

# EP14 Construction and Refurbishment Procedure

## 1.0 Purpose

This document sets out how construction and refurbishment projects are managed at the University in order to:

- address the risks and opportunities associated with aspects relating to construction and refurbishment;
- minimise negative environmental impacts resulting from construction and refurbishment projects
- minimise waste arisings, promote reuse of materials and sustainable recycling practices.
- ensure appropriate consideration of sustainability issues, including procurement of materials for construction and refurbishment projects;
- ensure compliance with relevant environmental legislation.

## 2.0 Scope

This document covers all construction and refurbishment projects across the University.

## 3.0 Responsibilities

<b>University Sustainability Management Group</b>	To receive updates on the sustainability performance of relevant projects.
<b>Carbon Management Programme Board</b>	To receive updates on the sustainability performance of relevant projects.
<b>Campus Services / Project Lead</b>	Ensure sustainability and environmental management is considered during design, demolition and construction phases of all construction and refurbishment projects. Set sustainability objectives and reporting against these upon completion of relevant projects. Obtain relevant permissions, licences and permits (and ensure an EIA is completed when required). Ensure contractors meet the requirements specified within the <b>EP 13 Contractor Control for Environmental Management Procedure</b> . Inform the Sustainability Manager of new compliance obligations. Update drainage records if any amendments are made.

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	Report environmental incidents, complaints and near misses and take agreed corrective action. Determine the waste management infrastructure for within new builds/refurbished areas.
<b>Carbon Manager</b>	Act as a consultant on sustainability considerations for construction and refurbishment projects.
<b>Sustainability Manager</b>	Act as a consultant on sustainability considerations for construction and refurbishment projects. Report waste and recycling data from projects to the University Sustainability Management Group.

## 4.0 Process

The Project Lead for any construction of refurbishment work at Northumbria University must consider sustainable construction in the design, demolition and construction phases of all construction and refurbishment projects at the institution.

For each project the Project Lead is responsible for:

- detailing project specifications;
- inviting tenders;
- agreeing contract terms;
- selecting contractors;
- checking any relevant licences and permits for all construction and refurbishment projects;
- ensuring environmental considerations are included at the project design stage (including reuse of existing materials and purchase of sustainable goods and materials);
- identifying legally protected animal species and acting in accordance with relevant legislation;
- ensuring legal compliance during all phases of the project.
- providing waste management Duty of Care information, and details of waste arisings sent for disposal or recycling. Weighbridge data for materials removed from the university should be supplied to the Sustainability Manager.

### 4.1 Environmental Impact Assessment

Certain projects may require an Environmental Impact Assessment prior to consent being granted. An EIA consists of:

- an environmental statement, which must be prepared by competent experts;
- consultation, publication and notification required by the Regulations;
- the consideration of whether planning permission should be granted.

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As part of the planning process, the Project Lead and the developer may obtain a screening opinion, to see if the proposed development requires an EIA, and a scoping opinion to find out what is needed within the environmental statement to be prepared.

## 4.2 Sustainability Assessments and Design Specifications

The **EP 14 B Sustainable Construction & Refurbishment Guidelines** should be considered by the Project Lead in advance of the design stage, in order to ensure that all opportunities for enhancing environmental performance are considered.

The **EP 14 B Sustainable Construction & Refurbishment Guidelines** include suggestions relating to a wide range of environmental considerations including:

- Zero Carbon Building
- Smart Buildings
- Waste
- Biodiversity
- Travel
- Climate Change Adaptation

The **EF 12 A University Biodiversity Map** and **EF 12 B Biodiversity Action Plan** shall be considered during any planning and development on campus, in order to minimise negative impact and to maximise positive impact of the design and build. Alternatively, an ecological impact assessment may be made.

The Facilities Team should advise on waste management requirements within the design of the new/ refurbished areas e.g. type, number and location of bins within the space, as well as the citing of waste compounds for the bin contents to be taken to for collection.

The **EP 14 B Sustainable Construction & Refurbishment Guidelines** also include a range of sustainability assessment methodologies. The assigned Project Lead for any construction or refurbishment project at Northumbria University should determine the most applicable sustainability assessment methodology for each project. The typical assessment methodologies considered for major projects (typically over £1 million) are:

- BREEAM New Construction
- BREEAM Refurbishment and Fit-out
- RICS – Ska Rating for Fit outs.

A design brief is developed for each project which explains the desired outcomes of the project including the sustainability objectives.

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### 4.3 Planning, Consents and Permits

The Project Lead must liaise closely with the Local Authority regarding planning applications and requirements. They should ensure that planning requirements are met.

Environmental permits or permissions may be required for activities that could:

- pollute the air, water or land
- increase flood risk
- adversely affect land drainage
- impact protected species

Depending on the activity, the Project Lead (or Contractor) may need to apply to the Environment Agency, local water authority, Natural England or local council.

Where a permit is issued, a copy should be sent to the Sustainability Manager so that details may be added to the **EF 04 A Compliance Obligations Register**.

Any new environmental compliance obligations, or environmental amendments, arising from the project should be reported to the Sustainability Manager. This includes:

- updates for the University drainage map;
- updates for the University Biodiversity Map;
- discharge consents;
- travel planning requirements.

The Sustainability Manager will update the relevant documentation accordingly e.g. **EF 04 A Compliance Obligations Register**.

### 4.4 Construction/ Contractors Onsite

All contractors should be managed and should act in accordance with **EP 13 Contractor Control for Environmental Management Procedure** and the **Contractor Induction Process Guide**.

Monthly waste information for each project is to be recorded by the relevant Project Lead.

The Planning & Development Team must ensure that pollution to the air, land and water (including noise and dust) is minimised during the demolition, construction and use of new buildings. Consideration must be given to:

- carbon emissions from equipment and machinery during the project;
- low emissions technology;
- dust minimisation;
- noise and vibration levels; 4
- water pollution;

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- refrigeration (HCFC's);
- emergency preparedness and response.

Incidents and/or complaints should be logged with the Health, Safety & Sustainability team.

#### **4.5 Contractor Control**

Contractors are managed in accordance with process **EP 13 Contractor Control for Environmental Management**.

This includes the checking of Contractors' Risk Assessments and Method Statements, and ensuring that the contractor has read the **Contractor Induction Handbook**.

#### **4.6 Incident Reporting**

The Project Lead should reduce the risk of environmental incidents by following the guidance issued in the **EP 15 Emergency Preparedness & Response Procedure** – particularly in relation to noise management and spill control.

Any environmental incident or complaint arising throughout the build process should be managed by the Project Team. They should inform the Health, Safety & Sustainability Team of Incidents using the **Incident Report Form** and agree corrective actions.

A record of complaints should be issued to the Sustainability Manager for inclusion on the **EF 06 C Communications Log**.

#### **4.7 Monitoring and Reporting**

For major projects (typically over £1 million) performance against the agreed sustainability assessment will be monitored by the Project Lead throughout each project.

The performance against targets is reviewed by the Project Team at the close of the project and reported to the University Sustainability Management Group and the Carbon Management Programme Board.

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## 5.0 Related Documents

- **EF 04A - Compliance Obligations Register** (access via the Sustainability Manager)
- **EF 06 C Communications Log** (access via the Sustainability Manager)
- **EF 12 A University Biodiversity Map**
- **EF 12 B Biodiversity Action Plan**
- **EP 13 Contractor Control for Environmental Management**
- **EP 15 Emergency Preparedness & Response Procedure**
- [Contractor Induction Handbook](#)
- [Contractor Induction Process Guide](#)
- [Near Miss and Incident Report Forms](#)
- **EF 12 B Biodiversity Action Plan**
- **Drainage Map** (request via CAD Technician, Campus Services)
- **EP 14 B Sustainable Construction & Refurbishment Guidelines**

Reviewed: June 2023

Next Review Date: June 2025

Reviewed by: University Sustainability Management Group

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