

sustainable
futures

April 2023

Group Sustainability Standard – Contractors

OUR VISION
2030
TRANSFORMING TOMORROW

 **Berkeley**
Group

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Revision Register

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Jan 2021	All	Standard written	1.0
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Introduction

The Berkeley Group's vision is to be world-class in the area of sustainability, both in terms of running our business efficiently and considerately and by developing sustainable homes and places. We expect all contractors that work with us to play an appropriate role in helping us to achieve this.

The management of sustainability on construction sites is important to ensure legal compliance, minimise impact on the environment and minimise disturbance to the local community. Construction sites that manage sustainability well can generate environmental, social and economic benefits for the local area. This is what the Berkeley Group strives to achieve.

This Sustainability Standard for Contractors establishes the minimum requirements that must be met by all contractors that work with us. It is designed to bring together all of the requirements of the Berkeley Group's sustainability policies and management systems in one central point of reference, thereby ensuring that clear and consistent principles and practices are implemented across all of the Berkeley Group's construction sites.

Compliance with the Standard and with the Berkeley Group sustainability procedures will be monitored by the Berkeley project team via the use of the checklists included in this document.

Contractors should report any non-compliances with this standard to the Berkeley Group project team as soon as possible and work with them to resolve the non-compliance.

This Standard will be reviewed as required, to take account of changes to legislation, regulation, the Berkeley Group's policies and industry best practice.

Background

The Berkeley Group has an ambitious Sustainability Strategy that aims to ensure we maintain a leadership position in sustainability. It sets out how we will continue to reduce our impact, drive efficiencies, innovate and aim to create a net positive impact. This operates within a broader responsible business strategy called Our Vision. The key objectives of our sustainability strategy are:

- Create sustainable, inclusive communities where people are happy and feel a sense of belonging.
- Ensure our developments minimise their environmental impact and are resilient to future climate change.
- Reduce our environmental impact of our operations, whilst creating opportunities for more positive sustainability outcomes.
- Demonstrate leadership in our core programmes: climate change, nature and communities.
- Work with our supply chain to improve our sustainability performance.
- Drive sustainability leadership and learning through the business and with key external partners.
- Ensure we are legally compliant and adhere to industry best practice guidance.

The Berkeley Group has the following policies in place, which describe the key principles that form cornerstones of our approach to sustainability:

- [Sustainability Policy](#)
- [Climate Change Policy](#)
- [Sustainable Specification and Procurement Policy.](#)

Sustainability requirements

1.0 Environmental management

The Berkeley Group aims to minimise the impact of our construction site activities on the environment and local communities and works towards achieving zero environmental incidents in the delivery of our projects.

As a minimum, the Berkeley Group expects all contractors to have appraised the environmental risks associated with their scope of works on site and to undertake their works in compliance with all applicable legislation and regulation. Contractors must also comply with the site's planning approved Construction Environmental Management Plan (CEMP) and any sustainability related planning conditions.

Contractors shall ensure that any relevant environmental permits, licences, authorisations and exemptions are in place prior to the works commencing and relevant conditions adhered to. These may include, but are not limited to, authorisations to discharge, abstraction licences, ecological licenses, waste carrier licences and exemptions / permits for waste storage, treatment and use.

The Berkeley Group's aim is to not only comply with all relevant legislation, but to work towards best practice and continual improvement in sustainability and we ask that our contractors do the same.

The Berkeley Group gives a preference to procuring environmentally sustainable materials and services and we encourage our contractors to have their own systems in place to manage sustainability risks and impacts such as an environmental / sustainability policy and an environmental management system (ideally certified to ISO14001 or EMAS).

Contractors shall comply with any reasonable requests made by the Berkeley Group to improve the management of their sustainability risks and impacts and to align their practices with the Berkeley Group's environmental management procedures and requirements outlined within this Standard as well as in the Berkeley Group's Checklist: Sustainability Standard for Contractors and in the Sustainability Scope of Works shared during the tendering process.

Sustainability Assessments

Contractors' compliance with relevant environmental legislation, regulation, planning conditions, and with this Standard will be assessed by the Berkeley sustainability team by means of sustainability assessments undertaken on each construction site at least every three months.

Contractors shall give full cooperation during a sustainability assessment, provide the Berkeley Group with information as required and provide a named contact responsible for the contractor's sustainability management on site and / or across the wider business.

Following each site assessment, the Berkeley sustainability team will produce a report to summarise non-compliance against regulations or company policies, best practice and actions required as well as an overall score for the site's sustainability performance.

Actions should be closed out within the given time-frame. A consistent time-frame system is applied across the Berkeley Group, which is based on the risk rating and ensures any repeated non-compliances are addressed. Any corrective actions identified and communicated to the contractor shall be carried out within the time frames identified in the report.

The Berkeley sustainability team also carries out regular reviews in addition to those detailed above. The format and frequency of these reviews can be determined at a divisional level.

Training and awareness

Contractors shall ensure that all of their site managers and operatives or operatives of their sub-contractors working on site are briefed so they can:

- Understand and manage the environmental risks, nuisance impacts, legislative and regulatory requirements associated with their work.
- Reduce the potential environmental and nuisance impacts associated with their work.
- Respond appropriately in the event of an environmental incident or community complaint.

Contractors shall deliver a monthly Tool Box Talk (TBT) on sustainability or environmental aspects and risks relevant to the trade. Copies of the TBTs may be requested by the Berkeley project team. Contractors are also strongly encouraged to take part in the Divisional sustainability campaigns and awareness raising initiatives.

It is also suggested that key staff within the contractors' team use the resources freely available on the Supply Chain Sustainability School to raise their awareness of the key environmental aspects and impacts relevant to the site.

Preventing pollution

Contractors shall actively manage and minimise the pollution risks to air, land and water associated with their works and the release to the environment of any substance that can harm people, animals, plants, soil, water or air. This includes the risk from the use of chemical substances (e.g. fuels) and risk from noise, dust, silt, odour, heat or light. All works must be undertaken in compliance with the gov.uk guidance on [pollution prevention for business](#) as a minimum.

Storage of hazardous substances

Facilities for fuel and hazardous substances must be appropriate and include secondary containment. The minimum requirements are as follows:

- All bulk storage tanks must be integrally bunded and in good condition. All ancillary equipment must be stored within the bunded area.
- Secondary containment measures must be provided (e.g. through the construction of an impermeable block bund) in sensitive locations or where the bulk storage facility does not provide adequate secondary containment for the fuel and any ancillary equipment.
- Containment must be available for use during refuelling activities, for mobile generators, stationary plant and for the storage of any hazardous liquids when in use on site outside of the dedicated Control of Substances Hazardous to Health (COSHH) area. Spill mats (such as 'Plant nappies') should be used. Where spill pallets or drip trays are in place the contractor must ensure that these are frequently checked for the accumulation of rainwater, are in a good working condition and that an adequate disposal route for the potentially contaminated water has been identified.
- Spill kits must be provided at all bulk storage locations and frequent checks undertaken to ensure they are in a usable condition and are sufficiently well stocked. The contractor is to ensure that spill kits are of sufficient quantity and the correct type (e.g. fuel and / or chemical spill kits) for the substances stored. The preferred approach is for spill kits to be contained in solid, plastic containers as these are more durable and weather proof.
- Fuel storage containers / areas (including gas cages and hand pumps) must be vandal proof and locked. The spill kits should not be placed in the locked area.

Water pollution

If the contractor is required to carry out any dewatering in the course of their works, these activities must be carried out in compliance with the relevant regulation, regulatory position statement or the requirements of any site specific discharge permits / authorisations. Dewatering activities should be approved by the Berkeley Group project team before they commence and the contractor is responsible for the application for any discharge permits relating to their activities. The same applies to consent for the discharge of trade effluent, unless stated otherwise.

The required control measures, monitoring and testing shall be implemented by the contractor, and records should be made available to the Berkeley Group project team upon request.

The minimum requirements to prevent water pollution are as follows:

- Wash water and buckets of anything but clean rainwater must not be poured onto open ground or into drains and gullies. Confirm the correct disposal for liquid waste with the Berkeley Group project team.
- If wheel washing is required, no waters shall be discharged to open ground or to the stormwater system. For discharge to sewer a trade effluent discharge consent must be obtained. The use of a contained system with water recycling is the preferred approach (e.g. Rhino Ecowash or Ecobath). Any site-specific constructed systems, e.g. gulleys linked to settlement tanks must be signed off in advance by the Berkeley Group project team.
- Drainage systems must be protected from any discharge of silt and any other pollutants, through the use of suitable effective measures such as oil and sediment filters (e.g. gully guards).
- Silos should be kept tidy and be bunded on three sides as a minimum. The bunding should be at least 200mm high to prevent any leaks from the sides. A trough or drain should be located to the front to capture washout.
- Concrete and mortar wash water must be managed in accordance with the relevant regulatory position statement. The preferred approach is for wagons not to washout on site; instead they should return to the batching plant, using 'socks' to cover the chute during transportation, or concrete wagons with integrated washout systems should be used.
- If washout of wagons, hoppers, mixers or concrete pumps must occur on site, it must occur in a dedicated and contained area (e.g. a lined skip on an impermeable surface or dedicated system with settlements tanks and pH neutralization). Waters must not be discharged to the ground, watercourses or the drainage system. Provide bunding / screening to concrete delivery and pumping areas (e.g. around agitators).

Noise and air pollution

Efforts should be made to reduce noise and air pollution as a result of activities on site. This could be achieved by raising the awareness of staff, selection of appropriate equipment and plant with noise / dust / odour suppression, or use of quieter / less dusty construction techniques and practices to fulfil the scope of works.

On a site-specific basis there may be local requirements for the management of nuisance issues, such as dust, noise and vibration and these may have been stipulated as planning conditions or in the planning approved CEMP. The contractor will be expected to help ensure the Berkeley Group project team works in compliance with any such requirements.

On Berkeley Group construction sites standards for reducing emissions for vehicles and machinery must be adhered to, including any local planning requirements. Contractors will be expected to provide details on their vehicles and plant as necessary. Any Non-Road Mobile Machinery (NRMM) in use on sites in Greater London must comply with the NRMM guidelines and be registered with the

Mayor of London's office. All NRMM in use on sites outside of Greater London should achieve Euro Stage IIIB. The process for registration of equipment should be agreed with the Berkeley Group project team and they should be informed when NRMM is brought on to site or removed from site.

No burning of any material is permitted on any Berkeley Group sites.

Managing environmental incidents and regulatory visits

Contractors shall inform the Berkeley Group project team of any sustainability-related incidents and near-misses that occur on site as soon as possible and assist in any incident response and investigation. An incident would include any cases of non-compliance with environmental legislation or authorisation, such as contravention of protected species legislation, contravention of a discharge licence or contravention of a Section 61 agreement etc. Furthermore, it could include, but is not limited to:

- Fuel spills during refuelling
- Leaking plant or equipment
- Leaks from fuel or chemical containers
- Spills of other hazardous substances
- Contaminated water entering watercourses or drains
- Wind-blown dust or waste
- Damage to ecological areas and trees
- Complaints received from neighbours
- Noise that exceeds acceptable limits
- Leachate from contaminated soil to clean soil.

Contractors shall immediately report to the Berkeley Group project team any visit to the site, or verbal or written communication from a regulator such as the Environment Agency, local authority or sewerage provider. Full cooperation must be given to any inspector visiting a site and to the carrying out of any corrective action.

2.0 Climate action

Berkeley Group is committed to tackling climate change and we have an ambitious, holistic approach for climate action. We have set up our independently-verified Science Based Targets to reduce greenhouse gas (GHG) emissions. These commit us to:

- Reduce GHG emissions from our direct operations by 50% by 2030 from a 2019 base year.
- Reduce indirect GHG emissions per square foot of legally completed floor area by 40% over the same timeframe. This includes fuel and energy used by contractors on our sites.

Contractors shall take reasonable measures to reduce the climate change impacts of their site activities, including their construction works, welfare and office activities. They must follow the relevant minimum requirements in the 'Construction Site Carbon Management Standard Checklist' in Appendix A. Where the contractor is supplying welfare units, these must meet the minimum requirements in the 'Project Compounds Carbon Management Standard Checklist' in Appendix B.

Energy use from electricity, white diesel, biodiesel HVO, petrol, LPG and other fuels must be minimised. This could be achieved by raising awareness to staff, use of efficient plant and equipment or use of more energy efficient construction techniques and practices to fulfil the scope

of works. Any specific measures implemented should be communicated to the Berkeley Group project team.

Contractors shall record their consumption of the following energy sources (where used) at least monthly from the commencement of their time on site, including demolition and groundworks. The information shall be provided monthly to the Berkeley Group in an agreed format:

- Electricity usage in kWh (where not already metered by the Berkeley Group). Note that this should include any electricity generated on-site from a renewable source (e.g. solar photovoltaic (PV) panels)
- Natural gas usage in m³, ft³ or kWh (where not already metered by the Berkeley Group)
- Heat / steam usage in kWh (where not already metered by the Berkeley Group)
- Biodiesel usage in litres
- White diesel usage in litres
- Petrol usage in litres
- LPG (also called propane or butane) usage in kg or litres.

Mains electricity power should be used as the preferred energy source on site. Where contractor use generators temporarily (to power items including, but not limited to, welfare units, silos or cranes) whilst a metered electricity supply is being connected, contractors shall demonstrate how they are reducing the associated carbon emissions. Steps may include the use of generators coupled with solar panels or battery storage units (i.e., hybrid generators), use of peak power support devices (e.g. flywheel) to reduce the size of the generator, or use of biofuels.

Preference should be given to biofuels over diesel. Should biofuels be used, evidence confirming the sustainability of the product should be provided by the supplier, such as the International Sustainability and Carbon Certification (ISCC) certificate for HVO. Certificates should be shared with the Berkeley Group project team.

Additionally, opportunities to be early adopters of new low-carbon or zero-carbon plant and machinery should be sought. Machinery such as electric concrete pumps, electric tele-handlers or hybrid excavators are now available on the market, and we strongly encourage contractors to use such plant items at our sites.

LED lighting must be used for all lighting requirements. Contractors shall encourage their operatives to ensure plot lights are switched off when no-one is in the plot and at the end of the day.

Contractors shall also encourage their operatives to travel to work in a sustainable manner, such as by public transport, bicycle, car / van sharing and use of electric vehicles. This could be achieved by providing incentives to staff, awareness raising or providing staff with information on local public transport routes as well as secure cycle storage on site.

3.0 Resources

Waste and Materials

The Berkeley Group aims to operate zero avoidable waste construction sites. Each project team should set targets for their generated waste at the start of the project. Additionally, each site should aim to reuse or recycle 98% of their total waste (excluding hazardous waste) by 2025.

The Berkeley Group requires its contractors to play a role in operating efficiently in the use of materials and minimising the environmental impacts of waste associated with construction activity. This may be translated in waste targets being included in the contracts.

All contractors shall apply the waste management hierarchy to reduce the waste arising from their scope of works and meet their contractual targets, where available.

In particular, all contractors shall comply with the following, where applicable:

- Take measures to minimise the use of material resources and the production of waste. This can be achieved through, for example, efficient design, logistics, stock control, the use of prefabricated / pre-sized materials, minimised packaging, correct storage and protection of materials on site, and efficient construction techniques.
- Maximise the on-site re-use and recycling of site construction, demolition and excavation waste, where feasible.
- Provide input into and support the implementation of the site's Project Waste Management Plan (PWMP).
- Comply with site rules set by the Principal Contractor, logistics contractor and / or the waste contractor relating to resource efficiency and waste management, including, for example, the segregation and monitoring of waste, and use of specific bins and waste management areas.
- Assist in the collection of relevant data to monitor the progress towards, and achievement of, applicable targets for resource efficiency and waste management, if these are set by the Berkeley Group.

All contractors on our sites must ensure they follow the site procedures for waste disposal and use the segregated bins or skips provided.

Contractors (and their sub-contractors, where relevant) responsible for storing and / or removing waste from site shall:

- Comply with the Waste Regulations and legal Duty of Care obligations including:
 - Storing waste appropriately and securely
 - Checking that waste is transported and handled by authorised people / businesses
 - Ensuring that legally compliant written information is completed in full for each collection of waste.
- Make available to the Berkeley Group all Duty of Care paperwork associated with all waste streams removed, including hazardous items and removals of septic tank waste. The paperwork must include:
 - Copies of legally compliant written information completed for waste transfers. For example, waste transfer notes for non-hazardous waste and consignment notes for hazardous waste as soon as possible after waste leaves site.
 - Copies of corresponding paperwork confirming that the waste carriers and waste destinations used are appropriately licensed / exempted by the Environment Agency before the waste leaves site.
- Maximise the off-site re-use, recycling or recovery of construction, demolition and excavation waste through the use of supplier take back schemes and the preference for single stream end destinations (e.g. metal scrapyards instead of Materials Recovery Facility). Achieve at least a 95% recycling rate for construction, excavation and demolition waste, and work towards the target of 98%.
- Send waste to landfill as a last resort, if there is no reasonable alternative disposal route. If a landfill is selected, the project team should be notified in advance of any collections.

Additionally, the contractor shall provide clarifications as to why landfill is the only available option.

- Sending waste to landfill for beneficial use (e.g. capping) is accepted, provided that the end destination confirms in writing that waste is indeed used for beneficial use and that no landfill tax is being paid. The contractor shall share evidence from the end destination with the Berkeley project team prior to sending any waste to that landfill site.
- Only select end destinations that can provide monthly site-specific reports detailing:
 - the tonnage and volume of waste generated, with the tonnage being calculated at a weighbridge;
 - the breakdown of waste by stream.
- Monitor and report at least monthly the quantities and types of waste managed, and the split of each different type of waste according to waste management method – re-use, recycling, recovery, landfill or other - and, in the case of re-use, recycling and recovery, whether this has taken place on- or off-site. This must be submitted to the Berkeley Group in the format requested. Contractors may be asked to record this directly in a Waste Data Tool.
- Ensure that no road sweeping waste is tipped on site. Full Duty of Care paperwork must be provided for all collections. Where tipping on site is unavoidable, an approach that complies with the relevant Low Risk Waste Position must be agreed with the Berkeley Group project team before any waste is tipped on site.
- Ensure all hazardous wastes are dealt with appropriately. Note that the containers as well as the substance itself will be deemed hazardous. This will include items such as cement bags, certain mastic tubes, spray cans, glues, certain paint tins etc. Contractors shall not take empty COSHH containers back to their facilities unless they are licenced to carry and treat waste.

In addition to the above, contractors who are responsible for significant waste streams during the course of the project may also be required to:

- Submit with their tender a strategy for minimising and managing non-hazardous and hazardous wastes (including collection, storage, segregation and treatment / disposal). It should be noted that all packaging for hazardous substances, in addition to the substance itself, is deemed to be hazardous and must be disposed of as such.
- Submit details of how they intend to monitor the different types of waste they produce in the context of the PWMP; the split of each different type of waste according to waste management method (on- or off- site re-use, recycling, recovery or landfill) and the value (where requested) of waste materials sent to landfill. They will be required to provide this information to the Principal Contractor on at least a monthly basis, in the format required by the Berkeley Group.
- Allocate responsibility for the efficient use of materials and waste management to a specific individual on site.

Contractors managing the re-use of excavated soil on site, import from another site or export to other sites, must ensure that the relevant regulatory and good practice requirements are complied with, such as waste exemptions, environmental permits, CL:AIRE Code of Practice or WRAP Quality Protocol. Any activities involving the movement and storage of soil on site should be discussed with the Environment Agency prior to starting on site, to minimise the risk of illegal waste activities taking place on site. Where a Materials Management Plan (MMP) is in place, that should be signed off prior to works starting on site.

Only tested, clean soils can be imported to site and they must be accompanied by the relevant validation / testing paperwork. This should be provided to the Berkeley Group project team together with the records of the soil movements on site.

Contractors carrying out waste management and treatment on site, e.g. crushing, must have all the relevant permits and exemptions in place before the works commence. Relevant documentation should be shared with the Berkeley Group project team.

Any paperwork submitted to the Berkeley Group project team should be in a digital format where possible unless otherwise requested by the project team.

Materials sourcing

The Berkeley Group expects contractors to follow the Berkeley Group's [Sustainable Specification and Procurement Policy](#) and to give a preference to procuring environmentally sustainable materials and services with consideration for ethics, labour rights, and social and environmental issues. Contractors should seek any opportunity to use sustainable alternatives and offer these for approval by the Berkeley Group. Environmentally sustainable materials and services include those which:

- Minimise climate change impacts
- Minimise ecological damage, such as loss of habitats and biodiversity
- Minimise the depletion of non-renewable resources
- Can be re-used, recycled, refilled, recharged or reconditioned
- Are reclaimed or recycled materials, or have a percentage of recycled content
- Have a low embodied energy / high rating in the [Green Guide to Specification](#)
- Reduce water use
- Are accredited to a recognised environmental standard (e.g. Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC), BES 6001 and ISO 14001).
- Are classified as non-hazardous.

Contractors shall give a preference to the use of local suppliers, labour and sub-contractors in order to minimise the environmental impact associated with transportation and travel, and to support the local economy and local employment.

Contractors shall provide the Berkeley Group with information upon request which demonstrates how any materials procured as part of the contractor's package perform against the Berkeley Group's [Sustainable Specification and Procurement Policy](#), the key requirements of which have been set out above.

Timber and wood-based products

In addition to the above, there are specific requirements for the procurement of timber and wood-based products on behalf of the Berkeley Group:

- Ensure all timber and wood based products are from known and legal sources and sustainably sourced:
 - Ensure all timber and wood based products have been independently certified to either the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) schemes with a full Chain of Custody to site.

- Never knowingly become involved in, collude with or procure timber from illegal operations
- The use of tropical hardwoods must be avoided unless they are FSC or PEFC certified. Even where they are FSC or PEFC certified, alternative hardwoods should be used where available. Do not procure any species listed on The Convention on International Trade in Endangered Species (CITES) of Wild Fauna and Flora (Appendices I, II and III)
- All wood-based products shall also be either FSC or PEFC certified. Where these are not available, this should be discussed with the Berkeley Group project team and efforts shall be made to source the products in partnership with organisations which have Chain of Custody procedures in place and that can demonstrate that the forests from which the timber originates are legally managed and are committed to improving forest management practices.
- Never procure conflict timber or wood-based products manufactured using conflict timber. Procuring only FSC or PEFC products minimises such risk.

Contractors shall provide information to the Berkeley Group demonstrating that all timber and wood based products used are from a legal and sustainable source. Contractors shall provide FSC / PEFC certificates or Chain of Custody certificates to the Berkeley Group project team before they start on site. While on site, contractors should share invoices and / or delivery notes with the Berkeley Group project team to evidence that the timber and wood-based products used match what anticipated.

Water

The Berkeley Group is committed to achieving a year-on-year water reduction.

In order to assist the Berkeley Group in the operation of water efficient sites, contractors must take reasonable measures to reduce the volume of water used in their site activities, including their construction works, welfare and office activities. Contractors must follow the relevant minimum requirements in the 'Construction Site Water Management Standard Checklist' in Appendix C. Where the contractor is supplying welfare units, these must meet the minimum requirements in the 'Project Compounds Water Management Standard Checklist' in Appendix D. Any identified leaks should be rectified in a timely manner. Opportunities to re-use water or use rainwater should be identified and utilised.

Contractors shall record their consumption of water on site from the following sources (where applicable) at least monthly from the commencement of their time on site, including demolition and groundworks. The information shall be provided to the Berkeley Group in an agreed format (where meters are available, this would usually be photographic evidence):

- Mains water usage in m³ (where not already metered by the Berkeley Group)
- Abstracted water usage in m³ (including appropriate licence details)
- Tanker deliveries of water in m³
- Harvested rainwater usage in m³
- Estimated or metered water usage from hydrants in m³ (including appropriate licence details. Where hydrants are used to provide water to a site for a period of over three months, every effort should be made to fit a check meter to the hydrant. For periods shorter than three months, usage can be estimated unless otherwise stipulated in the licence agreement)

4.0 Nature

Contractors shall comply with all protected species legislation and Tree Preservation Orders (TPOs) on site. Ecology issues specific to the site and relevant to the works occurring should be discussed during the tender process and periodically once on site. Tree protection must be in place for all trees under a Tree Preservation Order or being retained as a planning requirement. BS5837:2012 must be followed in the implementation of tree protection.

Adequate protection must also be given to watercourses and other ecological features on or near site, where these are at risk from the contractor's works. Any site clearance and landscaping works should be timed to occur outside of bird nesting season, or be signed off in advance by an ecologist.

Contractors must follow specialist recommendations regarding the containment, treatment and eradication of any invasive species present on site, as well as for the prevention of the spread of invasive species on site. Invasive species, such as Japanese Knotweed, must not be disposed of with other waste and specialist guidance must be followed on their collection, transportation and disposal. If invasive species are identified on site by the contractor, works in the area must stop and the Berkeley Group project team must be notified immediately.

Similarly, if any protected species is identified on site (e.g., badgers, bats, dormice, wild birds and great crested newts), works in the area must stop and the Berkeley Group project team notified immediately. Contractors should ensure operatives are briefed about potential protected and invasive species that may be found on site.

Contractors should also work with the Berkeley Group project team to seek opportunities to go beyond minimum requirements, to further protect and enhance biodiversity on site during the construction stage and beyond. They should assist the Berkeley Group project in achieving its target of a 10% biodiversity net gain.

5.0 Being a good neighbour

Contractors shall assist the Berkeley Group in ensuring that the site is tidy and well presented. Good housekeeping shall be maintained on site at all times. Where applicable, the following should be implemented:

- Road sweeping on surrounding roads
- Wheel washing systems for vehicles leaving the site
- Dust prevention measures
- Storing materials in a secure, proper manner to prevent damages and wastages

Contractors shall assist the Berkeley Group in ensuring that we remain a good neighbour throughout the course of each project.

Contractors shall adhere to the site's consented hours, unless prior consent to carry out work outside of these hours has been granted by the relevant authority. Contractors shall aim to reduce nuisance caused by deliveries, traffic and parking. Any arrangements put in place on site by the Berkeley Group project team to do the same should be adhered to. For example, plan concrete pours and related works (e.g. power floating) carefully to avoid any over-running. Notify site management in advance if any are likely to over-run.

Contractors should comply with any reasonable requests made by the Berkeley Group to respond to any comments or complaints from the local community relating to their work.

Contractors should report any verbal or written complaints or comments related to the site and its activities to the Berkeley Group project team.

Contractors may be required to assist in making and maintaining appropriate contact with the local community. This could include contact with local schools / colleges / universities to arrange activities, visits or events, provision of work experience or placements.

Appendix A – Construction site carbon management standard checklist

This carbon management standard describes the minimum energy efficiency standards which all Berkeley Group sites are expected to deliver in support of the group's carbon reduction ambitions. This checklist should be used during the planning of new construction sites, as well as to review compliance and best practice utilised in existing operations during site sustainability assessments.

Minimum requirements

AREA	INCLUSION			COMMENTS
SITE SET UP GENERAL	Y	N	N/A	
Ensure a connection to mains electricity supply as early as possible to reduce consumption of fuel on site.				
All site electricity must be procured on a 100% renewable / green energy tariff. Providers who can provide REGO certificates are preferred.				
Sub-meter individual areas / circuits to enable the collection of data for specific locations and subsequent analysis of electricity usage within these.				
Options for a kill switch or alternative to be considered for non-emergency power / lighting.				
Do not allow plot electricity supplies to be used for construction purposes, including cutting and battery charging.				
Ensure temporary electric infrastructure is in place to prevent the unnecessary use of generators, petrol and diesel powered equipment.				
Use solar or battery powered environmental monitoring equipment to reduce cable runs and the need for generators in areas where there is no mains power.				
Site shutdown checklist must be completed when sites are due to be closed for an extended period of time.				
HEATING & DRYING	Y	N	N/A	

AREA	INCLUSION			COMMENTS
Introduce a consistent process for the drying-out and warming-up of units, ensuring this is appropriate to the construction methods being used. Link to best practice dehumidifier here .				
Use industrial dehumidifiers in conjunction with heaters for drying plots during construction for water removal after painting. <i>NOTE: Heaters only increase the capacity for water to be stored in the air, rather than removing it from the area</i>				
All windows to be sealed ahead of drying out of units				
Dehumidifier speeds to be set to fit the size of the space being dried out.				
PLANT & MACHINERY	Y	N	N/A	
Size plant and machinery, including cranes, to appropriately meet site activity. Do not exceed size and power requirements unnecessarily.				
The energy efficiency of plant and machinery must be considered at specification and procurement stage; aiming for all plant, Berkeley or contractor leased / owned, to be aged less than 3 years, delivering higher levels of efficiency.				
Use a mains power supply for tower cranes.				
Use tower cranes which have battery power / solar panel back-up to warning lights.				
Contractors will ensure plant and machinery is used efficiently and maintained appropriately.				
No vehicle / machinery idling on site.				
Specify the use of hybrid, electric or biodiesel powered plant where possible.				
Where generators must be used, review and specify hybrid or biodiesel models as applicable.				
Where power demand is variable, hybrid generators will be used (i.e. out of hours lighting and crane lighting). Peak Power Support devices such as flywheels should also be considered to reduce the size of the generator.				
Generators with variable speed / power functionality to be specified, to enable up to 30% reductions in fuel consumption.				
LIGHTING	Y	N	N/A	

AREA	INCLUSION			COMMENTS
All temporary lighting, external, internal and emergency to be LED				
Only emergency lighting to run out of hours.				
Timers to be installed on: - Non-essential lighting (e.g. task lighting, bulkhead lighting, flood lighting, plot lights and tower lighting) - Dedicated work areas (e.g. cutting areas)				
Ensure lighting lumen levels are not exceeded unnecessarily (whilst meeting H&S requirements around lumen levels).				
Use of automatic control sensors to lighting: - Daylight (otherwise known as photocell), microwave (e.g. for temporary lighting on the frame), heat-presence or PIR sensors. - Daylight sensors on essential external lighting to ensure that lighting is only in use when natural light levels are low.				
Use solar or battery powered LED portable lighting to reduce cable runs and the need for generators in areas where there is no mains power.				
OPERATIVE BEHAVIOUR	Y	N	N/A	
Campaigns to encourage resource and energy efficient behaviour to be run on site periodically (at least twice a year in summer and winter); this could include the use of graphs to show site carbon consumption.				
Energy and/or carbon emissions targets and tips for reducing energy included in all site inductions.				
Energy and carbon performance must be fed back to contractors to raise awareness; this could be completed through the use of a league table or the sub-contractor supervisor meetings.				
All contractors must complete a toolbox talk on energy/carbon reduction. This should be delivered at least once a year.				
ENERGY MONITORING	Y	N	N/A	
Monthly reporting of energy consumption required for Group reporting. This includes electricity, LPG, white diesel, petrol, and biodiesel consumption. Site to ensure all data is provided by contractors.				

AREA	INCLUSION			COMMENTS
Site to complete data checks ahead of submission of information on CR360.				
Information on consumption should be fed back to contractors periodically.				

Appendix B – Project compound carbon management standard checklist

This carbon management standard describes the minimum energy efficiency standards which all Berkeley Group sites are expected to deliver in support of the group's carbon reduction ambitions. This checklist should be used during the design and specification of new project compounds as well as to review compliance and best practice utilised in existing compounds during site sustainability assessments.

Minimum requirements

AREA	INCLUSION			COMMENTS
GENERAL	Y	N	N/A	
All offices should incorporate double glazing				
Door closers should be in place on all external doors				
Install sensor activated energy efficient hand dryers, with one hand dryer to every four toilet cubicles				
Where temporary internal walls and ceilings are installed sites must include insulation to retain heat, in particular around drying rooms and occupied areas				
Water heaters for hand washing must be instantaneous rather than with hot water storage. Select an option below based on demand				
Option 1: Where there is a low hot water demand expected, individual under sink water heaters must be used with a power demand not exceeding 3kW, subject to approval of the M&E consultant				
Options 2: Where there is a higher hot water demand expected, or a larger number of sinks that require hot water, the heating system should be combined to an over sink water				

AREA	INCLUSION			COMMENTS
heater with a power demand of over 7kW, subject to approval of the M&E consultant.				
Master off switch - install a master 'off' switch to enable the turning off of all non-essential equipment and lighting during hours of in occupancy (e.g. overnight)				
All offices should develop a Green travel plan				
Ensure that there are clear shut-down instructions for the end of each working day and in particular, for periods of prolonged closure (e.g. bank holiday weekends, Easter and Christmas)				
CONNECTIONS	Y	N	N/A	
All energy must be procured on a 100% renewable / green energy tariff. Providers who can provide REGO certificates are preferred.				
HEATING & COOLING	Y	N	N/A	
Install energy efficient heating and cooling with time and temperature controls. Settings must be checked regularly and linked to occupancy.				
Heating and cooling systems should preferably have centralised controls to ensure they work in unison.				
Where possible ensure heating has a set-back temperature out of hours of 10 degrees Celsius, to reduce energy use but protect equipment from freezing temperatures.				
If both heating and cooling systems are used and operational during working hours, set a gap of around 4 – 5°C between the thermostat set points'. This will avoid both heating and cooling systems operating simultaneously. Recommended settings are as follows: • Heating on until temperature reaches 20°C • Cooling on when temperature exceeds 24°C • Heating and cooling both off between 20°C and 24°C; a 'dead band' of 4°C.				
Individual fan heaters and coolers must not be used.				
Air curtains above exit/entry doors should be installed correctly ensuring there are no gaps between units to provide a continuous curtain.				

AREA	INCLUSION			COMMENTS
LIGHTING	Y	N	N/A	
All internal lighting must be LED and incorporate PIRs.				
All external lighting must be LED and incorporate photocells				
OFFICE EQUIPMENT	Y	N	N/A	
Newly purchased office and kitchenette white good and appliances must be at least F energy efficiency rated. <i>Note this requirement does not apply to white good and appliances that are reused from other sites. This should be discussed with the divisional Sustainability team as early as possible.</i>				
Fit time clocks to water coolers and point of use water heaters so that these aren't unnecessarily consuming energy out of hours.				
Install energy efficient instantaneous hot water taps for boiling water provision and remove kettles from the kitchen.				
Use laptops/tablets or thin client units which are considerably more efficient than standard PC units.				
All TVs and communication equipment should be F rated and sized correctly for the room. These should be set to be automatically turned off at the end of the day.				
Ensure all printers have automated shut-off				
All main meeting rooms must be Zoom or video conferencing enabled to reduce travel				
CABIN SPECIFICATION	Y	N	N/A	
The thermal performance below should be targeted as a minimum for site accommodation: Roof, Walls and Floors: 0.4 W/m ² K, Glazing: 2.0 W/m ² K, Doors: 1.0 W/m ² K				
DRYING ROOMS CONFIGURATION	Y	N	N/A	
To allow for air circulation, ensure drying racks for hanging clothes are central to the room, rather than around the edge.				
Thermostatic controls and timers must be fitted to heaters in order to prevent unnecessary				

AREA	INCLUSION			COMMENTS
heating of the changing facility. Setting the thermostat to a schedule will allow greater control of the energy consumption, rather than an 'on/off' setting requiring manual intervention.				
Ensure doors and windows are not left open when using heaters and moisture extraction measures; this is not efficient.				
Specify low energy tubular heaters in drying rooms and toilets, rather than high energy fan heaters.				
Ensure regular review of the utilisation of drying room space. Although sufficient room needs to be provided, if multiple cabins are available with some rarely in use (i.e. little to no clothing regularly noted) trial closing some under-used cabins to see if remaining units have enough capacity. This reduces the need to power equipment in drying rooms that aren't often utilised				
Where possible in drying rooms include all heaters on a single circuit linked to a thermostat and timer. Adjust heating times based on the season and weather				
Consider installing a check meter to monitor energy use in drying rooms				
CANTEEN / KITCHEN EQUIPMENT	Y	N	N/A	
Where commercial catering facilities are provided, equipment installed by catering sub-contractors must be energy efficient, at least F.				
Install energy efficient instantaneous hot water taps for boiling water provision.				
MONITORING	Y	N	N/A	
All project offices/drying rooms must have individual check meters to allow monitoring of usage which must take place periodically both in and out of hours.				

Appendix C – Construction site water management standard checklist

This water management standard describes the minimum water efficiency standards which all Berkeley Group sites are expected to deliver in support of the Group's water consumption reduction ambitions. This checklist should be used during the planning of new construction sites, as well as to review compliance of existing operations during site sustainability assessments.

Minimum requirements

AREA	INCLUSION			COMMENTS
GENERAL	Y	N	N/A	
Lag all exposed water pipes to protect them from leaks caused by freezing.				
Ensure water supplies are routed / secured to protect them from damage by site activities.				
Rainwater harvesting should provide a proportion of the supply for any dust suppression or irrigation.				
Any hoses in use must be heavy duty and fitted with a trigger control.				
DUST CONTROL				
Spray cannon, misting devices or Dustboss devices must be used as appropriate instead of jet hoses.				
Consider using additives and binders to reduce the amount of water used for dust suppression				
All muck away lorries should deploy covers once filled.				
All dust suppression bowsers should have a fan splash plate.				
Suitable soil stockpiles should be covered or seeded to reduce the need for damping down.				
Hardstanding and haul roads must be installed as soon as possible to reduce dust production from vehicle movements.				

Closed-loop wet cutting stations must be used where suitable (e.g., for tile and slab cutting)				
WHEEL WASHING	Y	N	N/A	
Closed-loop wheel wash systems must be used for main wheel washes. Pressure washers must be used instead of spray hoses for all other wheel washing.				
CONCRETE & MORTAR USE	Y	N	N/A	
Silo feed pipes must be secured in place to a backboard or post to avoid leaks caused by movement at pipe joints.				
On-site mortar silos must be used for brick/block work where suitable (instead of batch mixing).				
Avoid washing out concrete wagons on site. Where possible use a stiff brush to clean the chute if necessary.				
INTERNAL WORKS	Y	N	N/A	
Provide dedicated tool washing areas that use buckets / tubs rather than running water.				
Decorators must store their brushes between uses in a Brushmate (or similar) to reduce brush cleaning frequency.				
MONITORING & ENGAGEMENT	Y	N	N/A	
Display posters promoting water saving habits around the site (by taps, silos etc.)				
Ensure there is a process for regular review of site for water leaks (dripping / running taps, leaking silos, leaking hoses etc.)				
Appoint a water efficiency champion for the site to promote water efficient behaviour and identify water reduction initiatives (As a minimum this should be part of the sustainability champion role).				
Monthly reporting of water consumption via CR360 required for Group reporting. Site to ensure all data is provided by contractors, where applicable.				

Appendix D – Project compound water management standard checklist

This water management standard describes the minimum water efficiency standards which all Berkeley Group sites are expected to deliver in support of the Group's water consumption reduction ambitions. This checklist should be used during the design and specification of new project compounds as well as to review compliance of existing compounds during site sustainability assessments.

Minimum requirements

AREA	INCLUSION			COMMENTS
GENERAL	Y	N	N/A	
Lag all exposed water pipes to protect them from leaks caused by freezing.				
Ensure water supplies are routed / secured to protect them from damage by site activities.				
Rainwater harvesting should provide a proportion of the supply for any boot-washes or tool cleaning facilities.				
Any hoses in use for cleaning around the project compound must be heavy duty and fitted with a trigger control.				
Consider installing leak detection systems or shut off switch				
KITCHENS & CANTEENS				
Aerating taps should be used in kitchens and canteens. Sensor-activated taps should also be considered for kitchens.				
If dishwashers are provided ensure they are water efficient (use around 11litres per cycle.)				
If washing machines are provided ensure they are water efficient (EU efficiency label annual usage below 10,000litres.)				

TOILETS & SHOWERS	Y	N	N/A	
Aerating push taps or sensor-activated taps should be used in toilets and be set to run for no more than 10 seconds. (Bamford water blade fittings are preferred.)				
All toilets should be dual flush as a minimum with a 4/2.6litre flush.				
Urinals should be PIR sensor activated or use a hydraulic valve (e.g. Cisterniser) or be waterless.				
If showers are provided they must have aerating shower heads.				
MONITORING & ENGAGEMENT	Y	N	N/A	
Display posters promoting water saving habits around the project compound (by taps, in kitchens etc.)				
Ensure there is a process for regular review of facilities for water leaks (dripping / running taps, constantly flushing toilets etc.)				
Display up to date water efficiency performance and targets in the welfare and project office.				
Monthly reporting of water consumption via CR360 required for Group reporting.				