

**Climatix  
Group**



# Environmental Policy

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In collaboration with HS Direct

**Ashley Ward**  
**01<sup>st</sup> August 2017**

## **Environmental Policy Statement**

**Climatix Group Ltd** 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 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.
- Take reasonable steps to help reduce carbon emissions, for example by turning off lights, plan and equipment when not in use and, where practicable, car sharing or using public transport.
- Provide on a weekly basis details of the amount and type of fuel(s) used by plant and equipment, either belonging to or hired in by them, on the site to enable the Company to calculate the site's carbon footprint.

### **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 Managing Director/ Owner / Proprietor 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 of Board meeting agendas 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 inform 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 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 Line Managers, Health Safety and Environmental Advisors or the Quality and Environmental Manager 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 will include:-

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

### **Competence and Training**

Climatix Group Ltd 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

Managers at all levels are responsible for assessing and meeting the training needs of their staff. The Climatix Group Ltd in-house Training Department, Human Resource and Environmental Department will advise and assist Managers in carrying out these tasks and in compiling formal environmental training programs.

## **Communication and consultation**

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

- Quarterly leadership meetings
- Company electronic business management system
- Climatix Group Ltd Management Handbook
- Formal environmental training
- Consultation with environmental specialists
- Weekly Health, Safety & Environmental Flash Reports, communication of briefings, bulletins, alerts, tool box talks and guidance notes to relevant employees
- Quarterly Climatix Group Ltd news letter to all employees
- Annual Corporate Responsibility and Sustainability report
- Monthly Health, Safety and Environment department team meetings.
- Monthly team briefing cascades incorporating environmental information
- Annual company led Health, Safety and Environmental conference
- Themed Health, Safety and Environmental posters

## **Environmental Records**

For construction projects a site environmental file is maintained for the purpose of retaining hard copies of all relevant documents and information. Similarly, for all offices and depots a facilities pack is maintained. The site environmental file and facilities pack contains 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 and will periodically consider whether there is a viable alternative which is more environmentally friendly.

### **Wildlife and Archaeology**

Ensure they are aware of, and follow, any special method of working required to protect wildlife, natural features or archaeological remains on site.

#### **Pollution Prevention**

Obtain written permission from the Company before disposing of water arising from dewatering excavations, washing down vehicles or draining down heating systems, into any ditch, stream, pond, lake, river, storm drain or foul sewer.

b) Take all appropriate steps to prevent anything which may cause pollution, including soil or washout from concrete mixers, from entering any foul sewer, storm drain or watercourse.

c) Store fuel oil in accordance with the Control of Pollution (Oil Storage) (England) Regulations 2001 in England and Wales and the Water Environment (Oil Storage) (Scotland) Regulations 2006 in Scotland, and refuel plant away from any foul sewer, storm drain or watercourse.

d) Report immediately to the Company any oil or chemical spill or unauthorised discharge into a foul sewer, storm drain or watercourse.

e) Be aware of, and comply with, any statutory or site restrictions regarding noise, vibration or dust.

**Name: Byron Ward**

**Position: Director**

**Date: 30<sup>th</sup> November 2017**

**Signed:**

