

Royal Ascot Environmental Management System
**ENVIRONMENTAL DO'S & DON'TS
FOR MAINTENANCE & RENOVATIONS**

RA  EMS
Conservation

1. Introduction & Purpose

Controlling how construction is managed when commissioning renovations or maintenance to individual houses or entire blocks can go a long way to ensuring that environmental impacts are kept to a minimum. The following should be undertaken to ensure environmental protection:

- Obtain **approval** for all alterations or additions from the Royal Ascot Master Properties Association.
- All alterations must comply with the **architectural guidelines** for Royal Ascot.
- All construction staff employed for alterations or maintenance must adhere to these **environmental requirements** for Royal Ascot, & must be provided with a copy of these Do's & Don'ts.

2. Site Establishment & Development Boundaries

Boundaries play a role in protecting privacy, improving security & creating an aesthetically pleasing environment. Keep the following in mind:

- Defacing boundary walls will lead to degradation of the area & loss of property value.
- Architectural guidelines for Royal Ascot are applicable to all boundary walls.

Construction Activities

- All areas outside of the area demarcated by the Client for construction/maintenance are "no-go".
- No workers are permitted beyond these boundaries during working hours.
- No unauthorized entry, stockpiling, dumping or storage of equipment or materials outside the site boundary is permitted (i.e. in the "no-go" area) without approval from the Body Corporate.
- All hoarding, site demarcation & signage is to be maintained for the duration of construction.
- Contractors are to abide by site access and control rules as per the Body Corporate's requirements.

3. Construction Activities & Works

Construction Times: 07h00 to 18h00 Monday to Friday & 07h30 to 15h00 on Saturdays;
No work on religious public holidays & Sundays

Site Housekeeping

- The site, stockpiles, storage and waste containment areas are to be kept neat at all times.
- Litter clean-ups & waste removal is to be regularly undertaken, no build up of waste is permitted.
- No mixing of concrete or cement directly on the ground is permitted. Visible remains & aggregate shall be physically removed and disposed of with rubble.
- Cleaning of equipment to be undertaken in dedicated cleaning areas, contaminated water reused where possible or disposed of off site.

4. Health & Safety

- The Contractor is to comply with the *Occupational Health & Safety Act (1993)* and the *Construction Regulations (2003)* in all respects.
- All transport vehicles shall be in a roadworthy condition & loads secured. Drivers of delivery vehicles are to be informed of environmental requirements. Off-loading is to be supervised.
- All construction personnel are to be issued with the appropriate safety gear for their assigned task.

5. Waste & Wastewater Management

Wastewater & Equipment Cleaning

- Facilities for washing concrete mixing/paint equipment to be provided. Wastewater is to be disposed of to sewer. Washing of construction vehicles within Royal Ascot is not permitted.
- Should large amounts of wash/wastewater be expected from maintenance tasks (building washing) all stormwater catchpits in the vicinity to be lined with bitum to protect the stormwater system.

Ablution Facilities

- Sufficient ablution facilities shall be provided (minimum 1 toilet per 15 workers).
- Chemical facilities are to be regularly serviced. Accidental spillages immediately addressed.
- Toilets to be secured from wind & accidents, have closing doors & supplied with toilet paper.

Solid Waste Management

- All construction waste & off-cuts to be removed as quickly as possible. Recycle where possible.
- Construction and domestic refuse (organic & plastic waste from lunch litter) shall be separated.
- No littering of any kind is permitted. Any accumulation of litter shall be immediately cleaned.
- Waste is to be contained & protected from wind until removal.
- Hazardous waste such as oil, diesel, petrol, chemicals, paints & solvents are to be disposed of separately from general waste & taken to an approved hazardous waste disposal site (Vissershok).

6. Fuels, Flammables & Stores

Storage & Fuel Handling

- Storage & use of fuels & flammables to be kept to a minimum at all times.
- All fuels and flammable materials are to be stored safely, clearly labeled and handled correctly. Off-site storage is preferable & is to be encouraged.
- All liquid fuels (petrol & diesel) are to be stored in tanks or containers with lids and on drip trays.
- Storage areas are to be kept locked and comply with fire safety regulations.
- The Contractor is to ensure that all personnel handling hazardous substances are adequately trained, & have been issued with correct Personal Protective Equipment (PPE) & Clothing (PPC).
- Appropriate equipment to deal with pollution incidents is to be available on site. At a minimum, this must include sand &/or sandbags & drip trays for plant/machinery leaks.

7. Environmental Protection & Emergency Procedures

Fire Protection

- Local emergency numbers to be clearly displayed in the house, site office or store.
- Adequate fire-fighting equipment (minimum of 1 x 9kg DCP extinguisher) to be available.
- Smoking is prohibited near readily combustible or flammable materials.
- Hot work (welding, flame cutting) only to be undertaken where safety precautions are in place.
- Flammable materials to be stored in a suitable & lockable storage area. Combustible materials may not accumulate on the construction site.

Water Use

- Leaking water taps and hosepipes are to be repaired immediately. Hosepipe lengths to be kept to a minimum. Running water taps & hosepipes are not to be left unattended.

Noise & Dust Control

- All plant & machinery are to be fitted with adequate silencers. No sound amplification equipment (sirens, loud hailers or hooters) may be used. No amplified music is permitted.
- Adequate dust control measures shall be implemented at all times.
- Sand stockpiles to be covered & located in sheltered areas, stockpile watering is not permitted.

Lighting Control

- Site lighting may not be intrusive to neighbouring residents, disturb wildlife or road traffic.
- Permission for night work must be granted in writing by the Council.

8. Landscaping Maintenance

Due to the proximity of Royal Ascot to an important conservation area & core botanical site, it is important to ensure that landscaping & the maintenance therefore does not negatively impact on the these habitats. The following must be implemented:

- Plant only locally indigenous species (especially in precincts adjacent to the conservation area)
- Control invasive alien species within the precinct (kikuyu grass & woody species)
- Remove trimmed material immediately, disposal into the conservation area is permitted