

Collinson Contracts Limited

ENVIRONMENTAL MANAGEMENT POLICY

COLLINSON CONTRACTS LIMITED

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1.0 INTRODUCTION

Collinson Contracts Limited recognises that their projects have a considerable impact on the environment and have adopted a positive environmental approach with a view to encouraging **sustainable** development i.e. a development which meets the needs of the user without damaging present or future environments or depleting scarce or non-renewable resources.

Wherever possible the option of utilising environmentally sustainable processes will be promoted. Employees are encouraged to take an interest in the environmental issues that affect their area of activity to avoid waste and promote recycling of materials.

This Environmental Management Policy, its statement of intent and company objectives and procedures shall be adhered to by all persons working for and on behalf of Collinson Contracts Limited and will form part of an overall management system for Health, Safety and Environmental issues.

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2.0 REVIEW & AUDIT

Revisions to the content of this Environmental Management Policy, such as a change in Management Personnel or additions and amendments to the significant environmental risks register are noted below. Following planned formal reviews, either note the resulting amendments below, or note on the log when the review was held, and where the record of the review is held.

Section amended	Detail of amendment	Amended by	Date
Document	Issue to Client	DP	01-09-2019
Document	Review	DP	01-09-2020
Document	Review	DP	01-09-2021
Document	Review	DP	01-09-2022
Document	Review	DP	01-09-2023
Document	Review	DP	01-09-2024

Performance will be reviewed annually, so that results will be available for publication in the Annual Report with new Objectives and Targets set by Business and be based on:

- a) Implement a formal audit system.
- b) Implement risk management system.
- c) Adopt a step change throughout the Company as regards Environmental performance and to ensure this is possible through implementation of communication at all levels.

Targets

- a) Continuous Improvement Programme by 01-03-25.
- b) Carry out full review by 31-08-25.

Measurement

- a) Regular monitoring, auditing and communicating with the workforce.
- b) Six monthly audit programmes.
- c) Consultation.

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3.0 OBJECTIVES

It is the objective of Collinson Contracts Limited to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the Collinson Contracts Limited activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land and air
- h) Control noise emissions from operations
- i) Minimise the risk to the general public and employees from operations and activities undertaken by Collinson Contracts Limited.

These objectives are communicated to all employees, suppliers and sub-contractors and are made available to the public.

We aim to reduce the adverse impacts of our work on the environment by complying with relevant legislation, codes of practice and guidance and implementing high standards of pollution control and care for the local environment.

Collinson Contracts Limited will adhere to the waste hierarchy and minimise its impact on the environment, and where practicable we shall segregate on site for recycling. Waste generation will be monitored to obtain a baseline so that targets can be set.



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4.0 POLICY STATEMENT

Collinson Contracts Limited as a Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

All employees of Collinson Contracts Limited are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

The Company will continue to make available resources to ensure that customers are made fully aware of their environmental, legislative responsibilities and related activities.

The Company will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.

Controlled waste (i.e. general and special waste) must not be stockpiled or treated (including bonfires) at company sites or premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

The Company recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material.

Any special (i.e. hazardous) waste such as asbestos cement must be disposed of according to the Special Waste Regulations and the consignment note procedure followed.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by The Company.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The Company co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

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The Company has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors in the promotion of high environmental standards for the waste industry.

The Company requires it's staff and contractors to advise Senior Management immediately of any concerns they may have regarding poor practice by a waste disposal contractor, whether a NAWDC member or a non-member, or about any acts by a NAWDC member which might be detrimental to the environment.

The Company constantly updates it's knowledge and ability to satisfy the increasing need to obtain positive benefits from material which come under the Company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are continually assessed and reviewed.

The Environmental Policy of Collinson Contracts Limited is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the organisation.

Signed

Date 01-09-2024.....

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5.0 LEGISLATION

Collinson Contracts Limited will also ensure that all activities carried out by the Company will comply with, or exceed, all national or Local Authority environmental requirements.

Attention will be drawn to the need to compliance with relevant environmental law and other Local Authority provisions. In this respect the Collinson Contracts Limited are aware of their duties under the Environmental Protection Act (1990) to:

- a) Prevent anyone from dealing with their waste illegally.
- b) Prevent the escape of their waste.
- c) Ensure that waste is only transferred to an authorised person.
- d) Ensure that an accurate description of waste is provided when the waste is transferred, and a transfer note completed.

Collinson Contracts Limited will fulfil our environmental responsibilities and co-operate fully with clients and Local Authorities to bring about improved performance in order to achieve that goal.

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6.0 MANAGEMENT STRUCTURE

Senior personnel responsible for the all projects include: -

Managing Director	<p>Approving the Environmental Management Policy and ensure appropriate resources are allocated to achieve compliance and implementation.</p> <p>Ensure Environmental processes are being implemented during visits to our projects.</p>
Suppliers	<p>Ensuring that any supplier of articles or substances for use at work are safe and without risk to the environment, that adequate information is supplied about the conditions of use and that materials are packaged to reduce risk and minimise environmental damage and waste.</p>
Management	<p>Ensuring that contractors have successfully undergone the HS&E Competence Assessment procedure before appointment.</p> <p>Supporting and advising the site supervisors in the development, implementation, monitoring and review of the HS&E Plan, Method Statements and work in progress. Ensure conformance to the Environmental Management System and Best Practice Notes.</p>
Site Supervisors	<p>Ensure that contractors satisfy site environmental requirements before selection on contracts.</p> <p>Ensure that production team agree with the selection and appointment of contractors and suppliers.</p> <p>Ensure environmental issues are not compromised to save costs.</p> <p>Organise and implement the provisions and maintenance of the working environment and systems of work, so far as is reasonably practicable, safe and without risk to the environment.</p> <p>Ensure that adequate supervision is maintained and that clearly defined areas of responsibility are established with sub-contractors.</p>
Site Workers	<p>Adherence to the Environmental Management Policy.</p>

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7.0 WASTE MANAGEMENT

Collinson Contracts Limited will co-operate with any waste management plans in place for specific projects. Where the company undertake the duty to supply Site waste management plans they will ensure suitable time and resources are allowed for to complete the SWMP in a timely and efficient manner.

Waste minimisation, which includes reduction, re-use and recycling, is the mainstay of our strategy to ensure:

- d) Material scheduling prior to delivery to minimise off cuts and optimise deliveries where practical.
- e) Good handling, protection and housekeeping to avoid damage to materials.
- f) Recycling of packaging materials where feasible in accordance with suppliers instructions and any Producer Responsibility Obligations (Packaging Waste) Regulations 1997.

Where it is unavoidable to produce waste, it must be:

- c) Appropriately handled by competent/licensed operators.
- d) Segregated where feasible to aid recycling.
- e) Promptly placed in the correct disposal area, stockpile or receptacle. Where licensed recycling centres are used for the disposal of materials it is ensured that different components are separated and disposed of at relevant parts of the facility e.g. metal, plastics, paints etc.
- f) Disposed of in accordance with Section 34(1) of Pat II of The Environmental Protection Act 1990, Waste Management Duty of Care and The Special Waste Regulations 1996 with documentation retained.

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8.0 CONSERVATION OF ENERGY

The use of energy during the construction of a project requires monitoring and review to establish measures to avoid using resources, power etc. unnecessarily.

Staff are encouraged to use public transport where this is practicable and to share company vehicles rather than travelling to sites individually.

An effort is made to rationalise the delivery of materials to sites and to order in bulk to avoid multiple deliveries where this is possible and cost effective.

Energy conservation is also a priority at the company offices where wasted energy is discouraged and low energy use equipment and fittings are employed.

Use of Energy and Water

Wherever practicable materials, plant and equipment will be provided on the basis that they:

- a) Are thermally efficient.
- b) Consume low levels of energy and water.
- c) Are evaluated against design requirements in order to reduce environmental impact.

Plan, equipment and transport must be:

- a) Energy efficient modern units of optimum power and water consumption for the task.
- b) Maintained in accordance with the manufacturer's instructions.
- c) Operated by trained operatives.
- d) Operated within site speed limits and switched off when not in use.

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9.0 CONTROL OF POLLUTION

Emissions to Air

Wherever practical, plant, transport and equipment shall be provided to ensure effective protection of air quality from emissions.

Materials will be:

- a) Delivered in planned optimal loads.
- b) Contained to minimise dust during transportation and operations.
- c) Assessed for COSHH implications.

Site operations will be planned to ensure:

- a) Minimal use of plant.
- b) Plant, equipment and transport are properly maintained.
- c) Plant and transport is switched off when not in use.
- d) Electrical rather than diesel equipment is used where practical.
- e) Fumes, dusts and odours are minimised and where unavoidable contained.

Discharges to Water and Land

Discharges to controlled waters or land will only be allowed where discharge consent have been agreed with the relevant authority at the specific site or project.

Arrangements will be made for the correct storage and use of materials and substances, in order to prevent contamination of the soil, air and watercourses, flora, fauna or human beings.

Nuisance

Noise and vibration disturbance shall be reduced by:

- a) Avoiding the use of noise/vibration generating plant where possible.
- b) Working within agreed hours.
- c) Using well maintained, modern equipment suitable for the process.
- d) Locating any noisy plant to avoid disturbance to neighbours.

Disturbance to the local community will also be minimised by:

- a) Using agreed access and egress points.
- b) Parking in designated areas.
- c) Adhering to traffic and pedestrian management schemes.

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10.0 PLANNING WORK TO BE UNDERTAKEN

Collinson Contracts Limited will make a positive impact on the environment by:

- a) Briefing all operatives on site specific environmental issues.
- b) Attending any client induction briefings.
- c) Integrated environmental issues into risk assessments and method statements.
- d) Following agreed environmental working practices.

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11.0 SELECTION OF MATERIALS

Where Collinson Contracts Limited has influence upon the selection of materials certain environmental factors must be recognised for example:

- a) Use of recycled material where practicable.
- b) Use of natural in preference to highly processed materials.
- c) Using timber which is sourced from well managed forests.
- d) Avoiding on-site preservative treatment of timber to minimise health and pollution risks.
- e) The use of paints which have no or low amounts of organic solvents.
- f) Standardisation and modular sizing for waste reduction.
- g) Pre-scheduling of cut to length components.
- h) Recycling capability at end of useful life.

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12.0 INTERNAL OFFICE POLICY

Greater health and environmental awareness have led to an increasing adoption of greener products and systems. The result has been that the following systems are in place at the office:

- a) Purchase of paper, cardboard packaging etc. made from recycled materials.
- b) Undertaking electronic preparation, transfer and storage of information wherever practical to avoid the use of paper.
- c) Use of scrap paper for notes and messages etc.
- d) Recycling of paper, cardboard, bottles and cans used at the office.
- e) Encourage all at the office (and site office) to avoid waste by limiting power use and ensuring that lights, equipment and heating are switched off when they are not required.
- f) Encouragement of use of public transport by staff wherever practicable.

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