



ENVIRONMENTAL POLICY

for

SME Building Services Ltd

SME Building Services Ltd (The Company) has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. This policy is available to interested parties on request.

It is our policy to do all that is reasonably practicable to:

- Reduce the level of energy consumption and obtain utility and hardware supplies from environmentally friendly organisations and those who use renewable energy sources
- Recycle equipment, waste products, redundant items and reduce the consumption of consumables
- Use, store, control and dispose of hazardous materials in line with best environmental practices.

In particular, it is our policy to:

Obtain services, equipment and power from providers who are committed to environmental protection.

Aim to reduce pollution and actively pursue reduction in the use of substances, processes and procedures that adversely affect the environment.

Consult with employees through the Safety Committees on any matter that may affect them related to environmental control.

Continually improve the firm's environmental performance by setting annual targets and reviewing our objectives and measure the progress.

Carry out an annual review and update of this policy and other environmental control systems employed by the firm.

Employees and / or subcontractors are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place.

Statement of Intent

To support our environmental policy and objectives we are committed to responsible business practices in the following environmental areas and as such, are developing programmes and procedures to improve our performance.

Carbon Footprint and energy efficiency

Within our business activities we will endeavour to set an example of responsible Environmental Management and conservation, including active re-cycling of materials wherever practical. The company will comply with all the relevant legislation and adhere to the principles of the prevention of pollution during design and operational performance. Arrangements to achieve these targets, may include the following:-

- Awareness and use of appropriate technology for the conservation of energy.
- The use of materials from sustainable and responsibly managed sources, which do not necessarily pollute or deplete the world's natural resources.
- A purchasing procedure taking into account environmental impacts.
- Minimise the use of non-sustainable natural resources.
- Minimise waste through an effective waste management system.

Planning

To mitigate negative environmental risks and promote positive environmental impacts our environmental Policy is based on a requirement to identify and evaluate environmental risks and ensure that appropriate controls are implemented.

Risk Assessments and Method Statements which applies to all activities including construction projects. Corporate environmental risks are reviewed on an annual basis or when new risks are identified by the business. Site management, using corporate risk assessment information, produce site specific risk assessments which identify and control environmental risks arising from business activities.

Directors

The responsible person has final and overall responsibility for health and safety and environmental matters within the Company and in particular will:

- Take a leadership role on health and safety and environmental matters by setting a good example and acting promptly
- Where deficiencies are identified allocate adequate resources to implement the Health and Safety Policies.
- Ensure that the Health and Safety content meets the policy requirements
- Detailed above review this policy at least annually and more frequently where appropriate eg as a result of changes within the company, the work activities or legislation and guidance appoint the company's external Health and Safety Advisor and any other specialist advisors as required;
- Note: If the company has an internal competent advisor, change this wording to reflect that.
- keep the Health and Safety Advisor informed of:
 - accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
 - any proposed changes to the premises, activities or management structure



- any new hazards not already identified within risk assessments which have been brought to his attention
- any visits by, or correspondence with, enforcing authorities
- any difficulties or delays in implementing advice provided by the Advisors.
- Review the health and safety standards and practices of the company on an ongoing basis
- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Environmental Advisor where necessary

Staff and site operatives

All employees / Contractors will be required to:-

- Co-operate with Managers on environmental matters.
- Not interfere with anything provided to protect the environment.
- Report all environmental concerns to an appropriate person.
- Seek further advice from the responsible person as required.
- Ensure that environmental issues are properly considered for persons under their direct control.
- Contribute in reducing incidents and waste as an integral part of the business process.

Information, Instruction and Supervision

Information made available to staff, site personnel, sub-contractors and visitors at the workplace may include:-

- Site rules
- Emergency plan and procedures
- Incident reporting contact details and arrangements
- Site organogram showing key personnel and environmental responsibilities
- Site meeting minutes
- Copy of recent environmental audits and inspections
- Recent alerts or briefings
- Near miss trend analysis

Competence and Training

The company will ensure that employees possess the appropriate level of competence dependent on their role within the organisation. This will be achieved through a combination of appropriate recruitment, training, selection and development of individuals, backed by advisory support. The specific training needs of individuals will be identified in the following ways:

- Performance development appraisals for all staff
- Environmental monitoring
- Recommendations arising from audits and inspections



- Management are responsible for assessing and meeting the training needs of our staff. The company management will assist in carrying out these tasks and in compiling environmental training as required.

Communication and consultation

The company will create and sustain an awareness of the importance of environmental issues by the use of written, verbal and visual communication. These may include: -

- Leadership meetings
- Formal and Informal environmental training
- Consultation with environmental specialists
- Periodical Health, Safety & Environmental, communication of briefings, bulletins, alerts, tool box talks and guidance notes to relevant employees
- Periodical Health, Safety and Environment team meetings.
- Team briefing cascades incorporating environmental information
- Themed Health, Safety and Environmental posters and notices

Environmental Records

For construction projects, the company will contribute where required with the site environmental file, by providing all relevant documents and information. A site environmental file may contain the following information where relevant:

Aspects and impacts Aspect assessment/Environmental Risk task worksheet

- Waste management records Site waste management plan records
- Waste transfer/consignment notes Waste Carriers registration certificates Permits/exemptions
- Water management records
- Permit to work with groundwater trade effluent and over pumping (permit to pump)
- Discharge / abstraction consents (evidence of duty of care)
- Discharge records
- Miscellaneous environmental records Contractor method statements/environmental management plans
- Other consents
- Other environmental information supplied
- Environmental correspondence

Energy use

Energy wastage should be minimised as far as possible. Staff should support this objective by:

- Making sure that lights are not left on at night
- Turning off computers and monitors at the end of the working day
- Turning off lights in offices where natural light is adequate
- Not making excessive use of air conditioning or heating units



The Company will strive to reduce energy wastage and the environmental impact of energy use by:

- Considering the use of renewable or sustainable energy sources
- Buying energy-efficient equipment when older equipment is retired
- Ensuring that Company premises are well insulated and energy efficient

Recycling and re-using

The Company will promote the recycling or re-use of waste materials, by-products or equipment wherever possible.

The Company is committed to recycling products wherever this is viable. Paper, cardboard, and ink and toner cartridges should all be recycled. Other items may be recycled subject to the availability of recycling services.

The Company expects staff to use recycling bins where these are provided for this purpose.

When the Company retires any old equipment, it will consider whether the equipment or its components can be sold or donated to interested parties rather than being disposed of.

Suppliers and Products

The Company will consider the environmental impact of all products and suppliers which it uses. The Company will periodically consider whether there is a viable alternative which is more environmentally friendly.