

LOCAL AND REGIONAL COMPETITIVENESS PROJECT

Environmental & Social Management Plan Checklist

Increasing the capacity and competitiveness of Hotel Arena-Teteks on Popova Shapka - Tetovo and introducing new content services for stimulating the tourism development in the Polog region

December, 2018

1. Introduction to the project

Local and Regional Competitiveness Project (LRCP) is a four-year investment operation, supported by European Union using funds from IPA II earmarked to competitiveness and innovation in Macedonia. LRCP will be managed as a Hybrid Trust Fund and consist of four components, executed by the World Bank and the Government of Macedonia. The Project will provide investment funding and capacity building to support sector growth, investment in destinations and specific destination prosperity. At the regional and local levels, the Project will support selected tourism destinations in the country through a combination of technical assistance to improve destination management, infrastructure investment and investments in linkages and innovation. The investments will be undertaken through a grant scheme for the regional tourism stakeholders such as municipalities, institutions, NGOs and private sector.

This Environmental and Social Management Plan (ESMP) Checklist has been prepared for activities carried by Company for production, trade and services RESTORANT ARENA DOOEL import-export village Lisec, Tetovo. The ESMP Checklist presents the project description, technical details, scope, setting and location based on which it assesses environmental and social risks.

Implementation of mitigation measures addressing the identified risks and issues as well as monitoring plan defined in the ESMP Checklist is mandatory as is compliance with the national environmental and other regulation, and WB operational policies.

2. Short description of the project

This sub-project refers to increasing the competitiveness of Hotel Arena Teteks at the winter recreation center Popova Shapka - Tetovo by increasing the accommodation capacity of the hotel and providing new services to the hotel, through:

- Adaptation of part of the basement space in the spa center (Jacuzzi, steam bath, sauna, shower and changing clothes and relaxing massage Garra Rufa);
- Renovation of stairs and adaptation into a hot connection, i.e. direct entrance from the rooms to the spa center;
- Adaptation of the part of basement space in a conference room for meetings with a capacity of 50 seats (complete set of interior work, renovation and equipping);
- Adaptation the part of basement space in a ski-room, separate storage room for ski equipment;
- Reconstruction and equip for the use of existing 8 (eight) rooms on the ground floor of the hotel which are currently out of use (works for reconstruction of the rooms and interior arrangement of the rooms: furniture, mattresses, pillows, bedding, blankets, curtains, televisions, etc.);
- Improvement of the existing accommodation capacity - renovation: changing of PVC doors from the bathrooms in 9 (nine) rooms, laying of compartments on the balconies, repairing the fences on the balconies and placement of floor ceramic tiles on the balconies of 25 (twenty-five) rooms, change of PVC multilayer thermocouple windows

- and PVC multifunctional balcony doors in 12 (twelve) rooms;
- Arrangement of the external facade of the hotel, installation of thermal insulation, changing a shop window in the restaurant with a PVC windowpane with thermocouple multicore glass;
- Installation of thermo-solar panels for hot water for a closed pressure system with a capacity of 1,500 liters gross with +/- 5% allowed deviation from the foreseen.

3. Environmental Category

3.1 World Bank Safeguard Policies/Categorisation

LRCP is supported by European Union grant and implemented jointly by Cabinet of the Deputy Prime Minister for Economic Affairs, as the implementing agency of funds, and the World Bank. LRCP has been classified as Category B project, meaning some level of adverse impact can be expected as a result of its implementation, but none of them significant, large-scale or long-term. As a result of this classification OP 4.01 Environmental Assessment is triggered. Subsequently, the CDPMEA prepared Environmental and Social Management Framework (ESMF) to guide environmental due diligence of sub-projects supported through the Component 3 grant scheme, define eligibility and procedures for screening and environmental assessment. All project (and sub-project) activities must be implemented adhering with the ESMF, WB operational policies and procedures and national regulation (the strictest one prevails).

A proposed sub-project is classified as Category B- due to the fact that its future environmental impacts are less adverse than those of Category A and B+ sub-projects considering their nature, size and location, as well as the characteristics of the potential environmental impacts.

The category would require an EA to assess any potential environmental impacts associated with the proposed sub-project, identify potential environmental improvement opportunities and recommended any measures needed to prevent, minimize and mitigate adverse impacts. The scope and format of the EA will vary depending on the sub-project, but will typically be narrower than the scope of EIA, usually in form of ESMP. The scope of ESMP is defined in Annex D of the ESMF. For the sub-projects involving simple upgrades, rehabilitation or adaptation of the buildings, ESMP checklist would be used (template given in Annex F of the ESMF).

B- Category would include sub-projects that also: (a) involve working capital loans which include purchase and/or use of hazardous materials (e.g. petrol) or (b) process improvements that involve purchase of equipment/machinery presenting a significant potential health or safety risk. According to Macedonian laws, types of sub-projects that fall under category B- do not require EIA.

3.2 Environmental assessment according to national legislation

The subproject does not belong to any category of Annex I and Annex II of the Decree on the designation of projects and creations on the basis of which the need for conducting the

environmental impact assessment procedure ("Official Gazette of the Republic of Macedonia" no. / 2005, No. 109/2009). In accordance with the Guidelines for conducting the procedure for determining the need, determining the scope and review of the environmental impact assessment in the Republic of Macedonia for a project that is neither in Annex I and Annex II, the decision regarding the procedure for determining the need for The EIA is that the EIA is unnecessary.

However, according to the directions of the LRCP PIU, within environmental screening report, the subproject applicant has submitted a Notice of intent to implement a project to the Ministry of Environment and Physical Planning - Environment Office. According to Decree on the activities for which the EIA Report – Elaborate for environmental protection should be prepared, and responsible authority for its adoption is Mayor of the municipality or Mayor of City of Skopje (Official Gazette of RM" No. 80/09, 32/12) and Decree on the activities for which the EIA Report – Elaborate for environmental protection should be prepared, and responsible authority for its adoption is the Ministry of Environment and Physical Planning (Official Gazette of RM" No. 80/09, 32/12) EIA process and preparation of Elaborate for environmental protection for realization of this sub-project in not required.

4. OVERVIEW OF IMPACTS

As result of envisaged activities for renovation/adaptation of Hotel Arena- Teteks within the sub-project "Increasing the capacity and competitiveness of Hotel Arena-Teteks on Popova Shapka - Tetovo and introducing new content services for stimulating the tourism development in the Polog region" following potential impact were identified:

1. Possible negative safety and health risks and impacts on the population, drivers and workers (local impacts limited to the location of renovation short term, present only in implementation phase) due to:

- Lack of occupational health and safety (OHS) measures during the renovation/adaptation works,
- Injury occurred on or near the site of works (e.g. due to lack of protection clothes or equipment, or other safety shortcomings),
- Non-compliance with safety standards and work procedures,
- Inadequate traffic management and pedestrian safety.

2. Possible impact on air quality and air emissions from vehicles transporting materials and equipment on sub-project location and transporting waste outside of the site (local impact, limited to the location of renovation/adaptation, occurring only in implementation phase) due to:

- emissions of dust from transport of materials, materials management and civil works,
- exhaust fumes from vehicles and traffic, as well as causing changes in the existing traffic circulation nearby.

3. Possible vibrations emissions and noise disturbances as a result of transport vehicles moving through the city to the renovation location as well as works themselves (local impacts limited to the location of renovation only in implementation phase).

4. Inadequate waste management and untimely collection and transport of waste. Possible side effects/impacts on the environment and adverse health effects may arise as a result of generation and management of different types of waste (primarily construction waste such as waste plywood, carpet, cloth, sponge, leftovers of gypsum boards as well as wood, metals, glass plastic, furniture, mattresses, hazardous waste, e.g. lighting fixtures, paint and glues residues and packaging. Packaging waste (cardboard and nylon) will also be created. These impacts are local. If proper waste management is not envisaged in operation phase, there is a possibility negative impacts to be long term with repetitive occurrence but limited to inadequate waste management and untimely collection and transport the communal waste.

6. Impacts to soil and water from accidental leaks, spills and improper construction and hazardous waste management. However, the envisaged activities are expected to produce only temporary, local, short term and limited to the period of renovation/reconstruction/smaller construction adverse environmental impacts. Expected amounts of hazardous solids and liquids used or generated as waste in the course of sub-project implementation are small.

No impact is expected to physical cultural resources or natural habitats as sub-project is not located in/in the vicinity of nature and/or culture protected areas or objects.

The preliminary screening showed that asbestos waste and waste radioactive lightning rods are unlikely to be generated in this sub-project, however, the mitigation measures are provided for these cases.

5. PURPOSE OF EMP CHECKLIST, DISCLOSURE REQUIREMENTS

The World Bank requires an Environmental Assessment (EA) for projects proposed for funding by the World Bank in order to ensure that they are sustained and sustainable from the environmental point of view and thus improve decision-making. EA is a process whose breadth, depth and type of analysis depend on the nature, scope and potential environmental impacts of the proposed project. The EA assesses the possible environmental risks of the project, as well as their impacts in the area covered by the project.

According to the conducted screening of the Application for Expression of Interest this sub-project was categorized as B-. The subprojects are classified in category B- Potential impacts on the environment are less harmful than sub-projects in categories A and B + given their nature, size and location, as well as the characteristics of potential environmental impacts.

The scope of the environmental assessment for the sub-projects may be different for different sub-projects, but it is usually less than the scope of the Environmental Impact Assessment,

most often in the form of an Environmental and Social Management Plan (ESMP). For sub-projects that envisage simple upgrades, renovations or adaptations of objects, the ESMP Checklist is used. The form of the ESMP Checklist is defined by the Environmental and Social Framework for the Local and Regional Competitiveness Project.

ESMP Checklist is applied for minor rehabilitation or small-scale building construction. It provides “pragmatic good practice” and it is designed to be user friendly and compatible with WB safeguard requirements. The checklist-type format attempts to cover typical mitigation approaches to common civil works contracts with localized impacts.

The checklist has one introduction section (Introduction part in which the project is described, part where environmental category is defined, identified impacts, and ESMP Checklist concept explained) and three main parts:

- **Part 1** constitutes a descriptive part (“site passport”) that describes the project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process.
- **Part 2** includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity.
- **Part 3** is a monitoring plan for activities during project construction and implementation. It retains the same format required for standard World Bank ESMPs. It is the intention of this checklist that Part 2 and Part 3 be included as bidding documents for contractors.

The procedure for publishing the ESMP Checklist is as follows: ESMP Checklist in Macedonian, Albanian and English language should be published on the website of the LRCP and the recipient as well as on the websites of the affected municipality and should be available to the public for at least 14 days. It should be available in hard copy in the premises of the LRCP and in the relevant municipalities and / or in the centers of the planning regions. When it is announced, the call for remarks on the documents should be issued along with the available electronic and postal address for sending the remarks. The record of the public hearing (collected comments and questions) contains the basic information about the place, list of present persons and summary of the received remarks and should be included in the final version of the published document.

6. APPLICATION OF ESMP CHECKLIST

ESMP Checklist is a document prepared and owned by beneficiary. The design and implementation process for the envisaged in the subproject will be conducted in three phases:

1. *General identification and scoping phase*, in which the object for renovations/small construction/adaptation is selected and an approximate program for the potential work typologies elaborated. At this stage, Parts 1, 2 and 3 of the ESMP Checklist are drafted. Part 2 of the ESMP Checklist can be used to select typical activities from a “menu” and relate them to the typical environmental issues and mitigation measures. Public consultations take place, ESMP is finalized.
2. *Detailed planning and tendering phase*, including specifications and bills of quantities for construction works, equipment goods, marketing and other services related to the subproject. **ESMP Checklist will be attached as integral part to the bidding documentation and works contract as well as supervision contract, analogous to all technical and commercial terms, has to be signed by the contract parties.**
3. *During the works implementation phase* environmental compliance (with ESMP Checklist and environmental and health and safety (H&S) regulation) and other qualitative criteria are implemented on the respective site and application checked/supervised by the site supervisor, which include the site supervisory engineer or supervisor of the project appointed for ESMP Checklist implementation supervision. The mitigation measures in Part 2 and monitoring plan in Part 3 are the basis to verify the Contractor’s compliance with the required environmental provisions.

Practical application of the ESMP Checklist will include the achievement of Part I for having and documenting all relevant site specifics. In the second part, the activities to be carried will be checked according to the envisaged activity type and in the third part the monitoring parameters (Part 3) will be identified and applied according to activities presented in Part 2.

The whole ESMP Checklist filled in table (Parts 1, 2 and 3) for each of the type of work should be attached as integral part of work contracts and as analogue with all technical and commercial conditions which should be signed by the contracting parties.

7. MITIGATION MEASURES

The measures to avoid and reduce/mitigate the identified impacts on the living environment, workers and communities, and social aspects of the subproject to be applied within the subproject are, but not limited to, the following:

Appropriate marking of the site for renovation/adaptation/small construction, marking the appropriate location for temporary storage of the construction material on the site, providing warning strips, fences and markings, prohibiting entry of unemployed persons into the warning strips, applying the safety measures to citizens, machines to be run only from experienced and trained personnel, constant presence of fire extinguishers in case of fire or other damage, wearing protective equipment and clothes at all times, fixing scaffolds, and other H&S measures, flammable liquids can be placed and stored exclusively in vessels designed for that purpose.

All workers must be aware of the dangers of fire and firefighting measures and must be trained to deal with fire extinguishers, hydrants and other devices used to extinguish fires that need to be functional.

The noise level should not exceed 55dB during the day and 45dB at night and the construction work will not be performed overnight (renovation hours 7.00h till 19.00h).

Identification, classification and separate temporary storage (in separate clearly marked waste bins/containers on separate pre-defined location on site and in sufficient number) of different types of waste that could be generated from renovation and proper waste treatment. Waste can be transported and landfilled/processed only by licensed companies.

Establish a special traffic regime for the vehicles of the contractor during the period of renovation, with appropriate signaling.

Signing a contract with the service company for regular maintenance, replacement of spare parts, preventive lubricant oil changes, proper maintenance (exhaustion fumes and safety e.g. breaks, tires, etc.) as one of the most important safety function, etc, regular washing of the vehicles and keep the parking site clean, forbidden replacement of motor oil at the parking site to avoid the oil and pollution of waters and soil, perform regular annual approval test during the annual registration of the vehicles.

Mitigation measures described in this section are the general ones, detailed mandatory mitigation measures are provided in the table Mitigation Measures Checklist (Part 3).

8. MONITORING AND REPORTING PROCEDURES AND DISTRIBUTION OF RESPONSIBILITY

For the monitoring of Contractor's ESMP Checklist implementation, the site supervisor or responsible person appointed by the Beneficiary (in the case of works that do not require engagement of supervising engineer; site supervisor in the further text) will work with Part 2 and 3 of the ESMP Checklist, i.e. the monitoring plan. Part 2 and 3 is developed in necessary detail, defining clear mitigation measures and monitoring which can be included in the works contracts, which reflect the status of environmental practice on the working site and which can be observed/measured/ quantified/verified by the supervisor during the works.

Part 3 practically reflects key monitoring criteria over provided mitigation measures which can be checked during and after works for compliance assurance and ultimately the Contractor's remuneration.

Such mitigation measures include, but are not limited to, the use of Personal Protective Equipment (PPE) by workers in site, dust generation and prevention, amount of water used and discharged in site, waste water treatment, presence of proper sanitary facilities for workers, waste collection of separate types (wood, metals, plastic, hazardous waste, e.g. glue and paint residues and packaging, lightbulbs), waste quantities, proper organization of disposal pathways and facilities, or reuse and recycling wherever possible. In addition to Part 3, the site supervisor should check whether the contractor complies with the mitigation measures in Part 2. Reporting on implementation of practices should be described in the regular report toward PIU.

An acceptable monitoring report from the contractor or site supervisor would be a condition for full payment of the contractually agreed remuneration, the same as technical quality criteria or quality surveys. **The reporting on ESMP Checklist implementation will be quarterly (if not differently agreed with the PIU).** To assure a degree of leverage on the Contractor’s environmental performance an appropriate clause will be introduced in the works contracts, specifying penalties in case of noncompliance with the contractual environmental provisions, e.g. in the form of withholding a certain proportion of the payments until the corrective measures are applied and sub-project in compliance, its size depending on the severity of the breach of contract. For extreme cases a termination of the contract shall be contractually tied in.

Implementation of the ESMP Checklist defined measures will be monitored by the supervisor/supervising engineer, the authorized and/or state environmental and communal inspector as well as PIU environmental expert. The implementation of the measures will be followed before commencing work, during the renovation and after its completion.

The applicant (s) is obliged to regularly submit reports on the implementation and monitoring of environmental mitigation measures (ESMP Checklist implementation reports, e.g. in the form of a tabular overview (tables mitigation plan and monitoring plan) with an additional column giving the status of the measures, observations and comments, and Monitoring of the measure (implemented / not implemented, results, observations, comments, concerns, when, etc.).

Part 1: Institutional & Administrative	
Country	Republic of Macedonia
Sub-Project title	Increasing the capacity and competitiveness of Hotel Arena-Teteks on Popova Shapka - Tetovo and introducing new content services for stimulating the tourism development in the Polog region
Scope of sub-project and particular activities	<p>The larger scope of the sub-project refers to performing works for reconstruction and adaptation of the basement space on the ground floor and the facade of the Hotel Arena - Teteks, as follows:</p> <ul style="list-style-type: none"> - adaptation of the basement space in the a spa center (swimming pool with jacuzzi, steam bath, sauna, showers with changing showcases, relaxing massage Garra Rufa); - renovation of stairs and adaptation into a warm connection from the hotel's rooms to the spa center; - adaptation the part of basement space in a conference room with capacity up to 50 (fifty) seats; - adaptation the part of basement space in a ski room (storage room for ski equipment); - reconstruction and training for the use of new 8 rooms on the ground floor of the hotel (carrying out construction works for reconstruction of rooms and interior arrangement of rooms: furniture, mattresses, pillows, bedding, quilts, blankets, curtains, TVs,); - improvement of the existing accommodation capacity: change of doors from the bathrooms in 9 rooms, installation of balcony patches, repair of the balcony fence and placement of tiles on the balconies of 25 rooms, change of windows and balcony doors in 12 rooms; - arranging the outer facade of the hotel, installation of thermal insulation, changing the shop window in the restaurant;

Environmental & Social Management Plan Checklist

	- installation of a system for obtaining hot water with thermo-solar panels for hot water with a closed system
Institutional arrangements (Name and contacts)	Project management*
	<u>Investor:</u> DPTU RESTORANT ARENA DOOEL import-export village Lisets Tetovo Zarko Nedelkoski Tel. + 389 44 361 065 Mob. +389 71 333 661 E-mail: restorantarena2014@yahoo.com hotelarenate@gmail.com
	<u>Sub-project coordinator:</u> Nebojsa Zaharieski Mob. +389 70 209 915 E-mail: nzaharieski@yahoo.com
Implementation arrangements (Name and contacts)	Supervision**
	It will be added at later stage upon selection.
Site Description	
Name of site	Popova Shapka Tetovo
Describe site location Annex 1: Site information (figures from the site) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	The location of the proposed sub-project is winter-summer recreational tourist area Popova Shapka - Tetovo, Polog region within the existing Hotel Arena - Teteks. This area is not inhabited by inhabitants, it represents exclusively a tourist place where there are classical hotel accommodation and relaxation facilities, cable-cars and ski lifts, with prescribed and strictly defined ski paths, a weekend settlement with a number of about 740 weekend houses, the same has no protected status an area of no degree, is located at an altitude of 1680m to 2630m. There is no natural forest in the tourist center because of the high altitude above 1600m where there is no natural forest, but in some places there are only a few trees with a modest evergreen forest belt that is artificially raised with afforestation in the past and it is significantly far from the location that covers this sub-project.
Who owns the land?	Republic of Macedonia
Geographic description	Country: Republic of Macedonia Region: Polog region Municipality: Tetovo Place: Popova Shapka
Legislation	
Identify national & local legislation & permits that apply to sub-project activity(s)	Law on Construction (“Official Gazette of the Republic of Macedonia” No. 130/09, 124/10, 18/11, 36/11, 54/11, 59/11, 13/12, 144/12, 79/13, 137 / 13, 163/13, 27/14, 28/14, 42/14, 44/15, 129/15 and 39/16) Law on environment (“Official gazette of the RM“No. 53/05, 51/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10,51/11, 123/12, 93/13,187/13, 42/14, 44/15,129/15, 192/15 and 39/16) Rulebook on the manner of handling municipal and other type of non-hazard waste (Official gazette of RM“ No.147/07);

Environmental & Social Management Plan Checklist

	<p>List of waste (“Official gazette of the RM“ No. 100/05);</p> <p>Law on management of packaging and packaging waste (“Official gazette of the RM“No.161/09, 17/11, 47/11, 136/11, 6/12, 39/12 and 163/13);</p> <p>Law on protection against environmental noise (“Official gazette of the RM“ No.79/07, 124/10 and 47/11);</p> <p>Law on occupational health and safety (“Official gazette of the RM“ No 92/07, 136/11, 23/13 and 25/13)</p>
Public Consultation	
<p>Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders</p>	<p>The procedure for publicly consulting the ESMP Checklist) is following: The ESMP Check list has to be published on the LRCP web page, the Agency for promotion and support of tourism web page and the web page of the recipient and/or Municipality of Tetovo where the project will be realized. The document has to be published and available for the public at least 14 days. Also, the document has to be available in hard copy in the LRCP office and the hotel premises. When it is announced, the call for comments and remarks on the documents should be issued along with the available electronic and postal address for sending the notes. The minutes of meeting from the public consultation (collected comments and questions) contains: basic information about the place of the public consultation, list of participants and short summary of the participants comments, that will be included in the final version of the document.</p>
Institutional Capacity Building	
<p>Will there be any capacity building?</p>	<p><input checked="" type="checkbox"/> No or <input type="checkbox"/>Yes, if Yes, Annex 2 includes the capacity building information</p>
Table 1	

Part 2: Environmental /Social Screening			
Will the site activity include/involve any of the following?	Activity	Status	Additional references
	A. General requirements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A below
	B. Building renovation/adaptation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A and B below
	C. Small construction	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section A and C below
	D. Hazardous or toxic materials ¹	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A, and D below
	E. Traffic and Pedestrian Safety	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A,B and E below
	F. Procurement of chemicals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section F below

Table 2

¹ Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

Mitigation measures checklist		
Activity	Parameter	Mitigation measures checklist
A. General Requirements	Notification and Worker Safety	<ul style="list-style-type: none"> a) Providing information to local population about the scope and time of commencement and time of duration of construction activities by preparing Notification which will be placed on the municipality notice board and on the municipal web page and through other means, if needed, to ensure the local population is well informed; b) Local construction and environmental/nature protection inspectorates are informed of works before the start; c) All needed permits/opinions/permissions are obtained before the commencement of works (including construction and other); d) All work will be carried out in safe and disciplined manner; e) Workers personal protective clothes and equipment are available in sufficient quantities and are worn/used at all times; f) Workers must be adequately trained, certified and experienced for the work they are performing (e.g. for works in heights); g) Open pits are covered and clearly marked when not worked on; h) Ensure the appropriate marking and informational board of the reconstruction site i) Marking out the site for temporal storage of the reconstruction material near the site j) Providing warning tapes, fences and appropriate signage informing danger, key rules and procedures to follow. k) Forbidden entrance of unemployed persons within the warning tapes and fences when/where deem needed.

Mitigation measures checklist		
		<ul style="list-style-type: none"> l) The surrounding area near the sports hall should be kept clean m) Machines should be handled only by experienced and appropriately trained personnel, thus reducing the risk of accidents; n) All workers must be familiar with the fire hazards and fire protection measures and must be trained to handle fire extinguishers, hydrants and other devices used for extinguishing fires o) Devices, equipment and fire extinguishers should be always functional, so in case of need they could be used rapidly and efficiently. First aid kits should be available on the site and personnel trained to use it. p) Procedures for cases of emergency (including spills, accidents, etc.) are available at the site. q) Sanitary facilities (toilets) must be provided for workers. <p>(r) Purchased equipment will be installed and used respecting all safety measures prescribed by the producer of equipment and best practices.</p>
	Chance Findings	<ul style="list-style-type: none"> a) The procedures will follow the national legislation for chance findings b) In the case there would be chance findings works will be stopped and authorised competent authority (Ministry of Culture and regional museum and institute) informed within 24 hours; c) The contractor will further follow competent authorities' instructions and the works will recommenced upon their approval; d) Working area, site camp, etc. should be located away from the heritage and archeological sites.; e) Adequate care and awareness rising shall be taken to enlighten construction workers on the possible unearthing of archeological relics;
	Air quality	<ul style="list-style-type: none"> a) Construction site, transportation routes and materials handling sites should be water sprayed on dry and windy days. b) Construction materials should be stored in appropriate places covered to minimize dust c) Vehicle loads likely to emit dust must be covered. d) Restriction of the vehicle speed to the reconstruction location. e) Roads are regularly swept and cleaned at critical points.

Mitigation measures checklist		
		<p>f) Keep the topsoil and stockpiles separate. Protect with sheets/fences in the case of windy weather.</p> <p>g) Locate stockpiles away from drainage lines, natural waterways and places susceptible to land erosion.</p> <p>h) All loads of soil are covered when being taken off the site for disposal.</p> <p>i) Ensure all transportation vehicles and machinery have been equipped with appropriate emission control equipment, regularly maintained and attested.</p> <p>j) Ensure all vehicles and machinery use petrol from official sources (licensed gas stations) and on fuel determined by the machinery and vehicles producer.</p> <ul style="list-style-type: none"> • There will be no excessive idling of construction vehicles at sites.
	Noise	<p>a) As it is a urban residential area (<u>driving through the town to the site</u>) the level of noise should not exceed 55dB during the day and evening and 45dB during the night</p> <p>b) The construction work will not be permitted during the nights, the operations on site shall be restricted from 7.00h to 19.00h (agreed in the permit).</p> <p>c) During the operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed, and equipment placed as far away from residential areas as possible.</p> <p>d) Pumps and other mechanical equipment should be effectively maintained.</p>
	Water and Soil Quality	<p>a) Prevent hazardous spillage coming from waste (temporary waste storage should be leakage protected and those for hazardous or toxic waste equipped with secondary containment system, e.g. double walled or banded containers).</p> <p>b) If hazardous spillage occurs, curb and remove it, clean the site and follow procedures and measures for hazardous waste management.</p> <p>c) In the case of any run-off coming from works area possibly contaminated by hazardous substances shall be collected on site to a temporary retention basin and transported to an adequate licensed waste water treatment plant.</p> <p>d) Install/provide and maintain of proper sanitary facilities for workers. The wastewater from these sources should be transported to proper waste water treatment facilities.</p> <p>e) Prevent hazardous spillage coming from tanks (mandatory secondary containment system, e.g. double walled or banded containers), construction equipment and vehicles (regular maintenance and checkups</p>

Mitigation measures checklist		
		<p>of oil and gas tanks, machinery and vehicles can be parked (manipulated) only on asphalted or concrete surfaces with surface runoff water collecting system.</p> <p>f) Working site run-offs with possible charge with suspended matter should be filtered before spillage to natural flows.</p> <p>g) Water, and other components, in concrete mixture shall be clean and free of harmful chemicals.</p>
	Waste management	<p>The good waste management practice will be applied including:</p> <p>a) Identification of the different waste types that could be generated at the reconstruction site and its classification according to Law on Waste)</p> <p>b) Containers for each identified waste category are provided in sufficient quantities and positioned conveniently.</p> <p>c) Waste collection and disposal pathways and licensed landfills/processing plants will be identified for all major waste types expected from demolition and construction activities. For management of hazardous wastes, instructions/guidelines from Ministry of Environmental Protection and Physical Planning will be sought and followed.</p> <p>d) Mineral (natural) construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and temporarily stored in appropriate containers. Depending of its origin and content, mineral waste will be reapplied to its original location or reused.</p> <p>e) All construction waste will be collected and disposed properly by licensed collectors and to the licensed landfills (or licensing processing plant).</p> <p>f) The records of waste disposal will be regularly updated and kept as proof for proper management, as designed.</p> <p>g) Whenever feasible the contractor will reuse and recycle appropriate and viable materials. Discarding any kind of waste (including organic waste) or waste water to the surrounding nature or water-bodies is strictly forbidden.</p>

Mitigation measures checklist		
		<ul style="list-style-type: none"> h) Collect, transport and final disposal/processing of the communal waste by a licensed company; i) The construction waste should be promptly removed from the site and re-used if possible; j) The incineration of all waste at site or unlicensed plants and locations is prohibited. k) Existing air-conditioning units are not to be refilled or emptied. If discarded, must be handled by specialized licensed companies. l) Identification of different types of waste in the construction site (soil, sands, bottles, food, parts of pipes, paper, crushed concrete, etc); m) The potential hazardous waste (engine oils, fuel for a vehicle) should be collected separately and an agreement should be made with a subcontractor who will have authorization to collect and transport (and temporarily stored, if applicable) the hazardous waste. Hazardous waste will be processed or disposed only to processing plants/landfills with valid licenses;
	Safety of traffic	<ul style="list-style-type: none"> a) Traffic regulation plan is prepared and implemented in coordination with Municipality and competent authority (traffic police); b) Traffic will be regulated in the safe manner. Safety of pedestrians will be ensured by use of safe-passages.. c) Safety and regulation notification, signage and signage will be used appropriately.
B. Building Renovation	Materials management	<ul style="list-style-type: none"> a) No new materials containing asbestos or lead-based paint will be used. b) Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced. c) Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&S measures and environmental management is in place.
	Community Safety	<ul style="list-style-type: none"> a) Ensure safety of building users e.g. provide safe passages and protection from falling objects. b) Timely inform users of premises and neighboring communities of upcoming works.

Environmental & Social Management Plan Checklist

Mitigation measures checklist		
		c) In the case the traffic will be interrupted, organize alternative ruts in cooperation with the Municipality.
C. Small construction	Materials management	<p>a) No new materials containing asbestos or lead-based paint will be used.</p> <p>b) Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced.</p> <p>c) Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&S measures and environmental management is in place.</p>
	Soil erosion	<p>a) Vehicles and machinery can be parked, washed and maintained only at designated areas with impermeable surface with a collection and treatment system (oil and grease separator),</p> <p>b) Protection of sediments spread by fences and barriers.</p> <p>c) Strip soil only as necessary and store/replace reuse post construction.</p> <p>d) Use of antifreeze and/or accelerator compounds is not allowed.</p> <p>e) Protect and restore non-construction areas. Design slopes and retaining structures to minimize risk, provide appropriate drainage and vegetation cover.</p> <p>f) Carry out surface drainage works to divert the rainwater that would erode the soil.</p> <p>g) Apply storm water management to minimize erosion and offsite sediment delivery to receiving waters.</p> <p>h) Parking site has to be respected following the defined place.</p>
	Community Safety	<p>a) Ensure safety of building users e.g. provide safe passages and protection from falling objects.</p> <p>b) Timely inform users of premises and neighboring communities of upcoming works.</p> <p>c) In the case the traffic will be interrupted, organize alternative ruts in cooperation with the Municipality.</p>
D. Hazardous materials	Asbestos waste management and waste lighting rods	<p>(a) If asbestos is found on the site, environmental inspection and other competent authorities (e.g. MESP) will be notified and instruction requested. The asbestos must be removed or properly encapsulated/bind.</p> <p>(b) Asbestos will be removed, managed, transported and disposed in line with the national regulation and best practices (breakage prevented, water sprayed against dusting, waste asbestos packed in hermetically closed packages, temporary storage in closed facilities, properly marked in all three languages, etc.).</p> <p>(c) Workers handling asbestos will wear protective clothes, adequate respirators/masks (depending on a type of asbestos).</p> <p>(d) Only licensed companies for managing asbestos can be engaged on these works.</p> <p>(e) Removed asbestos cannot be reused.</p>

Mitigation measures checklist		
		(f) In the case radioactive rods were identified on the site, a company liscensed for its removal will be engaged.
	Toxic and hazardous solids and liquids management (including waste)	<ul style="list-style-type: none"> a) Ensure proper handling of lubricants, fuel and solvents by secured storage and following MSDS. b) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information. c) All hazardous substances should be kept in a leak-proof container to prevent spillage and leaking. This container should have a secondary containment system, e.g. double walls, or similar. Secondary containment system must be free of cracks, able to contain the spill, and be emptied quickly. d) The containers with hazardous substances must be kept closed, except when adding or removing materials/waste. They must not be handled, opened, or stored in a manner that may cause them to leak. e) The containers holding ignitable, hazardous or reactive wastes must be located at least 15 meters from the facility’s property line and at least 30 meters from the water line. f) Hazardous waste will be collected, transported and disposed by a licensed company contracted by the Contractor of works. The wastes are transported by specially licensed carriers and disposed in a licensed facility. Containers for all types of envisaged (and occurring) hazardous wastes on the site have to be available and properly marked (name and assigned waste key-code). g) No lead paint, asbestos or other materials hazardosu to human health will be used.
E. Procurement of chemicals	Improper or lack of proper management could increase the environmental and occupational safety risks and health risks to all citizens	<ul style="list-style-type: none"> a) Chemicals are managed, handled and stored in accordance to Materials Safety Data Sheet (MSDS) b) Chemicals are purchased from authorised dealer c) Chemicals are managed and handled only by authorised and adequately trained and experienced personal/staff .

Table 3. Mitigation measures checklist

Environmental & Social Management Plan Checklist

Part 3: Monitoring plan							
Phase	What <i>(Parameter will be monitored?)</i>	Where <i>(Is the parameter to be monitored?)</i>	How <i>(Is the parameter to be monitored?)</i>	When <i>(Define the frequency / or continuity?)</i>	Why <i>(Is the parameter being monitored?)</i>	Cost <i>(If not included in project budget)</i>	Who <i>(Is responsible for monitoring?)</i>
During activity preparation	All required permits are obtained before works start.	At the city administration	Inspection of all required documents	Before works start	To ensure the legal aspects of the rehabilitation activities	/	Contractor; Supervisor of the construction works; Construction inspector, LRCP PIU
	Public and relevant institutions are notified	Contractor's premises	Inspection of all necessary documents	Before works start	To ensure public awareness	/	Contractor; Supervisor of the construction works;
	Safety measures for workers, employees and visitors	On site	Visual checks and reporting	Before works start	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Contractor, Supervisor
During activity implementation	Safe traffic flow	On site	Visual checks and reporting	During equipment delivery	To ensure coordinated traffic flow	/	Contractor, Supervisor
	Work safety	On site	Visual checks and reporting Unannounced inspections during work	Unannounced controls during work	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Supervisor
	Site is well organized: fences, warnings, sign	On site	Inspection	Unannounced controls during work	To prevent accidents /	/	Contractor, Supervisor

Environmental & Social Management Plan Checklist

Part 3: Monitoring plan							
Phase	What <i>(Parameter will be monitored?)</i>	Where <i>(Is the parameter to be monitored?)</i>	How <i>(Is the parameter to be monitored?)</i>	When <i>(Define the frequency / or continuity?)</i>	Why <i>(Is the parameter being monitored?)</i>	Cost <i>(If not included in project budget)</i>	Who <i>(Is responsible for monitoring?)</i>
	postage in place.						
	Collection, transport and hazardous waste (if any)	At the safe temporary location on construction site in separate waste containers	Inspection of the transport lists and the conditions of the storage space	Before the transportation of the hazardous waste (if any)	To improve the waste management at local and national level/ Hazardous waste do not be dispose to any landfill	/	Authorized company for collecting and transportation of hazardous waste (if any), Authorized environmental inspector, Construction inspector, LRCP EE
	Collection, transport and final disposal of the solid waste	At and around the site	Visual monitoring and inspection of the transport lists of the contractor	Daily level after the collection and transportation of the solid waste	Do not leave the solid waste on the construction site and to avoid negative impact to the local environment and the local inhabitants health	/	Contractor; Supervisor of the construction works; Authorized environmental inspector, Construction inspector, LRCP EE
	Air pollution parameters of dust, particulate matter	At and around the site	Sampling by authorized agency	Upon complaint or negative inspection finding	To ensure no excessive emission during works	/	Supervisor

Environmental & Social Management Plan Checklist

Part 3: Monitoring plan							
Phase	What <i>(Parameter will be monitored?)</i>	Where <i>(Is the parameter to be monitored?)</i>	How <i>(Is the parameter to be monitored?)</i>	When <i>(Define the frequency / or continuity?)</i>	Why <i>(Is the parameter being monitored?)</i>	Cost <i>(If not included in project budget)</i>	Who <i>(Is responsible for monitoring?)</i>
	Level of noise and vibration	At and around the site	Monitoring on the level of noise dB (with suitable equipment)	Upon complaint or inspection finding	To determine whether the level of noise is above or below the permissible level of noise	/	Contractor; Accredited company for measuring the level of provided by the contractor; Authorized environmental inspector, Construction inspector, LRCP EE
During Operation phase	Waste management	At and around the site	Waste is properly collected, sorted and stored	Daily	To prevent accumulation of waste	Variable and not included in the project budgeted	Authorised waste collection company
							Table 4

Environmental & Social Management Plan Checklist

Annex EMP Checklist Annex 1: Site information (figures from the site)



Environmental & Social Management Plan Checklist



Annex 2 Ministry of Environment and Physical Planning (MoEPP) opinion/decision for approval of environmental protection elaborate