



**COMPANY
ENVIRONMENTAL
POLICY**

**Revision C
4th January 2023**

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Introduction and Scope

This document sets out how Metcalf Commercial Decorators Ltd manages its work in relation to environmental issues.

All operations carried out by the Company have been appraised to assess whether a detrimental impact on the environment is likely to occur as a direct result of these operations, and to decide what measures, if any, are required to rectify this.

Environmental impact will also form part of our job specific risk assessments.

The procedures detailed in this Policy are to be strictly adhered to at all times by the Company and its employees and sub-contractors and will be applied at tender and operational stages.

The following Policy Statement, amplified by the attached procedures, outlines our commitment to the protection of the environment.

Environmental Policy Statement

Metcalfe Commercial Decorators Ltd recognises its responsibilities to act in an appropriate manner in respect of protecting the environment and will implement the following measures to ensure that detrimental impact on the environment is minimised or eradicated as far as is reasonably practicable.

- Minimise waste by evaluating operations and ensure they are as efficient as possible
- Actively promote recycling both internally and through its customers and suppliers
- Minimise the negative environmental impacts that may arise through operations
- Comply with all codes of good practice and other codes which are relevant to our operations; Give due consideration to environmental effects of energy usage during operational practices
- Wherever practical, the production of a waste will be prevented, reduced, re-used, recycled and recovery of secondary energy sources before opting for the final disposal of our waste
- Any incidents of incompetence or mishandling or illegal disposal are reported
- Waste Transfer Notes are correctly completed for each consignment of inert or non-hazardous waste; Waste contractors' carriers licences are verified with the Environment Agency
- Hazardous Waste Consignment Notes are correctly completed for each consignment of hazardous waste
- Diesel bowsers are to be double-skinned or suitably banded and free of leaks or other defects that may lead to the spillage of diesel into the surrounding ground, watercourses or surface water drainage systems etc.
- Plant and equipment will be regularly serviced and maintained in order to prevent pollution by noise, fumes or fuels and lubricants. Silenced plant and equipment shall be used whenever possible.
- Suitable measures will be undertaken to protect local flora and fauna, especially where protected or endangered species are involved.
- Where required, pumped groundwater will be filtered prior to discharge into drainage systems or watercourses.
- If possible, recyclable waste materials will be segregated from general waste prior to disposal.
- All necessary measures will be implemented to prevent the accidental spillage or discharge of hazardous materials into the environment.
- Dust suppression techniques will be employed as required.
- Suitable precautions shall be taken to minimise nuisance caused by dust or noise from construction operations.
- Rubbish and food waste from mess facilities will be disposed of in suitable receptacles.
- Environmental awareness will form an integral part of the induction of the Company's employees.

Signed:



Position: Director

Date: 04/01/2022

Legislation and Guidance

The following schedule of legislation and guidance is pertinent to the operations undertaken by this Company.

The list is not exhaustive, and references include subsequent updates and amendments.

The Environmental Protection Act

The Pollution Prevention and Control Act

The Clean Air Act

The Environmental Act

The Water Resources Act

The Land Drainage Act

The Wildlife and Countryside Act

The Control of Pollution (Oil Storage) (England) Regulations

The Special Waste Regulations

The Controlled Waste Regulations

The Control of Substances Hazardous to the Health Regulations

CIRIA Publication C502 – Good Environmental Practice on Site

The Environment Agency – Guide to Oil Pollution Prevention

Key Roles and Responsibilities

Managing Director

- To maintain the Environmental Policy in respect of legal compliance
- To promote good practice and continual improvement at all levels in respect of environmental issues and procedures.
- To review and update environmental procedures following changes in legislation or Company procedures.
- To ensure that environmental issues are taken into consideration when preparing tenders, programming work and resources, and purchasing or hiring plant and equipment.
- To ensure that all environmental issues are implemented and communicated to those involved.

Construction Manager

- To know and understand the Company's Environmental Policy.
- To operate within the requirements and limitations of the Policy.
- To obtain any necessary consents from, and to liaise with, relevant external Agencies.
- To ensure that supervisors and operatives are aware of their responsibilities and perform accordingly.
- To ensure that all plant and equipment is properly maintained.

Supervisors / Operatives / Plant Operators

- To know and understand the Company's Environmental Policy.
- To operate within the requirements and limitations of the Policy.
- To follow all instructions and systems of work in relating to environmental issues.
- To report any defects in plant or equipment that may impact on the environment.
- To report any spillage or escape of a substance that could harm the environment and undertake reasonable measures to contain or clean up any such spillage or escape.
- To work and act in a responsible manner at all times.

Identification of Environmental Aspects

Storage of vehicle fuels

Fuel for plant will be stored in free-standing double-skinned lockable bowsers which will be sited on a prepared catchment area consisting of an impermeable membrane containing granular or similar absorbent material. The catchment area is to be extended by an appropriate distance to facilitate the re-fuelling of plant. Bowsers will not be positioned in the vicinity of watercourses or surface water drainage. Fuel bowsers will be fitted with purpose made lifting eyes to facilitate uniform and level lifting by a suitable lifting appliance using an appropriate 4-leg chain with all hooks attached. On no account will bowsers be moved using forklifts.

Waste Management

All waste materials produced by the Company's operations will be disposed of in an appropriate manner and will be controlled on site if stockpiled for later disposal. Methods employed will include the use of skips, careful stockpiling, or loading into lorries for immediate disposal. Contaminated waste will be segregated from inert waste, and suitable labelled as required if stockpiled on site for later disposal.

Disposal of material

Where possible, suitable material will be re-used on site. Recyclable waste will be separated from unsuitable material where practical in order to rationalise disposal.

All material for disposal off-site will be transported by a registered waste carrier and will be covered by a waste transfer note. Only approved waste disposal facilities will be utilised. Special or contaminated waste will only be disposed of at a suitably licensed disposal facility, and details of the material will be provided to the receiver of the waste prior to disposal to ensure appropriate handling and treatment.

Removal of asbestos materials will be carried out in accordance with the Control of Asbestos at Work Regulations and may need to be undertaken by specialist contractor. All such waste material will be double-bagged and labelled, including any Personal Protective Equipment or other materials used in the process, and disposed of at a suitable licensed facility.

Pollution of Watercourses

All necessary measures will be implemented to prevent pollution of any watercourse. Site specific risk assessments will be carried out in this respect, and the measures detailed below will be given consideration. Plant and machinery that may work in contact with water shall be thoroughly cleaned and de-greased prior to commencing and shall be maintained in good order to prevent leaks of fuel or oils.

Hazardous materials shall be stored at a suitable distance away from watercourses in suitable containers. Lightweight or dusty substances shall be secured and covered during windy conditions, and oils will be stored in suitable bunded bowsers or containers.

Pumped groundwater will be filtered as necessary prior to discharging into watercourses. Suitable protection, such as the provision of hay bales etc., will be established if silt from excessive surface water run-off is likely. All necessary liaison will be undertaken with the Environment Agency where watercourses are at risk or following any pollution incident.

Fumes

All plant and vehicles are to be effectively maintained to prevent the emission of excessive fumes. No materials or waste will be burnt that may emit noxious fumes or smoke.

Noise

All necessary precautions will be taken to prevent excessive noise. All plant and equipment will be properly maintained and effectively silenced. Static plant, such as pumps or compressors, will be effectively screened or appropriately sited to mask noise emissions. Silent running pumps and compressors will be selected when purchasing or hiring equipment. Silenced pneumatic tools will be used, and muffers will be replaced if not in a serviceable condition.

The playing of loud portable radios etc. is not permitted in the workplace.

Non-emergency work will be restricted to the least sensitive working hours.

Dust

Suitable techniques will be employed to reduce the production and emission of dust, such as damping down with bowsers for large scale dust emission, and vacuum dust extraction or the fitting of dust bags as appropriate and where reasonably practicable for small plant and equipment. Cutting of materials shall be undertaken off site or outside wherever possible.

Certain operations may be suspended during windy conditions. Stockpiled materials will be covered over or damped down as necessary during windy conditions.

Silt

All necessary measures are to be taken to prevent the passage of silt from the site into watercourses, drainage systems or trafficked highway. Such measures shall include the sealing of gullies with straw bales or other suitable material, the erection of straw bale barriers to divert silt away from sensitive features, and the cutting of grips etc. to contain and divert flows of silt.

Mechanical sweeping shall be provided if required and necessary

Hazardous materials

The use of hazardous materials will be effectively controlled to prevent accidental spillage or release into the atmosphere. Use and disposal of materials and containers will be strictly in accordance with the suppliers' instructions. Storage of diesel fuel will be kept to a minimum. Spillage of liquids will be contained using bunds or a suitable absorbent material and collected and disposed of in accordance with the suppliers' instructions, including any resultant contaminated ground.

Mobile equipment

Mobile equipment is to be properly maintained and is to be operated over drip trays as necessary.

Ecology

All necessary measures will be implemented to protect local flora and fauna, such as the siting of plant away from tree canopies and cordoning off endangered or protected plant species. No materials will be placed or stored over tree roots, and any trees protected by a Preservation Order will be adequately fenced off prior to work commencing. Tree roots exposed during excavation will be suitably protected from frost or drying out as specified by the Local Authority.

External Agency requirements will be taken into consideration in respect of wildlife such as newts, bats and badgers etc., and any necessary barriers, exclusion zones or cessation of activities will be provided. Tree-felling or grubbing out of hedges and shrubs will not be carried out during the nesting season without express permission from the relevant authority.

Environmental Incidents

All incidents that may have a detrimental impact on the environment are to be reported immediately to the Managing Director, the Client and the relevant Authority as required. Any protective or remedial measures stipulated by an Authority are to be executed without delay, and containment and disposal of material is to be carried out as detailed within this Policy.

Such incidents will be investigated by the Managing Director to ensure that appropriate action has been taken and to prevent any re-occurrence.

The following schedule details typical environmental incidents.

- Spillage of fuels, chemicals or other hazardous substances.
- Silt run-off into watercourses or surface water drainage.
- Hydraulic bursts of pipes on site plant and equipment.
- Uncontrolled storage or stockpiling of waste materials on site.
- Wind-borne dust from site operations or stored materials.
- Disturbance of protected wildlife such as animals, birds and plants
- Damage to trees.
- Complaints regarding fumes, noise, dust or vibration.

Emergency Procedures - Emergency procedures are to be implemented as detailed in the various sections above.

Resources

Where possible, imported recycled materials or materials from a sustainable source are to be used during the Company's operations. If appropriate, materials arising from site operations will be re-used on that site.

Induction / Training

All employees and sub-contractors are to attend an induction where the contents of this Policy will be explained. Employees and sub-contractors are also to attend any site induction required by the Client upon their commencement on site.

Further training as deemed necessary will be provided as and when appropriate, and site-specific tool-box talks will be held if the need arises or if site specific issues are relevant.

Monitoring / Review

The effectiveness of this policy will be monitored by the Company management, taking into account the frequency of incidents and feedback from Clients and External Agencies. The Policy will be reviewed and updated as necessary following changes in legislation or the Company's activities.

Update and Review Record

Date	Details
NOV 2014	Health and Safety Policy Issued
April 2016	Full review. No changes made.
April 2017	Full review, no changes made
April 2018	Full review. No changes made
April 2019	Full review. No changes made
May 2020	Full review. No changes made
January 2022	Reviewed and minor amendments / additions made

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