

Site Environmental Management Plan	
Document:	Form #114
Issue:	#5
Related to:	All Contracts



A85 670 W97 Oban Esplanade

Site Environmental Management Plan

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SITE ENVIRONMENTAL MANAGEMENT PLAN

The objective of this Site Environmental Management Plan (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. The SEMF 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.

1.0 ACRONYMS & ABBREVIATIONS

CAR	Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended)
CNR	Canmore National Record
DMRB	Design Manual for Roads and Bridges
DPMEE	Dust, Particulate Matter and Exhaust Emissions
Duty of Care	A legal obligation to take reasonable care and avoid causing damage.
EPS	Edge Protection System
EWC	European Waste Catalogue
GBRs	General Binding Rules
GPPs	<u>Guidance for Pollution Prevention</u> . In Scotland, GPPs are a series of documents developed by SEPA. Each GPP is targeted at a particular type of business or activity and covers environmental good practice to minimise pollution. The GPPs also make reference to environmental legal obligations.
GPZ	Groundwater Protection Zones
INNS	Invasive Non-Native Species
IGDL	Inventory Garden & Designed Landscape
LGS	Local Geodiversity Site
NRMM	<u>Non-Road Mobile Machinery</u> is a broad category which includes mobile machines, and transportable industrial equipment or vehicles which are fitted with either an internal spark ignition petrol engine, or a compression ignition diesel engine and not intended for transporting goods or passengers on roads. Examples of non-road mobile machinery include, but are not limited to: (i) generators, (ii) bulldozers, (iii) pumps, (iv) construction machinery, (v) mobile cranes, etc.
NMU	<u>Non-Motorised Users</u> are considered to be all non-motorised traffic, including pedestrians, cyclists and equestrians (with particular consideration of the needs of those with disabilities)
NVZ	Nitrate Vulnerable Zone
SAC	Special Area of Conservation
SEMP	A <u>Site Environmental Management Plan</u> describes potential environmental impacts and activities of a project / site and ways to manage and mitigate these.
SPA	Special Protection Area
SSSI	Site of Special Scientific Interest

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SuDS	<u>Sustainable Drainage Systems</u> are a sequence of management practices and control structures designed to drain surface water in a more sustainable way than conventional techniques.
SWMP	Site Waste Management Plan
TM	Traffic Management

2.0 General

- 2.1 A copy of this SEMP must always be kept on-site, with it forming part of the site induction procedure.
- 2.2 All conditions of the Marine Licence (licence number TBC) will be strictly adhered to for any works taking place below Mean High Water Springs (MHWS). A copy of the Marine Licence must be kept on site at all times.
- 2.3 BEAR Scotland will undertake all notification requirements as detailed in the Marine Licence unless otherwise specified in the contract documents. BEAR Scotland will advise the contractor of any relevant information provided by Oban Port Authority, HM Coastguard, or other marine stakeholder groups as required.
- 2.4 Works must be maintained in good repair at all times.
- 2.5 **Any queries or concerns with regard to information detailed in this SEMP should be addressed to the NW Environment Team before any works commence.**

3.0 Sensitive Receptors

- 3.1 Local residents and business within 300m of the scheme.
- 3.2 Vehicular travellers that may use the A85 trunk road adjacent to the scheme.
- 3.3 Pedestrians using the Corran Esplanade within the scheme extent.
- 3.4 The Lochs Duich, Long, and Alsh Marine Protected Area (Nature Conservation) located 1km west of the site. It is designated for populations of flapper skate (*Dipturus intermedius*) and for its features of Quarternary Scottish geology and geomorphology
- 3.5 The scheme is located approximately 1km from the Inner Hebrides and the Minches Special Area of Conservation and the Loch Sunart to the Sound of Jura Marine Protected Area (Nature Conservation). It is designated for populations of harbour porpoise (*Phocoena phocoena*).
- 3.6 Populations of protected species including otter (*Lutra lutra*) and nesting birds which may be present on site.
- 3.7 The Sound of Kerrera and Oban Bay groundwater waterbody, which is also a Drinking Water Protected Area (Ground).

4.0 Air Quality

- 4.1 Where possible and in line with Covid-19 restrictions, construction operatives will be encouraged to car-share, use organised company transport or public transport, reducing greenhouse gas emissions.

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- 4.2 All plant, machinery and vehicles associated with the scheme must be maintained to the appropriate standards and must switch their engines off when not in use.
- 4.3 The movement of dusty material will be minimised by appropriately planning material movements.
- 4.4 All delivery vehicles carrying material with dust potential will be covered when travelling to or leaving site, preventing the spread of dust beyond the work area.
- 4.5 Material stockpiles will be reduced as much as reasonably practicable by using a 'just in time' delivery system. All material will also be stored on made ground (e.g. within the A85 carriageway boundary), away from potential pollution pathways such as drains and watercourses.
- 4.6 Any stockpiled material on site, such as rock, will be monitored daily to ensure no risk of dust emissions exists. Where a risk of dust emissions exists from stockpiles, these are to be dampened down. This is likely to require the use of mobile water bowsers.
- 4.7 Good housekeeping will be employed throughout the works.

5.0 Ecology & Nature Conservation

- 5.1 Works are to be strictly limited to areas required for access and works. Unnecessary encroachment onto terrestrial or aquatic areas will not be tolerated.
- 5.2 Site personnel are instructed not to approach or touch any animals seen on site.
- 5.3 Site personnel should remain vigilant for the presence of protected species, specifically otters, over the works period.
- 5.4 Measures to be implemented to protect the aquatic environment are detailed in Section 11: Road Drainage and Water Environment.
- 5.5 No discharges into any watercourses or drainage systems are permitted. Appropriate containment measures must be in place around the working area to prevent materials or pollution from entering the water environment.
- 5.6 All construction operatives are to be briefed through toolbox talks prior to works commencing using the toolbox talk template for otters and nesting birds in Appendices 1 and 2. The talk is to specifically cover ecology and field signs of protected species and legislation. Briefings are to be clear and unambiguous, with all staff informed to stop works where a concern is raised. Works may not commence until advice from an appropriately qualified ecologist is sought and appropriate mitigation is in place, where required.
- 5.7 Where protected mammals are encountered or move within 50m of the active works, works will cease until the animal(s) move further away than 50m from the construction site or until the BEAR Scotland NW Environment Team can provide advice.
- 5.8 If any active bird nests are encountered within 50m of the active works, works will cease until the BEAR Scotland NW Environment Team can provide advice.
- 5.9 All material, machinery and equipment will be subject to checks for resting mammals daily prior to any works commencing to prevent entrapment or injury of any mammals.

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- 5.10 A 'soft start' will be implemented on site each day. This will involve switching on vehicles and checking under/around vehicles and the immediate works area for mammals prior to works commencing to ensure none are present and that there is a gradual increase in noise.
- 5.11 Any excavations, exposed pipes/drains, or areas where an animal could become trapped (e.g. storage containers) will be covered over when not in use, at the end of each shift, and following completion of the works to avoid animals falling in and becoming trapped.
- 5.12 If fencing is utilised at any point during the works, a gap of 200mm from ground level must be provided, allowing free passage for mammals and preventing entrapment.
- 5.13 Site staff must take appropriate steps to ensure that damage to the foreshore as a result of works is reduced as far as possible.
- 5.14 The foreshore will be returned to the original profile, or as close as reasonably practicable, following completion of works.
- 5.15 Measures to reduce noise and disturbance during works are detailed in Section 8: Noise and Vibration.
- 5.16 Measures to be implemented to protect the aquatic environment are detailed in Section 11: Road Drainage and Water Environment.

6.0 Cultural Heritage

- 6.1 There should be no storage of vehicles, plant, or materials against any buildings, walls or fences.
- 6.2 People, plant, and materials should, as much as is reasonably practicable, only be present on areas of made / engineered ground (i.e. A85 carriageway or the Corran Esplanade). Where access outwith these areas is required for the safe and effective completion of the scheme, it should be reduced as much as is reasonably practicable and ideally be limited to access on foot.
- 6.3 All site personal are to be briefed on the importance of archaeological finds and are instructed, as part of the site induction, to inform the site supervisor where potential finds are made.
- 6.4 Should any unexpected archaeological evidence be discovered by the works, construction activities in the vicinity should be halted and the BEAR Scotland NW Environmental Team should be contacted.

7.0 Landscape Effects

- 7.1 Throughout all stages of the works, the site must be kept clean and tidy, with materials, equipment, plant and wastes appropriately stored, reducing the landscape and visual effects as much as possible.
- 7.2 Where applicable, upon completion of the works, any damage to the local landscape (i.e. damage to foreshore or hardstanding of the A85) should be reinstated as much as is practicable.
- 7.3 Works are to avoid encroaching on land and areas where work is not required or does not have permission to do so. This includes general works, storage of equipment/containers and parking.
- 7.4 The site is to be left clean and tidy following works.
- 7.5 Mitigation detailed in Section 13.0: Waste and Material Use and Re-use will be strictly adhered to.

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8.0 Noise & Vibration

- 8.1 The best practice means, as defined in Section 72 of the Control of Pollution Act 1974 and BS5228-1:2009+A1:2014 Code of Practice for Noise and Vibration Control on Construction and Open Sites will always be employed to reduce noise to a minimum.
- 8.2 All site personnel will be fully briefed in advance of works regarding site-specific sensitivities. All construction operatives will receive the 'Being a Good Neighbour' (Appendix 3) toolbox talk template
- 8.3 Plant, machinery and equipment are to be fitted with effective silencers where possible. Where fitted, and where permitted under Health and Safety requirements, white noise reversing alarms should be utilised during construction.
- 8.4 Where possible, inherently quiet plant should be selected for construction works.
- 8.5 All plant, machinery, and vehicles will be switched off when not in use.
- 8.6 All plant will be operated in such a way that reduces noise emissions and will be maintained regularly to the appropriate standards.
- 8.7 Where ancillary plant such as generators are required, they will be positioned so as to cause minimum noise disturbance. Where deemed necessary, acoustic screens will be utilised.
- 8.8 Temporary staff toilets/site compound will be located as far as is practicable from sensitive receptors.

9.0 Vehicle Travellers

- 9.1 Traffic management will be designed in accordance with Chapter 8 of the Traffic Signs Manual.

10.0 Pedestrians, Cyclists, Equestrians and Community

- 10.1 Appropriate provisions / measures should be implemented within the traffic management to allow the safe passage of PCEC users through the site.

11.0 Road Drainage & Water Environment

- 11.1 All conditions of the Marine Licence (licence number TBC) must be adhered to for any works taking place below MHWS. No deviation from the Marine Licence is permitted without the further written consent of Marine Scotland.
- 11.2 A copy of the Marine Licence will be retained on site and made available for inspection as required.
- 11.3 All on-site activities should operate in accordance with relevant pollution good practice.
- 11.4 No discharges into any watercourses or drainage systems are permitted. Appropriate containment measures must be in place around the working area to prevent materials or pollution from entering the water environment.
- 11.5 All hazardous material utilised on site is required to undergo assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002. These assessment(s) will contain a section on environment which highlights any precautions and mitigation requirements.

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- 11.6 All hazardous material will be stored in line with COSHH data within a designated COSHH storage area at least 10m from any watercourses, drains, or waterbodies. Oils and chemicals will be stored in appropriately bunded storage cabinets. The COSHH store will be locked with only appropriate personnel having access and an inventory register being maintained.
- 11.7 All plant and equipment must be regularly inspected for any signs of damage and leaks. A checklist will be present to make sure that the checks have been carried out.
- 11.8 The designated storage area must be on impermeable ground and fully bunded.
- 11.9 All milling and breaking out of concrete will take place during period of suitable weather conditions to ensure that materials or debris are not blown or washed into the marine environment.
- 11.10 Fresh concrete will be poured or sprayed in such a manner that no concrete is lost or can enter the marine environment.
- 11.11 Where applicable and practicable, bio-degradable hydraulic fluids and oils should be utilised in machinery.
- 11.12 Where fuel is stored on site and refuelling activities are undertaken, the following will apply:
- Only suitably double-skinned fuel bowser(s) or tank(s) in line with General Binding Rules the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) will be utilised on site;
 - The fuel bowser(s) and/or tank(s) must be stored away at least 10m from any watercourses, waterbodies or drains and away from being struck by plant and machinery;
 - All distribution and fuelling nozzles will be fitted with a shut-off valve;
 - All refuelling activities are to be undertaken in a designated site with a drip tray positioned underneath the nozzles when not in use;
 - All fuel containers and nozzles are to be secured, for example with a lock when not in use; and
 - All staff undertaking refuelling activities are to be appropriately trained and undertake these activities in line with site refuelling procedures.
- 11.13 During refuelling of smaller mobile plant, a funnel and drip trays must be used.
- 11.14 A spillage control procedure will be in place in which all staff are to be trained.
- 11.15 Suitable spill kits are to be available on site with all staff to be trained in their use.
- 11.16 Spill kits must be quickly accessible to capture any spills should they occur.
- 11.17 The ground / stone around the site of a spill must be removed, double-bagged and taken off site as special contaminated waste.

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- 11.18 All spills must be logged and reported. In the event of any spills into the water environment, all works must stop, and the incident reported to the project manager and the BEAR Scotland NW Environment Team. SEPA must be informed of any such incident as soon as possible using the SEPA Pollution Hotline.
- 11.19 Generators and static plant may have the potential to leak fuel and/or other hydrocarbons and should have internal bunding where possible. A secondary containment system should also be in place during use to catch leaks or spills. For example, plant nappies or drip trays with a capacity of 110% should be placed beneath the equipment.
- 11.20 Mitigation detailed in Section 5.0: Ecology and Nature Conservation will be strictly adhered to.

12.0 Geology & Soils

- 12.1 The parking of machinery/personnel and storage of equipment on verges will be minimised as far as is reasonably practicable.
- 12.2 Upon completion of the works, any damage to the local landscape (i.e. damage to foreshore) should be reinstated as much as is practicable.
- 12.3 Mitigation measures to prevent contamination of soils through loss of containment are discussed in Section 11.0: Road Drainage & Water Environment will be strictly adhered to.

13.0 Waste & Material Use & Re-Use

- 13.1 The waste hierarchy (Reduce, Reuse, Recycle and Dispose) will be employed throughout the construction works.
- 13.2 The contractor will adhere to waste management legislation and ensure compliance with their Duty of Care.
- 13.3 All wastes and unused materials will be removed from site in a safe manner by a licensed waste carrier upon completion of the works. The appointed waste carrier will have a valid SEPA waste carrier registration, a copy of which will be retained by BEAR Scotland. A copy of the waste transfer is also to be provided to BEAR Scotland as early as practicably feasible and retained.
- 13.4 All wastes will be removed from site for disposal at an approved location above the tidal level of MHWS.
- 13.5 During the site induction, all staff are to be informed that littering will not be tolerated. Staff are also encouraged to collect any litter seen on site.
- 13.6 Where applicable, all temporary signage will be removed from site on completion of the works.
- 13.7 All hazardous material will be stored in line with Section 11.0: Road Drainage & Water Environment.
- 13.8 A copy of the duty of care paperwork should be provided and filed appropriately in accordance with the Code of Practice (as made under Section 34 of Environmental Protection Act 1990 as amended).
- 13.9 Any contaminated ground as a result of the works should be removed and transferred off site as special waste.

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- 13.10 Any COSHH waste and special waste should be removed from site by a specialised waste carrier. COSHH waste should NOT be mixed with general waste and/or other recyclables.

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Appendix 1 – Toolbox Talk: Working with Otters

Tool-Box Talk	
Topic:	TTN-011 Toolbox Talk: Working with Otters
Issue No:	4
Date:	21/05/2021



OVERVIEW

There is potential for protected species, including otters, to be present on site. The guidance below must be followed to protect these species and prevent breaches of wildlife legislation.

It is your responsibility to ensure the work you do is done without harming or disturbing protected species and/or their places of shelter or breeding. **The operator/person committing the offence will be held legally responsible.**

If you have any concerns that otters are being disturbed by works, contact the BEAR NW, NE, or SE Environment Team or BEAR Control Room (if outside of normal office hours).



LEGAL PROTECTION

Otters are a European Protected Species and are protected by law, along with their resting sites, under the Conservation (Natural Habitats &c.) Regulations 1994 (as amended in Scotland). There has been no change in the protected status of European Protected Species as a result of Brexit. Otters also receive protection under Schedule 5 of the Wildlife and Countryside Act 1981 (as amended). It is an offence to deliberately or recklessly:

- Kill, injure, or capture an otter;
- Disturb or harass an otter; or
- Damage, destroy, or obstruct access to any place which otters may use for shelter/protection or breeding (i.e. holts, couches).

If an offence listed above occurs, the operator/person committing the crime can be **sentenced to imprisonment and/or fines**. Additionally, any profits made as a consequence of not following lawful process can be confiscated and items used to commit the offences (e.g. vehicles, plant, machinery) can be forfeited.

ECOLOGY AND THREATS TO OTTERS

Otters are semi-aquatic mammals that can be found in both freshwater and coastal habitats. Otters in freshwater habitats are primarily nocturnal, whereas those found in coastal environments are frequently active during the day. Otters live in dens called holts, usually near the edges of watercourses or waterbodies, and will feed on fish, crustaceans, amphibians, and sometimes small mammals. Otter scat is called spraint and is used to mark territory. It usually contains fish bones and becomes flaky and whitish with age. Above-ground resting sites are called couches and can be found in dry, sheltered locations near water, such as under bridges or below overhanging riverbanks. Breeding can take place at any time of year and young are raised in below-ground dens called natal holts. All resting sites (holts and couches) are protected by law from disturbance and destruction.

Otters are vulnerable to human activity and to the loss foraging habitat and resting sites. Natal holts are particularly sensitive as the young are not fully mobile for a few months. **Therefore, disturbance to otters or disturbance, damage, or destruction of their resting sites, especially natal holts, can have a considerable impact on local populations.**

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Tool-Box Talk

Topic:	TTN-011 Toolbox Talk: Working with Otters
Issue No:	4
Date:	21/05/2021



OTTER SPECIFIC MITIGATION AND WORKING METHODS

Specific controls are in place on site that all site staff will follow:

- Any machinery stored on site must be checked at the start of each shift for resting otters.
- A "soft start" must be implemented on site each morning. This will involve switching on vehicles and checking under/around vehicles and the immediate work area for otters prior to works commencing to ensure none are present and that there is a gradual increase in noise.
- Any excavations, entrances to pipes/drains, or areas where an animal could be trapped (e.g. storage containers) must be covered over when not in use, at the end of each shift, and following completion of the works to avoid otters or other animals falling into them and becoming trapped.
- If excavations (e.g. trenches) cannot be covered, escape ramps must be installed to allow trapped mammals to escape.
- If fencing is utilised at any point during the works, a gap of 200mm from ground level must be provided, allowing free passage for otters and preventing entrapment.
- Artificial lighting used during night works must be directed away from watercourses and any potential otter resting sites as far as is safe and reasonably practicable.
- Passage for otters under bridges and along watercourses (both upstream and downstream) must be maintained for the duration of the works where possible.
- If exclusion zones around otter resting sites are required, no works may take place within exclusion zones and site staff must not enter exclusion zones.
- All pollution prevention measures detailed in the Site Environmental Management Plan must be adhered to.
- Staff must remain vigilant for sightings of otters.

STEPS TO TAKE IF OTTERS ARE FOUND

- Otters are most likely to be found in or near water.
- If you see an otter near or within the site compound or works area, **STOP WORKS** until the otter moves at least 50m away from works or until the BEAR Scotland NW, NE, or SE Environment Team can provide advice.
- Report the incident to the BEAR NW, NE, or SE Environment Team or BEAR Control Room (if outside normal office hours).
- **DO NOT APPROACH THE OTTER.** Advice will be given on how to proceed.



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Appendix 2 – Toolbox Talk: Working with Breeding Birds

Tool-Box Talk	
Topic:	TT-048 Toolbox Talk: Birds
Issue No:	3
Date:	21/05/2021



OVERVIEW

There is potential for protected species, including breeding birds, to be present on site. The guidance below must be followed to protect these species and prevent breaches of wildlife legislation.

It is your responsibility to ensure the work you do is done without harming or disturbing protected species and/or their places of shelter or breeding. **The operator/person committing the offence will be held legally responsible.**

If you have any concerns that breeding birds are being disturbed by works, contact the BEAR NW, NE, or SE Environment Team or BEAR Control Room (if outside of normal office hours).



LEGAL PROTECTION

All species of breeding birds are protected by law under the Wildlife and Countryside Act (WCA) 1981 (as amended), and as amended by the Nature Conservation (Scotland) Act 2004. Further protection is provided by various schedules of the WCA 1981 to some rarer species or those vulnerable to disturbance and/or persecution. Schedule 1 birds (e.g. golden eagle, barn owl, red- and black-throated divers) receive the highest levels of protection. For all wild birds, it is an offence to deliberately or recklessly:

- Kill, injure, or capture a bird;
- Take, damage, destroy, or interfere with a nest of any bird while it is in use or being built;
- Obstruct or prevent any bird from using its nest; or
- Take or destroy an egg of any bird.

If an offence listed above occurs, the operator/person committing the crime can be **sentenced to imprisonment and/or fines**. Additionally, any profits made as a consequence of not following lawful process can be confiscated and items used to commit the offences (e.g. vehicles, plant, machinery) can be forfeited.



ECOLOGY AND THREATS TO BREEDING BIRDS

Over 400 bird species are regularly recorded in the UK, including both resident breeding species and migrants. In general, the breeding bird season runs from March to August (inclusive), although some bird species may breed earlier or later. Often the duration of the breeding season is dependent on weather conditions. Birds can use all types of habitat for breeding and may nest in trees, shrubs, grass, cliffs, shorelines, buildings, structures, on the ground, etc. Nests may be difficult to see and some bird species may raise multiple broods during a season. Gestation time and the time it takes chicks to fledge vary by species. The period that a nest is 'active' can range from a few weeks to three months or longer.

All active wild bird nests are protected by law. Levels of protection can vary by species and are usually stronger for species that are rarer, more vulnerable, or in severe population decline. Many of these species are vulnerable to human activity and the loss of foraging habitat and nesting sites. **Therefore, destruction of nests and disturbance to breeding birds or their nesting sites can have considerable impact on population recovery.**

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BREEDING BIRD SPECIFIC MITIGATION AND WORKING METHODS

Specific controls are in place on site that all site staff will follow:

- Works should be completed outwith the breeding bird season (March to August, inclusive) where possible to avoid impacting nesting birds.
- Any required vegetation clearance or tree felling should be undertaken outwith the breeding bird season where possible.
- Any brash or log piles produced during felling or vegetation clearance should be removed from site or placed at least 30m away from the working area (where possible) prior to the breeding bird season to reduce the risk of birds nesting near works.
- If works will occur during the breeding bird season, a nesting bird check should be undertaken within 24 hours prior to works.
- If an active bird nest is found (e.g. eggs or chicks present, adult sitting on nest), works must stop and the BEAR NW, NE, or SE Environment Team will be contacted. The BEAR Control Room should be contacted outside of normal office hours.
- If exclusion zones around active nests are required, no works may take place within exclusion zones and site staff must not enter exclusion zones.
- Any active nests must remain undisturbed until the nest is no longer active (e.g. all young fledge and leave the nest or nest is abandoned).
- All pollution prevention measures detailed in the Site Environmental Management Plan must be adhered to.
- Staff must remain vigilant for sightings of active bird nests.

STEPS TO TAKE IF BREEDING BIRDS ARE FOUND

- Birds can build nests in trees, shrubs, structures, cavities, or on the ground during March to August.
- Signs of active bird nests include:
 - Birds sitting on a nest;
 - Eggs present in a nest;
 - Birds seen flying with twigs/grass/other nesting material; or
 - Birds seen flying with insects/food for young.
- If you see an active bird nest near or within the site compound or works area, **STOP WORKS.**
- Report the incident to the BEAR NW or NE Environment Team or BEAR Control Room (if outside normal office hours).
- **DO NOT APPROACH THE BIRD NEST.** Advice will be given on how to proceed.



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Appendix 3 – Toolbox Talk: Being a Good Neighbour

REF No: TTN - 42
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.

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REF No: TTN - 42
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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 **E**veryone **A**ccepts **R**esponsibility

Site Environmental Management Plan	
Document:	Form #114
Issue:	#5
Related to:	All Contracts



REF No: TTN - 42
Revision 1
Revision Date: 18/04/13

TOOLBOX TALK

Being A Good Neighbour



Validation of Toolbox Talk

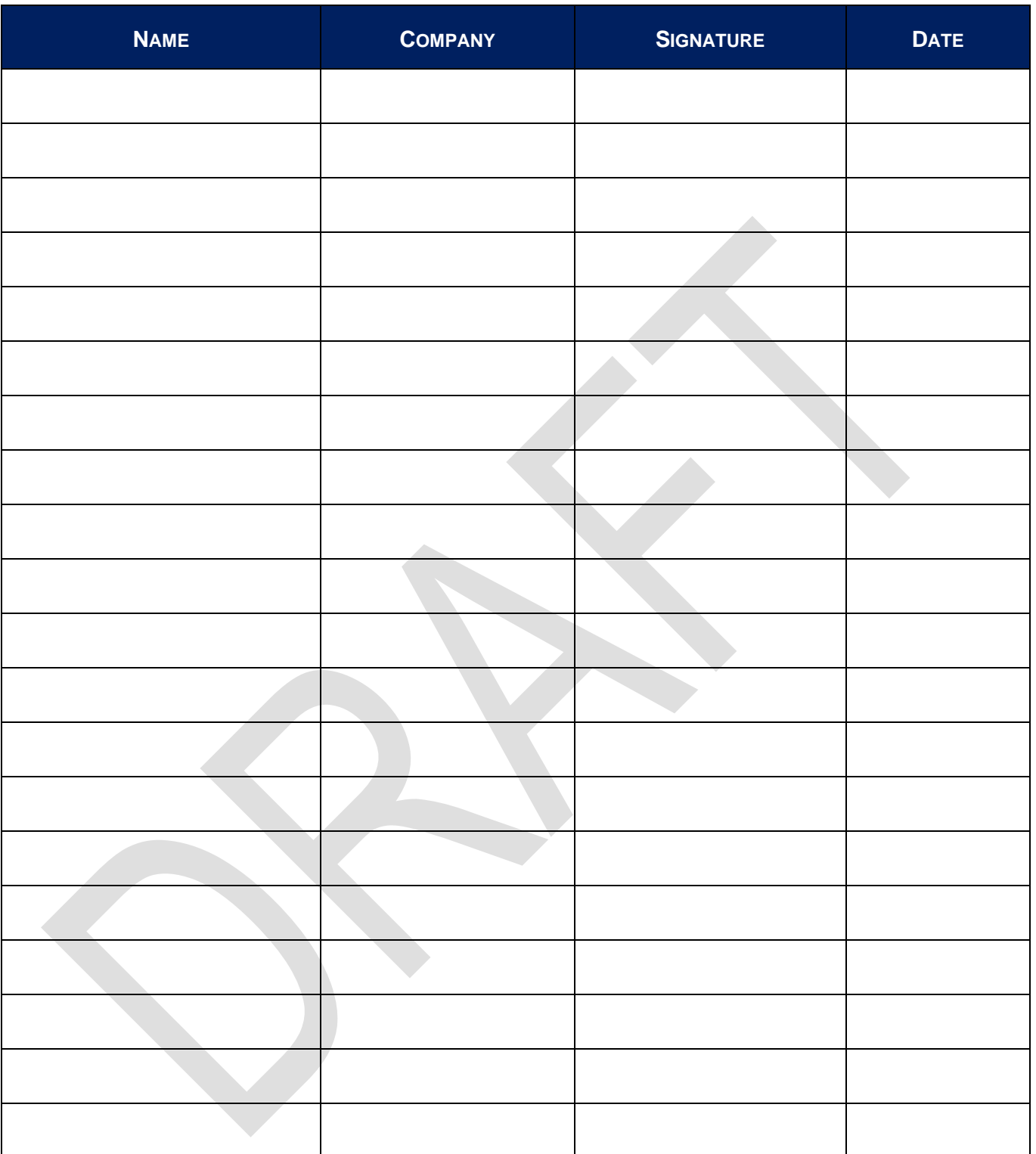
After staff has received the toolbox talk information, the following questions should be asked to ensure that they have listened and understood the necessary information.

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.**

DRAFT

Document:	Form #114
Issue:	#5
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Date: _____