



Site Waste Management Plan Template

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

Complete

Score	95.56%	Flagged items	2	Actions	0
Project Name	School Project				
SWMP #	12345				
Conducted on (Date and Time)	11.11.2022 15:10 PST				
Prepared by	B. Smith				
Site Location	Middleton Road, Brentwood CM15 8DU, UK				

Flagged items

2 flagged

SWMP Checklist / Allocating responsibility

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

No

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

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

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

No

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

SWMP Checklist

2 flagged, 95.56%

Planning and preparation

100%

Have you set aside time to prepare your SWMP?

Yes

Have you considered the construction methods and materials that you can use to reduce the amount of waste your project produces?

Yes

Have you thought about ordering materials that have less or reusable/returnable packaging?

Yes

Have you recorded all of your waste reduction decisions in your plan?

Yes

Allocating responsibility

1 flagged, 50%

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

No

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

Have you included a declaration from the client and principal contractor in your SWMP?

Yes

Identifying your waste

100%

Have you assessed the waste produced at each stage of the project - the types, how much and when, including the processes involved?

Yes

Have you identified which workers will produce waste?

Yes

Managing your waste

100%

Has an area of the site been set aside for storing new materials and waste, including separate containers for different types of waste? You must store new materials separately from waste, and make sure storage areas are secure against vandalism.

Yes



Photo 1

Have you set targets for the different types of waste likely to

Yes

be produced by the project? Include targets for the amounts of each waste type to be reused, recycled and disposed of.

Have measures been put in place to deal with expected and unexpected hazardous waste?

Yes

Have you considered whether you can reuse materials either on site or off site?

Yes

Have you considered on-site and off-site processing and reuse of materials?

Yes

Disposing of your waste

100%

Have you considered how you will dispose of liquid wastes such as wash-down water and lubricants?

Yes

Have you got agreement from your water and sewerage operator for trade effluent discharge?

Yes

Are you complying with your duty of care, including using waste transfer notes or consignment notes for all movements of waste from your site and checking the details of those removing the waste?

Yes

Has someone been made responsible for checking that loads of waste leaving your site are accurately described, and waste transfer notes and consignment notes are completed correctly?

Yes

Have you checked that every waste carrier you use is registered with your environmental regulator?

Yes

Have you checked that all sites receiving your waste have the appropriate permits, licences or registered exemptions?

Yes

Have you identified your nearest waste sites?

Yes

Have you considered how to reduce disposal costs by reusing or recycling waste materials with a commercial value?

Yes

Organising materials and waste

100%

Have you assessed the quantities of materials you need to order to reduce overordering and site waste?

Yes

Can you return unused materials to the supplier, sell them or use them on another job?

Yes

Have you considered using recycled materials?

Yes

Can you return unwanted packaging to the supplier for reuse or recycling?	Yes
Will you separate different types of waste to enable you to get best value from good waste management practices?	Yes
Have you labelled containers and skips clearly to avoid confusion? Colour coding your containers could help.	Yes
Are your storage areas secure and weatherproof to prevent wind and rain damaging your materials?	Yes
Have you covered or netted any loose materials to prevent them being spread and possibly causing pollution?	Yes
Is everyone who will handle waste aware of the SWMP requirements?	Yes

Communicating and training

100%

Have you planned site inductions and toolbox talks for all site staff?	Yes
Are contractors and subcontractors trained and aware of their responsibilities?	Yes
Have contractors and subcontractors understood and agreed the SWMP?	Yes
Are SWMP requirements built into contracts?	Yes
Are you carrying out spot checks and monitoring your staff regularly to make sure they are following procedures?	Yes

Measuring and monitoring your waste

100%

Are you updating your plan every time waste is removed from your site?	Yes
Are you checking the SWMP regularly and making sure targets are being reached?	Yes
Are the agreed waste management procedures being checked and monitored regularly?	Yes
Are you producing regular reports on waste quantities, treatment/disposal routes and costs?	Yes
When construction is underway, are you making notes of problems and recording them for your next plan?	Yes

Reviewing the success and learning lessons for the future

1 flagged, 80%

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

No

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

Have you explained any changes to the plan?

Yes

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

Yes

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

Yes

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

Yes

Completion

Comments / Recommendations

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

Name and Signature:



B. Smith
11.11.2022 15:13 PST

Appendix



Photo 1