



# Timeless Building Services Limited

## ENVIRONMENTAL POLICY

Reviewed October 2012

**For and Behalf of:**  
**Timeless Building Services Limited**  
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Table of Revision		
Date	Comments	
October 2012	Issue reviewed and updated policy	
	Additions	
	Page 2	Table of revision inserted

## Part One

### MISSION STATEMENT

The objective of Timeless Building Services Limited is to run its operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable. Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety and finance.

The Company will work towards achieving its environmental objectives by,

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
- Meeting all relevant statutory regulations.
- Maintaining the cleanliness and appearance of premises to the highest practical standards.
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
- Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
- Providing customers with the information necessary to enable our products to be properly used, stored and disposed of so as to avoid unacceptable effects on the environment.
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
- Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment.

The duty of care under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990, Controlled Waste Regulations 1992 and Site Waste Management Regulations 2007 is recognised by the Company during the undertaking of its Construction works and is met with by the following basic principals:

- Preventing anyone keeping, depositing, disposing of or recovering our 'controlled waste' without a waste management licence or an exemption from the need for a licence.
- Stopping materials escaping from our control or the control of anyone else by packaging it appropriately.
- Ensuring waste is only transferred to an authorised person. Making sure that a person or business is authorised to deal with our particular type of waste.
- Ensuring that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care.

Where Timeless Building Services Limited conduct works, which may have an effect on the environment, careful planning will be implemented to reduce the risk of pollution. Timeless Building Services Limited recognises that most pollution incidents are avoidable, and the measures to avoid pollution can in most instances cost very little if included at the planning stage.

Where planning works, it may be suitable to prepare an Environmental Plan, which will accompany the Principal Contractors Construction Phase Plan, and provide guidance on reducing the impact of works on the surrounding areas, nearby watercourses and the environmental as a whole. In addition, Specialist Consultants may be appointed to assist with environmental issues during the concept and design phases.

For and on behalf of Timeless Building Services Limited



Mr. Russell O'Dwyer      Date: 1<sup>st</sup> of October 2012  
Director Responsible for Environmental Management

## **Part 2**

### **INTRODUCTION**

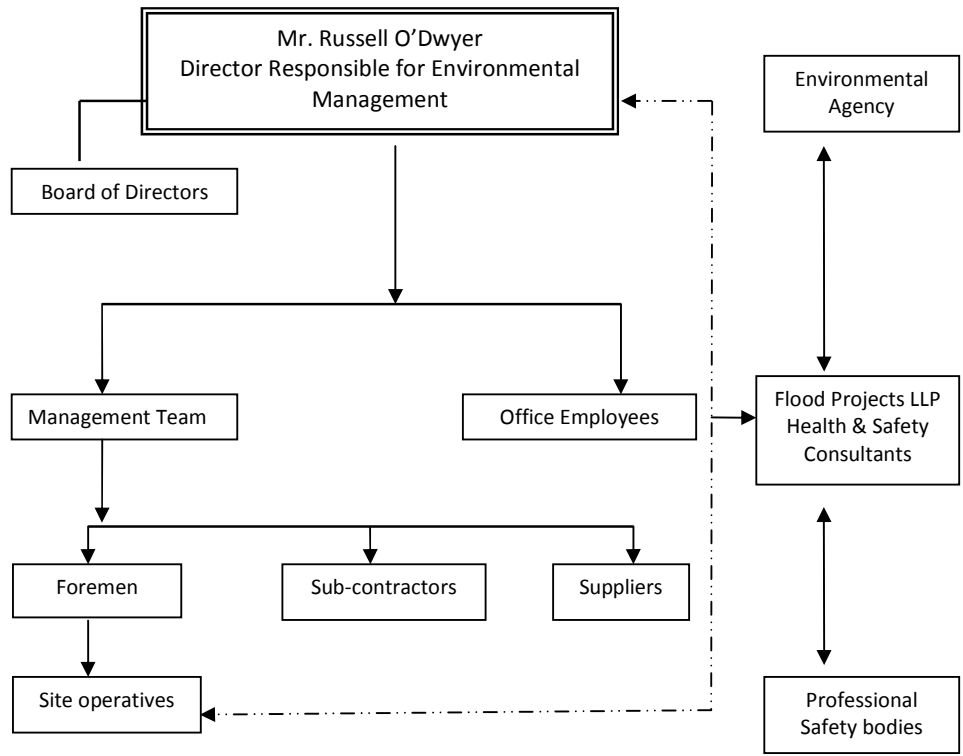
A first step in demonstrating environmental responsibility will be to draft an environmental policy statement or code of practice against which the company is willing to be judged. This has to be a worthwhile and practical document and not something that contains platitudes and generalisations.

Planned prevention or reduction of environmental waste and pollution is more cost effective than cleaning up it is therefore in the interest of any company to minimise the waste and pollution so to reduce costs in the long term.

Consideration will be given to devising codes of practice for all employees, which will include consideration and mitigation of environmental impact of each job. Each employee will receive a copy of this environmental policy, which will identify their responsibilities towards the achieving company's mission statement.

The company's environmental policy will start from the premise that the company is part of the local community and it has impact on the environment in the immediate vicinity of the site and more widely by bringing in raw materials and energy, distributing its products and discharging emissions and waste.

Part 3



← - - - - - → Indicates a routing for advice, inspection, consultation and communication.

————— Indicates Management Responsibilities.

### **3.01 BOARD OF DIRECTORS**

The Board of Directors will ensure insofar as is possible establish and maintain environmental policies for all operations that may have a detrimental effect on the environment. This objective shall be achieved by:

- The allocation of responsibilities to personnel employed or controlled by the Company.
- Having available such in-house expertise and external consultants as may be required.
- Requiring that such training, instruction, monitoring and information is arranged and presented as and when required.
- Maintaining a Director with special responsibility for the environmental management programme and its implement.

The Board of Directors shall initiate, commission, encourage and support such environmental management initiatives as may be required by change of statutes passed by Parliament.

The Board of Directors shall ensure that adequate and suitable funds are allocated each financial year, to allow those responsible for the environmental management programme to carry out their duties and duty of care without financial hindrance.

### **3.02 DIRECTOR WITH SPECIAL RESPONSIBILITY FOR THE ENVIRONMENTAL MANAGEMENT PROGRAMME**

The Director appointed shall have the full support and commitment from fellow directors, executives, managers and employees. The Director shall report each Quarter to the Board of Directors on matters influencing the environmental management requirements and the standards achieved by the company.

In order to assist the Director with special responsibilities to discharge his duties, the Board of Directors shall make available suitable expertise in environmental management. This internal and external specialist shall be required to inform the Director on any standards or developments that may influence the environmental management programme.

### **3.03 ENVIRONMENTAL CONSULTANT**

The appointed environmental consultant shall report to the Director with special responsibility for environmental management. He shall also be available to other members of the management team on matters influencing environmental management including:

- Keeping himself and management informed of the existing and pending legislation regarding environmental management and their impact on working practices.
- Proposes suitable and adequate continuing environmental training for all employees including environmental inductions for all new starters and sub contractors.
- Maintaining and co-ordinating the environmental management system.
- Investigating environmental incidents that have or may rise to a loss of company resources and reports all statistics causes and results of investigations.
- Liaise with the Environmental Agency and other enforcing agencies.
- Assisting environmental risk assessors in carrying out statutory assessments.
- At the request of managers carries out COSHH assessments on new substances, controls.
- Maintaining and improving company emergency procedures.

### **3.04 MANAGERS & SUPERVISORS**

All company managers are responsible for the environmental safety of staff, customers and visitors within their areas of responsibility.

They are also responsible for:

- Providing procedures and instructions for safe working practices.
- Ensuring staff under their responsibility are suitably trained and competent for their duties.
- Assessing for risks to the environment from work activities and working conditions.
- Monitoring operations regularly to ensure that work continues to be carried out environmentally safely in accordance with procedures and instructions provided.
- Ensuring that equipment performs correctly and is environmentally safe to operate.
- Monitoring environmental safety in their areas of supervision by inspection or audit.
- Ensuring that all environmental damage or near misses are reported and investigated and that investigating results are passed directly onto the responsible Director within 24hrs.
- Ensuring environmental safety is designed into all activities and equipment prior to the commencement of work in order to eliminate or control risks.
- Ensuring that employees and contractors are aware of the correct procedures for dealing with materials spillage's and disposal of hazardous waste in a manner that is both safe and environmentally responsible.
- Ensuring that employees are aware of the arrangements and actions required in the event of an environmental incident.
- Providing adequate staff supervision particularly for young workers, new employee's, contractors, or employees carrying out unfamiliar tasks.

### **3.05 EMPLOYEES –SUB CONTRACTORS**

The co-operation of every person employed by the company is essential to the success of the environmental policy.

The company's environmental policy places duties on all employees

These are:

- To follow the company's environmental rules and procedures
- To minimise waste and recycle waste materials wherever practical
- To comply with clients environmental requirements when operating on their premises.

All employees have a duty to comply with all the Company environmental rules, procedures and instructions laid down.

- They will report promptly to their manager any defects found in vehicles, equipment or any environmental hazard observed.
- They will report immediately to their manager any incident involving environmental damage or risk.
- Observe all laid down procedures concerning processes, materials and substances used.
- Where required, attend as requested any training course designed to further the need of environmental safety.
- Observe all emergency and evacuation procedures in place.



**Part 4**

**4.0 ARRANGEMENTS**

**4.01 CONSULTATION WITH EMPLOYEES**

The company will consult with employees and their representatives through committees, meetings, toolbox talks and other methods where any changes to the operation present an impact on the environment.

All consultations will be recorded and any results or actions identified will be posted on all company notice boards giving the information its widest circulation.

**4.02 ENVIRONMENTAL IMPLEMENTATION STANDARDS**

Responsible managers shall ensure that a document is prepared covering the environmental aspects of their operations. These documents will identify the hazards within the workplace which may present risk to the environment. Systems for eliminating or reducing these risks and for the complying with the environmental standards shall be identified along with methods for monitoring the effectiveness of the procedures.

Each document shall include the following items:

- The provision of, instruction and training
- Environmental performance standards
- Environmental incident investigation and reporting
- Auditing procedures
- Environmental improvement programme

Where appropriate, each document shall include an environmental impact assessment.

#### **4.03 ENVIRONMENTAL PERFORMANCE**

Environmental matters will be properly considered in all new developments and procedures, paying particular attention to the requirements of the Environmental Protection Act 1990.

Methods that have been established for monitoring and recording compliance with legal obligations in respect of routine liquid and gaseous effluent discharges and liquid and solid disposal will be detailed.

Methods used for elimination of waste at source or recycling or reuse of materials will be included, paying particular attention to the possibilities for materials substitution in processes.

#### **4.04 ENVIRONMENTAL INCIDENTS**

Investigation and reporting all abnormal occurrences with environmental implications will be recorded and investigated along with any complaints from 3<sup>rd</sup> parties.

Investigations will be carried out by the responsible manager with assistance from the environmental advisor where required.

All environmental incident reports will be forwarded to the responsible Director for comment and raising at the following Board of Directors meeting.

#### **4.05 ENVIRONMENTAL AUDITING**

The arrangements, format and frequency of all environmental audits shall be documented in line with environmental audit procedures. Such audits will be carried out as necessary or when significant changes to the 1990 Act or significant changes to the company's operations.

Where audits are carried out, a copy shall be forwarded to the responsible Director for comment and or action.

Environmental Inspections.

The company will conduct a system of site environmental inspections. Where a site environmental inspection is conducted, the site agent will be issued with a copy of the environmental inspection report, which will detail any issues, which have been noted during the inspection. The Site Agent will be expected to comply with any requirements stipulated by the Inspecting Person immediately (where practicable). Enquiries will be first addressed with the Inspecting Person. If further issues are to be addressed, the company management is to be contacted. Where requests for works to cease are made on environmental grounds, this will be complied with and any enquiries will be made with company management.

#### **4.06 ENVIRONMENTAL IMPROVEMENT PROGRAMME**

The Company will prepare annually an environmental improvement programme, which will include plans in each of the following areas

- Objectives
- Audit programme
- Training needs
- Review of resources to support the programme

#### **4.07 ENVIRONMENTAL IMPACT ASSESSMENTS**

Before the introduction of new plant, equipment, processes or construction projects, a systematic study will be undertaken to ensure that adequate consideration is given to possible environmental hazards as a minimum this will include:

- Identification of substances that may cause harm to the environmental.
- Assessments of the techniques available to eliminate, minimise or render harmless releases of such substances as to establish “best environmental techniques” (BAT).
- An assessment of the possible impact of the process on the environment to establish “Best practical environmental option” (BEPEO).
- Where existing installations and processes there is a record of poor environmental performance the process/installation will be assessed and included in the environmental improvement programme.

#### **4.08 RECYCLING**

The company will within its environmental management systems identify those materials that are subject to disposal by normal methods and assess if recycling is an option for their disposal.

The company will make the necessary arrangements for the recycling of:

- Paper
- Cardboard
- Metals
- Timber
- Plastics and Polythenes
- Any other natural products that can be recycled.

#### **4.09 ENERGY**

The company will assess and implement methods of conserving energy with its operations by simple practical solutions. The company identify that saving energy is financially the right thing to do as well as environmentally sound.

The company will achieve this by:

- The use of fuel efficient vehicles.
- The installation of low energy lighting in offices.
- The installation of PIR lights in areas where pedestrian traffic is low.
- The installation of “energy star” PC’s.
- The installation of thermostatic controlled heating and ventilation controls.
- Any other cost effective energy reducing controls as required by the company.

#### **4.10 USING CONSULTANTS**

Where the company identifies a need for the use of external consultants it will ensure that the appointed consultant provides:

- The service that the company requires.
- Within the price the company requires.
- Within the time constraints the company sets.
- At the standard the company sets.

#### **4.11 PROVISION OF INFORMATION, INSTRUCTION AND TRAINING**

The company will ensure that the methods by which suitable information, instruction and training will be delivered, is by formal environmental induction training, team talks and standing operational work standards. The company will make available to employees any statutory instruments, codes of practice and company procedures as required.

Where any training is given the supervising manager will keep suitable records.

#### **4.12 SITE WASTE MANAGEMENT PLANS**

Where the Company act as the principal contractor, which undertakings may have an effect on the environment, careful planning will be implemented to reduce the amount of waste produced by the site. The Company recognises that waste management is an integral part of the overall site environmental management plan and that measures to avoid excessive waste can in most instances cost very little if included at the planning stage.

As the Principal Contractor the Company will:

- Review the plan
- Record quantities and types of waste produced
- Record the types and quantities of waste that have been
- Reused (on or off site)
- Recycled (on or off site)
- Sent to other forms of recovery (on or off site)
- Sent to landfill
- Otherwise disposed of
- Update the plan to reflect the progress of the project

#### **4.13 SITE ENVIRONMENTAL PLANS**

Where the company conducts works, which may have an effect on the environment, careful planning will be implemented to reduce the risk of environmental damage. The company recognises most environmental incidents are avoidable and can in most instances cost very little if included at the planning stage.

Where planning works, it may be suitable to prepare an Environmental Plan, which will accompany the Site Health and Safety Plan, and provide guidance on reducing the impact of works on the surrounding areas, nearby watercourses and the environmental as a whole. In addition, Specialist Consultants may be appointed to assist with environmental issues during the concept and design phases.

#### **4.14 MATERIAL SOURCING**

The company recognises the importance of ethical material sourcing, resource efficiency and conservation of the natural environment. In response, we will carry out all reasonable measures to develop, meet or exceed targets set both internally and externally and will aim for continually improved material sourcing performance through implementation of the following:

- Promotion of the use of sustainable materials, wherever possible from our accredited sources and suppliers.
- Promoting the use of products approved by One Planet Products.
- Minimising the production of waste, and reusing and recycling materials wherever possible.
- Achieving best practice in site waste management through the use of our site waste management procedures.
- Minimising supply chain delivery distances and commercial vehicle movements by implementing smart logistics planning.
- Sourcing materials from within the local area of our operational sites; thereby supporting local businesses.
- Sourcing of materials from suppliers who are able to provide locally sourced and recycled materials in accordance with WRAP protocols.
- Considering the environmental impact of materials specified in main building elements through the use of the Green Guide to Specification.
- In association with WRAP, we commit to playing our part in halving the amount of construction, demolition and excavation waste going to landfill by 2012.

#### **4.15 VALIDATION**

The company will validate this environmental policy and related environmental management procedures by means of regular inspections and audits covering all aspects of environmental management.

Inspections will be carried out for:

- Regular housekeeping audits.
- Energy wastage.
- Waste products recycling.
- Introduction of new plant, installation or modifications.
- The disposal of waste products.

### **Part 5**

#### **5.0 REVIEW OF THE POLICY STATEMENT**

This policy will be reviewed, extended or modified as necessary by the Director with special responsibility for the environmental management policy in consultation with relevant specialists and employees with special responsibilities.

It will be supported and enhanced by the addition of the local procedures and environmental management documentation.