



# ENVIRONMENTAL POLICY



## CONTENTS

- 1 Environmental Policy Statement
- 2 Environmental Considerations
- 3 Environmental Waste Minimisation Policy
- 4 Role Responsibilities
- 5 Site Pre-Planning
- 6 Site Arrangements
- 7 Environmental Complaints Procedure
- 8 Legislation and Enforcement

### Policy Record

The Company commits to annually reviewing this policy in order to continuously improve. Taking into consideration changes in legislation and industry best practice, in order to ensure the continued adequacy, suitability and effectiveness of this policy.

Review Number	Amendment	Date	Initials
01/10	Policy Launch	11/10	LG
02/11	Annual Review	9/11	LG
03/12	Annual Review	9/12	LG
04/13	Update	7/13	LG
05/13	Update	8/13	LG
06/13	Annual Review	9/13	LG
07/14	Annual Review	09.09.14	RE
08/15	Addition of Policy Record Table, 'Uncontrolled' Annual Review Managing Director Role removed Addition of Environmental Considerations Updates to Current Legislation	11.08.15	RE
09/16	Annual Review. Waste minimisation policy incorporated into policy	20/09/16	RE
10/17	Annual Review. Addition of policy record statement. Addition of accreditation logos	11/09/17	RE
11	Change to Director responsibility	17/01/18	RE
12	Annual Review	31/01/19	RE
13	Annual review	31/01/20	RE

## 1. Environmental Policy Statement

This Environmental Policy applies to all operations undertaken by PK Construction (Lincs) Ltd

The Company will impose the requirements as stated in this Policy on suppliers and sub contractors appointed to undertake works on behalf of PK Construction (Lincs) Ltd

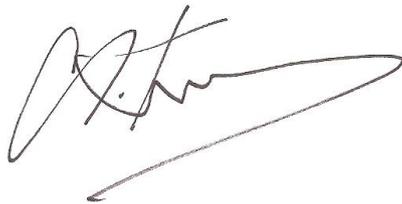
The Directors of PK Construction consider that all activities undertaken by the business, or by company appointed sub-contractors, should be carried out in a manner which demonstrates thought and consideration to the ongoing welfare of the environment. The objectives are to prevent environmental damage and pollution, and minimise the quantity of waste generated and sent to landfill.

The Directors are committed to taking all necessary actions in order to protect the environment during the undertaking of normal work activities. Adequate training, instruction and supervision will be provided in order to promote an environmentally conscious culture amongst the workforce.

The Directors require all employees and subcontractors to work in accordance with environmentally acceptable practices and to co-operate with the company in implementing this Policy.

Every employee has a responsibility to consider the environmental impact of their actions, consider and protect the environment. The Directors will provide support and assistance to all employees upon request.

The Directors will monitor the implementation and effectiveness of this Policy in order to achieve continuous improvement of the company's environmental policy, approach and considerations. The policy will be reviewed annually and amended as required by changes to existing, (or the introduction of new) legislation, or improvements to industry best practice relevant to environmental issues.



Signed.....

**Andy Knowles - Director**

January 2020

## 2. Environmental Considerations

It is now seen as 'a duty of care' to evaluate and consider the environmental impact of projects from the initial design concept and selection of materials, through the construction phase, to end use, and future maintenance.

PK Construction is aware of the need to incorporate environmental considerations and sustainability, within a project to minimize the environmental impact.. Together with the need to prevent environmental damage and pollution, and plan the use of resources in a cost effective and sustainable manner.

As a civil engineering business environmental considerations are about minimizing the negative impact of today's actions, with a focus on the following

### 1) Protection of natural resources.

The details of a project should seek to incorporate environmental welfare, protection and preservation. Actions should aim to reduce the environmental impact of operations, and implement measures to minimise generated waste. These aims can be achieved thorough

- Awareness of Ecology and how it is illegal to disturb the habitat for any priority or endangered species \*
- The implementation an effective site waste management plan.
- Purchase raw materials only from approved and trusted suppliers.
- Where possible reuse and recycle materials to reduce consumption, along with the added benefit of cost saving.
- Ensure correct disposal of waste to reduce environmental impact on land fill and water ways.

### 2) The Impact of a project.

- As part of the design process consideration should be given to the context of the project – the potential impact on the surrounding landscape, buildings, inhabitants, and existing infrastructure. Along with the structures planned longevity, and material components.
- PK Construction will work to completed plans and specifications, but offer opinions on alternative approaches.
- Effective forward planning will ensure a project runs efficiently and that quality is not compromised
- Environmental consideration needs to be given to how the project work will be undertaken, the equipment required and allowance made for any site restrictions.
- PK Construction and its sub contractors will operate in a collaborative and considerate manner. Factoring in site hours of work, noise, pollution levels, and issues of access and parking, updating site neighbours as appropriate with plans and progress.

(\*In the UK protected birds include– skylark, house sparrow, lesser spotted woodpecker. Mammals – dormouse, water vole, brown long eared bat, red squirrel. It is also prohibited to disturb a badger sett – heavy machinery cannot be operated within 30m and hand tools within 10m of the sett. . Amphibians and Reptiles – common lizard, great crested newt, common toad, adder.)

- 3) Economic factors.
- Through forward planning, considered purchasing, and efficient use of resources the company aims to reduce consumption and costs across the duration of a project.
  - When using hired in machinery or equipment the business will seek to combine tasks to ensure that the machinery is fully utilized.
  - Company vehicles and plant are regularly maintained to enable fuel efficiency, and renewed approximately every 3 years.
  - Reduce water consumption on site by not leaving taps running, recycling water when possible, and the disposal of soiled water responsibly, to prevent the pollution of water ways.
  - The avoidance of situations and work practices that are questionable and may be open to fines.
  - The Company operates a lift share scheme for employees traveling to and from work.
  - Energy consumption in offices is reduced by switching lights out, computers off, and heating down.

### 3. Environmental Waste Minimisation Policy

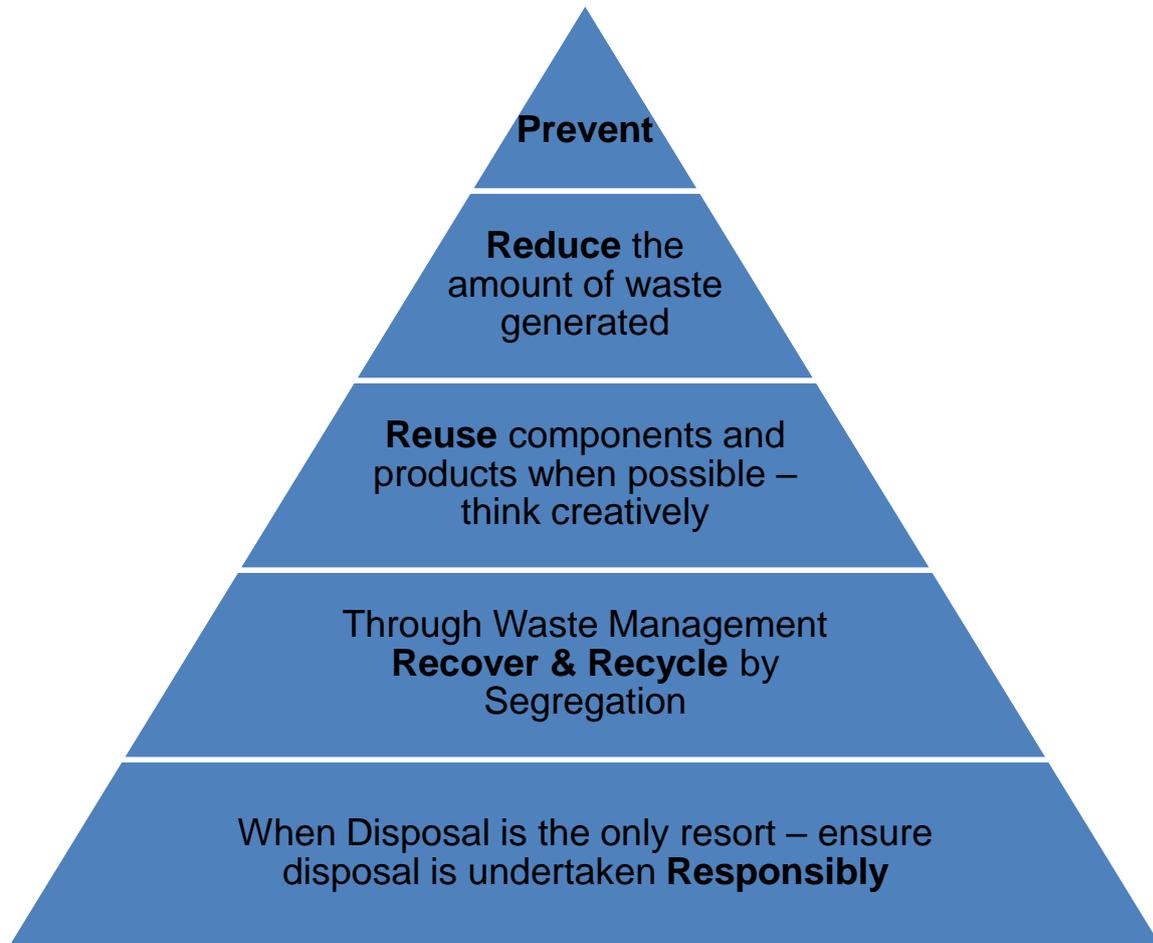
PK Construction will seek to minimise any negative environmental impact as a result of standard work activities, by being proactive and innovative in its approach. With a focus on the sustainability, quality and longevity of its construction undertakings.

The company is aware of the benefits of an effective Waste Management Plan supported by an Environmental Policy which seeks to prevent the generation of waste whenever possible. When operating on site PK Construction will strive to reuse and recycle whenever it is safe to do so, reduce the amount of waste generated and expects subcontractors to do the same.

The Company seeks to

- Minimise the overall generation of waste by proactive planning, efficient deployment of resources and lean effective buying.
- Through the implementation of a waste management plan on site ensure that waste is correctly segregated in order to maximize the amount which can be recycled.
- Where possible incorporate already used component materials into a project whenever it is safe and feasible to do so.
- Items which cannot be recycled and require disposal, should be sent for disposal to a licensed site by a licensed carrier.

Environmental Waste Minimisation



#### 4. Role Responsibilities

##### Company Directors

Directors are responsible and accountable for the content, implementation and monitoring of the Company's Environmental Policy and compliance with statutory requirements affecting the Company's operations.

The Directors establish the organisation, arrangements, training and resources required for implementation and monitoring of the Policy, along with ensuring that all members of the workforce and subcontractors are aware of their responsibilities in terms of this environmental policy.

The Directors shall ensure that tenders allow for environmental protection issues.

Directors shall set a personal example by adopting the requirements of this Policy and reprimanding any employee or subcontractor found failing to satisfactorily adhere to company and legislative requirements. Advice and guidance shall be sought from retained consultants as deemed necessary.

##### Company Site Manager/ Supervisors

It is the Site Manager/ Supervisors responsibility to implement the Company Environmental Policy when operating on client's sites and on company premises, and ensure compliance with the policy and any relevant statutory requirements.

Supervisors shall set a good example and ensure that any work activity they control is properly planned and resourced. That all personnel on a project are adequately instructed,

trained and supervised, and that work is completed without risk to the welfare of the environment as a whole. .

#### Company Employees

All employees have a duty to co-operate with Supervisors and Directors to enable the Company to act in an environmentally responsible manner.

All employees shall take reasonable care of their immediate environment. They shall not interfere with or misuse equipment provided for the protection of the environment.

If an individual becomes aware of any environmentally unsound practices, misuse of materials, machinery, or policy breeches, they should immediately inform their Supervisor.

All employees are strongly encouraged to suggest ways of eliminating hazards or improving environmentally sound working methods.

The SHEQ administrator is responsible for ensuring the timely review of the policy, and that it is distributed as the business requires.

#### Sub Contractors

All approved subcontractors are expected to adhere to the requirements of this policy. Approved subcontractor are expected to work to the same standards as PK Construction, self evaluate their work and complete tasks 'right first time'. Approved subcontractors are expected to be trained, experienced and competent. Subcontractors are monitored by Supervisors, Site Manager and Directors when operating on site, with informal and formal evaluations conducted to ensure that working practices meet all the required PK Construction standards.

## 5. Site Pre-Planning

Care must be taken at all stages of a project to minimise the damage and disruption to the environment by protecting existing structures and the natural landscape. Pre planning must consider the interests of all inhabitants (animal, bird, human) who occupy the vicinity of the site.

#### Environmental Protection

The following matters will be given consideration during the pre planning stage to ensure that company operations are carried out with the least damage and disruption to the environment, and the aspects of local natural beauty remain intact.

- All existing footpaths and rights of way will be protected and where possible unobstructed throughout operations.
- On the rare occasion when diesel and fuel storage tanks are used on a site, they will be sensibly located, adequately protected with bund walls, and spill kits nearby.
- Noise and dust pollution on sites will be kept to the minimum with considerate operating times enforced.
- Care will be taken to ensure that existing water courses and ponds are not polluted, dirtied with silt or obstructed.
- Where necessary, protection will be erected around trees or plants of interest.
- All birds and their nests are protected under the Wildlife and Countryside Act. It is an offence to damage or destroy a nest while it is being built or in use, (nesting season in UK is March to September) or intentionally kill, injury or take a bird. Animal dens and wildlife habit should remain undisturbed. The existence of rare or protected plants or animals on a site will require the knowledge and guidance from a specialist team. In these circumstance advice should be obtained from retained consultants and the Environment Agency.

## Uncontrolled When Printed

- Prior to the commencement of any works on site Directors will consult with the client and their representatives to ascertain the existence of any known or suspected contaminants and the effect on operations on site.

### Planning Sites with Consideration to Members of the Public

It is the Company's policy to ensure that good relationships are established and maintained with site neighbours. To this end, the following will be taken into account when commencing and planning the works.

- Defining site boundaries to avoid the risk of trespassers or members of the public accidentally entering the site.
- Contact with persons in the vicinity who are likely to be affected / interested by construction operations.
- Contact with Local Authority and Client representatives or other parties to agree means of access and traffic management on public roads, footpaths, or rights of way.
- Ensure that adequate lighting, warning signs and signals are available at all times.
- Erect all warning signs in agreed positions and in accordance with company/ Client Policy and legal requirements.
- Make arrangements to reduce noise, dust, smoke and emissions pollution on site.
- Ensure that all plant and equipment is safe at the end of each working day.
- Hazardous materials are removed from the working area at the end of each day, when not in use chemicals are kept in a secure area.
- Ensure that emergency notices are clearly displayed on sites
- Ensure that fire safety procedures are in place and adhered to
- Ensure that all materials are stacked in safe and secure positions and do not present a hazard to anyone.

### Site Preparation and Commencement

Establishing good relationships at the start of a project with the neighbors to a site, can help to soothe any future issues as they arise. If care is taken to involve statutory bodies, surrounding businesses, local authority establishments, and the community, work will almost invariably progress more smoothly. Consideration should be given to

- The environmental importance of the site, and the impact that changes will have on the local area.
- Check the boundaries of the site to ensure that these are correct and clearly defined so that there is little risk of disputes arising in the future.
- Make contact with persons living or working in adjoining properties, or others in the community i.e. schools.
- Consider the impact of noisy machinery or plant in the area and where necessary, obtain advice from Health and Safety Consultants about the best way of handling this.
- If work is very close or adjacent to public footpaths, highways, or adjoining property, contact the Local Authority representative and agree suitable means of protection, warning signs and lighting.
- Make sure that Health and Safety, COSHH and noise assessment information is available on site.
- Make arrangements to have firefighting equipment distributed correctly and ensure that suitable means of escape are appropriately sign posted.

## 6. Site Arrangements

### Plant and Vehicles

All PK Construction owned plant and vehicles will be serviced to manufacturers requirements by an approved supplier. Maintenance inspections and filter changes will be conducted by an approved supplier, and disposed of in an appropriate way.

All waste oil based products will be drained into suitably marked containers and disposed of in proper waste oil storage tanks. Under no circumstances will any waste oil product be drained, deposited or disposed of in a manner or place which could cause detriment to the welfare of any person, animal or planting, or be deposited or dispensed where a risk of contamination to a natural water supply, or the environment exists.

Refuelling of equipment and vehicles will take place only at designated fueling points whenever possible.

Any leakage or spillage of fuel, battery acid, engine oil or hydraulic oil from plant or vehicles must be reported immediately to the nearest Supervisor.

Exhaust emissions will be kept to a minimum via regular servicing and the reporting of excessive emissions immediately to the office manager, who in turn will arrange for vehicle to be examined by an approved supplier.

Plant and vehicle engines must not be left running when not in use.

### Storage and Disposal of Materials

When storing materials, packaging or products on site, the location of the storage area should not be on a grassed area adjacent to known wildlife habitats, water courses or within the root spread of plantings, shrubs and trees.

When storing bulk granular materials on sites, consideration should be made regarding the prevention of said materials becoming wind blown either around the site or onto adjacent property/land.

All materials which are an identified flammable risk should be stored in accordance with manufacturers guidance notes and legislation. Such materials must be correctly segregated and labeled.

The use of a waste management plan which seeks to firstly reduce the amount of waste generated on site, then ensure that the waste generated is where possible reused, and where not, segregated for recycling. When all alternatives have been discounted, and disposal is the only remaining option the following guide lines should be adhered to.

- No waste materials, packaging or products may be burned on Company premises or Client sites.
- All waste materials generated by company activities will be disposed of in accordance with relevant legislation and by licensed carriers to licensed sites where applicable.

### General Good Practice

Lights and other electrical appliances must be switched off when not in use.

Heating appliances at company facilities will be regulated to create a comfortable working atmosphere, and they must be switched off during periods of absence.

All employees will obey 'NO SMOKING' signs, and only smoke or use electronic cigarettes in defined smoking areas. In addition employees who are smokers will consider the effects of their smoking on non-smoking colleagues and refrain from smoking where such activity will cause nuisance or a health risk to others. Smoking is not allowed in any work vehicle that more than one person uses.

### Heritage

The unearthing of items that are historical or valuable is rare but not improbable. Items of archaeological interest provide a record of a nation's history and identity and are an irreplaceable part of its heritage.

The discovery of items of historical note, items which are of value or precious will be of great archaeological interest and need to be excavated and preserved correctly. Items of precious metal, groups of coins, objects or artifacts over 300 years old are sometimes called a 'treasure trove'. Any discovery must be reported to the local coroner within 14 days, or within 14 days of the *realization* that it may be treasure.

## 7. Environmental Complaints Procedure

In the event that the company receives a complaint from any source, be it from a client, supplier, public body or member of the public, the complaint shall be dealt with personally by the Directors. It will be the responsibility of the Directors to liaise with Langness Management Services Ltd in assessing and responding to the complaint.

## 8. Legislation and Enforcement

Environmental Legislation is subjected to frequent change and much of it originates from the institutions of the European Union as well as UK National Regulation.

Environmental Legislation falls within the following categories:

### EU REGULATIONS

Binding on all EU Member States and directly applicable in law.

### EU DIRECTIVES

These must be transferred into the national law of each Member State.

### EU DECISIONS

Binding in their entirety, they may be addressed to a Member State Government, a private enterprise or an individual.

### UK ACTS OF PARLIAMENT

Laws generated by the UK Government. They will include laws derived from EU Directives.

### UK REGULATIONS

Enabled by Acts of Parliament. These are made by Government Ministers under rights, powers and duties, which stem from the Acts.

### UK ORDERS

These give the force of law to the enabling actions of Government Ministers.

## ENFORCEMENT AUTHORITIES

The main authority responsible for enforcing Environmental Legislation in England and Wales is The Environment Agency, and is responsible for enforcing:

Waste and Special Waste Legislation  
Integrated Pollution Control

Uncontrolled When Printed

Integrated Pollution Prevention and Control  
Water Resources Act  
Groundwater Regulations  
Contaminated Land  
Packaging Legislation

The Environment Agency's works are assisted by Local Authority Environmental Departments, statutory undertakers (water supply and sewage treatment companies) and the Health and Safety Executive.

## LEGISLATION

Environmental Protection Act 1990 Part II / Waste Management Licensing (England & Wales) ( Amendment & Related Provisions) Regulation 2005

The deposit, keeping, treatment or disposal of controlled waste requires a waste management license. Certain activities are excluded where other authorization is held for the process. There are also a number of exclusions. However all exemptions must be registered with the waste regulation authority (EA). These exemptions may include disposal of own waste at the place of its production (eg through burning), and various treatment, recovery and storage operations.

The Landfill Tax ( Amendment) (No3) Regulation 2015

The Landfill Tax has two tax rates for wastes sent to landfill in the UK, the rates increase each year. At 2015 the rates are for lower rate waste which is deemed non-hazardous or less polluting £2.60 per tonne. Standard waste is charges at £82.60 per tonne.

The Clean Air Act 1993

Along with associated legislation (including the EPA 1990, Part 3: Statutory Nuisances and Clean Air) this places restrictions on emissions of dark and black smoke from chimneys and from other industrial and trade premises, including burning waste in the open.

The Environmental Protection Act 1990 Part III: Statutory Nuisance

The Local Authority Environmental Office has a duty to investigate complaints and can serve an abatement notice if noise, smoke, dust, gas, foul odours, etc escape from premises under your control and are deemed to be prejudicial to health or a nuisance.

The Groundwater (England and Wales) Regulations 2009

This applies to activities, which may result in pollution of groundwater by certain substances. Such activities might include disposal, discharge, spilling or seepage onto land and might arise during the storage, handling and use of substances contained in two lists within the regulations. These include solvents, chemicals, metals, mineral oils, hydrocarbons, etc.

The Environment Act 1995

This Act defines contaminated land and requires remedial action where there is actual, or the potential for, significant harm or pollution to controlled waters. The regulatory authorities are local authorities environmental officers who are required to identify and inspect contaminated land and serve remediation notices specifying clean up measures to be taken.

Control of Asbestos Regulations 2012

These place specific requirements on the use, removal and disposal of asbestos materials including the demolition of buildings containing asbestos.

Control of Substances Hazardous to Health Regulations 2002

This places restrictions on the most harmful substances with regard for their use, storage, manufacture, classification, packaging, etc.

The Treasure Act 1996

States that within 14 days of discovering 'treasure' – or within 14 days of the realization of the possibility that the discovery may be treasure, the local coroner must be informed.

Guidance may be sought from the 'Local Finds Officer', as to how valuable the 'treasure' could be.

To be classed as 'treasure' objects should be made of precious metal, groups of coins, or be objects or artifacts that are over 300 years old.