517) </p>
<p>Report any incidents.</p> <p>Manufacturing/Site/Project Lead</p>	<p> Incident Investigation and Report HSEN-SF-0001</p>	<p>Incident Investigation and Reporting (HSEN-PC-0001) </p>

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# Appendix 11:

Balfour Beatty Environmental Risk Assessment

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