7. Section 7: Waste and Resources Management

7.1. Waste Electronic and Electrical Equipment

With regard to the latest version of the Waste Electrical and Electronic Equipment Regulations 2006 ("WEEE 2006"), the Supplier shall indemnify and keep indemnified the Company as a result of any losses which it incurs as a result of any failure on the part of the Company or the relevant producer to comply with the requirements of WEEE 2006.

7.2. Waste Other

7.2.1. The Company requires the Supplier to promote recycling, minimise its waste and play a leading role in helping the Company achieve its environmental targets. The Supplier shall develop, implement and maintain a Waste Management Plan ("WMP"), as part of the EMP, to cover the waste arisings it is responsible for, support the Company's objective to use materials more efficiently and reduce waste to landfill in order to achieve the following target:

"the Company will reuse, recover and recycle 99 per cent of non-hazardous waste, with interim targets by 2031 and 30 per cent for specifically for energy from recovery".

7.2.2. The Supplier's WMP shall document how the Supplier will:

7.2.2.1. implement the waste hierarchy;

7.2.2.2. comply with current legislation in relation to the storage, handling, treatment, transfer and disposal of all waste materials produced in the performance of the Services. As a carrier of waste, the Supplier shall be registered as a Waste Carrier with the Environment Agency and shall provide evidence of registration within the WMP and on renewal of the registration;

7.2.2.3. set waste reuse, recovery and recycling targets that meet or exceed the Company's targets;

7.2.2.4. monitor and report waste arising in line with the Supplier's reporting requirements under Schedule 17 (Contract Management) each Period in advance of the Period Progress Meeting;

7.2.2.5. ensure all Supplier Personnel are trained in waste minimisation and management techniques;

7.2.2.6. increase recycled content of materials used in construction and any other materials purchased; and

7.2.2.7. document all decisions taken during any design work to reduce waste, and ensure this information is passed to Company.

7.2.3. The Supplier shall implement and update the Waste Management Plan, maintain records throughout the duration of this Contract and make available these records for review by the Company on request.

7.2.4. The Supplier is responsible for the management and removal of all waste arisings as

soon as practicably possible in accordance with Good Industry Practice.

7.2.5. The Supplier shall make available to the Company, within 3 Working Days of request, any waste records (such as Consignment notes and transfer notes).

7.2.6. Where involved in project work, the Supplier shall comply with the requirements of the TfL Pathway Waste Management Plan (set out in Appendix 5 to this Schedule 8 Part C (Environmental Requirements)).

7.2.7. All works being carried out at Company office buildings must use this template TfL Facilities: Small Projects Waste Proforma to record and submit waste data.

7.3. Recycled Content of Materials

The Supplier shall ensure a minimum of 20% of the total material value of products and materials selected for the works being performed as part of the Services derives from reused and recycled content. The Supplier shall submit proposals to the Company's Representative in relation to the areas of opportunity to exceed this target figure. The Supplier shall provide a detailed explanation and justification in the WMP to the Company's Representative for any failure to achieve the 20% target figure. Performance shall be reported, as part of the EMP, in the annual environmental performance report referred to in paragraph 1.4 (Report on Progress) of this Schedule 8 Part C (Environmental Requirements).

8. Section 8: Pollution Prevention

8.1. The Supplier shall comply with all Applicable Laws and Good Industry Practice to prevent pollution and environmental nuisance.

8.2. The Supplier shall ensure that the EMP and aspect and impact assessments for specific tasks and activities adequately identify all potential pollution sources, pathways and sensitive receptors.

8.3. The Supplier shall ensure that the EMP will detail how pollution risks will be managed including specific controls to be put in place, which must be strictly complied with.

8.4. The Supplier shall ensure that all controls identified will be included in safe systems of work and briefed to all Supplier Personnel.

8.5. The Supplier shall ensure that a Pollution Response Plan ("PRP") and all necessary pollution response equipment required to reduce risks to as low as reasonably practicable are in place within one (1) month of the Commencement Date. The PRP shall set out actions to be taken in the event of an environmental incident. The Supplier shall ensure all Supplier Personnel are familiar with the plan and trained in actions to take if an incident occurs.

8.6. **Deliveries and Storage**

8.6.1. Where the Supplier manages bulk fluid deliveries (over 25 litre drums) it shall:

8.6.1.1. ensure that a spill kit of appropriate size and content, commensurate with the risk, is located in an open access location immediately adjacent to the risk; and

8.6.1.2. seek written assurance from the supplier that the third party delivery operatives are trained, competent and familiar with making deliveries to the Sites and if not, they shall be accompanied by the Supplier's Representative until such time they become so.

8.6.2. Where bulk storage tanks (above 55 gallon/250 litres) are provided and maintained by the Supplier, the Supplier shall ensure they are fitted with serviceable engineering controls, appropriate to site risk, to prevent environmental harm, such as fitting and maintaining alarms and other notification systems.

8.6.3. The Supplier shall manage the testing, licensing and other regulatory regimes related to the tanks on the Sites as required by the Company from time to time.

8.7. **Site set-up**

8.7.1. The Supplier shall ensure that, where reasonably practicable and appropriate, its activity will be designed to prevent pollution arising including, but not limited to:

8.7.1.1. Sites secured and screened using existing features where appropriate;

8.7.1.2. storage sites, any plant and machinery equipment and temporary staff facilities located to limit environmental impacts, as far as reasonably practicable, having due regard to neighboring accommodation, as far as allowed by the constraints of each Site;

8.7.1.3. security cameras (if required) sited and directed so that they do not intrude into occupied residential properties;

8.7.1.4. site plant and facilities powered from mains electrical sources wherever practicable;

8.7.1.5. the Supplier shall display a contact name, telephone number and address, and the helpline number at appropriate locations on the boundaries of the Sites;

8.7.1.6. the extent and height of hoarding or fencing at a particular location will be selected to maintain effective security and achieve appropriate noise attenuation and visual screening;

8.7.1.7. all vehicle access and egress points with gates positioned such that no gate will be permitted to open out onto the highway. As far as reasonably practicable, gates will be located to allow vehicles to drive clear of any public highway. Where provided for noise control, gates will be of a similar material and construction to the boundary in which they are situated and will be closed except when being used for access; and

8.7.1.8. disturbance of environmental features such as vegetation and watercourses will be minimised.

8.8. Monitoring and reporting

8.8.1. The Supplier shall employ a trained and competent person(s) to undertake environmental monitoring. The Supplier shall comply with any additional measures required by the Company's Representative including relocation or modification of equipment to reduce noise, vibration, nuisance, light, dust, pollution and other disturbances.

8.8.2. The Supplier shall report all complaints/enquiries and their responses within 24 hours of receipt to the Company using TfL customer services, the Company's Representative and the Company's Community Relations representative.

8.9. Effluent discharge consents

8.9.1. When providing maintenance of drains and interceptors, the Supplier shall ensure that it maintains effluent discharge within the legal effluent discharge consent limits.

8.9.2. When required by the Company, the Supplier shall also support the maintenance of effluent discharge consent within legal limits, by providing ad-hoc maintenance of drains and interceptors.

8.10. **Contaminated land**

8.10.1. The Supplier shall comply with all relevant statutory requirements and Good Industry Practice in relation to contaminated land.

8.10.2. The Supplier shall notify the Company if any contaminated land or water has been discovered.

9. Section 9: Natural Environment

9.1. Green Infrastructure

9.1.1. Within the EMP, the Supplier shall demonstrate that it meets the most current version of the following industry standards, when delivering maintenance services (as part of the Services) on the Green Infrastructure ("GI"):

9.1.1.1. Construction Industry Research And Information Association (CIRIA) Sustainable Urban Drainage System (SUDS) Manual C753;

9.1.1.2. CIRIA Building Greener: Guidance on the use of green roofs, green walls and complimentary features on buildings C644;

9.1.1.3. CIRIA Retrofitting to manage surface water C713;

9.1.1.4. CIRIA Biodiversity Benefits of Green Infrastructure C711; and

9.1.1.5. Gro Green Roof Code 2014.

9.1.2. The Supplier shall check all storage areas on roofs to ensure they meet the structure's loading capacity prior to commencement of the Works.

9.1.3. For any roof works that have an interface with members of public, Supplier Personnel or assets, a debris net must be installed to separate the area and prevent any debris coming into contact with members of public, Supplier Personnel or assets.

9.2. Pest Control

Within one (1) month of the Commencement Date, the Supplier shall demonstrate how the principles of Integrated Pest Management, as defined by the British Pest Control Association or the Royal Society of Public Health, will be implemented.

9.3. Biodiversity Management

9.3.1. The Company has a legal duty to have due regard to biodiversity, as well as duties from the Mayor of London to improve biodiversity. Therefore, when providing services to the Company, the Supplier shall:

9.3.1.1. take into account relevant Company and London Borough biodiversity plans;

9.3.1.2. preference the use of native plant species appropriate to the location and maintenance requirements of the site as a minimum; and

9.3.1.3. when selecting control methods, ensure they prevent harmful effects to any other species other than those intended for treatment.

10. Section 10: Reducing the environmental impact of materials

10.1. VOCs and chemicals with adverse environmental impacts

The Supplier shall develop a plan within the first year of the Commencement Date to identify all products used in the performance of the Services and then risk assess and propose the phased replacement of high VOC products or similar e.g. paints, aerosols, degreasers, adhesives, sealants etc. herbicides, drain cleaners pesticides, biocides and other similar products with a "lower" environmental impact. The intention of the plan is to remove over time all high impact or high risk products over the first three years of the period of the Contract.

Appendix 1: Health Safety and Environment Policies

P133 A5 TfL Health, Safety and Environment Policy

Our commitment

Our customers, users, employees and suppliers have an expectation that when using or delivering our services or assets they will remain harm free. Our vision is "Everyone home safe and healthy every day". We are committed to meeting our vision and these expectations.

We want to ensure that:

- every journey is a safe journey for our customers and users
- the security of our customers and employees is assured
- our employees, agency staff and contractors go home safe and healthy every day
- we maintain our assets and deliver projects safely
- we fulfil our commitments to prevent pollution and nuisance; protect biodiversity; improve air quality; and reduce waste and carbon emissions
- we are inclusive and accessible to all customers and users, including those with disabilities.

How we go about this

We have put in place health, safety and environment rules and procedures, including emergency procedures that are regularly updated. These are for you to use. If you do not know where to find them ask your line manager or your Health, Safety and Environment (HSE) manager.

We assess risks and introduce HSE measures to ensure risks remain as low as reasonably practicable. We tell you the risks and the measures we have taken to control risks. We will comply with legislation.

There is regular review of safety, health and environment statistics to identify positive and adverse trends and their root causes, so necessary action can be taken. We also assure ourselves that our suppliers maintain a good health, safety and environment record.

Each year we develop detailed HSE improvement plans to enhance what we do. These plans are regularly reviewed by the Directors in your part of the business.

When working for TfL or one of its companies you will receive the necessary training and equipment to ensure that you can undertake your job safely, ensure the safety of customers and protection of the environment.

As an employee, your physical and mental health and wellbeing is also important and we provide occupational health services to help you stay healthy and in work and provide suitable welfare facilities at your work place.

We want to maintain a fair culture and employees or their representatives are consulted on health and safety matters as they arise, in a meaningful way through scheduled health and safety meetings or more regularly where needed.

What we can all do

We all need to look out for each other and speak up if anything is unsafe or damaging to health or the environment.

We all have a duty to follow our HSE rules and procedures. Do not take shortcuts. If you think rules or procedures are unhelpful let your manager know. Where necessary rules and procedures can be changed.

We can learn from the past, so always report and investigate accidents, incidents and near misses/close calls.

Demonstrate the TfL behaviours in everything we do.
In this way we can work together so that our vision for a safe and healthy environment is achieved.

Mike Brown MVO
Commissioner

Gareth Powell
Managing Director Surface Transport

Andy Lord
Managing Director London Underground and TfL Engineerin

Graeme Craig
Director of Commercial Developmer

Stuart Harvey
Director of Major Projects

Appendix 2

TfL Corporate Environment Framework

MAYOR OF LONDON

TRANSPORT FOR LONDON

EVERY JOURNEY MATTERS

Contents

Introduction

Setting the context

At Transport for London (TfL) we play an important role in supporting the Capital's economy and quality of life. We run a large operation; our services accommodate 30 million journey stages every day. We provide vital transport services and promote sustainable options that keep our city moving. In doing this, we have a responsibility to manage the environmental impacts of our activities.

London's population is increasing, and our services are growing to meet this need – we're delivering new services, greater frequency, more capacity and improved reliability.

There are challenges to be met in terms of rising costs, legal pressures and also opportunities to use good practice, innovation and smart technology.

However, we start from a good position – our environmental performance has some world class examples of good practice and we have already met some of our previous targets.

Environmental issues present us with both opportunities and challenges. Some enable us to manage costs more effectively through, for instance, reducing energy and water use. We are also improving the potential of habitats that are around our networks, so contributing to London's quality of life. Some of the challenges relate to changes in legislation, public health issues, provision of stable energy supply and planning for the impacts of extreme weather on service delivery.

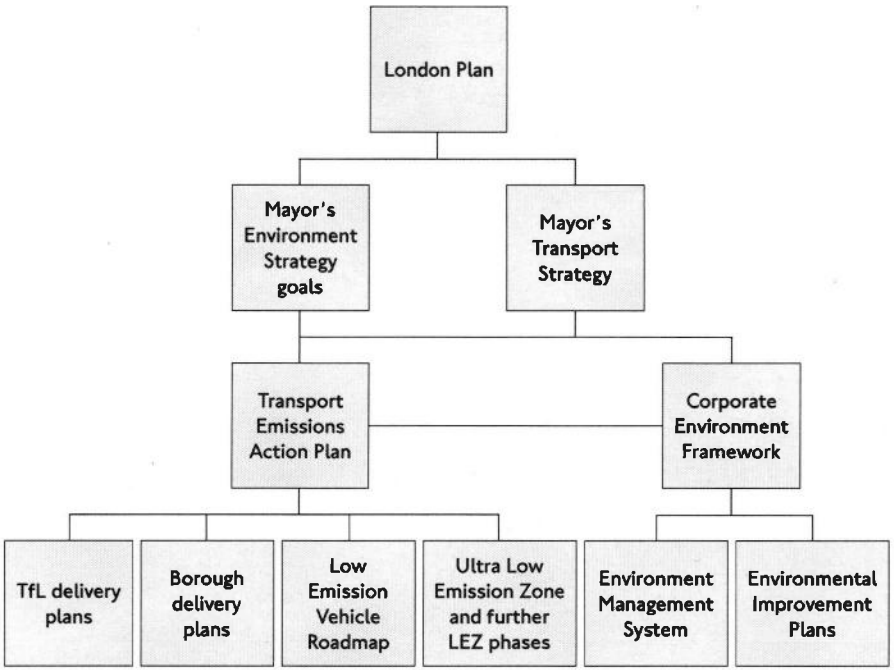
This framework describes our vision and ambition for environmental performance over the longer term. It clarifies our priorities and explains how they will be delivered in a way that meets stakeholders' needs. The important environmental areas for us are set out along with objectives and targets. They illustrate why these issues are important, what we want to achieve, how they will be achieved and how we will measure progress.

The framework covers the environmental impacts of our directly managed activities and operations, for example, delivery and operation of transport services, projects, maintenance and office functions. It also describes measures that will help us to deliver, and where possible improve, environmental legal compliance and meet other needs, for example, national requirements.

One of the principal aims of this framework is to show the contribution that our directly managed activities can make towards achieving the Mayor's environmental goals. Other elements of the Mayor's environmental aims that affect private transport across the city, are covered by other work we do, such as encouraging a reduction in emissions from vehicles in London.

It is designed to support our Business Plan and the Mayor's transport and environmental strategies. It is not intended to change existing priorities, but is focused on maximising the benefit of current and future plans.

The figure below shows how this framework fits into a programme of work that we are doing to help achieve Mayoral environmental strategies and policy.

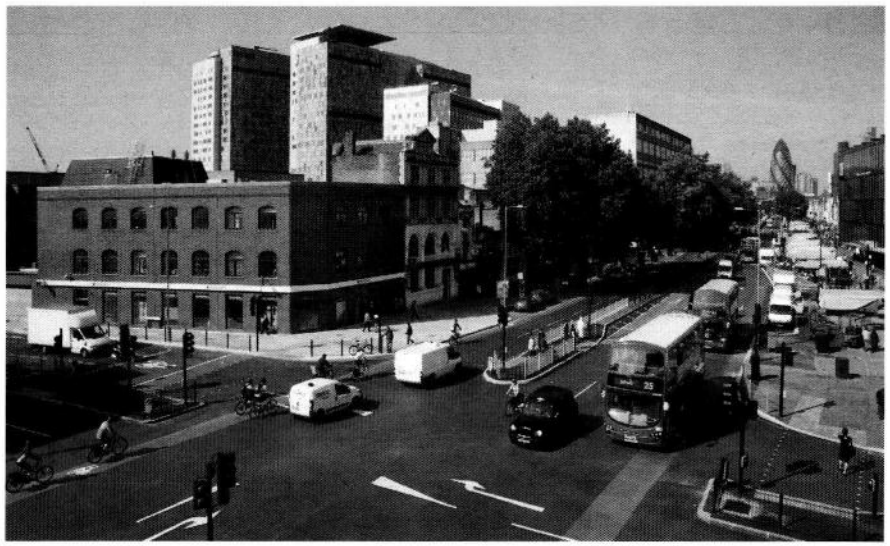


About us

We are the integrated transport authority for the Capital and part of the Greater London Authority (GLA). We deliver the Mayor's Transport Strategy in partnership with London's boroughs and other transport providers, such as Network Rail and the train operating companies.

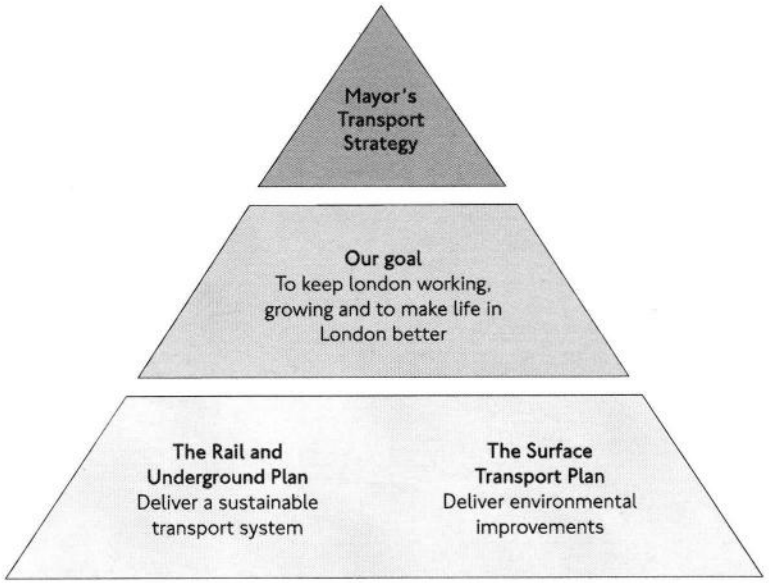
We comprise the following business areas:

- London Underground (LU) – operates London's Tube network, which sees more than 3.5 million passenger journeys a day. LU has 11 lines covering 402km and serving 270 stations. During peak hours, more than 500 trains operate
- Surface Transport – provides and manages a broad range of sustainable transport services and choices, including buses, cycling and walking. Bus passenger kilometres reached 8.2 billion in 2012/13. There were also 500,000 cycling journeys and six million walking trips taking place each day. We also carry 30 per cent of the Capital's road traffic on the Transport for London Road Network (TLRN)
- London Rail – responsible for Tramlink, the Docklands Light Railway (DLR), London Overground, Emirates Air Line and the development of Crossrail

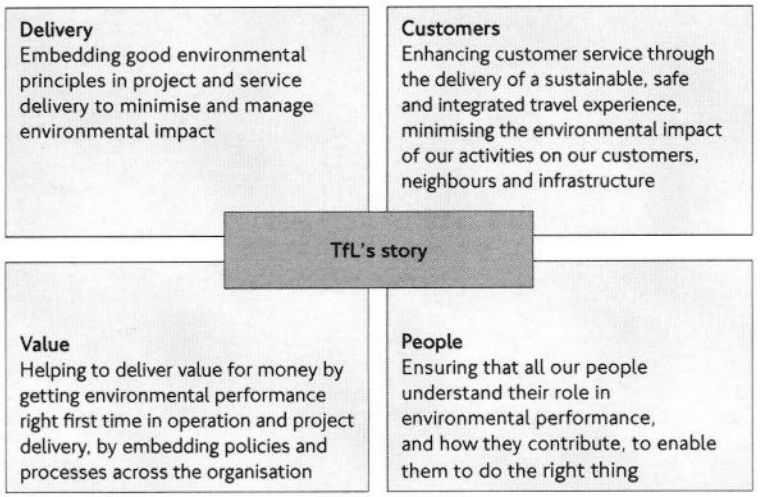


Linking the framework to our goals

This framework shows how delivery of a sound environmental performance within our directly managed operations can help to achieve our Mayoral goals and our business goals.



Our goal is to keep London working and growing and make life in London better. When decisions are taken within our organisation we consider our customers and users, our people, our delivery and value for money. This framework helps to deliver in each of these four areas, as shown below:



External influences that provide the context for this framework
We have set this framework in the context of potential influences or drivers that are likely to continue, increase or begin over the longer term:

- There will be more than 10 million people in London by the 2030s and we are committed to delivering a sustainable, effective system, both now and in the future
- We will continue our investment to provide a growing transport system to meet the predicted population rise in London. This will include new infrastructure and services, increased frequency, improved systems and new technologies
- We will continue to develop and deliver world-class services and policies that encourage people to choose more sustainable modes of transport
- We will continue to use world-leading technologies, including customer information systems
- There will be an increased emphasis on the importance of living and working in healthy environments. We will continually focus on improving London's air quality and reducing transport-related air pollution emissions
- Energy costs are likely to rise owing to the increasing uncertainty of fuel sources, volatility of world markets and the Government's energy market reform. There will be a growing focus on the need to achieve energy efficiency and security of energy supply
- There will be a need to reduce transport-related carbon emissions to help tackle climate change and to meet the targets set out in national plans and the Mayor of London's statutory strategies
- We must prepare for future extreme weather and the changing climate, for example warmer, wetter winters; hotter, drier summers; and more frequent storm events and the associated likelihood of an increase in pests and diseases
- There will be an increased focus on delivering resilience to water shortages, reducing the overall use of water and water-related costs, and using more non-potable water where this is more suitable
- The cost of waste management will rise while the availability of landfill is decreasing. There will be a corresponding move from 'generating waste' to reusing and recycling materials because they a valuable resource
- There is likely to be an increased value placed on the provision of natural environments in urban settings, including using green walls and roofs
- There will also be a higher value placed on having a well-structured, cohesive urban realm

Essential principles
Underlying and supporting the strategic areas, objectives and targets set out in this framework are a set of common good practice environmental management principles. These are, and will continue to be, vital to ensuring their delivery:

- We consider the environment an issue that is integral to our business delivery, from inception to completion and operation of our capital projects and programmes
- We prevent and design out potential causes of negative environmental impacts in the early stages of our work
- We set and regularly review environmental targets and report publicly on how we are doing
- We deliver good environmental performance, both in-house and through our suppliers
- We identify and use good practice and innovation when designing, procuring, operating and maintaining transport infrastructure, vehicles and rolling stock
- We exceed, where possible, relevant environmental legislation to ensure that all our operations comply with legislation and encourage good practice
- We apply responsible environmental management techniques
- We will continue to implement and develop our environmental staff engagement programme

How we deliver environmental performance
We operate a well developed Health, Safety and Environmental Management System (HSEMS) to ensure that our environmental impacts and performance are well managed. The HSEMS is regularly reviewed to take into account changes in business activities, responsibilities and legislation.

At the heart of the HSEMS are the health, safety and environment (HSE) policies, supported by a number of standards and procedures, that set requirements for our activities. The HSE policies call for us to comply both with the spirit and the letter of environmental legislation and to improve our environmental management and performance.

We also manage the environmental performance of our projects and programmes through procurement and project management processes.

Our businesses and many of our contractors produce annual Environmental Improvement Programmes, which set objectives, priorities and targets for the year ahead. We will continue to deliver some of our environmental performance in partnership with our supply chain, setting specifications, franchise and contract requirements that are closely aligned to our goals and targets.

London Tramlink

We monitor and report on our environmental performance regularly – periodically to internal business units, quarterly to our Safety and Sustainability Panel and annually to the public, through our Health, Safety and Environment Report. This includes information on our environmental performance and that of our main suppliers.

Why have we developed this framework?
It is important for us to set out how we will deliver our plans while maintaining the best environmental performance possible. While our Business Plan and funding is set out for the next decade, having this vision for environmental performance helps us to identify where further effort and support will be needed.

Our environmental performance is good. However, using the underlying principles set out previously, we are committed to improving it further, especially as we are delivering more infrastructure and services.

There are strategic environmental areas that are important to us and our stakeholders. For each one, this framework sets out updated objectives and targets to illustrate why these issues are important, what we want to achieve, how they will be achieved and how we will measure progress.

Our key strategic areas are:

Air quality
Reducing polluting emissions and exposure to air pollution in London

Carbon, energy and climate resilience
Reducing carbon emissions and preparing for the potential impacts of climate change and extreme weather

Resource management
Using resources (including water) wisely and minimising waste

Noise
Managing and controlling transport-related noise and vibration

Natural environment
Respecting, protecting and enhancing the natural environment and its contribution to the quality of life

Pollution prevention
Proactively managing our activities to minimise and control pollution

Built environment
Respecting, protecting and improving the built environment and enhancing the quality of the travel experience

We have developed five-year delivery plans that support each of the strategic goals. Highlights are summarised in the following sections.

Managing environmental impacts, current and future performance

■ **Crossrail is reusing excavated materials at Wallasea Island for the Royal Society for the Protection of Birds**

Carbon, energy and climate resilience

Reducing carbon emissions and preparing for the potential impacts of climate change and extreme weather

We are currently the single biggest consumer of electricity in London and one of the top 10 in the UK. Electricity consumption is a significant contributor to climate change and we have a responsibility to use energy efficiently.

As we continue to invest in transport infrastructure and service capacity, one of our major challenges is how to reduce total carbon emissions. Progressively improving the efficiency of our operations is essential if this is to be achieved.

Approximately half of our carbon dioxide (CO_2) emissions come from electricity used for powering the Tube; the other half is associated with hydrocarbon fuel use in buses, support fleet vehicles and emissions from the taxis and private hire vehicles that we license.

Achievements

We set a target to reduce the normalised CO_2 emissions (measured in grams of CO_2 per passenger kilometre) from our main public transport services by 20 per cent in 2017/18, against a 2005/06 baseline (equivalent to 1990 emissions). In 2013, we reported a fall in normalised emissions to 61 grams equivalent CO_2 (CO_2e) per passenger kilometre, slightly more than 20 per cent below the baseline (77 grams CO_2 per passenger kilometre). As a result, we achieved the 2017/18 target in 2013. We are now setting a more ambitious goal to support the Mayor's aim of a 60 per cent CO_2 reduction in London by 2025.

We have looked at how we purchase electricity, including considering lower carbon and diversified sources, and have introduced procurement processes to develop this further. We have also put in place a range of measures to help monitor and manage our electricity use. These include installing automatic meters at more than half of our Tube stations and in many surface transport operational premises and demonstrate carbon assessment into project decision-making and management.

In addition, we have implemented energy efficiency initiatives across our head offices, Underground and Surface Transport business areas. Those that ensure efficient use of electricity to power Tube trains are best delivered as lines and trains are upgraded. Measures implemented during recent improvement work, for instance on the Victoria line, include using regenerative braking – where energy otherwise lost when trains slow down is captured and made available for use by following trains.

A number of innovative measures have been tested at Vauxhall bus station, Walworth bus garage, head office buildings and at Leicester Square and Sloane Square Tube stations. These include renewable energy, lighting, centralised cooling and heat recovery systems, plus automation and control technology. The most successful measures will be introduced elsewhere across our organisation.

We have significantly reduced CO_2 emissions from our bus fleet by introducing hybrid engines. Also, in our support fleet, the specification for grams per kilometre of engine emissions has consistently improved. There is also the successful ongoing Destination Green staff engagement campaign and awards,

Head Office Environment Champions and LU's Energy Saving Challenge.

We have assessed and evaluated the impacts of extreme weather and future climate change on our assets and services, referencing the 2009 United Kingdom Climate Projections (UKCP 09). We have focused on the predictions for Greater London rainfall and temperature in the 2020s, 2050s and 2080s. With today's extreme weather, we have a proactive planning approach in response to forecasts. We aim to run as many services as possible and provide accurate real-time information as a situation develops, and this has received positive feedback following the winter storms and rain of 2013/14.

Objectives

- We will minimise our energy use and therefore the carbon emissions of assets, buildings and vehicles
- We will use energy-efficient and low-carbon principles are embedded across all levels of the organisation
- Our energy will come from verifiable low-carbon or renewable energy sources
- We will minimise the risks to people, operations and assets from extreme weather and climate change

Targets

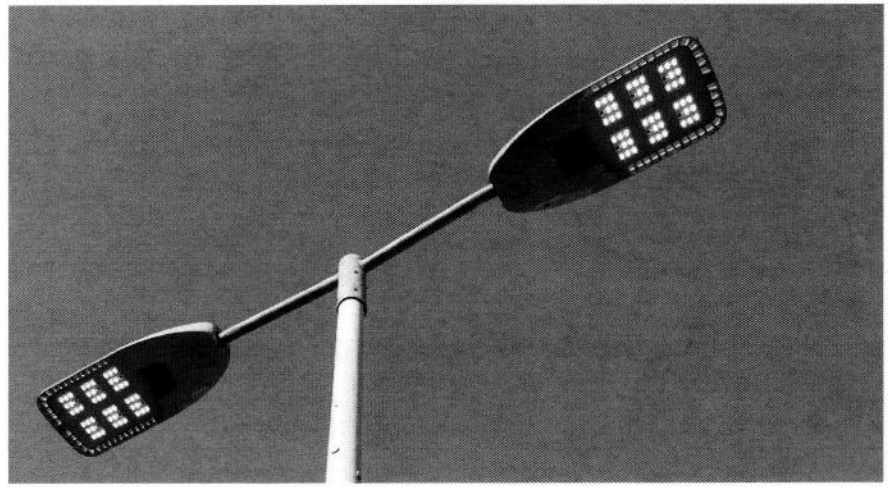
We will contribute towards achieving the Mayor's target of a 60 per cent reduction in CO_2 emissions by 2025 (against a 2013 baseline) by aiming for a 40 per cent cut in TfL CO_2 emissions.

We will further reduce the amount of carbon per passenger journey by cutting emissions of CO_2 per passenger kilometre by 40 per cent by 2025 (against a 2013 baseline).*

A 40 per cent reduction in overall CO_2 emissions is a stretching target as our planned increase in services and infrastructure will result in a further rise in energy use. To fully meet our targets requires the reduction in the carbon intensity of grid electricity as projected by the Government's Committee on Climate Change.

We will achieve these targets by:

- Diversifying energy supply to increase the amount of decentralised energy from local generators in London. Our aspiration is to achieve 20 per cent of annual demand from these sources by 2016 and 40 per cent by 2020
- Embedding energy efficiency and resilience in business processes, for example business cases, design and procurement
- Introducing a programme of energy efficiency improvements for our assets and buildings, using the GLA's RE:FIT methodology where appropriate
- Developing a culture of energy efficiency and low-carbon behaviour across the organisation through, for example, staff engagement initiatives and performance management



TfL is delivering energy efficient lighting at many tramstops, stations, tunnels and buildings

- Using low-carbon fuels and vehicles in our fleet, including the hybrid bus roll-out; biodiesel bus pilot; trialling and promoting electric vehicle and hydrogen fuel cell technology for buses, Dial-a-Ride vehicles and our support fleet; and working with Government agencies to achieve our goals
- Taking a risk-based approach to identifying and managing key weather and climate vulnerabilities. We will keep our identified risks as low as is reasonably practical and will review them on a regular basis

Measuring progress

We will measure and publicly report on our carbon emissions against an annual forecast. This will cover the emissions that we have control over, for instance arising from buses, Underground and Overground trains, DLR, Tramlink and head office buildings.

We will also report on weather and climate change resilience reviews and plans.

* Under review following new information

Air quality

Reducing polluting emissions and exposure to air pollution in London

We are a key partner in delivering the Mayor's Air Quality Strategy, through policy measures such as the Low Emission Zone, delivering sustainable transport options and promoting low-emission vehicles, walking, cycling and smarter travel choices.

We aim to reduce emissions to air from our bus fleet, the taxis and private hire vehicles we license and our support fleet. We also aim to lead by example, demonstrating good practice in the type of vehicles we use and how they are operated. Combustion of fuel results in emissions of pollutants into the air as particulate matter (PM) and oxides of nitrogen (NO_X).

The Transport Emissions Action Plan sets out our continuing work to achieve air quality improvements from wider, private transport in the Capital. This includes plans to develop an Ultra Low Emission Zone in central London by 2020. The environmental performance related to this is outside the scope of this framework.

Achievements
We are proud to have the cleanest bus fleet in the UK as a result of fitting diesel particulate filters (DPFs) to Euro II and III vehicles and introducing diesel-electric hybrid buses, including the New Routemaster. NO_X emissions will be reduced further with the early replacement of approximately 900 Euro III vehicles with Euro VI models and retrofitting the remaining Euro III buses in the fleet with selective catalytic reduction equipment.

Similar efforts are being made to reduce emissions from other parts of our fleet. Trials of ultra low-emission vehicles will continue in the support fleet and DPFs are being fitted to Woolwich Ferry vessels. We are also working with the taxi and private hire industry to encourage the introduction of ultra low-emission vehicles.

The Mayor has called on local authorities to introduce innovative measures to improve air quality through the Mayor's Air Quality Fund. This builds on lessons learnt from the Government-funded Clean Air Fund, which:

- Trialled dust suppressants
- Fitted DPFs on buses on routes through air quality priority areas
- Encouraged behaviour change through public campaigns and advice for drivers of taxis and private hire vehicles
- Researched the air quality benefits of green walls

We have reduced dust from our construction activities, for example at the Tottenham Court Road and Victoria station upgrade projects, and cut vehicle air emissions associated with freight transport by developing detailed delivery and equipment removal plans.

Objectives
- We will work towards zero pollutant emissions from our fleet vehicles
- We will include air quality requirements in policies, projects and contracts

Our electric bus on trial from Victoria to Waterloo

Targets
We will seek to support the Mayor's air quality targets for London by delivering a 50 per cent reduction in NO_X emissions from the bus fleet by 2020, against a 2013 baseline.

We will reduce PM emissions from the bus fleet by 25 per cent by 2020, against a 2013 baseline.

These targets are ambitious but will be achievable through a range of measures including:

- Delivering selective catalytic reduction to reduce NO_X emissions from Euro III buses
- Introducing 1,700 hybrid buses by 2016
- Implementing a technology and fuel demonstration programme to reduce emissions from buses, including trialling hydrogen and electric buses
- Continuing to implement our support fleet environmental policy, working with the Office for Low Emission Vehicles to achieve air quality and carbon reduction goals
- Working in partnership with Government, the EU and other transport organisations and technical experts to continue trialling new technologies and fuels. Hydrogen buses are a small but important part of the fleet and the first electric buses began running in London 2014. Infrastructure development will continue to support these emerging technologies and trials of wireless induction charging is the next important step
- Specifying, through procurement and contracts, that our suppliers must meet emission requirements for their vehicle fleets

Measuring progress
We will measure and report publicly on the 50 per cent reduction target for NO_X and 25 per cent reduction target for PM emissions by 2020, against an annual forecast.

Noise

Effectively managing and controlling transport-related noise and vibration

Noise is an important part of determining quality of life in the Capital. Sound levels or vibration from transport, such as train and vehicle movements, construction works or public announcements, can affect those who work or live close to the transport system.

We want to ensure that noise disturbance is minimised wherever possible. As a result we make every effort to specify noise limits and good practice on construction sites, trains and vehicles that are at least as good as statutory standards. We also make sure public announcements at stations are limited to the minimum required.

We have to balance the need to deliver improvement projects quickly with an obligation to reduce noise nuisance, especially at night, to residential and business neighbours, in partnership with local planning authorities.

Achievements
Construction activities are monitored carefully to ensure that agreed noise limits and operating hours are adhered to. We communicate plans for out-of-hours working to neighbours in advance.

We have recently seen a significant increase in construction works as part of our improvements, including for Crossrail and on major LU projects. This is in addition to our regular maintenance. While associated noise complaints often mirror the amount of construction work taking place, there has been a gradual decline in the number of noise complaints that we receive.

Much has been done to reduce noise from buses, trains, support fleet vehicles, rail and road surfaces, and we will continue to trial and use improved technology and materials. Measures have been implemented that help us minimise noise, especially during night-time engineering hours.

Objectives
- We will reduce noise and vibration from our vehicles and rolling stock
- We will reduce noise and vibration from our transport infrastructure and operations
- We will reduce noise and vibration from our maintenance and improvement programmes
- We will develop a target for surfacing the TLRN with lower-noise materials

Targets
- Reduce the number of noise-related complaints
- Respond to 100 per cent of noise and vibration complaints regarding rail services within 10 working days, and deal with 90 per cent of these within the target date
- Review the Section 61 (construction noise consenting) process and deliver improvements applicable to large, medium and small projects
- Ensure 90 per cent of buses in our fleet are at least two decibels quieter than the required legal limit by 2015

We will achieve these targets by:

- Continuing to test and use improved technology and materials, including targeted trials for solutions relevant to specific locations, with the aim of reducing noise impacts
- Ensuring effective communication with local residents and businesses potentially affected by noise or vibration from construction and maintenance activities
- Producing a regular summary of rail complaints by, for instance, service area
- Developing a tool showing areas with jointed track and a programme for replacement
- Completing the roll-out of quieter trains on all LU sub-surface lines by 2016

Measuring progress
We will measure and report annually on progress in achieving our noise targets and the associated delivery plans.

■ Our new trains are quieter for customers and neighbours

Materials and resources management

Using resources (including water) wisely and minimising waste

We aim to ensure that we use resources responsibly, by minimising our consumption of natural resources and encouraging the reuse and recycling of materials. The amount of waste produced increases or decreases in direct relation to the volume of maintenance or construction activities carried out as we expand our transport services. We intend to minimise waste as much as possible and reach a position where 'unwanted' materials are no longer referred to as 'waste', but are considered a potential resource.

Some of our businesses have a good track record in recycling up to 99 per cent of waste materials, but we can do more by sharing good practice across the entire organisation. While the amount of unwanted materials produced depends on the nature of the work being carried out, opportunities for designing-out waste and reusing and recycling apply to all construction projects.

Achievements
Our head offices achieve the Department for Environment, Food and Rural Affairs (Defra) good practice water consumption target of $6m^3$ per full time equivalent (FTE) person per year. They also achieve recycling rates of 62 per cent (working towards a target of 75 per cent).

We have standards promoting the use of sustainable drainage. There are also growing numbers of water recycling systems for train, bus and coach depots and stations. Green roofs have been installed at key head offices, depots and stations to help capture rainfall.

We have worked to achieve excellent local reuse of waste on construction or maintenance projects. For example, some of the work on the Metropolitan line embankments achieved 100 per cent reuse of waste materials.

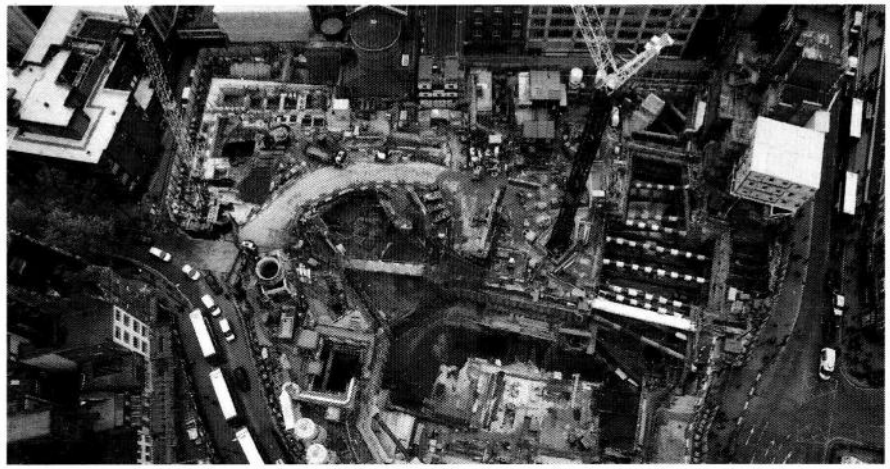
Objectives
- We will continue to minimise generation of waste as far as possible
- For any waste still generated, we will develop a normalised target for reduction, for example, per project spend or passenger kilometre
- We will develop a target for reducing hazardous waste
- We will prioritise reuse of resources and maximise opportunities for recycling unavoidable waste, using innovation and new systems where practical
- We will optimise opportunities to recover energy from remaining waste
- We will continue to purchase reused materials or those with a high recycled content

Targets
- We will reuse, recover and recycle 99 per cent of non-hazardous waste, with interim targets of 30 per cent for recovery by 2031, in line with The London Plan
- Our head offices will aim to achieve a shift from current Defra good practice performance of $6m^3$ water consumption per FTE to Defra best practice of $4m^3$ per FTE

We will achieve these targets by:

- Designing-out waste in construction and design
- Delivering a reduction programme for hazardous waste
- Continuing to invest in low-use and recycled water technologies
- Developing a system to quantify how much we spend on having our waste treated, recycled and disposed of to help us target priorities for where to reduce waste
- Creating a waste exchange process for our organisation and contractors
- Requiring larger capital projects and programmes to achieve external sustainable building or infrastructure certification, equivalent to 'very good' or 'excellent' where possible

Measuring progress
We will measure and report annually on progress made towards achieving our targets and key programme delivery.



■ **Our construction site at Tottenham Court Road is recycling and reusing all of its waste**

Pollution prevention

Proactively managing activities to minimise and control pollution

Our activities require the use of materials and substances such as fuels, oils and solvents that could pose an environmental risk if not managed properly. Our HSEMS puts controls in place to prevent spills, leaks and incidents. There are opportunities to further prevent pollution through designing-out or minimising the use of harmful substances where possible, as well as good management practices.

Achievements
We have assessed the risk of pollution and ensured controls and contingencies are built into local emergency plans. Our HSEMS, along with training for staff and contractors, helps to encourage good management practices, but there is more that could be done to improve some of our operating premises, and those of our main suppliers. Opportunities to 'design-out' pollution will be taken, where possible, for new premises or during refurbishment.

Audits are carried out to check that procedures are being followed at our buildings, construction sites and main suppliers' operational premises. We follow an incident reporting procedure to establish trends and inform the audit and remedial works programme.

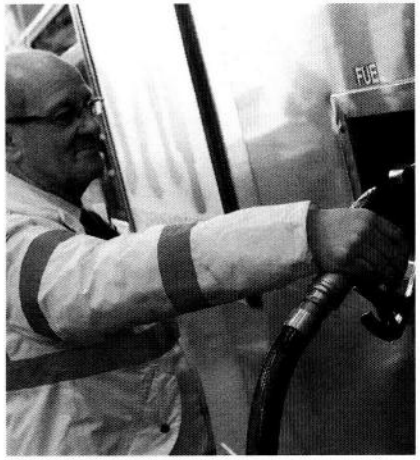
Objectives
- We will embed best practice to prevent pollution
- We will minimise the risk of pollution and ensure no pollution incidents occur as a result of our activities

Targets
- Zero pollution incidents each year

We will achieve this target by:

- Annually assessing and reducing risk for our highest risk sites
- Improving processes for reporting and investigating environmental incidents

Measuring progress
We will measure and report annually against our pollution prevention target and on progress with our delivery programmes.



■ **We regularly deliver spill prevention training**

The built environment

Respecting, protecting and improving the built environment and enhancing the travel experience and wider quality of life that London offers

We are helping to achieve the London-wide aim of improving the built environment, or urban realm. This contributes to the quality of life in the Capital and helps to create a strong sense of place, for example at interchanges.

Through sustainable design and construction, we can reduce exposure to pollution and noise and help to prevent crime. We aim to lead the way in designing measures to manage rainwater run-off and make the city increasingly resilient to more frequent extreme weather events.

In addition, many of our buildings, stations and assets have a strong heritage that contributes to London's identity, that we have a responsibility to preserve.

Achievements
Steps have been taken to enhance the pedestrian environment by removing clutter, recognising the needs of people with disabilities and improving the appearance of the urban realm. In addition to improving our own networks, we support work through the boroughs' Local Implementation Plans.

Huge efforts have been made to improve cycling infrastructure, stations and interchanges, which is helping to enhance London's reputation as a place to visit and do business. Working with other transport authorities and partners, we have achieved excellent design on schemes including Windrush Square in Brixton, Kingsland High Street in Hackney, the King's Cross terminal and new Crossrail stations. Several projects have received honours, including Civil Engineering Environmental Quality Assessment awards and Building Research Establishment Environmental Assessment Method awards, in recognition of best practice.

We share experience and good practice with borough councils, housing associations and built environment professionals through guidance documents that make up the Streetscape toolkit and supporting Urban Design London to share best practice.

Objectives
- We will develop a target for the number of schemes achieving an improvement in urban realm scores
- We will improve the built environment to support an integrated, safe and seamless travel experience
- We will protect and restore our heritage assets
- We will embed sustainable design and maintenance solutions to enhance development of the built environment
- We will apply a holistic approach to design governance across the organisation
- We are recognised as a leader in design standards for the built environment

We will achieve these objectives by:

- Implementing a programme to update design and material guidance and, in 2014, we will publish:
  - Refreshed London cycling design standards
  - Refreshed Streetscape guidance for the TLRN
  - Guidance for the development of our stations and interchanges
  - Pedestrian Design Guidance
- Surveying, recording and understanding our assets and their heritage value, to identify opportunities for conservation and restoration
- Exploring and developing a method to measure improvements in the quality of the built environment starting in 2015
- Continuing to work with English Heritage, conservation officers and other interested stakeholders to share information and develop best practice
- Communicating the value of the built environment across our organisation

Measuring progress
We will measure and report annually on progress against our built environment activities and delivery plans.

We deliver schemes to improve all aspects of the urban realm

The natural environment

Respecting, protecting and enhancing the natural environment and its contribution to the quality of life

We have significant land holdings across London, particularly along track sides and the verges of the TLRN. These spaces provide vital habitat for flora and fauna as well as green links through the Capital. The natural environment is a key contributor to improving the quality of life in London.

In addition, adding 'green infrastructure' can provide ecosystem services including ecological benefits, capturing polluting particulate matter, providing shading and cooling and reducing the speed and nature of run-off water.

The pressures on the natural environment continue to increase as there is more competition for space, both on and off our networks. We are also seeing a rise in pests, diseases and weed species such as Japanese knotweed.

Achievements
LU's Biodiversity Action Plan and the Green Estate Management Plan for the TLRN set out our plans to continue managing the natural environment responsibly, and to look for opportunities to enhance the value of our land as a habitat and resource to be enjoyed by residents and visitors.

We have robust processes in place to protect the natural environment and install green infrastructure whenever possible. These also help us to react quickly to threats, such as outbreaks of oak processionary moth caterpillars.

Objectives
- We will protect, manage and enhance the natural environment within our land holding
- We will develop the habitat and biodiversity potential of the natural environment
- We will develop a valuation system to measure losses and gains, building on the experience we gained when working with the boroughs to place a value on street trees
- We will manage the natural environment to help alleviate the impacts of extreme weather and climate change

Target
- We will measure and report on the percentage of our land holding with improved habitat and biodiversity quality

We will achieve this by:

- Publishing a refreshed Green Estate Management Plan for the TLRN
- Communicating the value of the natural environment across the organisation, including improving skills and competence relating to key biodiversity issues
- Developing a method to measure biodiversity losses and gains starting in 2015
- Surveying and recording the biodiversity value of our assets to identify priority areas for protection and enhancement as part of management plans

■ The Emirates Air Line

- Developing and improving plans to inform future management and enhancement of the natural environment and to help reduce the impacts of extreme weather events and climate change. Starting in 2015, this will include:
  - Biodiversity protection and enhancement
  - Succession planting
  - Control of pest and diseases
  - Control of harmful weeds and invasive plants
- Continuing to work with Natural England, the Forestry Commission, the London Tree Officers Association, RSPB and other interested stakeholders to share information and develop best practice

Measuring progress
We will measure and report annually on progress against our objectives and target for improved habitat and biodiversity quality.

Windsor House
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London SW1H 0TL

June 2014

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Appendix 3: Environmental Planned General Inspection Template

F5456 A2 LU COO Asset – Stations EPGI Checklist

Asset Area:		Location Inspected:	
EPGI conducted by:		Date:	
Contact Number:		Conducted: E/H, T/H, Both	
Accountable DER:		PGI No.	EPGI/APS/ / - .
Contact Number:			*(e.g. PGI/APS/SYS/07-001)*
DLO/Contractor:		SPC Name:	
Sub-Contractor:		Supplier Contact No.	

NOTE: Please obtain a copy of the PiCER and/or Evacuation Register, from the Customer Service Supervisor/Manager, to show all the people involved with inspected works Site and attach to this PGI Form when complete.

Summary of Works: (Planned Works/Maintenance/Fault/Inspection/Survey/Project/Minor Works etc)

- **Refer to QUENSH for specific guidance to on-site requirements.**
- **Refer to Site File for site specific risk assessments and method statements.**

Instructions:
YES: if satisfactory or assessment complete – **NO**: if unsatisfactory and list on sub-standards condition form – **N/A**: if not applicable.
Note: If the space provided is insufficient to record document reference numbers, use the reverse of this page to record the details.

QUENSH Clause/ Legislation	QUESTION	YES(Y) NO(N) or N/A	IF NO ENTER HAZARD CODE	REFERENCE NUMBERS, DATES DUE FOR RENEWAL, COMMENTS
Site Preparation				
EPA 1990 PtII	Is waste generated on site taken to transfer station or back to work compound?			
	Is waste/litter segregated, labelled (identified) to avoid pests & odour?			
	Is waste stored away from the nearest sensitive receptor?			
	Are compound are blank transfer/consignment notes available?			
	Are spoils re-used on site where ever possible to avoid land fill disposal?			
WFD Directive 2008	Does the Site File contain the waste carriers Licence for removing waste from site?			
HASAWA 1974	Has SPC notified his employers of any changes to MS and works scope that may be required?			
SWMP 2008	Is the site waste management plan or arrangement available (if CDM notifiable project is F10 in site file)?			
WEEE 2013	Does the site waste management plan include the arrangement for the removal of liquid waste, WEEE & waste exemptiong (for projects >£250k)?			
S1552 para 32	Is the site being well maintained free from clutter, spills, litter and settled dust?			
Nuisance (inc: dust, odours, noise, vibration, smoke, other emissions)				
EPA 1990 Pts I+III & CNWR 2005 CVWR 2005	Are environmental nuisance's being controlled, for example: • Dust suppression/damping down • Noise screening/silencing • Vibration control • Position and intensity of lighting • Plant emissions (inc odour)			
CNWR 2005	Is noise being controlled in accordance with the best practical means?			

QUENSH Clause/ Legislation	QUESTION	YES(Y) NO(N) or N/A	IF NO ENTER HAZARD CODE	REFERENCE NUMBERS, DATES DUE FOR RENEWAL, COMMENTS
CNWR 2005 CoPA 1974	Do noise levels fall within any agreed section 61 consents? **NOTE:** Have all personnel or contractors been informed on the site that a section 61 CoPA has been issued and the conditions that must be maintained?			
HA 1980	Are pavements, roadways free from obstruction by unnecessary site activities (vehicles, materials etc)?			
ASBA 2003	Could activities be re-planned using best practical means to reduce negative environmental impacts?			
Hazardous Substances				
HASAWA 1974 applied to EHS	Are potentially hazardous substances correctly identified & labelled?			
	Does the method statement provide instruction on the correct use, storage and emergency procedures are in place in case of spillages and disposal etc			
	Are employees aware of the risks associated with the hazardous substance in use also in case of emergency or spillage? **NOTE:** Have staff received environmental training and are able to identify asbestos, Japanese knot weed etc.			
COSHH 2002	Are all substances used on site are accompanied with a COSHH data sheet? • Please reference the document numbers			
	Are staffs aware of the COSHH regulations?			
	Are hazardous liquids bunded? Bunds must hold <110% capacity of the containers when stored or in use.			
	Have hazardous liquids & gases been identified & maintained by competent individual			
S1552 44.3	Are hazardous materials being transported in accordance with the MS and or MOM licence?			
CAWR 2002	Has an asbestos survey been conducted?			
	Are staff aware of the procedure if asbestos is discovered?			
Atmospheric Pollution				
PUWER 1998	Are equipment/vehicles properly maintained to prevent the emissions to the atmosphere? (dust, odours, noise, vibration, smoke, other emissions)			
Pollution Of Water Systems & Land Contamination				
WRA Act Amended 2009	Are fluids discharges, ingress and waterways being adequately managed?			
	Are receptors (e.g. drains) been identified and protected in the event of emergency			
	Are spill kits available and ready for use			
EA 1995	Are generators and compressors being used with drip trays and has the fuel feed cable from the fuel container armoured or protected?			
	Is there evidence of unreported incidents, including spillages & leaks?			
Natural Resources & Energy Consumption				
S1552	Are water supplies, gas and electrical appliances turned off when not in use? **NOTE:** Including temporary site accommodation in disused station areas and portable cabins, etc.			
	Are new materials stored in a manner that avoids damage?			

QUENSH Clause/ Legislation	QUESTION	YES(Y) NO(N) or N/A	IF NO ENTER HAZARD CODE	REFERENCE NUMBERS, DATES DUE FOR RENEWAL, COMMENTS
S1552	Are vehicles, site plant and machinery turned off or isolated when not in use?			
	Is waste minimised by not over-producing site manufactured products e.g. cement, plaster etc?			
Harm To Wildlife, Landscape & Heritage				
S1552	Are the local flora and fauna protected during access/egress to the site			
	Have protected species or breeding birds, mammals been considered			
TCPA 1990	If the work is carried out on a listed building, has English Heritage or other LU been consulted and approved (including the fixing of temp fencing, bunting, hoarding, lighting and signs)?			
	Does the site have local authority consents for any obstruction of pavement, roadway including parking bays and car parks?			
	Does the site have enough security to prevent theft, vandalism etc?			

End Of Inspection Criteria – Please Agree Findings, Then Sign And Date The EPGI Form			
Name of Inspector: *(Print Name)*		Contact number:	
Signature of Inspector:		Date:	
SPC/Site Manager: *(Print Name)*		Contact number:	
Signature of SPC/Site Manager:		Date:	

Hazard Codes

Classification	Description	Actions and Timescales
A1	The identified condition(s) should be rectified within 24 hours or work must cease immediately and not restart until appropriate controls have been put in place to reduce the hazard classification to at least A2.	Contravention of a legal requirement and/or LU standards and/or practice likely to cause, death, permanent disability, loss of body part, extensive loss / impact on structure, equipment, materials, major pollution, destruction of local eco-systems, habitat or other environmental impact.
A2	The identified condition(s) should be rectified as soon as practicable in less than 14 days or as directed by the inspecting authority.	Contravention of Health and Safety and Environmental legal requirements and/or LU regulations, standards, procedures, industry standard good practices or failure to adequately contain and store material, fuels or waste.
B	The identified condition(s) should be rectified as soon as practicable in less than 28 days.	A condition or practice likely to cause injury, illness, pollution, destruction of local eco- systems, habitat, or extensive loss / damage to equipment, materials and structures. Less severe or disruptive than Class A1, or A2
C	The identified condition(s) should be rectified as soon as practicable in less than 3 months.	A condition or practice likely to cause injury, illness, pollution, destruction of local eco- systems, habitat, or extensive loss / damage to equipment, materials and structures. Less severe or disruptive than Class B.
GP	None required	Good Practice – this information should be shared with other areas and contractors to promote learning and continuous improvement.
Obs	None required	Observation – this finding is not a concern, but other areas maybe showing higher levels of compliance. You should seek to improve your methods.

Abbreviations

QUENSH Clause/Legislation abbreviations	
Abbreviation	**Legislation**
ASBA	Anti-social Behaviour Act 2003
CNWR	Control of Noise at Work Regulations 2005
CoPA	Control of Pollution Act 1974
COSHH	Control of Substances Hazardous to Health 2002 (COSHH)
CVWR	Control of Vibration at Work Regulations 2005
EA	Environment Act 1995
EPA 1990 PtII	Environmental Protection Act 1990 Part II
HA	Highways Act 1980
HASAWA	The Health and Safety at Work etc Act 1974
HASAWA applied to EHS	The Health and Safety at Work etc. Act 1974 (application to Environmentally Hazardous Substances) (Amendment) Regulations 2007
PUWER	Provision and Use of Work Equipment Regulations 1998
SWMP	Site Waste Management Plan Regulations (2008)
TCPA 1990	Town and Country Planning Act 1990
WEEE	The Waste Electrical and Electronic Equipment Regulations 2013
WFD 2008	Waste Framework Directive 2008/98/EC
WRA Act Amended 2009	The Water Resources Act 1991 (Amendment) (England and Wales) Regulations 2009

Appendix 4

F5410 A3 **Site Noise and Vibration Evaluation and Control**

1.1 Purpose

The purpose of this form is to identify:

1. What controls are needed to reduce noise and vibration from your worksite
2. If your work needs A Section 61 Consent
3. If your work needs a letter drop and liaison with local residents or stakeholders

1.2 Guidance

This form must be completed when:

1) Local environmental risk assessment identifies noise and vibration as a issue.
2) TfL Pathway Project Management Framework Applicability Questionnaire identifies construction is taking place.

The Environmental Management Plan must be updated accordingly once this form has been completed. Risks must be transferred to the Risk Register/ARM / as appropriate

This form must be approved by the Project Manager (or equivalent in AP) and reviewed by an HSE Manager or Environment Manager. Review helps ensure effective internal communications in advance of works.

Before completing this form please read the Management of Site Noise from Maintenance and Construction Work Activities (G1374) document. G1374 contains a list of Best Practicable Means to control noise. Also in Appendix 1 of G1374 an events timeline is provided detailing the main actions to complete when dealing with noisy work.

1.3 Site Noise and Vibration Evaluation and Control

Note: Best Practicable Means to control noise and vibration needs to be applied at all times, even if a Section 61 is not needed.

Part 1: Works details		
1	Location of works	
2	Job reference number	
3	Job title	
4	Start date on site (including enabling works)	
5	End date	

6	Hours of work	
7	Scope of work	
8	Brief description of the work activities (including enabling works).	
9	Are other works, including 3rd party work, taking place near to your work site?	

Part 2: Site noise and vibration evaluation				
	Question	Yes	No	Notes
1	Are there residential properties / schools / places of worship, or other noise or vibration sensitive premises nearby?			Please include a site plan and photos showing the location of the work and the nearest receptors. State approximate distances to receptors.
2	If the site access is separate from the worksite - are there residential properties / schools / places of worship, or other noise or vibration sensitive premises near the access point?			Please include a site plan and photos showing the location of the work and the nearest receptors. State approximate distances to receptors. Will works be carried out in multiple locations?
3	If your work is near a station according to the Noise Sensitivity Register / Web GIS is it a red or amber station?			
4	Have there been complaints before in the area where you are working?			You can find out from the Community Relations Team.
5	Will works take place at unsocial hours?*			If yes, state duration of such works? If yes, explain why this work cannot be done in normal daytime working hours
6	Will noisy equipment be used? For example: Diesel generator Angle grinder Chainsaw Breaker Digger Piling rig			Please provide plant dB levels, if available.
7	Will there be materials or waste moved in and out of the site?			Provide details

8	Will materials be loaded and unloaded at street level near residents			Provide details
9	Are there designated parking places and welfare facilities?			How many employees on site? How many vehicles on site? Where will staff congregate?
10	Will disruptive works continue for 3 or more nights?			
11	Will disruptive works continue for 10 or more days?			
12	Will noise or vibration be generated frequently or continuously? i.e. for more than half the shift			
13	Will people hear or feel noise and vibration from outside the worksite?			

*Unsocial hours are from 1800 to 0800 weekdays, 1300 Saturday to 0800 Monday morning and throughout Bank Holidays.

If yes is answered to any questions above then it is likely a Section 61 consent will be needed. Consult your HSE Manager or Environment team

Does this site need a Section 61 consent?	Yes	No	Maybe
Reason for decision			
Action to be taken if the answer is Yes or Maybe			
Does this site need a letter drop or some other public liaison? A letter drop is needed as part of a Section 61. However if S61 is not needed but work is still noisy a letter drop may still be required.	Yes	No	Maybe
Reason for decision			
Action to be taken if the answer is Yes or Maybe			

Best Practicable Means will always apply even if a Section 61 is not needed.

	Name & Role	Date
Completed by		
Approved by		
Reviewed by		

Appendix 5