

ENVIRONMENTAL QUICK CHECK

Site address:	
Company name:	
Project/Ref no:	

Item	Satisfactory			Action required to rectify deficiencies	Priority
	Y	N	N/A		
Site security					
Complaints					
Waste management					
Cleaning operations					
Hazardous and special wastes					
Chemicals and fuels					
Water pollution prevention					
Pollution response					
Dust and air pollution					
Light pollution					
Noise and vibration					
Visual impact					

Permits, licences and consents					
Nature conservation and countryside protection					
Heritage and archaeology					
Training					

The following guidance is designed to highlight some of the environmental aspects that should be considered when completing the Environment Quick Check.

Item	Points to consider
Site security	Integrity of perimeter fencing, gates, lighting and signage. Ensure that the keys are removed from all plant, liaise with police/council, check alarm systems and ensure that security arrangements are in place.
Complaints	Check with the site manager and client to determine if any environmental complaints have been received from local residents or other interested parties. Confirm if actions have been taken and if so what were they.
Waste management	Ensure all wastes are properly stored in segregated skips and check to see if storage containers are leaking or overflowing. Skips and other receptacles should be covered to prevent any accumulation of rainwater and to help prevent waste from being blown away. Ensure waste is being properly disposed of and that copies of the Waste Transfer Notes are available. Where there is more than one type of waste bin e.g. general and recycling, ensure correct bins are being used.
Cleaning operations	Where cleaning activities could result in contaminated effluent or chemicals draining into any foul or surface water sewer, ensure that appropriate arrangements are in place to prevent any such contamination and that the area is properly bunded and drains are clear of debris.
Hazardous and special	These include waste oils, solvents, acids, wood preservatives and batteries. Ensure hazardous wastes are properly stored, ensure that

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waste	all hazardous waste is disposed of by authorised persons/ authorities, Check Waste Transfer Notes are in place.
Chemicals and fuels	Ensure all such substances are stored within bunded areas, the bund should contain 110% of the maximum volume of the container/tank. Drip trays should be used to catch any drips or leaks from portable equipment and spill kits must be provided near storage and refuelling points. Check for leaks or damage to bunds and containers and ensure the storage facilities are secure and safe from vandalism.
Prevention of water pollution	All deliveries should be supervised with bunding provided around all storage areas; spill kits should be readily available, concrete wash-out areas should be carefully positioned to prevent pollution of watercourses, drains or the subsoil/groundwater.
Pollution response	Appropriate spill kits are to be provided at key locations around the site, this should include all refuelling and storage areas. Emergency spill procedures and contact numbers are to be prominently displayed and communicated to all staff on site. Contact names and number to be regularly updated.
Dust and air pollution	All operations likely to cause excessive dust, such as the cutting of concrete, use of road saws, excavations of loose dry material and vehicle movements during dry weather should be carefully controlled and the use of water sprays, wheel washes and sheeted stockpiles shall be considered. Dust management checklist to be used to ensure controls are enforced. Road sweepers to keep roads clean and the maintenance of plant and equipment shall also be adopted to minimise emissions of dust and exhaust fumes etc.
Light pollution	Ensure that any temporary site lighting does not cause a nuisance to neighbours, give careful consideration of the position of such lighting and where appropriate erect barriers and screens in mitigation.
Noise and vibration	Ensure any noise reduction measures and barriers are in place and operational. Plant should be well maintained and regularly inspected with the most suitable plant for the job being used, this will help to prevent both noise and vibration issues. Ensure that all plant is turned off when not in use to help reduce and eliminate any unnecessary noise pollution.

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Visual impact	Regular checks should be made to ensure that the site is clean and tidy in appearance. The approach to the site should be clear of obstructions and no employee or contractor vehicles should be allowed to park on the approach roads.
Permits, licences and consents	All permits, consents and necessary licences are in place and valid for the relevant works. They are to be managed and updated via the appropriate authority if changes are needing to be made.
Nature conservation & countryside protection	Consider the impact that any works may potentially have on local flora and fauna.
Heritage and archaeology	Has the local authority archaeological service been informed of any significant historical features or discoveries on or near the site of the works.
Training	All staff are to be trained in correct waste disposal procedures. Any member of staff who handles chemicals on site must receive in-depth training on the handling, use and storage of chemicals. All staff on site must be made aware of spill procedures and reporting procedures for incidents and environmental hazards.

Further information:		
<ul style="list-style-type: none"> • • • • 		
Person(s) completing document:		
Signature(s):		
Position:		
Time and date completed:		
Date for revision (insert date here) or sooner if significant changes are made to the work area or processes		