REPUBLIC OF GHANA

MINISTRY OF LANDS AND NATURAL RESOURCES

GHANA LANDSCAPE RESTORATION AND SMALL-SCALE MINING PROJECT

(P171933)

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR THE RENOVATION OF TARKWA MINERALS COMMISSION OFFICE FACILITY

June, 2024

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LIST OF ABBREVIATIONS

AEHPMP	Africa Environmental Health and Pollution Management Program
ASM	Artisanal and Small-Scale Mining
ACM	Asbestos Containing Material(s)
C-ESMP	Contractor Environment and Social Management Plan
DOVVSU	Domestic Violence and Victim Support Unit
ESMF	Environment and Social Management Framework
ESMP	Environment and Social Management Plan
E & S	Environment and Social
ESS	Environmental Safeguard Standards
EMP	Environmental Management Plan
EPA	Environmental Protection Agency
GBV	Gender-Based Violence
GoG	Government of Ghana
GLRSSMP	Ghana Landscape Restoration and Small-Scale Mining Project
MCAS	Mining Cadastre Administration System
MLNR	Ministry of Lands and Natural Resources
MMDAs	Metropolitan, Municipal District Assembles
NADMO	National Disaster Management Organisation
PCU	Project Coordinating Unit
PESMP	Preliminary Environmental and Social Management Plan
PAMABs	Protected Area Management Advisory Board
PPE	Personal Protective Equipment
TCO	Technical Coordinating Officers
SSM	Small Scale Mining
SEA/SH	Sexual exploitation and abuse/sexual harassment
WMT	District Watershed Management Team

EXECUTIVE SUMMARY

Background

As part of Ghana's initiative to formalize the Artisanal and Small-Scale Mining (ASM) sub-sector, the World Bank-funded Ghana Landscape Restoration and Small-Scale Mining Project (GLRSSMP) became effective in February 2022 to support and improve Governance in Sustainable ASM. This initiative aims to strengthen the ASM regulatory framework by modernizing regulatory instruments and enhancing the capacities of key government agencies involved in ASM regulation and compliance monitoring.

In accordance with its mandate, the Project Coordinating Unit (PCU) for the GLRSSMP collaborated closely with the Minerals Commission (MinCom) to approve the renovation and refurbishment of its Tarkwa office facility. The renovation works is part of the efforts to strengthen regulatory agencies and provide support to improve service delivery to prospective clients in the mining sector, particularly in the small-scale sub-sector, under this project. This facility is one (1) of five (5) offices of the Minerals Commission that have been earmarked and approved for renovation and refurbishment.

The Minerals Commission Office in Tarkwa is located in the residential enclave of the now defunct State Gold Mining Company. The property is owned by the Minerals Commission. It includes one building with a total gross floor area of about 305 square meters. The contractor will need twelve months to complete the renovation works.

Conditions of Proposed works on the existing building

Roof: The building's roof is in a state of disrepair, exhibiting clear signs of leakage and visible sagging. In this compromised condition, it fails to offer sufficient protection for the interior of the structure. According to the assessments conducted by the Supervising Engineer overseeing the proposed renovation, a complete replacement of the roof is necessary to address these issues, ensuring the facility's long-term functionality and safeguarding the spaces within.

Floor*:* The existing wooden floor of the building has deteriorated significantly, with pervasive rot rendering it unsafe. As per the Supervising Engineer's recommendations, full replacement of the floor is necessary. Upgrading to a concrete subbase topped with durable tiles will provide a stable, functional, and long-lasting floor solution that addresses the current hazardous conditions.

Windows and Flush Doors: Many of the glass sliding windows are improperly sealed, leading to substantial water ingress during the rainy season, as well as noise intrusion. Similarly, the doors are outdated, and some are damaged, or functionally compromised, with loose hinges, broken frames, and faulty locking mechanisms - undermining both security and privacy. Compounding these issues, the lack of proper insulation adversely impacts energy efficiency (as air conditioners will be installed), occupant comfort, and overall building security. To comprehensively address these deficiencies, the renovation will entail removing the current windows and doors, replacing them with new energy-efficient and aesthetically suitable systems that restore the envelope's integrity and performance.

Painting and Aesthetics: Both the interior and exterior of the building have fallen into a state of unsightly neglect, with the paintwork having deteriorated significantly over time. This weathered and dilapidated appearance detracts from the overall aesthetics and visual appeal of the facility. Revitalizing the building's facades through repainting will be crucial to restoring its visual coherence and elevating the facility's curb appeal as part of the broader renovation works.

Fittings and Fixtures: The existing lighting system in the building is woefully inadequate, with a haphazard installation yielding insufficient illumination and improperly positioned or malfunctioning fixtures such as fans, air conditioners, and dimly lit zones. This substandard lighting compromises safety, productivity, and overall user comfort within the facility. To rectify these deficiencies, the renovation will necessitate a comprehensive overhaul of the lighting system, involving the strategic reinstallation of fixtures to provide ample visibility and cultivate a warm, welcoming ambiance throughout the premises.

Washroom and Plumbing System*:* The washroom facilities have fallen into a state of disrepair, plagued by poor maintenance, outdated fixtures, and plumbing problems. An overhaul of these sanitary spaces is required, with a particular focus on upgrading the sinks and water closets. The existing, substandard fixtures will be removed and replaced with new, modern, and water-efficient systems that deliver a comfortable, hygienic user experience befitting the rehabilitated facility.

Internal Walls**:** According to the Supervising Engineer's assessments, the internal walls of the property are still sound, exhibiting no signs of structural defects such as cracking that would necessitate reconstruction. This favorable evaluation indicates the building's core framework is fundamentally intact, allowing the renovation efforts to focus on more cosmetic and functional upgrades.

Pavement and Drainage**:** The external environs will undergo a redesign, utilizing eco-friendly paving materials to create a smooth, even surface that promotes safe pedestrian circulation and mitigates risks such as tripping hazards. An efficient drainage system, featuring properly sized drains and gutters to effectively channel water runoff during and after rainfall events, will be integrated in the pavement works. This holistic approach to the surrounding landscape will not only enhance the user experience but also safeguard the integrity of the building's foundations and overall infrastructure.

Aesthetics and Parking: The overall aesthetic presentation of the building has fallen into a state of disrepair, projecting a tired, worn-out appearance that fails to make a positive first impression. Compounding this visual deficiency, the existing parking accommodations are severely constrained, unable to adequately serve the needs of staff and visitors accessing the facility's various services. To address these shortcomings, the renovation will incorporate a dedicated parking area capable of housing fifteen (15) vehicles, designed to meet the anticipated demand for the services to be rendered from the facility. Moreover, careful consideration will be given to accessibility, with designated spaces for disabled individuals and well-defined pathways connecting the parking area to the building entrances, ensuring an inclusive, user-friendly experience.

Upon thoroughly assessing the building, the Supervising Engineer has recommended an extensive renovation, to comprehensively restore the building's functionality, aesthetic appeal, and safety for continued use. By addressing each area of concern through strategic repairs,

replacements, and targeted upgrades, the project aims to deliver a more pleasant and efficient environment for occupants and visitors alike, while also ensuring the long-term viability of the facility. The estimated total cost for this rehabilitation effort is **GHC 2,437,583.15** (approximately **USD 166,000**), with an anticipated completion timeline of twelve (12) months.

This Environmental and Social Management Plan (ESMP) has been prepared to guide the renovation works and operations of the office facility based on the procedures outlined in the Environmental and Social Management Framework (ESMF) following the screening exercise carried out, the identification of potential Environmental and Social (E&S) risks and impacts, and the instruments required.

The approved ESMF for the broader GLRSSMP provides guidance for an ESMP of the office renovation, such as potential impacts, mitigation measures, implementation arrangements, grievance redress mechanism, monitoring arrangements and budgets for all sub-project related environmental and social issues. This ESMP adopts the provisions and guidance of the Bank-approved ESMF to address the site- and intervention-specific E&S requirements of the renovation for the Tarkwa office facility.

The specific objectives of the ESMP are to:

- Establish clear procedures and methodologies for the identification of potential environmental and social impacts, review, approval, and implementation of interventions.
- Provide mitigation measures for potential impacts of activities being implemented as part of the renovation exercise.
- Specify appropriate roles and responsibilities, and outline the required reporting procedures, for managing and monitoring environmental and social concerns related to the renovation exercise;
- Determine the training, capacity building, and technical assistance required to successfully implement the provisions of the ESMP; provide practical information on the resources required to implement the ESMP.
- Provide input to the bidding documents and obtain necessary regulatory approval from the relevant institutions, as required.

Key policy guidance documents and manuals that supported preparation of this ESMP include the World Bank Environmental and Social Framework, the ESMF for GLRSSMP, the National Climate Policy, and a screening report for the office facility. The Project Coordination Unit will be primarily responsible for ensuring the implementation of the ESMP (through inclusion in the bidding documents, project management and construction supervision). E&S staff from the PCU, Supervising Engineer and District Officer of the Minerals Commission are responsible for implementing the mitigation and monitoring measures.

The plan was developed through comprehensive consultation and participation of stakeholders to identify potential impacts. It included consultations during the screening of the office renovation sub-project, consultations with key government agencies in Tarkwa during the drafting of the Plan, validation of the proposed mitigation measures with the District Office of the Minerals Commission and a report from the supervising engineer for the renovation works.

The scale of the proposed rehabilitation works is minor. The proposed works will be carried out within residential area of the defunct State Gold Mining Company Limited, and includes the replacement of existing floor, roof, ceiling, windows, doors and electrical wiring; and installing partitions, plumbing fixtures, air conditioning, and electrical fixtures. The scale of potential E&S impacts and risks associated with these activities are expected to be 'low'.

The matrix below details the potential environmental, social, health, and safety concerns throughout the project cycle. These were recorded through the participatory engagements with stakeholders.

Potential Impact	Mitigation Measures	How to Verify	Responsibility	Monitoring	Receptor
Pre-Construction Impacts					
Disregard for Environmental and Social Issues in the Bidding Documents	Ensure that environmental and social Issues are incorporated into the bidding documents	Using the bidding Documents	PCU	Review of the bidding documents	Neighbors/workers
Impacts from the building Designs.	Enhance building designs to avoid any health and safety impacts	Building designs and drawings	PCU	Review of building designs, Random site inspections	Neighbors/workers
Lack of Universal Access	Universal access, such as disabled-friendly facilities (ramps and toilets) should be provided	Inspection of building designs	Contractor	Review of building designs	Neighbors/workers
Timing of Construction Activities	Major works can be done from 6am to 6pm during weekdays and outside office hours	Inspection of Work Schedules. Grievance Redress Mechanism	Contractor	Review of C-ESMP	Neighbors within the vicinity
Theft of equipment and materials, unauthorized access to renovation site, and exposure of security personnel to weather conditions.	A temporary security post will be provided to accommodate the security personnel on site who will be responsible for protecting the valuable equipment, materials, and tools on the renovation site from theft or damage, as well as controlling and monitoring access to the renovation site. A temporary site office will also be provided on site to store building materials, host the first aid kit, the project manager/ site supervisor/ other key personnel, as well be the central place for managing and coordinating the various activities, resources, and personnel involved in the renovation project.	Presence of a temporary security post and a site office. Presence of storage site	Contractor	Review of C-ESMP Facility Inspections	Neighbors within the vicinity
Potential air, water and	Clearing and cleaning of the site is done under strict	Control mechanisms	Contractor/Minco	Review of C-ESMP	Neighbors within

soil pollution from clearing activities	regulation to prevent air, water and soil pollution.		m		the vicinity
Exhaust fumes from machines and vehicles movement	Regulate movement of vehicles to the site by the required speed limits.	Vehicle movement plan	Contractor/Minco m	Review of C-ESMP	Neighbors within the vicinity
Construction Impacts					
Ambient Air					
	To keep dust from blowing, cover truck loads with canvas including cement dust by carefully handling and working under moist conditions	Journey Management Plan	Contractor	Random truck inspection	Neighbors within the vicinity
	Make sure that vehicles transporting building materials to site abide by the traffic regulations and the required speed limits.	Driver Training Records	Contractor	Impromptu checks	Neighbors within the vicinity/ Workers
	Make sure the stockpiles of things that can be moved are managed well so that there is less blow dust. Caution when moving materials also when unloading easily broken things, keep drop heights to a minimum.	No extensive dust blow	Contractor	Random site inspection	Neighbors within the vicinity/ Workers
Noise, and Vibrations					
Noise and vibration impact at the construction sites	During weekdays, work can be done within the hours of 6am to 6pm. The contractor is recommended to work primarily on weekdays since the area is within a residential area.	Grievance Recorded	Contractor	Random site inspection, Review of filed grievances, review of timesheets of workers	Neighbors/workers
	Use the latest technology and limit the number of machines that can be used at the same time.	Type of machine used/ Grievance Mechanism	Contractor	Spot checks, Review of filed grievances	Neighbors/workers
	Use modern, well-kept equipment (e. g. use of silencers).	Technical Specification Sheet	Contractor	Random site inspection	Neighbors/workers
	Use hearing protection for workers who work in noisy environments.	Protective hearing equipment available and used.	Contractor	Random site inspection	Neighbors/workers
Community, Occupational Health, and Safety					

Community, Occupational Health, and Safety	Given that about thirty (30) local people will be employed during the construction phase the workers will be trained in health and safety (including skilled and unskilled).	Training performed and recorded	Contractor	Check Training modules and records	Neighbors/workers
	Place a first-aid kit at the project site.	Provide First Aid kit for workers	Contractor	Random site inspection to check availability and expiry date of first-aid kit	Neighbors/workers
	Personal Protective Equipment (PPE), such as hard hats, boots, reflector jackets, goggles, nose masks, and ear plugs, should be worn by workers.	PPE used on-site by workers.	Contractor	Random site inspection to check availability and usage	Neighbors/workers
	Keep the place clean to a high standard.	Good housekeeping on-site	Contractor	Random site inspection	Neighbors/workers
	Ensure that the construction site is fenced.	Site fenced, security post constructed, and visitors sign-in book available at security post.	Contractor	Random site inspection	Neighbors/workers
Fire Prevention	As required by law, make sure there are approved fire extinguishers on site.	Fire prevention equipment in place	Contractor	Regular site inspection	Neighbors/workers
Labour Issues (Reference Labour Management Plan of the Project)	Make sure workers have access to and know about the way to file a complaint.	Grievance Mechanism in place and grievances recorded	PCU/ Contractor	Knowledge and availability of grievance register	Neighbors/workers
	Ensure that the minimum legal labor standards set by the ILO and Labour Act are met. These standards include no child or forced labor, no discrimination, fair working hours, and minimum wages.	Grievance Mechanism Records, Training recorded	Contractor	Inspection reports (also from labour authorities), Review of grievance register and training record	Neighbors/workers
	Give workers clean and adequate facilities, and make sure that toilets and changing rooms are separate for men and women.	Appropriate facilities in place	Contractor	confirm before commencement of works	Neighbors/workers
	The Contractor should provide a first aid kit on site for the workers.	First aid kit provided at site	Contractor	Random site inspection	Neighbors/workers
Soil and Groundwater					
Environmental contamination/ spills	Make sure that construction wastewater, including sanitary water, is disposed appropriately.	Water disposal compliant with legal requirements	Contractor/Minco m	Random site inspection	Neighbors/workers

	Make sure that any spills as such as paint are cleaned up right away.	Workers trained.	Contractor/ PCU	Random site inspection One-time inspection after construction	Neighbors/workers
Best practice of Managing building materials (e.g. Sand and gravel)	Acquire building materials such as sand and gravel from licensed quarry and burrow pit operators only	License/permit of operator	Contractor/Mincom	Random site inspection	Community members
	After construction is done, the work area will be put back together as well as possible.	Reinstatement completed	Contractor/ PCU	One-time inspection after construction	Community Members
Waste (Solid and Liquid)					
Toilet facility	There should be toilets on the job site for the workers.	Area of convenience	Contractor	Random site inspection	Neighbors/workers
Waste Management	Two trash bins should be set up for solid and liquid waste disposal. Household waste should be taken to an approved landfill. Manage the disposal of Asbestos Containing Material (ACM) that may be found in the existing roof to be replaced. The removal and disposal of any ACM shall be performed by specially trained personnel following EPA's requirements for handling hazardous substances.	No littering	Contractor	Random site inspection	Neighbors/workers
Water and Hydrology					
Surface Water Quality	Contractor should provide water for construction activities or harvest rainwater any time it rains during the construction period to avoid stress on the community water resource.	Water provided on site.	Contractor	Random site inspection	Neighbors/workers
	Reuse wastewater whenever possible.	Wastewater reused	Contractor	Random site inspection	Neighbors/workers
Socio-Economic Issues					
Stakeholder Engagement and Grievance Redress Mechanism	Effective engagement with communities, and participatory and engaging meetings. Ensure regular meetings with the local assembly and communities to discuss progress of construction work.	Minutes of Meetings Grievance Redress Mechanism	PCU/ Contractor	Review of grievance register	Neighbors/workers
	Inform stakeholders of the existing Grievance Redress Mechanism so that people who might be affected by the Project can voice their concerns about it.	Grievance Mechanism in place, grievances recorded	PCU/ Contractor	Review of grievance register	Neighbors/workers
Local Employment & Procurement	Make sure that, when possible, goods and services for the Project and Project staff are supplied by the local community.	Local Procurement and Employment Records	Contractor/Mincom	Review procurement and employment rules and records	Neighbors/workers

Communicable Diseases	Ensure that all contractors follow the codes of conduct for employment and code of ethics. This includes, but is not limited to, safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmitted diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the people and community relations in general.	Communicable Diseases Register	Contractor	Review of diseases register and disease prevention programme if available.	Neighbors/workers
Operational Impacts					
Waste Generation	Waste bins of adequate number and sizes should be provided to collect recyclable and other waste separately.	Disposal containers available/Grievance Mechanism	Contractor/Minco m	Review of grievance register/Random Site Inspection	Neighbors/workers
Drinking water and sanitation facilities	Maintenance of drinking water and sanitation facilities	Safe drinking water and clean toilets	MinCom	Review of grievance register/ Random Site Inspection	Neighbors/workers

The Plan will be disclosed at the Tarkwa-Nsueam Municipal Assembly, with hard copies available at the District Office at Tarkwa of the Minerals Commission and GLRSSMP implementing agencies as well as the Tarkwa Community. Electronic copies will be posted on the websites of the Minerals Commission and the Ministry of Lands and Natural Resources as well as the World Bank's website. .

CHAPTER ONE: INTRODUCTION

This section describes the Environmental and Social Management Plan (ESMP) for the pre-construction, construction, and operation of the Tarkwa office facility. It describes the rationale for preparing the ESMP and its objectives. It also forms the background for subsequent chapters and for the provisions required to accomplish the sub-project's objective in an environmentally and socially sustainable manner.

Background

As part of Ghana's initiative to formalize the Artisanal and Small-Scale Mining (ASM) sub-sector, the World Bank-funded Ghana Landscape Restoration and Small-Scale Mining Project (GLRSSMP) became effective in February 2022 to support and improve Governance in Sustainable ASM. This initiative aims to strengthen the ASM regulatory framework by modernizing regulatory instruments and enhancing the capacity of key government agencies.

The purpose of this ESMP is to provide guidance including incorporating E&S considerations into building designs for the renovation of the Minerals Commission offices at Tarkwa**;** to identify the impacts; and to provide mitigation measures commensurate with those impacts, as well as make provisions for the implementation and monitoring of this Plan.

The specific objectives of the ESMP are to:

- Establish clear procedures and methodologies for the identification of potential environmental and social impacts, review, approval, and implementation of interventions.
- Provide mitigation measures for potential impacts of activities being implemented as part of the renovation exercise.
- Specify appropriate roles and responsibilities, and outline the required reporting procedures, for managing and monitoring environmental and social concerns related to the renovation exercise.
- Determine the training, capacity building, and technical assistance required to successfully implement the provisions of the ESMP; provide practical information on the resources required to implement the ESMP.
- Provide input to the bidding documents and obtain necessary regulatory approval from the relevant institutions, if required.

The Minerals Commission has 18 satellite offices, 13 district offices, and 5 regional offices located throughout the country. Part of the GLRSSMP development objective is to strengthen regulatory agencies and provide support to improve service delivery to prospective clients in the mining sector, particularly in the small-scale sub-sector. The Tarkwa office is one (1) of five (5) offices of the Minerals Commission that have been earmarked for renovation and refurbishment under this project. However, due to ownership documentation difficulties, the Bank has currently approved the renovation of five office facilities for which tenancy or land title documentation has been obtained and reviewed by the World Bank team.

CHAPTER TWO: DESCRIPTION OF PROJECT DISTRICT AND PROJECT INTERVENTION

This chapter discusses the renovation's context, justification, and anticipated key activities. It concentrates on the profile of the office facility undergoing renovation. It examines the role of the district mining office in the implementation of the ESMP and provides a detailed description of the renovation activities.

The premises to be renovated, previously belonging to the State Gold Mining Company (SGMC) in Tarkwa, is now owned by the Minerals Commission, and forms part of a cluster of similar elevated buildings. It has a total floor area of approximately 305 square meters, with its external boundaries clearly delineated. Situated on an elevated site relative to the access road, and currently vacant, this property's aging infrastructure paints an underwhelming picture - the electrical wiring is outdated and poses safety risks, the wooden floor is in deplorable condition, and will require reconstruction with reinforced concrete and new floor tile finishing. The plywood ceiling, which has been painted over, houses old, malfunctioning ceiling fans. The doors are flush and poorly maintained, while the restroom facilities are in an outright dismal state. To address these deficiencies, the renovation will entail re-roofing, new ceiling work, and the installation of separate, purpose-designed sanitary facilities for male and female staff.

Figure 1 Photos of back and front views of the Tarkwa building

Location of Tarkwa Office Facility in the Western Region

GPS coordinates:5°25' 55.95" N 2°8' 1.03" W Tarkwa-Nsueam Municipal Assembly

Figure 2 **Location of the Office**

Spatial Needs

The new layout will have offices for managers, mine wardens, a secretary, and other supporting staff. It is recommended that provision for twenty (20) staff strength should be considered for the design of the office. The renovated office will also have a water storage facility to back up the municipal water supply. An overhead water storage tank will be installed as part of the renovation works and the kitchenette.

Amenities

The current external lighting system will undergo significant improvements as part of the upcoming renovations. This will involve upgrading the existing lighting fixtures to more

energy-efficient models, which will not only enhance the overall visibility and safety of the area but also contribute to reducing energy consumption and costs in the long run. Additionally, a new generator will be installed to provide backup power in case of any disruptions to the national grid, ensuring continuous operation of the lighting system and maintaining a secure environment for all occupants and visitors.

Project Description and Related Activities

The renovation of the office space will include the following activities.

I. **Replacement of roof, windows and doors** (new roofing for entire structure, plasterboard ceiling to be used for all spaces),

The proposed renovation will include an overhaul of the building's roof, windows, and doors, with the aim of fortifying the structure against the rigors of the local climate and elevating its overall aesthetic appeal. A brand-new roofing system will be installed, shielding the interior from the elements and safeguarding the integrity of the entire edifice. Complementing this, plasterboard ceilings will be installed throughout, creating a clean, uniform finish that builds upon the visual enhancements. The windows will be fully glazed and tightly sealed, to bolster the structure's energy efficiency. The doors will be upgraded to glass-paneled, wooden models - a choice that further accentuates the building's refined, modern sensibilities while enhancing its overall functionality.

II. **Floor repairs** (defective timber floor to be replaced with reinforced concrete and tile finish – semi polished tiles to be used; demolish and reconstruct with concrete floors and sandcrete block),

The floor repair will entail a replacement of the defective timber flooring with a reinforced concrete slab, finished off with a layer of semi-polished tiles. This comprehensive overhaul will commence with the demolition of the existing floor, paving the way for the reconstruction using concrete and sandcrete blocks. The decision to opt for semi-polished tiles is a strategic one, as their slightly textured surface not only provides enhanced traction and slip resistance - thereby improving safety and mitigating the risk of accidents - but also comes at a lower cost and boasts a more environmentally friendly profile when compared to polished alternatives. Crucially, the reinforced concrete slab will lend structural integrity and robust support to the revitalized flooring, ensuring the long-term viability of this crucial aspect of the renovation.

III. Electrical rewiring,

Electrical systems are inherently susceptible to deterioration over time, owing to factors such as aging, wear and tear, and environmental exposure. Therefore, a rewiring of the entire property has been deemed essential for this renovation project. By completely overhauling the building's electrical infrastructure, the aim is to ensure the wiring is in optimal condition, thereby mitigating the risks of electrical hazards like short circuits, fires, and electrocution. Beyond restoring the system's integrity, this rewiring effort will also provide an opportunity to enhance the overall layout and organization of the electrical framework within the facility. This will involve strategically relocating outlets, adding new circuits, and installing supplementary electrical access points to seamlessly accommodate the evolving space requirements. The estimated total length of rewiring to be undertaken is 7,000 meters.

IV. Plumbing works

The plumbing works for this renovation project will encompass a comprehensive overhaul of the building's water supply and drainage systems. On the water supply side, the focus will be on installing or relocating supply lines to serve fixtures like sinks and toilets, as well as extending and rerouting existing pipes to accommodate changes in the facility's layout. For the drainage system, the plumbing work will involve the installation and modification of drainpipes, vents, and traps to ensure proper wastewater removal and prevent issues like clogs or sewer gas leaks - again, with adjustments made to align with the new space configurations. Additionally, the renovation will entail the installation of new plumbing fixtures, such as sinks, toilets, and faucets, ensuring their proper integration with the upgraded water supply and drainage networks. Overall, this plumbing undertaking provides an opportunity to modernize the building's systems, potentially incorporating water-efficient technologies and replacing outdated components. The estimated total length of plumbing to be done is 3000m.

V. Finishing and aesthetic works,

The finishing and aesthetic elements are critical considerations that demand meticulous attention. These final flourishes have the power to profoundly shape the overall appearance and performance of the revitalized spaces. From the thoughtful application of paint and the polishing of surfaces to the strategic incorporation of decorative accents, the level of detail invested in these areas can make all the difference in elevating the quality and cohesion of the end result.

VI. Pavement and provision of parking area.

As part of the renovation works, the project team will undertake the strategic placement of new pavement in designated zones, complemented with additional parking areas to accommodate visitors' vehicles. These infrastructure upgrades will significantly enhance the accessibility of the location, affording a more convenient experience for those arriving on-site. Figures 3 and 4 below are composite layouts and 3D renderings depicting the proposed design of the Tarkwa office facility.

VII. Temporary Security Post and Site Office

Temporary structures to be constructed on the site include a site office and a security post. These will mainly be made of wood and will be demolished on completion of the renovation works. The site office will serve the purpose of storage for the building materials, host the first aid kit, the project manager/ site supervisor/ other key personnel, as well be the central place for managing and coordinating the various activities, resources, and personnel involved in the renovation project. A security post on the other hand will host the site security personnel who will be responsible for protecting the valuable equipment, materials, and tools on the renovation site from theft or damage, as well as controlling and monitoring access to the renovation site, ensuring only authorized personnel and visitors are allowed to enter.

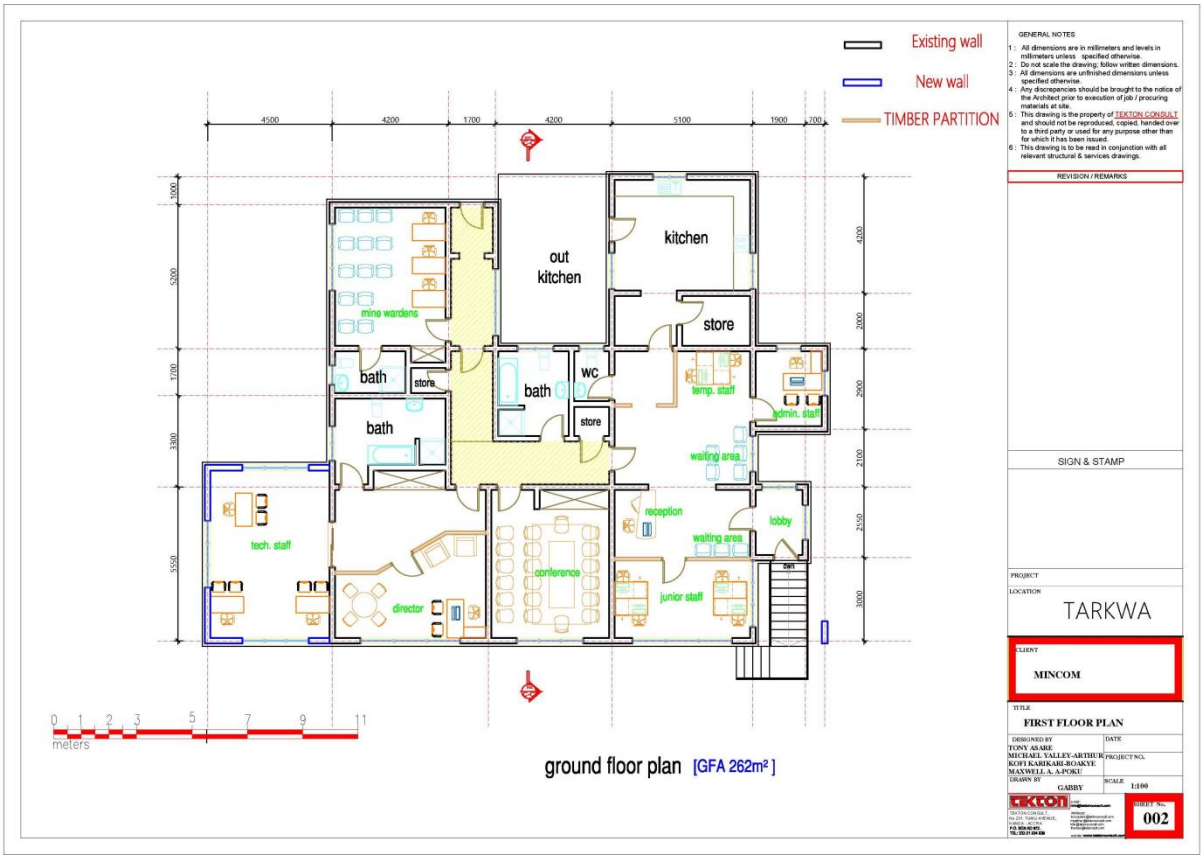
Existing wall
New wall
TIMBER PARTITION
4500
4200
1700
4200
5100
1900
700
out kitchen
kitchen
store
mine wardens
bath
store
bath
wc
store
bath
temp. staff
admin. staff
waiting area
reception
lobby
waiting area
tech. staff
conference
director
junior staff
meters
ground floor plan [GFA 262m²]
GENERAL NOTES
1 : All dimensions are in millimeters and levels in millimeters unless specified otherwise.
2 : Do not scale the drawing; follow written dimensions.
3 : All dimensions are unfinished dimensions unless specified otherwise.
4 : Any discrepancies should be brought to the notice of the Architect prior to execution of job / procuring materials at site.
5 : This drawing is the property of TEKTON CONSULT and should not be reproduced, copied, handed over to a third party or used for any purpose other than for which it has been issued.
6 : This drawing is to be read in conjunction with all relevent structural & services drawings.
REVISION / REMARKS
SIGN & STAMP
PROJECT
LOCATION
TARKWA
CLIENT
MINCOM
TITLE
FIRST FLOOR PLAN
DESIGNED BY
TONY ASARE
MICHAEL VALLEY-ARTHUR
KOFI KARIKARI-BOAKYE
MAXWELL A. A-POKU
DRAWN BY
GABBY
DATE
PROJECT NO.
SCALE
1:100
SHEET No.
002

Figure 3. Designs and drawings of the Tarkwa office space

External Works

A boundary will be established around the office facility. This will be made up of block work with a metal fence atop, as shown in the 3D images labeled as shown in Figure 3 above. There will also be a reconstruction of the septic tank. The parking area will be redesigned and appropriately finished.

Designs and drawings of the Tarkwa office space

The current building is vacant; however, the Minerals Commission as part of the mandate has fully staffed the district office at Tarkwa to monitor and regulate ASM operations in a different office space until renovation works are completed.

Figures 2 and 3 show the composite plan and 3D drawing images of how the Tarkwa facility will look on completion of the proposed renovation.

Construction Period

The contractor will take twelve months to finish the entire renovation works. It is estimated that the handover of the facility will be done at the end of the eighth month, while four months will serve as the defects liability period.

CHAPTER THREE: ENVIRONMENTAL AND SOCIAL CONDITIONS

Chapter three describes the environmental and social context of the Project Site. It describes the current situation in order to assess the potential effects of the planned activities on the environment and socioeconomic life of residents of the Tarkwa town. The general environmental and social baseline information from Tarkwa, highlighted in the screening report and the structural designs and budget from the supervising engineer, were used to develop the Environmental and Social Management Plan.

Water Resources

The main sources of water in the area consist of subterranean aquifers and surface runoff. There are no rivers in close proximity to the location. Water utilized for mining activities is derived from excavated pits and underground water discharged from shafts.

Soils

Soils of the Bekwai-Nzima/Oda associations occur in a definite topographical sequence. On the summits, upper and middle slopes there is red, well-drained soil (Bekwai series). The brown, moderately well drained Nzima series occurs in situ, developed as concretionary silty clay loams. Soil on the middle slopes consist of brown to yellow brown imperfectly drained silty clays and silty loams. The Kokofu series developed from colluvium or hill wash material. The valley bottoms are underlain by grey poorly drained alluvial sand (Temang series) and clay (Oda series). There is a significant degree of soil erosion and degradation caused by the illegal mining operations in the area.

Noise and Air Pollution

The predominant source of sound in the area originates from machinery used for Artisanal Small Scale Mining (ASSM) activities and vehicular traffic. Occasionally, noise disruptions may occur due to community gatherings or funeral services. Illegal miners conduct small-scale underground blasting, which may contribute to noise, and vibration. Additionally, the use of small crushers and water pumps could also affect noise levels in the area. Dust emissions from the machinery operated by small-scale miners are the primary source of air pollution, leading to poor air quality resulting from artisanal small-scale operations.

Environmental Health

The predominant disease vector in the area is mosquitoes, which transmit malaria as well as microorganisms harboring bacteria and viruses that have the potential to impact humans, animals, and plants.

Waste

Mining waste is a significant issue in the area. Ore is taken from mines to processing sites for extraction of gold. Pits can be up to 10m deep, producing large amounts of waste that are never treated.

Socio-economic Profiling of Tarkwa

Data from the 2021 census shows that Tarkwa has a population of 218,664 with 113,055 males and 105,609 females[1]. Sources from the Minerals Commission indicate that about 55, 000 of the total population is engaged in Artisanal Small Scale Mining activities and related businesses in Tarkwa and its environs. This means that the majority of the community members are involved in mining operations on a small scale, using traditional methods and tools to extract minerals from the earth. These activities play a significant role in the local economy, providing employment opportunities and contributing to the livelihoods of the people in the area. Despite the challenges and risks associated with artisanal mining, it remains a crucial source of income for many individuals and families in Tarkwa. It is essential to support and regulate these activities to ensure sustainable practices and the well-being of the community members involved.

The Minerals Commission (MinCom) District Office in Tarkwa serves about 20 communities as shown in Annex 5. The renovation of the Tarkwa facility will improve service delivery to prospective clients of MinCom within those communities.

Screening Report

The screening report provided in Annex 1 is an important document that outlines the environmental and social conditions of the site where the office renovation will take place. It is a foundation for understanding the current state of the surroundings and the potential impact of the renovation project. The subsequent chapters of the report are dedicated to pinpointing and addressing any environmental and social risks that may arise during the renovation and refurbishment process. The risks are analysed and managed to ensure the project is carried out in a sustainable and responsible manner, taking into consideration the well-being of the environment and the community.

[1] https://www.ghanadistricts.com/Home/District/209

CHAPTER FOUR: APPLICABLE LEGISLATIONS, REGULATIONS, POLICIES AND INSTITUTIONAL FRAMEWORK

This chapter discusses the applicable national policies, programs, legislation, and the permitting requirements for the office renovation at the local government level. Table 1 describes the significance of the various policies related to the renovation exercise.

Environmental Approvals and Permits Needed for Construction of the Tarkwa Office

The environmental approvals and permits required for the construction of the Tarkwa Office include:

- Approval of the designs and drawings by the Municipal Assembly
- Fire permit from the Ghana National Fire Service
- Issuance of building permit by the Municipal Assembly
- Certificate of occupancy

Table 1: Policies and Standards

Legal/Policy/Standard	Key Requirement	Significance to the Project
Occupational Safety and Health (OSH) Policy of Ghana, Draft 2004	Prevent workplace accidents and injuries and define health and safety responsibilities for employers and employees	This policy would ensure that the renovations are carried out according to best practice while creating the environment to protect health and ensure safety.
Environmental Assessment (EA) Regulations ,1999 (LI 1652)	All activities likely to have an adverse effect on the environment must be the subject of an environmental assessment prior to the commencement of operations.	The Sub-project requires the preparation of a Preliminary Environmental Report (PER) the equivalent of an ESMP in the World Bank sense
Local Government Act, 1994 (Act 462)	This Act established the Metropolitan, Municipal and District Assemblies (MMDAs) as the district planning and administrative authority.	Administrative authority responsible for the regulations on land use planning and sanitary waste disposal
Land Use and Spatial Planning Act, 2016 (Act 925)	Discrete professional disciplines which involve spatial planning include land use, urban, regional, transport and environmental planning.	The Act provides for sustainable development of land and human settlements through a decentralized planning system, ensure judicious use of land in order to improve quality of life, promote health and safety in respect of human settlements. Act 925 is also relevant, as the undertaking constitutes development on land, especially that the proposed renovation works will alter the looks of the existing building (e.g: addition of the fence wall, car park, new septic tank etc.). Thus, a renovation permit from the is required from the Tarkwa-Nsueam Municipal Assembly, before the renovation works can begin
Fire Precaution (Premises)	Require businesses to obtain fire certificate	It is crucial to have a fire certificate in place for the safe operation of an office.

Legal/Policy/Standard	Key Requirement	Significance to the Project
Regulations, 2003 (LI 1724)	for offices and warehouses	This certificate ensures that the necessary fire safety measures are in place to protect employees, visitors, and property in case of a fire emergency. Without a fire certificate, the office may be at risk of not meeting legal requirements and facing potential fines or even closure. Therefore, it is imperative for office managers to prioritize obtaining and maintaining a valid fire certificate to ensure the safety and well-being of everyone in the workplace.,
The Labour Act, 2003 (Act 651)	Stipulates employer's duty to ensure that every worker employed works under satisfactory, safe and healthy conditions. The Act also determines the working times and compensation for injured persons while on duty.	Occupational health, safety and welfare of persons employed by Ministry and the Contractor will be guaranteed.

Environmental Quality Standards

Ghana Standard on Health Protection - Requirements for Ambient Noise Controls (GS 1222:2018)

The Ambient Noise Controls provide maximum permissible noise levels based on categorised zones as shown in Table 2. The standard also includes noise requirements for a construction site which include:

- Erecting an acoustic barrier around a construction site; and
- Ensuring that the maximum noise level near the construction site does not exceed 66dB(A) Leq (5min) in areas other than industrial areas.

Table 2: Requirements for Ambient Noise Control

Zone	Permissible Noise Level in dB(A)		WBG EHS Guidelines One Hour LAeq (dBA)	
	Day (6:00am-10:00pm)	Night (10:00pm-6:00am)	Daytime 07:00 - 22:00	Night-time 22:00 - 07:00
Residential Area	55	48	55	45
Educational and health facilities, offices and law courts	55	50		
Mixed use	60	55		
Area with some light industry	65	60		
Commercial areas	75	65		

Light industry areas	70	60	70	70
Heavy industry areas	70	70	70	70

Ghana Standard on Environment and Health Protection - Requirements for Ambient Air Quality and Point Source/Stack Emissions (GS 1236:2019)

The Ghana Standard on Environment and Health Protection - Requirements for Ambient Air Quality and Point Source / Stack Emissions provides the maximum limit for ambient air pollutants

Table 3: Requirements for Ambient Air Quality – Maximum Limit for 24 Hours

Substance	Maximum Limit (µg/m^3)
Sulphur Dioxide (SO2)	50
Nitrogen Oxide (NO2)	250
Total suspended particulate matter	150
Particulate Matter (PM10)	70
Particulate Matter (PM2.5)	35
Black Carbon	5

Ghana Standards on Environment Protection-Requirements for Effluent Discharge (GS 1212:2019)

The Ghana Standard for Environment Protection – Requirements for Effluent Discharge (GS 1212:2019) requires every undertaking to install a pollution control system to treat effluent discharges from the operations, based on the best available technology. In the absence of pollution control equipment, an undertaking shall implement measures to control pollution. Any effluent discharged from a facility shall be within permissible levels.

Table 4: Requirements for Effluent Discharge

Parameter	Unit	Maximum Permissible Levels
Colour (TCU)	TCU	200
pH	pH Units	6 – 9
Conductivity	µS/cm	1500
Total Suspended Solids (TSS)	mg/L	50
Total Dissolved Solids (TDS)	mg/L	1000
COD	mg/L	250
Oil and grease	mg/L	5
Aluminium	mg/L	1.0
Copper	mg/L	5
Lead	mg/L	0.1

World Bank Environmental and Social Framework and Standards

The World Bank l Environmental and Social Framework applies to all investment projects commencing on or after October 2018. The ESF re-enforces the vision of the Bank to pursue sustainable development and poverty reduction. It also sets out the policy of the Bank to support borrowers to develop and implement environmentally and socially sustainable projects as well as build capacity in the assessment and management of environmental and social impacts and risks associated with the implementation and operation of projects. There are ten (10) Environmental and Social Standards for Investment Project Financing projects. The standards relevant to the office sub project are shown in Table 5 and explained in Table 6 of the report.

- Assessment and Management of Environmental and Social Risks and Impacts (ESS1);
- Labour and Working Conditions (ESS2),
- Resource Efficiency and Pollution Prevention and Management (ESS3),
- Community Health and Safety (ESS4);
- Stakeholder Engagement and Information Disclosure (ESS10).

Table 5: World Bank Environmental and Social Standards Relevant to the Project

World Bank Environmental and Social Standards	Justification for relevance
ESS1: Environmental & Social Risk and Impact Assessment	This standard is relevant since the proposed renovation works are expected to present some environmental and social risks. The potential impacts associated with these risks needs to be assessed and mitigated.
ESS2: Labour and Working Conditions	This standard is relevant because the project will engage people employed or engaged through third parties (contractors, sub-contractors,) to perform work related to the renovation activities, ESS2 applies to people engaged in the sub-project on a full-time, part-time, temporary, and seasonal basis as well as migrant workers.
ESS3: Resource Efficiency and Pollution Prevention and Management	This standard is relevant since the proposed renovation activities are expected to present some resource efficiency and pollution prevention and management issues.
ESS4: Community Health and Safety	This standard is relevant since project implementation will happen in mining communities and the fact that most of these communities are in an already high fragility environment.
ESS10: Stakeholder Engagement and Information Disclosure	This standard is relevant since multiple stakeholders include government agencies, District Assemblies, NGOs. CSOs will be involved in this project.

CHAPTER FIVE: STAKEHOLDER CONSULTATION AND PARTICIPATION

This chapter describes the consultative and collaborative process used to develop this ESMP. It also describes the tools and checklists included in the project-approved ESMF and how they were utilized in the preparation of this ESMP. It describes the three levels of consultation and consensus building adopted, including consultations during activity screening, ongoing consultation with key government agencies at the district level, and validation of proposed mitigation measures.

Stakeholder Consultation

The preparation of this ESMP was done through consultation, participation, and consensus-building with stakeholders. Experiences and lessons learned through the project monitoring system and Grievance Redress Mechanism (GRM) provided a solid foundation and platform for interaction with all stakeholders.

In preparing this ESMP the Team engaged with three categories of stakeholders. They include i.) project affected persons (Tarkwa Community) identified during the screening of the office facility sub-project, ii.) government agencies (Minerals Commission and Tarkwa-Nsueam Assembly) and iii.) CSOs/NGOs (Solidaridad) working in the project area. The outcome of the consultations is positive, and the proposed development is welcomed by all stakeholders. As part of their support for the renovation project, they also requested that comprehensive mitigation measures be implemented to effectively address all identified issues pertaining to air pollution, as well as the generation of dust and waste.

Consultations during the Screening Process

As part of the ESMF, all sub-projects must be vetted using the WB-approved checklist before fieldwork begins. Stakeholder engagement and registration templates are available to simplify this process. Stakeholders can use the Grievance Redress Mechanism to file Project related issues exploring the potential outcomes, locations, individuals impacted, consequences, origins, and longevity of the issue. These sessions are included in the Grievance Registration and Resolution form in Annex 6. The screening, stakeholder consultation, and supervising engineer report are included in this ESMP.

Consultation with District Government Agencies

While engaging with the Minerals Commission, Tarkwa-Nsueam Municipal Assembly, Social Welfare, Forestry Commission, Environmental Protection Agency, and Water Resources Commission, participants raised concerns regarding potential noise, dust, sanitation issues, waste generation, and potential accidents during the renovation project. Suggestions for mitigation included implementing roadblock signs to alert the public and employing security services . Additionally, it was recommended to obtain the necessary permits for the renovation activities.

Verification of the Suggested Mitigation Measures

To ensure ESMP acceptance, there will be continuous consultations with the relevant stakeholders. This will mostly be a feedback mechanism to assure stakeholders that their concerns and suggestions were considered in the ESMP's development.

Disclosure

Through the support of MLNR and the Minerals Commission at the national level, the District Office of the Minerals Commission will make this ESMP public. Copies of the ESMP will be accessible at all times at the District Offices for all stakeholders. The MLNR and the Minerals Commission will also make copies of this ESMP available on the GLRSSMP and Minerals Commission websites as well as the World Bank website.

CHAPTER SIX: ENVIRONMENTAL AND SOCIAL IMPACTS OF THE OFFICE FACILITY

This section outlines the potential environmental and social impacts identified for the proposed activities through review of designs and drawings, visits to the project site, the screening exercise, and stakeholder consultations.

Areas of Influence

The environmental, socioeconomic, and institutional effects of the project are highlighted and briefly explained below. The area of influence for the proposed activities will be mainly limited to the existing building footprint and immediate adjoining areas. The area of interest can be seen using GPS coordinates 5°25' 55.95" N 2°8' 1.03" W Tarkwa-Nsueam Municipal Assembly

Environmental Receptors

The environmental receptors are the ambient air quality and noise levels and health and safety of construction workers, dust emission, waste generation, soil erosion, water contamination/pollution and disturbance of communities around the construction sites. The requirement for construction materials, such as 50 cubic meter of sand and 70 cubic meter of gravel and 1500 liters of water and hence the impact on the natural environment is low.

Socio-economic Receptors

The proposed interventions in Tarkwa will have an impact on the community residents, nearby neighbourhood or potential visitors to the area. There could also be a positive impact on the Tarkwa community members who reside close to the office space. Since the majority of the construction workers will be from the local area, this will surely generate income for them, thereby improving their standard of living. Also, related business activities such as food vending will pick up in the area. This should translate into favourable conditions for the local economy of the vicinity.

Influence of institutions and organisations

Among the institutions and organizations implicated in the renovation are the Ministry of Lands and Natural Resources, Minerals Commission, Environmental Protection Agency, Private Sector (Ghana Manganese Limited), the Tarkwa-Nsueam Municipal District and Traditional Authorities.

Specific Project Activities of Environmental and Social Concerns

The major activities to be implemented are civil works for Staff offices, 70% of the immediate surroundings will be covered in pavement, while the remaining 30% will be adorned with ornamental plants.The civil works will involve transportation of construction materials and disposal of construction waste. It is anticipated that some minor potential negative impacts will manifest during the pre-construction, construction, and post-construction phases. These potential negative environmental and social impacts relate to the following:

Pre-Construction (Negative Impacts)

Environmental and social risks anticipated during the pre-construction phase include potential air, water and soil pollution from possible land clearing activities, fugitive dust and exhaust fumes from movement and use of vehicles and machines which could result in environmental pollution and public health concerns.

Social risk include discrimination in the tendering process, and the potential for individuals managing the process to request sexual favors from female bidders in exchange for consideration for contract selection and award.

It is estimated that thirty (30) workers, preferably locals (both skilled and unskilled), will be required to support the renovation works . It is important to mention that not all thirty (30) workers will be present at the construction site at all times as the recruitment will be phased, and in synchrony with the labor requirements of the renovation works at the various stages.

The Contractor's Environmental and Social Management Plan (C-ESMP) will include a Labor Management Procedure (with a dedicated section for GBV/SEA/SH risk mitigation measures), as well as provide for the design of the temporary site office and security post to be constructed. The C-ESMP will also describe the specific measures to be followed to ensure occupational, health and safety, GBV/SEA/SH risks are mitigated, and effective management of potential construction impacts, including construction waste.

Construction

The majority of environmental disturbances will occur during the construction phase. This phase will have ***low to moderate localised and reversible impacts*** and could be a source of inconvenience for workers and all those living in the area from air and noise, drainage, transportation and storage of construction materials, disposal of construction waste, occupational health and safety of workers, spread of STDs and other diseases among workers, GBV/ SEA/ SH risks and social-economic impacts (community health and safety, risk of non-recruitment of local labour to offer employment opportunities and income). The development is likely to have the following major negative effects:

a) Noise

Possible noise from the operation of construction machines such as concrete mixer. As a result, permissible/acceptable human noise levels may be temporarily exceeded. However, this will be minimal effect on the health and comfort of those living within 100 meters of the site. Also, during the development of the C-ESMP, noise abatement measures will be taken into account.

b) Impact on Ambient Air

The air emissions from construction equipment and automobiles will be minimal and will have no effect on the quality of the surrounding air. Nevertheless, dust emissions from construction may alter the air quality in the vicinity of the construction site during the construction phase.

c) Solid Waste Disposal Impacts

Throughout the renovation works, various types of waste will be generated. From changing the roofing, waste will be generated from the old roofing sheets and wood, plywood pieces, removed doors and windows; wood from old wooden floor; broken blocks, sand and other

related waste from the demolished walls; old wires, sockets, switches and other related e-waste from the rewiring; old pipes, toilets, sinks, vents, faucets, and other related waste from the plumbing works; and waste from scrapings of the old paint and screeding of walls will all be generated. In the event of an oil leak or paint spill, the affected area must be cleaned immediately, and the equipment must be taken away to prevent significant pollution of the surrounding environment. Solid waste shall be properly disposed of in dustbins (minor site waste) and bulk waste shall be disposed of at designated locations and periodically collected for disposal at the communal waste site of the communities.

The contractor, as part of the Contractor's Environmental and Social Management Plan (C-ESMP), will develop a waste management plan to manage these different types of wastes (including e-waste), in a manner consistent with this ESMP and the project's ESMF. In accordance with requirements of the World Bank's Environmental, Health and Safety (EHS) General Guidelines, the C-ESMP will also have a chapter constituting an asbestos management plan which clearly identifies the locations where the Asbestos Containing Materials (ACM) is present (if any), its condition (e.g. whether it is in friable form with the potential to release fibers), procedures for monitoring its condition, procedures to access the locations where ACM is present to avoid damage, and training of staff who can potentially come into contact with the material to avoid damage and prevent exposure. The plan should be made available to all persons involved in operations and maintenance activities. The removal and disposal of any ACM shall be performed by specially trained personnel following EPA's requirements for handling hazardous substances. These requirements will be included in the bidding documents.

d) Occupational Health and Safety Risks

Sanitary facilities for construction workers, such as restrooms, trash cans, and dining areas, are among the health protection measures associated with the renovation works. In this case, the contractor is responsible for ensuring that his or her employees have access to the needed sanitary amenities. Before construction begins, these facilities should be in place. These requirements, among others, will be incorporated in the bidding documents.

The control building for equipment and control facilities shall be supplied with potable water and have a sanitation facility. Specially trained personnel will conduct periodic inspections, maintenance, and repair of malfunctions and mishaps.

During the construction phase, workers will be exposed to sharp objects, loud machinery, and a dusty environment. The contractor will be required to provide his employees with appropriate protective equipment, such as boots, gloves, protective clothing, dust masks, and earmuffs. These costs should be included in the project's budget. In order to prevent dust, the soil will also be watered. It is expected that signages would be appropriately positioned close to danger points in order to restrict the movement of unauthorized personnel on site during construction. All waste generated will be disposed of in an approved landfill.

Throughout the entirety of the construction phase, a Health, Safety, and Environmental Officer (HSE) will be on-site. The HSE officer will ensure that a first aid kit is always available and accessible, and that all employees are aware of safety regulations.

As part of the C-ESMP, the contractor will create an Occupation Health and Safety Management Plan to address the aforementioned concerns.

On the construction site, the construction equipment involved in the civil works are likely to generate noise. Noise is also likely to emanate from routine chiseling/cutting of the already existing walls and dressing walls.

During the civil works, there will be a certain quantity of dust. Particularly if construction is to take place during dry spells, precautions should be taken to reduce wind-borne dust.

Workers must wear safety gear including gumboots, helmets, safety belts (harness), dust masks, and approved welding glasses for welders if the need be. Other safety precautions outlined in the applicable Ghanaian or International Industrial Safety Code must be observed. Again, these requirements, among others, will be incorporated in the bidding documents.

Social Impacts

The Tarkwa community surrounding the construction site of the office building and the neighborhood of about 80 meters to the building are sparely populated. The area is distinguished by the office space, residential facilities, and urban settlements. The building is currently vacant, containing items such as plastic buckets that will eventually be moved. The neighboring structures were consulted regarding the upcoming renovation project, and one of the implemented measures is to conduct construction activities between the hours of 6 a.m. and 6 p.m. each day. There will be some risks resulting from the following:

(a) Possible Destruction of Property and Injury to people in the Neighborhood

Due to the potential for construction-related damage to nearby properties, the contractor must ensure that the impact is minimized or eliminated by barricading the area, to ensure that all debris are contained within the barricaded area, and also prevent unauthorized personnel from entering the construction site. Barricading will secure surrounding properties from damages and people from getting injured from flying construction debris

(b) Health Challenges (STDs such as HIV/AIDS):

Local labor is encouraged to promote local content as part of the GLRSSMP's strategies. Given that the majority of the workers would be local folks, the likelihood of any substantial risk materializing in this aspect is minimal.

Positive Impacts of the Project:

The anticipated positive impacts of the project during the construction and operation phases include the following:

Employment: During the construction phase, the project should provide some form of temporary employment for community members. However, the completion of construction means that a quality office facility will enhance productivity and customer service.

During the construction phase of the project, the sale of food and other services to workers will generate some direct income for food vendors.

CHAPTER SEVEN: ENVIRONMENTAL AND SOCIAL MITIGATIONS

This chapter describes the proposed environmental and social mitigation measures that were developed by applying the mitigation hierarchy and also through stakeholder consultation and participation. In addition, indicative costs for the implementation of mitigation measures are provided in chapter 10.

Environmental and Social Mitigation

The mitigation measures were developed based on good international industry practices, including the World Bank's EHS Guidelines, and the project's stakeholders. The following table details the mitigation measures and implementation responsibilities for the identified minor to moderately significant adverse impacts.

Table 6: Mitigation measures for the Tarkwa Office Facility

Potential Impact	Mitigation Measures	How to Verify	Responsibility	Monitoring	Receptor
Pre-Construction Impacts					
Disregard for Environmental and Social Issues in the Bidding Documents	Ensure that environmental and social Issues are incorporated into the bidding documents	Using the bidding Documents	PCU	Review of the bidding documents	Neighbors/workers
Impacts from the building Designs.	Enhance building designs to avoid any health and safety impacts	Building designs and drawings	PCU	Review of building designs, Random site inspections	Neighbors/workers
Lack of Universal Access	Universal access, such as disabled-friendly facilities (ramps and toilets) should be provided	Inspection of building designs	Contractor	Review of building designs	Neighbors/workers
Timing of Construction Activities	Major works can be done from 6am to 6pm during weekdays and outside office hours	Inspection of Work Schedules. Grievance Redress Mechanism	Contractor	Review of C-ESMP	Neighbors within the vicinity
Theft of equipment and materials, unauthorized access to renovation site, and exposure of security personnel to weather conditions.	A temporary security post will be provided to accommodate the security personnel on site who will be responsible for protecting the valuable equipment, materials, and tools on the renovation site from theft or damage, as well as controlling and monitoring access to the renovation site. A temporary site office will also be provided on site to store building materials, host the first aid kit, the project manager/ site supervisor/ other key personnel, as well be the central place for managing and coordinating the various activities, resources, and	The presence of a temporary security post and a site office. Presence of storage site	Contractor	Review of C-ESMP Facility Inspections	Neighbors within the vicinity

	personnel involved in the renovation project.				
Potential air, water and soil pollution from clearing activities	Clearing and cleaning of the site is done under strict regulation to prevent air, water and soil pollution.	Control mechanisms	Contractor/Mincom	Review of C-ESMP	Neighbors within the vicinity
Exhaust fumes from machines and vehicles movement	Regulate movement of vehicles to the site by the required speed limits.	Vehicle movement plan	Contractor/Mincom	Review of C-ESMP	Neighbors within the vicinity
Construction Impacts					
Ambient Air					
	To keep dust from blowing, cover truck loads with canvas including cement dust by carefully handling and working under moist conditions	Journey Management Plan	Contractor	Random truck inspection	Neighbors within the vicinity
	Make sure that vehicles transporting building materials to site abide by the traffic regulations and the required speed limits.	Driver Training Records	Contractor	Impromptu checks	Neighbors within the vicinity/ Workers
	Make sure the stockpiles of things that can be moved are managed well so that there is less blow dust. Caution when moving materials also when unloading easily broken things, keep drop heights to a minimum.	No extensive dust blow	Contractor	Random site inspection	Neighbors within the vicinity/ Workers
Noise, and Vibrations					
Noise and vibration impact at the construction sites	During weekdays, work can be done within the hours of 6am to 6pm. The contractor is recommended to work primarily on weekdays since the area is within a residential area.	Grievance Recorded	Contractor	Random site inspection, Review of filed grievances, review of timesheets of workers	Neighbors/workers
	Use the latest technology and limit the number of machines that can be used at the same time.	Type of machine used/ Grievance Mechanism	Contractor	Spot checks, Review of filed grievances	Neighbors/workers
	Use modern, well-kept equipment (e. g. use of silencers).	Technical Specification Sheet	Contractor	Random site inspection	Neighbors/workers
	Use hearing protection for workers who work in noisy	Protective hearing equipment available and	Contractor	Random site inspection	Neighbors/workers

	environments.	used.			
Community, Occupational Health, and Safety					
Community, Occupational Health, and Safety	Given that about twenty-five (25) local people will be employed during construction phase the workers will be trained in health and safety (including skilled and unskilled).	Training performed and recorded	Contractor	Check Training modules and records	Neighbors/workers
	Place a first-aid kit at the project site.	Provide First Aid kit for workers	Contractor	Random site inspection to check availability and expiry date of first-aid kit	Neighbors/workers
	Personal Protective Equipment (PPE), such as hard hats, boots, reflector jackets, goggles, nose masks, and ear plugs, should be worn by workers.	PPE used on-site by workers.	Contractor	Random site inspection to check availability and usage	Neighbors/workers
	Keep the place clean to a high standard.	Good housekeeping on-site	Contractor	Random site inspection	Neighbors/workers
	Ensure that the construction site is fenced.	Site fenced, security post constructed, and visitors sign-in book available at security post.	Contractor	Random site inspection	Neighbors/workers
Fire Prevention	As required by law, make sure there are approved fire extinguishers on site.	Fire prevention equipment in place	Contractor	Regular site inspection	Neighbors/workers
Labour Issues (Reference Labour Management Plan of the Project)	Make sure workers have access to and know about the way to file a complaint.	Grievance Mechanism in place and grievances recorded	PCU/ Contractor	Knowledge and availability of grievance register	Neighbors/workers
	Ensure that the minimum legal labor standards set by the ILO and Labour Act are met. These standards include no child or forced labor, no discrimination, fair working hours, and minimum wages.	Grievance Mechanism Records, Training recorded	Contractor	Inspection reports (also from labour authorities), Review of grievance register and training record	Neighbors/workers
	Give workers clean and adequate facilities, and make sure that toilets and changing rooms are separate for men and women.	Appropriate facilities in place	Contractor	confirm before commencement of works	Neighbors/workers
	The Contractor should provide a first aid kit on site	First aid kit provided at	Contractor	Random site inspection	Neighbors/workers

	for the workers.	site			
Soil and Groundwater					
Environmental contamination/ spills	Make sure that construction wastewater, including sanitary water, is disposed appropriately.	Water disposal compliant with legal requirements	Contractor/Mincom	Random site inspection	Neighbors/workers
	Make sure that any spills as such as paint are cleaned up right away.	Workers trained.	Contractor/ PCU	Random site inspection One-time inspection after construction	Neighbors/workers
Best practice of Managing building materials (e.g. Sand and gravel)	Acquire building materials such as sand and gravel from licensed quarry and burrow pit operators only	License/permit of operator	Contractor/Mincom	Random site inspection	Community members
	After construction is done, the work area will be put back together as well as possible.	Reinstatement completed	Contractor/ PCU	One-time inspection after construction	Community Members
Waste (Solid and Liquid)					
Toilet facility	There should be toilets on the job site for the workers.	Area of convenience	Contractor	Random site inspection	Neighbors/workers
Waste Management	Two trash bins should be set up for solid and liquid waste disposal. Household waste should be taken to an approved landfill. Manage the disposal of Asbestos Containing Material (ACM) that may be found in the existing roof to be replaced. The removal and disposal of any ACM shall be performed by specially trained personnel following EPA's requirements for handling hazardous substances.	No littering	Contractor	Random site inspection	Neighbors/workers
Water and Hydrology					
Surface Water Quality	Contractor should provide water for construction activities or harvest rainwater any time it rains during the construction period to avoid stress on the community water resource.	Water provided on site.	Contractor	Random site inspection	Neighbors/workers
	Reuse wastewater whenever possible.	Wastewater reused	Contractor	Random site inspection	Neighbors/workers
Socio-Economic Issues					
Stakeholder Engagement and Grievance Redress Mechanism	Effective engagement with communities, and participatory and engaging meetings. Ensure regular meetings with the local assembly and	Minutes of Meetings Grievance Redress Mechanism	PCU/ Contractor	Review of grievance register	Neighbors/workers

	communities to discuss progress of construction work.				
	Inform stakeholders of the existing Grievance Redress Mechanism so that people who might be affected by the Project can voice their concerns about it.	Grievance Mechanism in place, grievances recorded	PCU/ Contractor	Review of grievance register	Neighbors/workers
Local Employment & Procurement	Make sure that, when possible, goods and services for the Project and Project staff are supplied by the local community.	Local Procurement and Employment Records	Contractor/Mincom	Review procurement and employment rules and records	Neighbors/workers
Communicable Diseases	Ensure that all contractors follow the codes of conduct for employment and code of ethics. This includes, but is not limited to, safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmitted diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the people and community relations in general.	Communicable Diseases Register	Contractor	Review of diseases register and disease prevention programme if available.	Neighbors/workers
Operational Impacts					
Waste Generation	Waste bins of adequate number and sizes should be provided to collect recyclable and other waste separately.	Disposal containers available/Grievance Mechanism	Contractor/Mincom	Review of grievance register/Random Site Inspection	Neighbors/workers
Drinking water and sanitation facilities	Maintenance of drinking water and sanitation facilities	Safe drinking water and clean toilets	MinCom	Review of grievance register/ Random Site Inspection	Neighbors/workers

CHAPTER EIGHT: ENVIRONMENTAL AND SOCIAL MONITORING PLAN

This chapter provides a monitoring plan to evaluate the effectiveness of the mitigation measures. The plan stipulates that the responsible entities will develop monitoring indicators for impacts of low and moderate environmental and social significance. It provides guidelines for determining the cost of implementing the monitoring plan and the ESMP as a whole. The chapter also describes the need for the development of an emergency preparedness and response plan.

Environmental and Social Monitoring Plan

In order to effectively implement the provisions of this Environmental and Social Management Plan, an appropriate and effective monitoring program must be established to quantify pertinent elements of the physical, biological, and socio-cultural environments. The monitoring of relevant environmental and social parameters will assist in validating any predicted impact and assessing the efficacy of the mitigation measures. The monitoring program will aid in the collection of information that will be used to assess the environmental performance of the project.

Environmental and social issues and occupational health and safety will compose the majority of the monitoring activities.

The monitoring plan is tightly linked to the impact identification and mitigation table, where provisions have already been made for the validated mitigation action and where responsibility has already been assigned. The accountable parties would adopt the above-mentioned Table 6 and develop the specific activities necessary to meet the requirements set out in Table 6. The majority of impacts occur during the construction phase, and it is expected that, as part of the bidding and contract awarding process, the successful bidder will prepare a C-ESMP that clearly outlines the parameters to be monitored and the budgetary requirements.

The Project Coordinating Unit (PCU) and the Minerals Commission will monitor the activities of the sub project as shown in Table 7 of the monitoring plan for the responsibilities assigned to them under this ESMP. The cost of implementing this ESMP by the PCU and the Minerals Commission is also budgeted as part of the project's annual workplan and budget as indicated in Table 9.

The monitoring section of the ESMP includes: (a) a specific description and technical details of monitoring measures, including the parameters to be measured, methods to be used, locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to ensure early detection of conditions that call for specific mitigation measures.

The monitoring plan for the project is shown in Table 7 by identifying the things that must be examined before and after each action. Due diligence on the part of the designated construction inspector is essential for the monitoring of the Contractor's safeguards. For compliance assurance, it is necessary to examine the main monitoring criteria both during

and after work. Such parameters and criteria include i. dust generation and prevention; ii. amount of water used and discharged at site; iii. presence of proper sanitary facilities for workers; iv. Waste collection of separate types (mineral waste, wood, metal, plastic, hazardous waste, e.g. spent engine oil); v. waste quantities; vi proper organization of disposal pathways and facilities; or reuse and recycling whenever possible.

Emergency Preparedness and Response Plan

There shall be a plan to be prepared by the contractor to respond to emergencies that may arise during preparation and renovation of the project to include those resulting from natural catastrophes, fires that may break out in the work area, as well as those involving sabotage, etc. The Emergency Preparedness and Response Plan outlines the requirements, roles and responsibilities, and precautions necessary to respond to potential emergencies in a timely and suitable manner. This plan will be developed as part of the C-ESMP.

Table 7: Monitoring Plan

Phase	What parameter to be monitored	Where the parameter to be monitored	How the parameter to be monitored	frequency	Responsibility to implement	Responsibility to supervise
Preparation of activity	Universal access (disabled friendly offices facilities) in the designs Inventory of waste	Design Documents	check if design and project planning, and procedures,	before start of construction, before approval to use materials,	Supervising Engineer	Mincom /PCU
	Inclusion of mitigation and monitoring measures in the ESMP into the bidding documents	Bidding Documents	Review of the bidding documents	Before the issue of bidding documents	Supervising Engineer	Mincom /PCU
Implementation and supervision of activity	Preparation of C-ESMP by Contractor	C-ESMP,	Review of the C-ESMP	Before mobilization of the contractor	Contractor	Supervising Engineer/ Mincom /PCU
	Set up of GRM at the work place and access to the community	At work site	Review of Grievance Mechanism Records; Contractor's monthly reports	Monthly	Contractor	PCU
	Hiring of local workers and signing of code of conduct as per LMP	At work site	Review of worker's contracts	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Provision of PPE to workers	At work sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom

						/PCU
	Availability of drinking water and toilet for workers	At works sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Dust from the construction activities	Work site, material storage sites and transportation trucks	Visual observations	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Noise from construction activities	Work sites	Visual observations	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Collection and segregation of waste, and the waste is disposed of at approved sites	At work sites	Records of waste quantity collected and disposed	Weekly	Contractor	Supervising Engineer/ Mincom /PCU
	Barricades around the construction sites	At works sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Timing of construction activities outside the normal business hours	At work sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU

CHAPTER NINE: GRIEVANCE REDRESS MECHANISM FOR THE RENOVATION OF OFFICES

This chapter adopts the Grievance Redress Mechanism for the GLRSSMP and modifies it to accommodate the Renovation of the Office Facility. It provides simple system access, prompt feedback, recordkeeping and reporting. To ensure uniformity and facilitate the generation of reports, specialized tools have been provided to national and district level stakeholders.

Grievance Redress Mechanism for the Tarkwa Office Facility

The Grievance Redress Mechanism for all the office locations is based on a unified, dynamic system that is currently being implemented. The GLRSSMP and the African Environmental Health and Pollution Management Program operate a single GRM with four levels of operations from the community through to the national levels. These are explained below:

(a) Community Level structures

The Small Scale-Mining component of the GLRSSMP uses the local structures with representations from traditional authorities, the political representative i.e. the assemblyman or woman, youth representative, women representative, and the vulnerable with adequate capacity in grievance resolution.

(b) District Level Structures

The District Mining Committees (DMCs)[2] is being used by the Small Scale Mining component of the GLRSSMP for the management of grievances related to all subproject activities including this office renovation.

(c) Regional Level Structures

The mining component of the GRLSSMP manages grievances at regional levels by representatives from Environmental Protection Agency (EPA), Minerals Commission (MINCOM), Water Resources Commission (WRC), Forestry Commission (FC), and Ghana Geological Survey Authority (GGSA). Grievance issues are forwarded to the Clients Relation Unit (CRU) to deal with. Resolved or unresolved grievances will be sent to the CRU at EPA headquarters for documentation and further action.

(d) National Level Structures

At the national level, all complaints from the three other levels are sent to the main portal managed by the EPA. The EPA, through the CRU, grants access to the Mining component of the GLRSSMP to forward data on grievances for documentation and further action. Grievances are coded by officers and trained personnel at each level to indicate their origin, allowing the main portal manager to disseminate information to the Landscape and Mining components of the GLRSSMP and the Africa Environmental Health and Pollution Management Program (AEHPMP) for resolution or notification if grievances are resolved.

[2] Comprised of representation from the Minerals Commission with two representations namely the District Mining officer and an officer from the inspectorate division., Environmental Protection Agency (1), the Municipal or District Assembly (1), Traditional Authority (1) and Municipal or District Chief Executive who is the Chairperson

Complainants have the option to seek redress in the law courts or other jurisdictions if unsatisfied with the resolution outcome.

A maximum of 8 weeks is allocated to deal with complaints, with complainants being informed of the status at least twice every fortnight within this timeline.

Cases pertaining to Gender-Based Violence/ Sexual Exploitation and Abuse/Sexual Harassment (GBV/SEA/SH) complaints will be directed to the Domestic Violence and Victim Support Unit (DOVVSU) of the Ghana Police Service or other designated GBV service providers for immediate redress, depending on the nature of the case. Immediately after receiving a complaint, the GRM committee at that particular level where the case occurred or was reported is responsible for recording and referring the case to the appropriate service provider(s), based on the list of service providers already mapped and in place.

Table 8: Resolution Actions and Timelines for GLRSSP & AEHPMP GRM

Step	Action	Resolution Time
1	Receive and register the grievance	Within 2 days
2	Acknowledge, assess grievance and assign responsibility	Within 3 days
3	Development of response	Within 5days
4	Implementation of response if an agreement is reached	Within 10days
5	Initiate a grievance review process if no agreement is reached at the first instance	Within 10days
6	Implement review recommendation and close grievance	Within 10 days
7	Grievance taken to court by the complainant is not satisfied with the outcome of proceedings	-

Channels to Submit Complaints

The main channels include the following:

- Writing (letter);
- Verbal (walk in)';
- Phone call/fax; 0244878734: 0244653518
- WhatsApp; 0244878734: 0244653518
- E-mail; wilson.zoogah@mincom.gov.gh or ritdamoah@gmail.com
- Suggestion boxes;
- Website of Minerals Commission; and
- Avenue for anonymity through a trusted confidant (a friend or a family member)

Financing

The GRM for the Renovation of the Office Facility shall be financed by the Project. Allocation will be made for such purposes through the annual workplan and budget estimates.

CHAPTER TEN: PERSONNEL AND INSTITUTIONAL ARRANGEMENT FOR THE ESMP IMPLEMENTATION

This section describes the district-level personnel available to support the implementation of the ESMP's provisions. It describes the institutional arrangement for the plan's implementation, roles and responsibilities, and capacity building requirements.

Implementing Institutions

The District Office of the Minerals Commission at Tarkwa is in charge of implementing this Environmental and Social Management Plan, with assistance from the Ministry, the Supervising Engineer and the Contractor, the Traditional Authority, Community-Based Organizations, and the project beneficiaries (ASM Operators).

Implementation Arrangement

The Environmental and Social Management Plan will be implemented in three phases – pre-construction, construction, and operational phases – as shown in Table 6 of this report. In each of the phases, specific responsibilities are outlined for the contractor, MinCom and the PCU respectively.

Personnel and Capacity for Implementation of the ESMP

The District office of the Minerals Commission plays a vital role in executing interventions within its jurisdiction, serving both the District and the Community. With a competent team, the District Officer oversees the day-to-day operations of the office. The team comprises the Office Administration Manager, Community Relations Officers, Technical Officers, Front Desk Staff, and National Service Personnel. The District Officer specifically focuses on supervising the implementation of Safeguards and serves as the District Safeguards Point of Contact, taking charge of all matters concerning Environmental and Social Management Plan (ESMP) implementation.

The District Safeguards Focal Person has received adequate training to deliver effectively in their role. Even though they are already familiar with the World Bank's Safeguard Standards, Grievance Redress Mechanism, and E&S Impact Management, a further enhancement of their capabilities will afford a higher standard of implementation of the of the of the of the ESMP. Thus, a portion of the budget has been allocated for such further training.

Estimated Cost for the ESMP Implementation

To implement this Environmental and Social Management Plan for the Office Facility, a total of $7,000 is required to cover awareness, training, the provision of personal protective equipment, and the monitoring of key environmental and social impacts. The costs associated with implementing the ESMP are broken down in table 9 below.

Budget for Implementation of ESMP

Table 9: budget for implementation

No.	Description	Budget (US $)	
			2024
1.	Training for Safeguards Focal Persons		1,000
2.	Awareness Creation		1,000
3.	Extension support to contractor to meet statutory requirement		500
4.	Provision of PPEs		1,000
5.	Implementation of mitigation measures		1,000
6.	Implementation of Environmental and Social Monitoring Plan		1,000
7.	Implementation of GRM		1,500
8.	Total		7,000

REFERENCE

- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Environmental and Social Management Framework.
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Project Implementation Manual (PIM)
- Ghana Landscape Restoration and Small-Scale Mining Project (2020): Draft Strategic Environmental and Social Assessment (SESA) in selected pilot mining communities.
- Ghana Statistical Service (2010) Population and Housing Census of Ghana
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Environmental and Social Management Framework.
- World Bank (2021). Ghana Landscape Restoration and Small-Scale Mining Project-Project Appraisal Document Report No: PAD3699
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Stakeholder Engagement Plan
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Resettlement Policy Framework
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Process Framework

ANNEXES

Annex 1: Screening Report for the Tarkwa Office Facility

Tarkwa

A	BACKGROUND INFORMATION:	
1.	Date:	15/04/2024
2.	Type of Activity	Renovation of Tarkwa Office
3.	Project Location (Region, District, Community)	GPS coordinates: 5°25' 55.946" N 2°8' 1.025" W Western, Tarkwa Nsuaem Municipal, Tarkwa Akon
4.	Population of beneficiary community (Male/Female)	Total: 218,664 113,055 males 105,609 females
B	DESCRIPTION OF ACTIVITY	
5.	Type of Activity (including objectives and outputs)	Increased capacity development at the district level of the minerals commission • Refurbished district offices • improved access to ASM technical services delivery Activities: • Alteration of existing walls • Re-roofing and ceiling • Floor tiling • Re-wiring • Plumbing • Partitioning • New windows and doors • Painting • Block fencing • Pavement
6.	Land area to be taken by project activity, in acres/ha	No land will be taken, as this is an existing building to be renovated. It has a total floor area of 305 m^2
7.	Any existing property to be affected, and by how much (total,	No

	partial demolition etc.)			
8.	Any plans for construction, movement of earth, changes in land cover	Yes, construction of pavement		
9.	Date of commencement and expected completion date	Yet to be determined		
10.	Estimated cost	GHC 2,437,583.15. (USD 166,000)		
11.	Facilities Earmarked for Construction, Renovation or Expansion (List them in the corresponding column).	Tarkwa Office		
C	PRELIMINARY ENVIRONMENTAL INFORMATION			
	Adjoining Land Uses (agricultural, industrial, residential, etc.)	Name land use type (estimate and measure distances where feasible		
12.	i. South	75 meters, Residential		
13.	ii. North	100 meters, Residential		
14.	iii. East	88 meters, Residential		
15.	iv. West	110 meters, Residential		
	Site Specific Characteristics	Estimate and measure distances where feasible		
16.	i. Nature or slope of land	Topography is relatively hilly, however structure is on a terraced land with almost zero slope		
17.	ii. Proximity to thoroughfare (path)	40 meters		
18.	iii. Proximity to a natural habitat e.g. wetland etc.	N/A		
19.	iv. Proximity to a residence or any community resource or facility	75 meters to the closest residential facility		
20.	v.Proximity to a road	40 meters to access road		
21.	vi. Proximity to a River/Stream	N/A		
		YES	NO	COMMENT

22.	Would the activity potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?		x	
23.	Are any activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?		x	
24.	Are there activities at the project site?		x	
25.	What is the current land use			Residential Facility
26.	Will the proposed activities have any impact on any ecosystem services biodiversity issues or natural habitats?		x	
27.	Will there be water resource impacts?		x	
28.	Will there be vegetation and soil impacts?		x	
29.	Will there be air quality or noise impacts?	x		
30.	Are there any new or changing river basin management planning or activities?		x	
31.	Involve the use of petroleum, diesel, liquefied petroleum gas, bitumen, biodiesel, ethanol and methane	x		
32.	Does activity have potential to generate solid or liquid wastes?	x		Debris from the construction and man-made generated

				waste
	Environmental Awareness			
33.	i. Community/School Environmental Association or Club		x	
34.	ii. Collaboration with EPA or any Environmental NGO	x		Collaborate with EPA on ASM environmental compliance and Solidaridad on best mining practices
35.	iii. Environmental programs and activities undertaken (symposia, lectures, film show, tree planting etc.)	x		Stakeholder engagement and community sensitisation
36.	iv. Watershed management planning participant Yes/No		x	
D	PRELIMINARY SOCIAL INFORMATION			
	Sanitary Facilities Available	Type and Number (Comments if any)		
37.	i. Toilets (type & number)	Water closet, 4		
38.	ii. Urinals (type & number)	Water closet, 4		
39.	iii. Disability friendly access (Yes/No)	No		
40.	iv. Separate sanitation facilities for Males and Females (Yes/No)	Yes		
41.	v. Number of toilets allocated to Males and Females	Two male, two female		
42.	vi. Room/space for pregnant and lactating mothers	No		
43.	vii. Room/space for Personal Protective Equipment (PPE)	Yes		

44.	viii. changing rooms (type & number)	No		
45.	ix. Available space for seated areas (Yes/No)	Yes		
	Site Specific Characteristics	YES	NO	COMMENT
46.	Will there be restrictions or loss of access to public facilities or resources?		x	
47.	Has there been litigation or complaints of any social nature directed against the proponent or the activity?		x	
48.	Will the activity require the acquisition of land?		x	
49.	What is the status of the land holding required by the project (public land, private land or customary land (skin/stool or family land) community lands, etc.)?			Public Land
50.	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?		x	
51.	Would elements of project renovation, refurbishment, construction phase pose potential safety risks to local communities?		x	
52.	Is there evidence of land tenure status of landowners and/or occupants (affidavit, deed/title or other documentation)? (Yes/No)	x		
53.	If yes, specify the type of tenure evidence available (written or			Transfer of ownership

	otherwise)			
54.	Are there outstanding land disputes? (Yes/No)		x	
55.	Has there been proper consultation with stakeholders? (Yes/No)	x		
56.	If yes, describe the stakeholders and the consultation methods used			Administration of check list to mineral commission, neighboring occupants, District Assembly (MCE, District Planning and engineer) and Miners
57.	Were women intentionally targeted during the stakeholder consultation? (Yes/No)	x		
58.	Will the sub-project cause any losses in livelihood opportunities for women and men?		x	
59.	Will the project be sited in a location known to have been or is closed to a burial ground/grave, cemetery or archaeological site? Any cultural heritage/sacred sites in project area?		x	
60.	Is there a grievance process identified for Project Affected Person (PAPs) and is this easily accessible to these groups/individuals?		x	
61.	Specify the type of grievance mechanism and how it is made accessible?			N/A

62.	Would the activity possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?		x	
63.	Will there be any changes to livelihoods of women/men and youth?	x		
64.	What are the main issues associated with community benefits?			Procurement of building materials from the local sources, employment and other income generation activities
65.	Will any restoration or compensation be required with Affected persons?		x	
	Security			
66.	Site fenced or cordon-off to avoid causing harm to human and animals	x		
67.	Proximity to community			Within Community
68.	Proximity to Police Station or Post for quick contact when their services are required (estimate distance)			1km to police station and post office
69.	Encroachment		x	
70.	Thoroughfares	x		75 meters away from site
71.	Proximity to community	x		Within Community
E	IMPACT IDENTIFICATION AND CLASSIFICATION			

			Choose L, M or H	COMMENT
	Natural habitats	**LOW** (No natural habitats present of any kind)	L	Site located within community and would not affect natural habitat
		MEDIUM (No critical natural habitats; other natural habitats occur)		
		HIGH (Critical natural habitats present; within declared protected areas)		
	Water Resources	**LOW** (Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to below; no potential water quality issues)	L	Closest water body is about 10 km
		MEDIUM (Medium intensity of water use; multiple water users; water quality issues are important)		
		HIGH (Intensive water use; multiple water users; potential for conflicts is high; water quality issues are important)		
	Natural hazards	**LOW** (Flat terrain; no potential stability/erosion problems; no known flood risks)	L	The building is on a well-terraced engineered ground with no potential threats
		MEDIUM (Medium slopes; some erosion potential; medium risks from floods)		
		HIGH (Mountainous terrain; steep slopes; unstable soils; high erosion potential; flood risks)		
	Land tenure	**LOW** (No conflicts, disagreements around use of land)	L	Public land with no conflict
		MEDIUM (Process of land regularization and rights to natural resources being worked out with clear communication		

		and grievance process in place)			
		HIGH (Land conflicts historically unresolved, community/ persons being evicted, settlers loosing rights and no transparency or Grievance redress available)			
F	SUMMARY OF SITE SENSITIVITY				
			Tick appropriately	Comment	
	[A]	HIGH		Environmental and Social Impacts are minimal	
	[B]	MEDIUM			
	[C]	LOW	√		
G	IMPACT MITIGATION				
	Impact Identified	Possible generation of: 1. Noise 2. Dust 3. Solid Waste			
	Mitigation options	1. Noise attenuation equipment 2. Dust suppression and use of appropriate machinery to minimize emissions. 3. Occupation health and safety - Appropriate PPEs will be supplied to workers (non-compliance will be sanctioned) - Provision of first aid kit on site - Provision of fire extinguishers - Enforcement of health and safety regulations 4. Waste segregation and management practices (Construction waste such as cement, wood and debris will be haulaged to approved landfill sites). - Mobile toilets will be provided.			
H	DETERMINATION OF ENVIRONMENTAL CATEGORY BASED ON SCREENING				
			Tick appropriately	COMMENT	
	[A]	REQUIRES AN ESIA			
	[B]	REQUIRES			

		PREPARATION OF ADDITIONAL E&S INFORMATION TO SUPPORT ESMF		
	[C]	DOES NOT REQUIRE FURTHER ENVIRONMENTAL OR SOCIAL DUEDILIGENCE – REFER TO ESMF KEY PRINCIPLES FOR IMPLEMENTATION	√	
Reviewer Details				
	Prepared By:	Wilson Waanab Zoogah and Rita Owusu-Amankwa		
	Designation	Environmental Management Specialist) and (Social Development and Gender Specialist) respectively		

Annex 2: Evidence of Stakeholder Consultations

N0	Name	Institution	Position	Sex	Phone No.
Tarkwa-Nsueam Municipal / Western Region					
1	Hon Benjamin Kesse	District Assembly	MCE	M	0244960759
2	Gertrude Ofori Asare	District Assembly	Asst Director	F	0244443756
3	Amanda Adjei	District Assembly	Municipal Planning Officer	F	0242235282
4	Michael Kojo Johnson	District Assembly	Head of Works Dept	M	0243230555
5	Bright Arko	Minerals Commission	District Mining officer	M	0242303589
6	Bosco K. Narkaah	ASM operator	Secretary Small Mining Association	M	0557900472
7	Mrs Mary Addison Fynn	NGO-Hope Foundation	CEO	F	0244737350
8	Thomas Owoo	NGO-Hope Foundation	Project Coordinator	M	0245020651
9	Rauf Sulemana	NGO- Solidaridad	Programme Officer		0501696701

Annex 3: Collated E&S views from respondents during the screening process

Collated E&S views across districts			
Tarkwa- Nsueam Municipal/ Western Region			
5	Issues	Measures	Remarks
	• Noise • Dust • Renovation work would impede movement and • Sanitation-renovation work would increase cabbage • Accidents during work • Security threat as a results assumption of available building materials and goods	• Use roadblock signs to inform people • Use bugler proofs to secure the offices • Request contractor to hire the services of a security • Acquire permit for renovation from the Assembly and EPA because we are making change to the existing structure	

Annex 4: Contact Details of District Safeguards Focal Person at MinCom Office at Tarkwa

No.	Name	Institution	Position	Sex	Phone No.	Renovation area
1	Emmanuel Arthur	Minerals Commission	District Officer	M	054877884	

Annex 5: Communities represented within Tarkwa Office Enclave

No.	Name
1	Simpa
2	Dompim
3	Nsueam
4	Dadwin
5	Essaman
6	Bonsa
7	Wssa Agona
8	Kanyankaw
9	Mile 3
10	Teberebe
11	Mile 7
12	Mile 8
13	Adiaye
14	Samahu
15	Badukrom
16	Akon
17	Esuoso
18	Tarkwa Aboso
19	Tamso
20	Cyanite

Annex 6: Template for Semi-Annual Environmental and Social Reporting as enshrined in the ESMF

Period covered	
District	
Prepared by	
Submitted to	
Date Submitted	
1. Environmental & Social Safeguards Issues (including Health & Safety, Grievances, etc.)	
2. Challenges	
3. Activities and Actions on E&S	
4. Recommendations	
5. Attachments (eg. Copies of grievance registration forms, etc.)	

Annex 7: Complaints Submission Form as captured in the ESMF

Reference No:	
Full Name:	
Contact information and preferred method of communication Please mark how you wish to be contacted (mail, telephone, e-mail).	**By Post: Please provide postal address:** _____ _____ _____ _____ **By Telephone:** _____ **By E-mail** _____
Nature of Grievance or Complaint	
Description of grievance: What happened? Where did it happen? Who was involved? What is the result of the problem? Source and duration of the problem?	
Date of incident/grievance	☐ One-time incident/grievance (date _____) ☐ Happened more than once (how many times? _____) ☐ On-going (currently experiencing problem)
Receiver	**Name:** _____ _____ **Signature** _____ **Date** _____

Filer	**Name:** _____ _____ _____ **Signature** _____ **Date** _____ **Relationship to Complainant (if different from Complainant):** _____ _____ _____

Review/Resolution Level 1 (MDA) Level 2 (IA) Level 3 (PCU)

Date of Conciliation Session: _____

Was Filer/Complainant Present? Yes/ No

Was field verification of complaint conducted? Yes/ No

Findings of field investigation

_____
_____
_____
_____
_____
_____
_____

Summary of Conciliation Session Discussion

_____
_____

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Issues

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_____

Was agreement reached on the issues? Yes, No If agreement was reached, detail the agreement

_____
_____
_____
_____

If agreement was not reached, specify the points of disagreement

_____
_____
_____
_____

Signed (Conciliator): _____

Signed (Filer/Complainant): _____

Signed: _____

(Independent Observer e.g. Assembly Member/Opinion Leader)

Date: _____

Implementation of Agreement

Date of implementation: _____

Feedback from Filer/Complainant: Satisfied /Not Satisfied

If satisfied, sign off & date_____

(Filer/Complainant) (Mediator)

If not satisfied, recommendation/way forward

_____

_____

_____

_____

_____

(Signature & date of Filer/Complainant)

_____

(Signature & date of Mediator)

_____

Annex 8: Grievance Register from the ESMF

Grievance Register		
1	Unique reference number	
2	Date of incoming grievance	
3	Location (where the grievance was received/ submitted)	
4	Complainant's name	
5	Contact details (Leave it blank in case of anonymous enquiries and grievances)	
6	Summary of Complaint	
7	Identification of parties responsible for addressing and resolution of complaint	
8	Investigation launch date	
9	Investigation completion date	
10	Findings of investigation	
11	Proposed corrective actions	
12	Deadlines for internal actions required from staff	
13	Indication of satisfaction with compliant	
14	Close out date	
15	Any outstanding actions for non-closed grievances	