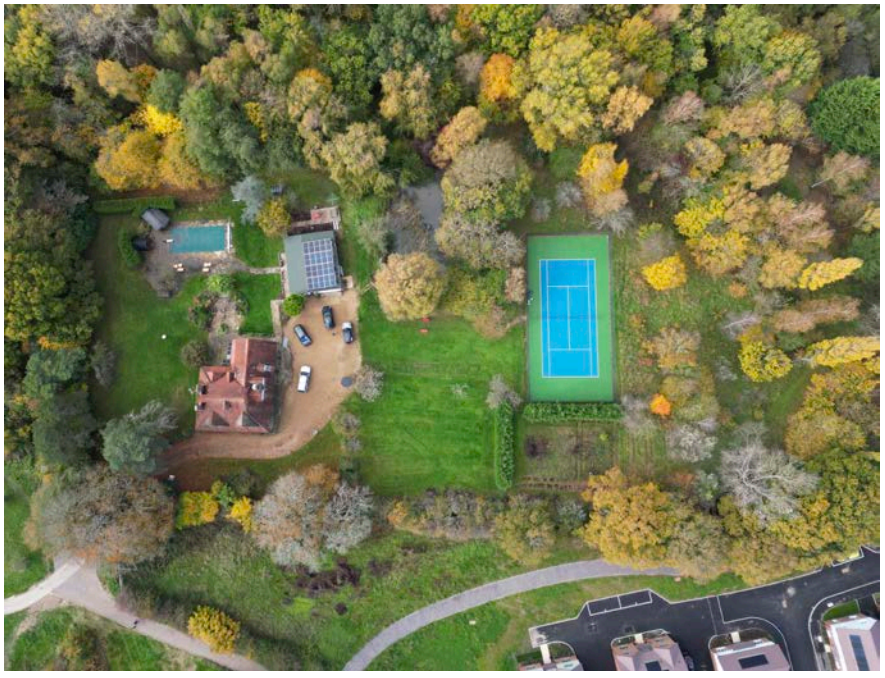
ROAVR | GROUP

Project: 25_ECO_10_94
Site: Woodside Grange, Woodsland Road, Hassocks, BN6 8EX
Client: Trevor Lock



Project Number:	25_ECO_10_94
Report Type:	CEMP
Site Address:	Woodside Grange, Woodsland Road, Hassocks, BN6 8EX

Role:	Name:	Date:
Instructing Party	Roger Pike	November 2025
Customer	Trevor Lock	November 2025
Surveyor	Connor Harmsworth	November 2025
Consultant	Matthew Harmsworth / Antony Aslam	November 2025

Revision History		
Date:	Version number:	Summary of changes:
13/11/2025	1.0	First Review (Internal)
13/11/2025	1.0	First Draft
25/11/2025	1.1	First Issue - Updated GCN Position

Title: Construction Environmental Management Plan (CEMP)
Project: Woodside Grange, Reserved Matters Application for Two Dwellings
Planning reference: [Insert LPA reference]
Document reference: ROAVR-CEMP-WG-v0.1
Date: 11th November 2025
Status: First Issue

Purpose and scope

This CEMP sets out the environmental controls, method statements and supervision required to manage construction risks to habitats, protected species, water and trees during the delivery of two dwellings and associated works at Woodside Grange. It consolidates and updates mitigation and management measures contained within previously submitted ecological and arboricultural documents and aligns them with the latest drainage and plot layout information. It applies to all contractors and sub-contractors on site from pre-commencement to completion and handover into the Landscape and Ecology Management Plan (LEMP) period.

The CEMP is a live document. No works may commence until all pre-commencement actions and approvals listed in Section 5 are satisfied. Any change in design, sequencing or methodology that could alter environmental risk shall be approved by the Ecological Clerk of Works (ECoW) and, where relevant, the Project Arboriculturist prior to implementation.

Project description and site context

The site comprises a previously consented plot for two detached dwellings and gardens with an existing pond feature and boundary woodland/scrub with trees of varying quality. The reserved matters proposal includes removal of the existing pond and creation of two new wildlife/attenuation ponds located further to the rear of each plot, together with associated drainage infrastructure, landscaping and external works. Construction activities include enabling works, vegetation clearance, excavation, foundations, services, hardstanding, building erection, SuDS, soft landscaping and habitat creation.

Supporting documents to which this CEMP is tethered include:

- Decision Notice for outline permission and associated ecology conditions
- Preliminary Ecological Appraisal and ecological responses
- GCN survey report and eDNA results dated 2023
- Revised ecological response
- Flood Risk Assessment and SuDS Report: 16920-01 Woodside Grange Plot B – FRA & SuDS Report
- Drainage layout: 16920-HOP-ZZ-XX-DR-C-0511 PLOT B LAYOUT
- Proposed Site Plan: K1177-01 A3 PROPOSED SITE PLAN
- Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP)

Where details differ between drawings, the most recent LPA-approved versions will prevail. Drawing registers are provided in Appendix A.

Statutory and policy framework

Construction will comply with, inter alia:

Wildlife and Countryside Act 1981 (as amended);
Conservation of Habitats and Species Regulations 2017;
Protection of Badgers Act 1992;
Natural Environment and Rural Communities Act 2006;
Environment Act 2021;
Clean Air Act 1993;
Environmental Protection Act 1990;
BS 42020:2022 Biodiversity – Planning and development;
CIRIA C532 Control of water pollution;
CIRIA C741 Environmental good practice on site;
CIRIA C753 The SuDS Manual;
BS 5837:2012 Trees in relation to design, demolition and construction;
relevant Pollution Prevention Guidelines (GPPs);
and LPA policies and conditions.

Where protected species licensing is required, works will only proceed under an agreed licence or District Level Licence (DLL) route as applicable.

Roles, responsibilities and communication

Client: – overall responsibility for compliance with planning conditions and legal obligations.

Principal Contractor (PC): – day-to-day delivery of CEMP measures, provision of resources, induction, briefings and records.

Ecological Clerk of Works (ECoW): ROAVR Group – deliver toolbox talks, ecological watching brief, method approvals, hold-stop authority, audits and reporting.

Project Arboriculturist: ROAVR Group – implement AMS/TPP, supervise works near RPAs, update tree constraints and agree on any variations.

Drainage Engineer: – ensure construction aligns with approved SuDS details and maintenance access.

Landscape Architect: – coordinate planting specifications and habitat creation with ECoW and drainage team.

Site Manager/Environmental Manager: – maintain CEMP file, permits to dig, chemical/fuel registers, spill kit checks, and communication log.

Emergency Contacts: Listed in Appendix B and displayed on the site notice board.

Communication protocol:

• Weekly environmental coordination meeting between PC, ECoW and Project Arboriculturist during high-risk phases such as pond creation.

• 48-hour notification to ECoW before any clearance, soil stripping, pond decommissioning or works within 10 m of water or within Root Protection Areas (RPAs).

• Stop works triggers and incident reporting procedure per Section 19.

Pre-commencement actions and approvals

No works must begin until:

LPA has approved this CEMP, the Biodiversity Enhancement Layout, and the biodiversity-sensitive lighting scheme required by condition.

AMS and TPP have been updated by the arboricultural consultant and accepted by the LPA where required, reflecting the final pond locations and any access tracks.

Drainage drawings confirm both new ponds and associated SuDS elements are within the application red line and coordinated to avoid RPAs; any necessary low-impact construction methods are specified.

GCN pathway agreed: either a confirmed District Level Licence enrolment with NatureSpace for the impact zone, or a programme for updated surveys in the permitted 2026 season with interim RAMs agreed with the LPA and ECoW for low-risk enabling works only.

ECoW induction and toolbox talks delivered to all site personnel; method statements signed off for vegetation clearance, pond decommissioning, silt control, and any night-time works.

Pollution prevention measures installed: wheel wash, drip trays, bunded fuel store, spill kits, silt fencing and settlement measures.

Site environmental constraints plan issued to all operatives showing no-go areas, RPAs, buffers, haul routes and material storage zones.

Environmental risk register and control hierarchy

A site-specific risk register is provided in Appendix C. Principal risks include potential harm to protected species, damage to retained trees and soils, silt and pollutant runoff to surface waters and new ponds, lighting impacts, dust and noise. Controls adopt the hierarchy of avoidance, reduction, mitigation and compensation, with design-led avoidance preferred.

Ecological baseline and constraints summary

Habitats: Mixed garden, scrub and treed boundaries, existing pond to be decommissioned, proposed two wildlife/attenuation ponds, grassland and ornamental planting. Habitat creation and enhancement to be delivered through ponds, native shrub and tree planting, hedgerow gapping and species-rich grass margins.

Great crested newt (GCN): 2023 eDNA evidence now time-expired. Updated survey required in the 2026 survey window unless DLL is adopted. Until new evidence or licence is in place, the site will be managed under precautionary RAMs agreed with the LPA for low-risk activities only, with ECoW oversight. No destructive works to the existing pond or excavation of new ponds without the agreed licence/clearance route.

Bats: Roost potential confined to mature trees and nearby structures outside the direct work footprint. Foraging and commuting likely along treed boundaries. A dark corridor strategy will be implemented in line with the approved lighting plan.

Dormouse: Suitable boundary habitats present locally. Clearance will follow staged methodology with seasonal timing and ECoW checks.

Reptiles and hedgehog: Low to moderate risk in rough grass and scrub margins. Two-stage cutting, hand search and phased displacement to retained habitat will be adopted.

Nesting birds: All vegetation clearance outside the core nesting season where practicable or under pre-clearance check by ECoW within 24 hours if within March to August inclusive.

Badger: No sett works proposed; vigilance for outliers; stop works and ecologist check if any holes or signs discovered.

Invasive species: Contractor to report any suspected invasive non-native plants; biosecurity protocol in Section 13 applies.

General site rules

• No-go areas: RPAs, retained habitats and buffers fenced with robust, continuous barrier before works commence.

• Storage: Materials, spoil, chemicals and welfare located outside RPAs and pond buffer zones.

• Refuelling: Designated bunded area with spill kits; no refuelling within 10 m of drains or water.

• Housekeeping: Litter control, covered skips, daily checks of silt and dust controls.

• Access and haul routes: Fixed routes on ground protection where near RPAs; speed limit 5 mph.

Arboriculture and soils protection

• Tree protection per the TPP to be erected before any other works and remain until completion of heavy construction.

• Works within or adjacent to RPAs only under arboricultural supervision and using low-impact methods such as hand digging, air spade, cellular confinement systems and no-dig surfaces where specified in the AMS.

• No changes to soil levels within RPAs; no irrigation lines, drainage, or pond margins within RPAs unless explicitly designed and approved by the Project Arboriculturist and ECoW.

• Topsoil and subsoil to be stripped, stored and reinstated following Defra Construction Code of Practice for the Sustainable Use of Soils on Construction Sites, with separate stockpiles, height limits, weed control and moisture protection.

Water management and pollution prevention

• A site-specific surface water management plan will be installed prior to groundworks, integrating silt fences, straw bales, temporary bunds and settlement tanks sized to anticipated flows.

• Washout facilities for concrete will be contained and located away from drains and RPAs. No washout to ground.

• Fuel and chemicals stored in locked, bunded containers with 110 percent capacity; COSHH data sheets held on site.

• All drains mapped and protected with gully socks or booms during high-risk operations.

• Spill response: Immediate stop of source, use of spill kits, protection of drains, notification to Site Manager, ECoW and statutory bodies where required; record in incident log.

Vegetation clearance and enabling works

• Pre-works ECoW briefing and walkover to confirm constraints fencing and no-go zones.

• Staged clearance outside bird breeding season where practicable. Where not practicable, ECoW pre-clearance checks within 24 hours and nesting exclusion buffers maintained until young have fledged.

• Two-stage cut for rough grass and scrub: strim to 150 mm, leave 24–48 hours, then reduce to 50 mm, directionally working towards retained habitat.

• Arisings collected and removed to prevent mulching over potential refugia.

Protected species method statements

Great crested newt (GCN)

• Legal status and compliance: Works that risk killing/injuring or damaging breeding sites or resting places are unlawful without a licence where impacts are likely. Two compliance pathways are available: DLL enrolment or updated survey leading to LPA-agreed RAMs or a mitigation licence if required.

• Pre-commencement: No intrusive works to the existing pond, pond margins or excavation of new ponds until DLL certificate is issued or updated survey confirms a non-licensable risk with LPA agreement. Low-risk activities away from the pond may proceed under RAMs with ECoW agreement.

• RAMs for low-risk areas: Toolbox talk; staged vegetation cut; hand search of refugia; supervised soil strip in 100 mm layers with frequent checks; exclusion of night working in high-risk zones; pitfall trapping is not proposed unless required by licence.

• Exclusion fencing: Not proposed unless required by licence or DLL methodology. Any fence design and timing to be agreed with Natural England/NatureSpace as applicable.

• Discovery protocol: If any amphibian resembling GCN is found, stop works, protect the location, contact ECoW; implement advice which may include temporary suspension and liaison with licensing authority.

Hazel dormouse

• Clearance of woody vegetation above 0.5 m to be scheduled December to February where practicable, with ECoW presence to check for nests in bramble and low shrubs. Ground clearance and stump removal to follow April to November with staged approach. If any dormouse nests or individuals are found, stop works and seek licensing advice.

• Hedgerow and woodland edges retained and enhanced; no lighting onto these features.

Bats

• Lighting control per Section 14 to maintain dark corridors along boundary vegetation.

• Any tree surgery to potential roost features only under arboricultural supervision with ECoW advice; soft felling techniques where needed and contingency for roost discovery.

Reptiles and hedgehog

• Two-stage cut and hand search; directional clearance towards retained habitat; provision of temporary refuges where appropriate; daily checks of excavations with escape ramps overnight.

Nesting birds

• Avoid March to August. If unavoidable, ECoW checks and buffers as per Section 11.

Badger

• Vigilance for new setts; no works within 30 m of any active sett without ECoW input and, if required, licence and timing restrictions. Secure bins and food waste to avoid attraction.

Biosecurity and invasive species

• All plant and footwear to arrive clean and free from soil/vegetative material. Visual checks at entry point.

• If invasive non-native species are identified, works in the affected area will cease and a management plan will be prepared. Waste containing invasive propagules to be consigned as controlled waste to licensed facilities.

Construction lighting plan

• No column lighting within or immediately adjacent to boundary habitats. Task lighting only, capped at 20 lux at working plane, with zero spill beyond habitat buffers.

• Warm spectrum LEDs (≤2700 K), cowls and directional fittings. Lights on PIR and time controls; no lighting of waterbodies.

Noise, vibration and dust control

• Best practicable means per BS 5228. Time restrictions for noisy works [insert agreed hours]. Acoustic screening where practicable.

• Dust suppression by damping down, sheeting of loads.. Visual monitoring and trigger-response criteria included in Appendix D.

Materials, waste and hazardous substances

• Site Waste Management Plan to classify waste streams; segregated skips; duty of care documentation retained.

• Hazardous substances register maintained; COSHH risk assessments completed; secure storage in bunded stores.

• No cement mixing within 10 m of drains or water; use lined mixing areas and sealed containers.

Pond decommissioning and creation – construction controls

• Decommissioning sequence for existing pond to be set out in the Pond Creation Method Statement (PCMS) and delivered under ECoW supervision and, if applicable, under DLL or mitigation licence conditions. Key controls include staged drawdown using clean pumps and silt socks; capture and translocation of amphibians under licence if required; protection of downstream receptors using settlement and silt curtains; careful removal of sludge to lined skips; and backfilling with suitable inert material where approved.

• Creation of two new wildlife-led SuDS ponds in the approved locations with gentle 1:6 to 1:10 margins, undulating shelves, maximum depth circa 1.2 m, clean water inlets where practicable, and native marginal and aquatic planting. No fish stocking. A minimum 2 m unmown wildlife buffer to be established around each pond. Temporary fencing to exclude public and pets during establishment.

• Construction access and plant to avoid RPAs as per AMS; ground protection in place where access is required near trees. Refuelling and plant maintenance excluded from pond working area.

• Water quality protection during excavation: perimeter silt fencing and temporary settlement tanks for any dewatering; inspection after rainfall; records held by Site Manager.

Drainage and SuDS integration

• Ponds, overflows, flow controls and maintenance access to be constructed exactly as per the approved drainage drawings. Any change requires written approval from the drainage engineer and ECoW to ensure ecological functionality is retained.

• Surface water from trafficked areas to pass through treatment trains before entering ponds. No direct discharge of contaminated runoff to ponds.

• A 5-year aftercare regime for ponds to be delivered via the LEMP and SuDS maintenance plan, covering litter removal, selective vegetation management, and desilting triggers. Access routes to respect RPAs and habitat buffers.

Incident response and stop-works protocol

• Any suspected breach of wildlife law, tree protection, pollution release, or significant deviation from this CEMP triggers immediate stop works in the affected area. The Site Manager contacts the ECoW and Project Arboriculturist; incidents are logged and corrective actions agreed. Statutory bodies will be notified where necessary.

• A flowchart and contact list are presented in Appendix B.

Induction, toolbox talks, supervision and auditing

• All personnel to undergo environmental briefing prior to starting on site. Topic-specific toolbox talks to precede high-risk activities, including vegetation clearance, soil strip, works near RPAs, pond decommissioning and creation, and night work.

• ECoW attendance: Pre-commencement setup; supervision of all vegetation clearance, pond decommissioning and creation, and any works within 10 m of water or within RPAs as specified. Ad hoc audits at least fortnightly during core construction.

• Records: ECoW visit reports; supervision sign-off sheets; photographic records; training attendance logs; incident log. Copies held in the site CEMP file and provided to the client and LPA upon request.

Programme and sequencing

• A high-level programme is provided in Appendix E showing key environmental hold points: install TPP; establish no-go fencing; complete pre-commencement surveys/licensing; undertake vegetation clearance under ECoW; decommission existing pond; excavate and form new ponds; commence building works; hard landscaping; soft landscaping and habitat creation; practical completion; 12-month defects; handover into LEMP.

Handover to LEMP and compliance monitoring

• On completion of construction, the site will transition to the LEMP and SuDS maintenance plan. As-built drawings of ponds and softworks, plant schedules, and a 5-year management plan will be provided. Year 1 and Year 5 ECoW compliance checks will confirm establishment and inform any corrective management.

Document control

Revisions to this CEMP will be recorded below and issued to the project team and LPA where relevant.

Appendix A: Drawing and document register

- Decision Notice - DM/23/2687 - 25th April 2024
- Preliminary Ecological Appraisal - David Archer Associates, April 2023.
- GCN report and eDNA 2023 - David Archer Associates, May 2023.
- Revised ecological response - David Archer Associates, 29th November 2023.
- FRA & SuDS Report 16920-01 - 16920-01 Woodside Grange Plot B - FRA & SuDS Report - October 2025.
- Drainage layout 16920-HOP-ZZ-XX-DR-C-0511 - HOP - 31st October 2025.
- Proposed Site Plan K1177-01 - Neil Pike - 24th June 2025.
- Arboricultural Method Statement - ROAVR Group - November 2025.
- Tree Protection Plan - ROAVR Group - November 2025.
- Lighting plan for biodiversity - ROAVR Group - November 2025.
- Landscape GA and schedules - 7731.01 LP SEP'25 - September 2025.

Appendix B: Contacts and emergency flowchart

- Client: Trevor Lock
- Principal Contractor: TBC
- Site Manager/Environmental Manager: TBC

- ECoW: ROAVR Group - ecology@roavr-group.co.uk 01463 667 302
- Project Arboriculturist: support@roavr-group.co.uk 01463 667 302

- Drainage Engineer: TBC

- Environment Agency Incident Hotline: 0800 80 70 60
- Natural England: 0300 060 3900
- Wildlife rescue (out of hours): 01825 873003 - East Sussex Wildlife Rescue

- Emergency services: 999

Appendix C: Environmental risk register and method control tables

This appendix sets out the project-specific environmental risks, pre-mitigation risk ratings, method controls, responsibilities, monitoring checks, residual risks and cross-references to the CEMP.

Ratings use a qualitative scale: Likelihood (L) and Consequence (C) scored Low/Medium/High; Residual Risk is the expected risk after controls. Hold points identify works that must not proceed without ECoW and, where applicable, Project Arboriculturist sign-off and LPA agreement.

General assumptions • Final pond locations, tree protection and drainage details to be inserted once updated AMS/TPP and drainage drawings are issued. • GCN pathway to be confirmed: District Level Licensing or updated 2026 surveys. Until then, intrusive works to the existing pond and proposed pond footprints are a hold point.

Risk register tables

Great crested newt (GCN) – pond decommissioning and new pond excavation
Pre-mitigation risk: L High, C High

Controls and method:

• Compliance pathway confirmed in writing: DLL acceptance or updated 2026 surveys with agreed method. No intrusive pond works before pathway is in place.

• ECoW supervision throughout decommissioning and excavation; toolbox talks to all operatives.

• Staged drawdown of existing pond using screened intakes and silt control; amphibian capture and handling only by licensed ecologists if required by licence.

• Exclusion fencing and trapping only where required by licence/DLL; otherwise RAMs for low-risk areas only.

• Night working in pond zones prohibited; daily excavation checks and escape ramps in open trenches. Responsible: Principal Contractor; ECoW; Client for licensing decision. Monitoring and evidence: ECoW site diary; licence/DLL documentation; photo records; silt water quality checks. Residual risk: Low to Medium (subject to licence/DLL).

Hold point: Do not start pond decommissioning or excavation until licence/DLL or updated surveys and LPA agreement are in place.

GCN – general groundworks away from ponds Pre-mitigation risk: L Medium, C Medium

Controls and method:

• Precautionary RAMs: staged strim, hand search of refugia, ECoW briefings, supervised initial topsoil strip in 100 mm layers in moderate-risk areas.

• Limit vehicle speeds to 5 mph; cover or ramp all excavations overnight. Responsible: Principal Contractor; ECoW. Monitoring: ECoW spot checks; daily toolbox attendance; excavation check logs. Residual risk: Low.

Dormouse – woody vegetation clearance Pre-mitigation risk: L Medium, C

Medium Controls and method:

• Programme clearance of woody vegetation above 0.5 m in December to February with ECoW present; ground clearance April to November using staged techniques.

• Retain and protect boundary habitats; no lighting onto retained hedgerows/woodland edges.

Responsible: Principal Contractor; ECoW.

Monitoring: Clearance permits; ECoW check sheets; photo records. Residual risk: Low.

Bats – lighting and tree works

Pre-mitigation risk: L Medium, C High Controls and method:

• Biodiversity-sensitive lighting plan: ≤2700 K, cowled, task-focused, PIR/timers; verify 0 lux spill onto corridors.

• Potential roost features: arboricultural supervision; soft-felling techniques; stop-works if roost discovered; consult ECoW.

Responsible: Principal Contractor; Lighting designer; Project Arboriculturist; ECoW.

Monitoring: Lux checks at dusk; lighting inspection sheets; tree work supervision forms.

Residual risk: Low.

Nesting birds – vegetation and structure works

Pre-mitigation risk: L High, C Medium

Controls and method:

• Avoid March to August where practicable; if unavoidable, ECoW pre-check within 24 hours and exclusion buffers around active nests until fledging.

Responsible: Principal Contractor; ECoW.

Monitoring: Pre-clearance check records; nest buffer map.

Residual risk: Low.

Reptiles and hedgehog – grassland and rubble clearance

Pre-mitigation risk: L Medium, C Medium

Controls and method:

• Two-stage cut; directional clearance towards retained habitat; hand search of refugia; cap pipe ends overnight; provide ramps from trenches.

Responsible: Principal Contractor; ECoW.

Monitoring: Toolbox attendance; daily checks log.

Residual risk: Low.

Badger – unexpected sett discovery

Pre-mitigation risk: L Low, C High

Controls and method:

• Site induction on signs of badger; immediate stop works within 30 m if a sett is found; ECoW inspection and advice; licence and timing if required.

Responsible: Principal Contractor; ECoW.

Monitoring: Incident log; ECoW report.

Residual risk: Low.

Trees – Root Protection Areas (RPAs) and canopies

Pre-mitigation risk: L High, C High

Controls and method:

• Erect TPP fencing before any works; no storage, mixing or traffic in RPAs.

• Works near/within RPAs only under Project Arboriculturist supervision using no-dig and hand techniques; cellular confinement where specified.

• Align ponds, drains and overflows to avoid RPAs; any unavoidable incursion to be method-led and approved in writing by the Project Arboriculturist and ECoW.

Responsible: Principal Contractor; Project Arboriculturist; ECoW.

Monitoring: Weekly fence inspections; supervision records; photos.

Residual risk: Low to Medium.

Hold point: Do not break ground inside RPAs without written method approval and arboricultural supervision scheduled.

Soils – stripping, storage and reinstatement

Pre-mitigation risk: L High, C Medium

Controls and method:

• Strip topsoil and subsoil separately in dry conditions where practicable; stockpile height limits; no trafficking on wet soils; weed and erosion control; protect stockpiles from runoff.

Responsible: Principal Contractor.

Monitoring: Daily inspections; weather logs; photo records.

Residual risk: Low.

Water pollution – silt, cement and hydrocarbons

Pre-mitigation risk: L High, C High

Controls and method:

• Install silt fencing, settlement tanks and drain inlet protection before earthworks; inspect after rainfall.

• Line and contain concrete washout; no washout to ground; refuelling in bunded area ≥10 m from drains and water; spill kits at all plant.

• Emergency spill response per Section 19.

Responsible: Principal Contractor; Site Manager.

Monitoring: Silt and turbidity visual checks; spill kit checklist; washout inspection log.

Residual risk: Low.

SuDS and pond water quality – construction phase

Pre-mitigation risk: L Medium, C High

Controls and method:

• Isolate clean and dirty water; treatment train installed prior to connecting to ponds; no direct discharge of contaminated runoff; phased opening of inlets post-commissioning.

Responsible: Principal Contractor; Drainage Engineer; ECoW.

Monitoring: Inspection of controls; water clarity logs; photo records.

Residual risk: Low.

Invasive non-native species (INNS) and biosecurity

Pre-mitigation risk: L Low, C Medium

Controls and method:

• Clean-down of plant and footwear; vigilance during clearance; if INNS identified, isolate area and implement a management plan; dispose of INNS waste at licensed facilities.

Responsible: Principal Contractor; ECoW.

Monitoring: Induction records; inspection checklists; waste consignment notes.

Residual risk: Low.

Appendix D: Monitoring templates and checklists

EXAMPLES.

Project: 25_ECO_10_94
Site: Woodside Grange
Planning reference: TBC
Principal Contractor: TBC
ECoW: ROAVR Group
Project Arboriculturist: ROAVR Group

Daily environmental inspection checklist

Date:

Time:

Weather:

Inspector name/role:

Area(s) inspected:

A. Site boundaries and housekeeping

Perimeter fencing and signage intact and secure. Yes/No/NA Notes: [ ]

Public interfaces safe and unobstructed. Yes/No/NA Notes: [ ]

Walkways clear; materials stored in designated areas. Yes/No/NA Notes: [ ]

Waste segregated; skips covered; no windblown litter. Yes/No/NA Notes: [ ]

B. Ecology controls

No-go areas and ecological buffers fenced and respected. Yes/No/NA Notes: [ ]
ECoW method permits in place for today's works. Yes/No/NA Notes: [ ]
Excavations checked for trapped wildlife; ramps installed. Yes/No/NA Notes: [ ]
Vegetation clearance following agreed RAMs and seasons. Yes/No/NA Notes: [ ]

C. Trees and soils

Tree Protection Plan fencing intact; no breaches. Yes/No/NA Notes: [ ]
No storage, mixing, or trafficking in RPAs. Yes/No/NA Notes: [ ]
Soil stockpiles segregated (topsoil/subsoil), stable, covered. Yes/No/NA Notes: [ ]

D. Water and pollution prevention

Silt fencing and settlement measures installed and effective. Yes/No/NA Notes: [ ]
Drains protected with gully socks/booms as required. Yes/No/NA Notes: [ ]
Fuel and chemical stores bunded and locked; spill kits available. Yes/No/NA Notes: [ ]
Concrete washout lined and contained; no discharge to ground. Yes/No/NA Notes: [ ]

E. SuDS and pond works (if applicable today)

Works authorised by ECoW/licence; hold points observed. Yes/No/NA Notes: [ ]
No turbid discharge to ponds; treatment train functioning. Yes/No/NA Notes: [ ]

Actions required and deadlines: [ ]
Persons responsible: [ ]
Re-inspection due: [ ]
Signature inspector: [ ] Signature Site Manager: [ ]

Tree protection inspection checklist

Refer to Tree Report and AMS.

Toolbox talk attendance sheet

Date:

Time:

Location:
Talk topic: [e.g. Vegetation clearance RAMs / Works near RPAs / Pond decommissioning]
Presenter (name/role): [ ] Duration: [ ]

Learning outcomes covered

1. Key risks and legal duties explained. Yes/No
2. Method sequence and hold points. Yes/No
3. Emergency and stop-works procedure. Yes/No
4. Questions answered; understanding checked. Yes/No

Attendees (print name, company, role, signature)

1. [Name] [Company] [Role] [Signature]
2. [ ]
3. [ ]
4. [ ]
5. [ ]
6. [ ]
7. [ ]
8. [ ]

6. Incident report form

Complete within 24 hours of any environmental incident, near miss or non-conformance.

A. Incident details
Date: [ ] Time: [ ] Reported by (name/role): [ ]
Location (grid ref/what3words/plan ref): [ ]
Type: Pollution/Protected species/Trees/Soils/Noise/Dust/Lighting/Public safety/Other [circle]
Description of event and immediate impacts: [ ]
Weather at time: [ ]

B. Initial response
Stop-works initiated: Yes/No Time: [ ] Area isolated: Yes/No
Spill kits or controls deployed: Yes/No Details: [ ]
ECoW notified: Yes/No Time: [ ] Name: [ ]
Arboriculturist notified: Yes/No Time: [ ] Name: [ ]
Regulators notified (EA/NE/LPA): Yes/No Time: [ ] Contact: [ ]
Photos taken: Yes/No File refs: [ ]

C. Root cause and classification
Immediate cause(s): [ ]
Underlying cause(s): [ ]
Severity: Minor/Moderate/Major [circle]
Pollution to water: Yes/No Estimated volume and media: [ ]
Wildlife impact: Yes/No Species: [ ]
Tree/RPA impact: Yes/No Tree ID(s): [ ]

D. Corrective and preventive actions
Short-term corrective actions taken: [ ]
Waste and cleanup consigned to: [ ] Consignment notes refs: [ ]
Preventive actions to avoid recurrence: [ ]
Responsible person(s): [ ] Target dates: [ ]

E. Closure
Follow-up inspections completed: Yes/No Dates: [ ]
Residual risks addressed: Yes/No Details: [ ]
Reported to client and filed in CEMP: Yes/No Date: [ ]
Prepared by (name/role): [ ] Signature: [ ] Date: [ ]
Approved by Site Manager: [ ] Signature: [ ] Date: [ ]
ECoW review: [comments/signature/date]
Arboriculturist review (if tree related): [comments/signature/date]

Appendix E: Programme and hold points

• Gantt-style outline with environmental gates and dependencies; integration with survey/licensing windows.

To be added by Principal Contractor.

Appendix F: Species contingency protocols

General approach for any protected species encounter:

1. Stop works immediately in the affected area; make the site safe.

2. Establish a precautionary cordon; do not touch or move the animal or feature.

3. Inform the Site Manager at once. The Site Manager calls the Ecological Clerk of Works (ECoW). If trees are involved, also call the Project Arboriculturist.

4. Record time, location (plan reference or what3words), photographs and names of witnesses.

5. Maintain conditions: keep the area quiet, shaded, and undisturbed; prevent fumes, lighting or vibration.

6. Do not resume until the ECoW confirms the method and any permits or licences required.

Contact chain and roles

Operative → Site Manager → ECoW (primary) → Project Arboriculturist (if tree related) → Principal Contractor's Environmental Manager → Client.

Regulators contacted by ECoW or Site Manager as instructed: Natural England or NatureSpace Hub if DLL applies; Environment Agency if pollution risk; LPA ecologist if required.

Great crested newt (GCN)

Immediate actions

• Cordon at least 20 metres around the animal or pond margin if feasible.
• Do not handle GCN or other amphibians unless instructed by a licensed ecologist.

Next steps

• ECoW assesses whether District Level Licensing or a mitigation licence applies, or whether RAMs can lawfully manage risk for very limited tasks away from ponds.
• Resume only under the ECoW's written instruction and, where relevant, licence conditions.

Bats

Immediate actions

• If a bat, a roosting feature, or droppings are found, stop works and quieten the area.
• Maintain darkness; turn off task lighting; do not handle bats.

Next steps

• Bat-licensed ecologist to inspect and advise on exclusion timing, soft-opening, or licence requirements.
• Works near roosts resume only under written method and supervision as required.

Hazel dormouse

Immediate actions

• If a dormouse or probable nest is found during shrub or hedgerow works, stop and cordon at least 10 metres.
• Do not remove brash or disturb the nest.

Next steps

• Dormouse-licensed ecologist to confirm status and method.
• Clearance may be re-sequenced or timed seasonally; licensing may be needed if works must proceed.

Reptiles (grass snake, slow worm, common lizard; treat adder with caution)

Immediate actions

• Stop works; cordon at least 5 metres; allow reptile to disperse naturally.
• Do not attempt capture unless instructed by the ECoW.

Next steps

• ECoW to set staged vegetation cuts, hand searches, and refuge checks; agree any phased displacement before works resume.

Nesting birds

Immediate actions

• If an active nest is found, stop and establish a buffer: typically 5 to 10 metres for small passerines; larger buffers if disturbance risk is higher or for larger species.
• Do not move the nest, eggs or chicks.

Next steps

• ECoW confirms buffer size and records nest status.
• Resume only when fledging has occurred or an alternative method avoids disturbance.

Badger

Immediate actions

• If a sett entrance or fresh field signs are found, stop within 30 metres and make safe.
• Keep plant and storage away; avoid vibration and lighting.

Next steps

• ECoW to confirm sett activity and advise.
• If works within exclusion distances are required, timing restrictions and a licence may be needed before resuming.

Pollution and welfare safeguards for all finds

• Prevent runoff or spills entering waterbodies; deploy spill kits or silt controls if needed.
• Keep people and pets away; never confine or feed wild animals.
• In an injured-animal scenario, the ECoW will advise on contacting a licensed rehabilitator; handling only by competent personnel.

Documentation

• The Site Manager files a brief discovery report with photos, the ECoW's instruction, any licence references and the time that works recommenced.
• All incidents are logged in the CEMP incident register and reviewed at the next coordination meeting.

Appendix G: Site environmental constraints plan

To be created with the principal contractor and cross referenced with the tree protection plan.