



# **Mitre Construction**

*External & Internal Refurbishment Specialists*

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## Environmental Policy and Management System

Revised

**April 2023**

Issue No	Amendment Date	Amendment Details	Authorised By
3	February 2015	Date change throughout whole document Include Hazardous Waste Regulations 2011 (Guidance) Removal of the Control of Pollution (Special Waste) Regulations 1980 Environmental Target Plan Changes	Mr. Alan Ranscombe / RHL
4	February 2016	Legal updates new additions and layout. Date change after review. EU Waste Framework Directive Hierarchy Controls Construction (Design and Management) Regulations 2015 Review of General Environmental Aspects / Impacts Assessment Amended title of Legislation abbreviation title and added additions Included CDM 2015 Regulations to Legislation Register Included CDM 2015 Regulations to Legislation Abbreviation list	Mr. Alan Ranscombe / RHL
5	March 2017	Legal updates, new additions and layout. Addition of BS8555 and BS EN ISO14001 refer to throughout the document Date change after review. Environmental Target Plan Changes Amendment to Site Activities - 13.5 phrasing amended. Review of General Environmental Aspects / Impacts Assessment Amended title of Legislation abbreviation title and added additions Construction (Design and Management) Regulations 2015 Included EUWFD, EU Waste Frame Directive Included TWEWR11/12/15, The Waste Regulations Replaced EPCSDOR 02 with new regulation EPTODSR 15, Environmental Protection (The Ozone-Depleting Substances Regulations 2015) Hazardous Waste of Regulations (Amendments) of 2016 Section 12 - Site Boundaries / Hoarding - rewording paragraph 2.1 Appendix 9. Site Waste Management Plan Pro-forma change to the SWMP abbreviation. Removed fax numbers for working documents. Appendix 11: Environmental Target Plan; Energy Consumption. Percentage consumptions adjusted for the use of electricity and gas.	Mr. Alan Ranscombe / RHL
6	March 2018	Legal updates, new additions and layout. Date change after review. Environmental Target Plan Changes Hyperlinking added to contents page for ease of search Amendment to Site Activities - 13.5 phrasing amended. Review of General Environmental Aspects / Impacts Assessment. Guidance added. Removed fax numbers for working documents. Amendment: Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009. Amendment: Waste Electrical & Electronic Equipment Regulations 2013; Replaced EPCSDOR 02 with new regulation EPTODSR 15, Environmental Protection (The Ozone-Depleting Substances Regulations 2015); Appendix 9. Site Waste Management Plan Pro-forma change to the SWMP abbreviation. Amendment Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 COSHH amendment :Control of Substances Hazardous to Health 2002 and (Amendment) 2004 Noise Assessment Record Form name change: Noise Measurement Record Form Hazardous Waste Regulations amendment to 2005 /16. Control of Asbestos in the air Regulations has been removed New regulation: Control of Asbestos regulations 2012 Land Drainage Act 1991 amendment 1991/94 – LDA91/94 Road Traffic Act 1988 amended 1988/91 – RTA88/91 The Waste (England and Wales) Regulations 2011 and Amendment regulations 2012 now changed to 2014 – TWEWR11/14 WEEE 13 – Waste Electrical & Electronic Equipment Regulations 2013 Water Industry Act 1991 amendment 1991/99 – WIA 91/99 Guidance added to the following Appendix: 3, 4, 5, 6, 7, 8, 9 and 11.	Mr. Alan Ranscombe / RHL
7	March 2019	Legal updates, new additions and layout. Hyperlinked sections in contents page for ease of document search. Date change after review. Environmental Target Plan Changes, amended in detail, tailored to last year's progression and achievements. – Major Update Review of General Environmental Aspects / Impacts Assessment. Guidance added. "Legislation register" added to contents page under Appendix 3 and remainder of appendix documents renumbered.	Mr. Alan Ranscombe / RHL

8	March 2020	<p>Legal updates, new additions and layout. Date change after review. Environmental Target Plan Changes Legislation Register – Dates amended for the following: H&amp;S 74/00 – Amended 2006 WCA 81 – Amended 1991 WEEE13 – Amended 2018 WML 94 – Amended 1998 Appendix 11 Legislations and Standards Register updated to amended dates Term “Gangers” removed from the policy Amendments – Appendix 12 pages 42 &amp; 43 – Reduce Energy Consumption – Gas updated / Reduce Waste – Printer cartridges recycled.</p>	Mr. Alan Ranscombe / RHL
9	April 2021	<p>Legal updates maintained. Date change after review. Environmental Target Plan Changes Legislation Register up to date.</p>	Mr. Alan Ranscombe / RHL
10	April 2022	<p>Legal updates, new additions and layout. Date change after review. New Company Address Environmental Target Plan Changes Appendix 11 Legislations and Standards Register updated to amended dates. Legal updates maintained. 11 - Contaminated / Hazardous Materials Edited in line with the Waste (Circular Economy) (Amendment) Regulations 2020. 11.8 New point 14 - EU Waste Framework Directive Hierarchy Controls Edited in line with the Waste (Circular Economy) (Amendment) Regulations 2020 15 - Recyclable of Reusable Materials Edited in line with the Waste (Circular Economy) (Amendment) Regulations 2020 15.1 – New point – Surplus Materials 21 – Synopsis of Legislation 21.2 – New Point – Waste (Circular Economy) (Amendment) Regulation 2020 Included Circular Economy diagram &amp; Key changes 21.3 – Hazardous Waste Regulations 2005 / 16 (Guidance) Diagram inserted Appendix 2: General Environmental Aspects / Impacts Assessment - Legal requirements updated to include W(CE)(A)R20 (Reference for Waste (Circular Economy) (Amendment) Regulation 2020) in the following sections: Office (5) Paper Use Office (6) Paper Waste Management Office (7) Office Waste Management Office (8) Use of electrical and electronic equipment Office (9) Disposal of electrical and electronic equipment Site (17) Disposal of waste metals Site (18) Disposal of rotten timber Site (19) Disposal of paint scrapings which may include lead Site (20) Disposal of oil based paint scrapings Site (21) Disposal of two pack filler, sealant and their containers Site (23) Disposal of old sealant and insulation materials which contain asbestos Site (24) Disposal of waste metals from removed window frames and cladding off-cuts, etc. Site &amp; Factory Workshops (25) Disposal of glass from removed glazing Appendix 3: Legislation Register: (Inserted) W(CE)(A)R20 -Waste (Circular Economy) (Amendment) Regulation 2020 Abbreviation and Legislation Key: W(CE)(A)R20 added to Key Legal &amp; other requirements Contamination of land Controlled waste Hazardous waste / Hazardous materials Resource depletion Appendix 11: Legislation and Standards Register The Waste (Circular Economy) (Amendment) Regulations</p>	Mr. Alan Ranscombe / RHL
11	April 2023	<p>Legal updates maintained. Date change after review. Environmental Target Plan Changes Legislation Register up to date. Director in charge of Health &amp; Safety updated to Mr E Salmon (Mr Ted Salmon), signature now also included.</p>	Mr. E Salmon / RHL

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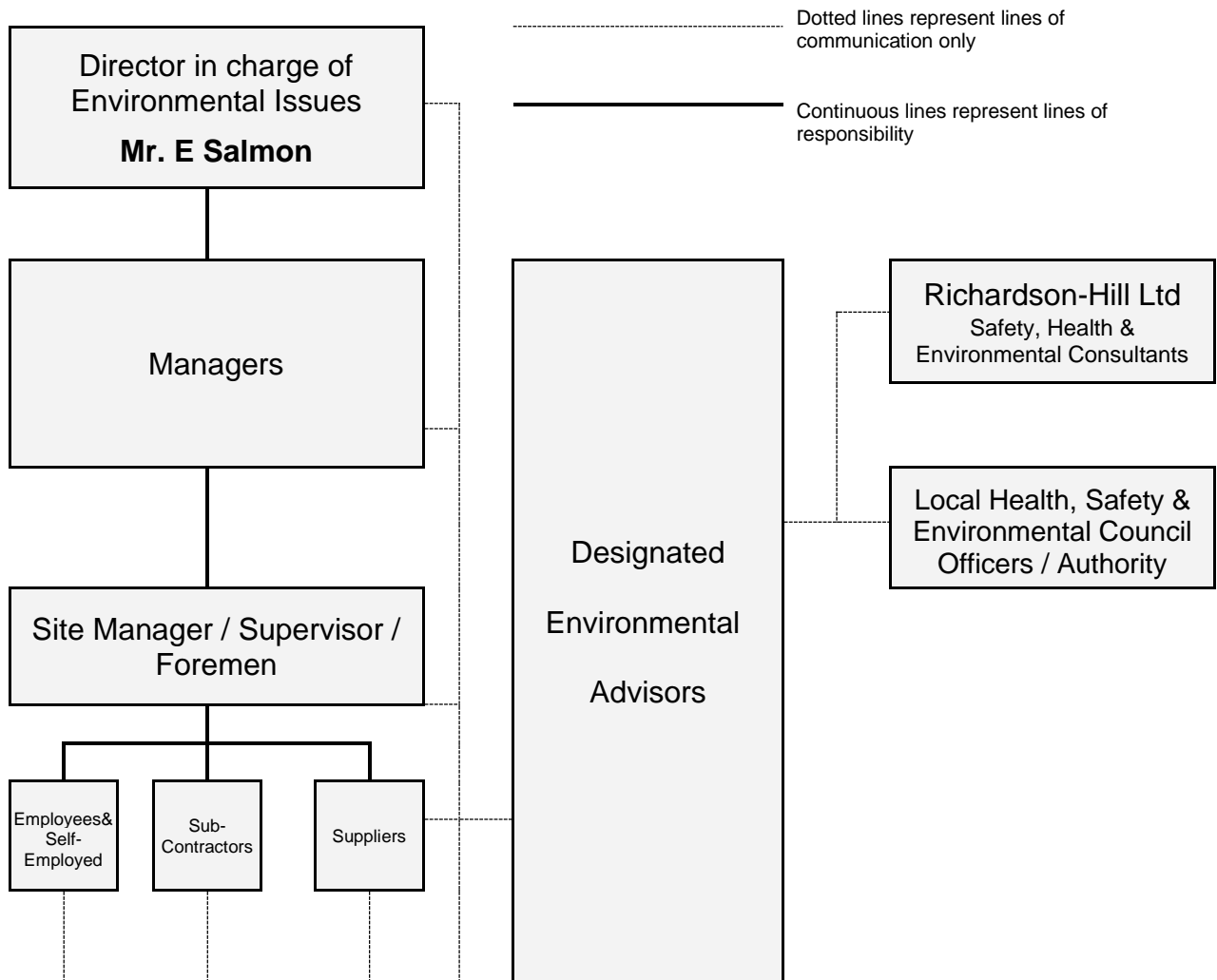
# 1 Environmental Philosophy Statement

1.1 Mitre Construction Co Limited undertakes to meet all statutory requirements and are committed to continuously improving environmental issues and performances, which includes the following: -

- Identify and evaluate the environmental consequences of the company's activities.
- Where possible, adopt options which are most beneficial to the environment.
- Where there is a need to use sub-contractors only those that comply with our environmental policy and that of our clients will be engaged.
- The company undertake to record any communications concerning environmental matters, the response and action taken.
- Review and audit environmental performance at regular intervals and rectify any deficiencies.
- Liaise with Local and / or Statutory Authorities and the public where applicable.
- Formulate an internal Environmental Risk Management Steering Group and encourage the development and knowledge from external sources.

# 2 Environmental Organisation Chart

The inter-relationship of the various parties involved in the management of environmental issues is shown in the following diagram.



## 3 Environmental Management Organisation – Responsibilities & Duties

### 3.1 Director in charge of Environmental Issues

- 3.1.1 The Director in charge of Environmental Policy – Mr. E Salmon is responsible for the overall effectiveness of the Company's Environmental Policy and the annual review and amendment of the Policy, or as may be necessary in the light of correct development. He will ensure that regular reports are made regarding the Company's environmental performance and of any significant events affecting or arising out of the Company's operations. He is also responsible for the assessment of requirements, non-conformance, loss or damage, risks and liabilities relating to the Company's operations and the adequacy of insurance cover.
- 3.1.2 Ensuring adequate resources including finances: are made available for environmental measures.
- 3.1.3 Management of Environmental Issues: Responsible for providing adequate provisions within the Company for the assessment and evaluation of the Company's environmental impact, preventive and reduction measures, protection, emergency procedures, adequate Environmental surveillance and provide employees with information and training regarding environmental issues.
- 3.1.4 Environmental Planning: Consideration will be given to good, safe environmental principles throughout the Company's operations and projects to minimise the impact on the environment.
- 3.1.5 Competency of Personnel: To ensure that Senior Management's competency is adequate for the duties required of them for environmental arrangements and controls, which will include appropriate training and support from Environmental Specialists.
- 3.1.6 Managers and Employees Environmental Awareness: To ensure that Management and employees are competent in environmental issues and are aware of all environmental arrangements with regard to the Company's operations and projects.
- 3.1.7 Environmental Risk Management Steering Group: To allow provisions for an internal Environmental Risk Management Steering Group to be formulated by a cross section of Management and Employees and encourage communication with and assistance from external Environmental Specialists and Steering Groups and supporting Trades and Suppliers to develop environmental knowledge and to improve environmental performance within the Company.

### 3.2 Managers

- 3.2.1 General Requirements: Responsible for the effectiveness of incorporating the Mitre Construction Co Limited Environmental Policy and procedures and any agreed environmental contract requirements. They are to apply the principles of the Policy and contract requirements to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Local Environmental Health Officers and any other Authorities necessary with regards to environmental measures. They are required to report regularly or as often as necessary to the Director in charge of Environmental issues on the Company's performance and compliance.
- 3.2.2 Managers Awareness of Environmental Standards: To be familiar with ISO 14001 and to observe all Environmental Regulations, Codes of Practices and Standards applicable to their work and related industries.
- 3.2.3 Company Environmental Policy: Responsible for ensuring that the Company's Environmental Policy is observed by the employees, sub-contractors and suppliers under their control and that all requirements necessary for effective compliance are provided.
- 3.2.4 Environmental Appraisal: Responsible for ensuring the Company's procedures for Environmental Appraisals are carried out satisfactorily utilising the Environmental Aspects / Impacts Register (contained in the Appendices Section of this Policy) for the Contracts and activities under their control. This also includes carrying out Environmental Appraisals for Sub-Contractors, self-employed persons and supplier's environmental arrangements to ensure that their arrangements are in order.
- 3.2.5 Protecting the General Public: Ensure the general public are not put at any unsafe risk from the Company's operations.

- 3.2.6 **Environmental Inspections / Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled manner with due regard for statutory obligations and approved Codes of Practices, utilising the Environmental Monitoring / Inspection Record Sheet (contained in the Appendices Section of this Policy).
- 3.2.7 **The Reporting of Environmental non-compliance:** Ensure details of non-compliance incidents that may occur are recorded on Company records, utilising the Environmental Incident Report Form (contained in the Appendices Section of this Policy). They are to ensure that all non-compliance incidents are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. For guidance on action to be taken in the event of an incident, contact the Company's Health, Safety & Environmental Advisor immediately.
- 3.2.8 **Client's Environmental Requirements:** Ensure that the workforce under their control are Inducted into activities and contracts environmental requirements, utilising the Environmental Induction Register (contained in the Appendices Section of this Policy), to record names of attendees. This will include any issues raised in the Environmental Aspects / Impacts Register for a particular process or project, any Client's Environmental Policy and any Conditions of Contract.
- 3.2.9 **Discipline:** Reprimand and discipline any employees and Sub-Contractors who are careless with regard to environmental issues.
- 3.2.10 **Competency of Personnel:** Responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them.
- 3.2.11 **Environmental Induction & Training:** Responsible for ensuring that the Company workforce under their control, which includes sub-contractors and self-employed persons, etc., receive Environmental Induction before starting work utilising the Environmental Induction Register (contained in the Appendices Section of this Policy), to record names of attendees. Responsible for identifying environmental training needs where necessary for employees under their control. They are also responsible for recording and regularly reviewing environmental training records for personnel under their control, workforce competency and ensuring that such records are maintained on site and at head office.
- 3.2.12 **Assessments:** Responsible for ensuring Environmental Assessments are carried out for the operations under their control. Environmental risks must be reduced to a practical minimum. These Assessments shall be the basis to formulate Method of Work Statements. For guidance and assistance contact the Company's Health, Safety & Environmental Advisor.
- 3.2.13 **Method of Work Statements, Data Sheets, Engineering Designs and Drawings etc:** To instruct employees in precise terms as to work methods. This should outline environmental issues associated with the job and detail any provisions required.
- 3.2.14 **Environmental Monitoring:** Instigate their own monitoring procedure for works under their control in accordance with the Company Policy and any Contract arrangements. Ensure that Supervisors and Safety, Health & Environmental Advisors audit environmental standards, ensuring that reports are collectively reviewed and appropriately acted upon to ensure environmental standards are maintained sufficiently.

### 3.3 Site Manager / Supervisor / Foremen

- 3.3.1 **General Requirements:** They are to organise and control their works so that it is carried out in accordance with Legal and Local Authority requirements, the Company's Environmental Policy and the Client's requirements.
- 3.3.2 **Co-operation and Liaison:** They are to co-operate and liaise with Senior Management, the Company's Safety, Health & Environmental Advisors and the Local Environmental Health Authority with regards to environmental measures ensuring that any defects or faults brought to their notice are suitably corrected.
- 3.3.3 **Environmental Awareness Training:** Site Manager / Supervisor / Foremen are to be familiar with the Environmental Regulations, Approved Codes of Practice and local Authority arrangements which are applicable to the work on which their operatives are engaged and insist those Regulations and Codes of Practices are observed. Ensure that all Site operatives under their control have received appropriate Awareness Training, including refresher training at the appropriate intervals.



- 3.3.4 **Site Environmental Induction:** To ensure that all personnel under their control receive sufficient job Inductions before they start work and that Environmental Tool Box Talks are given to personnel as work progresses.
- 3.3.5 **Method of Work Statement:** Incorporate environmental instructions in routine orders and see that those instructions are carried out. To instruct Operatives under their control in precise terms as to work methods in accordance with environmental requirements, Method of Work Statements and COSHH Assessments etc., for the site / works, detailing the site specific arrangements.
- 3.3.6 **Competency of Site Personnel:** To ensure that personnel under their control are adequately competent to carry out the work required of them and that personnel are fully appreciative of and understand environmental requirements.
- 3.3.7 **Discipline:** Restrain and reprimand those who fail to consider the environmental arrangements.
- 3.3.8 **Environmental Monitoring:** Instigate a monitoring procedure for works under their control in accordance with the Company Policy and any contract arrangements.
- 3.3.9 **The Reporting of Environmental non-compliance:** Ensure details of non-compliance incidents that may occur are recorded, utilising the Environmental Incident Report Form (contained in the Appendices Section of this Policy). They are to ensure that all non-compliance incidents are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. To report any non-compliances to Line Management where required. For guidance on action to be taken in the event of an incident, contact the Company's Health, Safety & Environmental Advisor immediately.

### 3.4 Employees / Self-Employed

- 3.4.1 **Environmental Regulations:** Employees are required to comply with Environmental Regulations and Local Authority requirements.
- 3.4.2 **Company Environmental Policy:** Ensure you read and understand the Company's Environmental Policy and carry out work in accordance with the Policy and any agreed Client requirements.
- 3.4.3 **Environmental Induction:** Ensure that you have received Induction before you start work for the Company. This should be given to you by your immediate superior who will include details of the Company's Environmental Policy and details regarding the environmental requirements of your job.
- 3.4.4 **Method of Work Statement:** Ensure you understand the Method of Work for the tasks you undertake. Whenever you are not sure of particular environmental requirements, ask your Superior for clarification.
- 3.4.5 **Control of Substances Hazardous to Health:** Before using substances that could be hazardous to your health or others, ensure you understand the requirements of the safety data sheets and COSHH Assessments that should be given to you by your Superior before you start.
- 3.4.6 **Reporting Environmental Issues:** Report any environmental issues to your Superior immediately.
- 3.4.7 **Breach of Environmental Policy, Rules, Procedures or Responsibilities** may constitute an offence within the Company's disciplinary rules and if of a serious nature, could lead to dismissal.

### 3.5 Sub-Contractors

- 3.5.1 **General Environmental Requirements:** To carry out their works efficiently and safely and strictly in accordance with Legal requirements, Approved Codes of Practices of the Company's Environmental Policy and agreed Contract requirements. Produce procedures for their operations incorporating their own Environmental Policy.
- 3.5.2 **Carry out Environmental Assessments:** For the works that they will be engaged to carry out.
- 3.5.3 **Environmental Controls and Method of Work Statements:** Are required to be produced and submitted to Mitre Construction Co Limited Contract Management Team detailing appropriate environmental controls in their Method of Work Statements.



- 3.5.4 COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use, or any processes they carry out, before starting work for the Company.
- 3.5.5 To Appoint an Environmental Supervisor for the Contract: Who will ensure that works are carried out in accordance with Legal requirements and agreed environmental standards for the contract, which includes any Local Authority requirements. The Environmental Supervisor is required to maintain agreed and suitable environmental practices when undertaking their works.
- 3.5.6 Co-operation: To co-operate with Mitre Construction Co Limited Management, the Company's Health, Safety & Environmental Advisor and the Client's personnel in the furtherance of their duties.
- 3.5.7 Competency of Personnel: To ensure that the activities under their control are carried out by suitable and competent operatives who understand the Contract environmental requirements.
- 3.5.8 Site Environmental Induction: Mitre Construction Co Limited requires all employees of Sub-Contractors to receive Induction before they start work.
- 3.5.9 Discipline: To reprimand and discipline any of their employees who do not comply with environmental arrangements and report the matter to Mitre Construction Co Limited who will not hesitate to instruct the removal of offenders from the works for any serious breach.
- 3.5.10 Reporting Environmental Issues: Report any environmental issues to Mitre Construction Co Limited Management immediately.
- 3.5.11 Environmental Inspections / Audits: Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled manner with due regard for statutory obligations and approved Codes of Practices.

## 3.6 Safety, Health & Environmental Advisors

- 3.6.1 Mitre Construction Co Limited employs Richardson-Hill Ltd's Safety, Health & Environmental Advisors to advise Management when requested on matters relating to environmental safety requirements, i.e., relevant Legislation, Codes of Practices and guidance material.
- 3.6.2 Environmental Inspections: To monitor by inspection of the workplaces and operations, workshops and accommodation, the environmental performance of the Company's operations and to provide regular feedback on such inspections to Senior Management when requested.
- 3.6.3 Investigate and Report Environmental Incidents: To investigate and report on incidents to Mitre Construction Co Limited Management Team when requested.
- 3.6.4 Promoting Good Environmental Standards: To promote good working relationships with the Environmental Health Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

## 3.7 Other Environmental Specialists

- 3.7.1 Mitre Construction Co Limited will obtain assistance from other Environmental Specialists in relation to energy efficiency, energy saving, ethical sourcing and sustainability.

## 4 Noise

- 4.1 Baseline noise surveys will be initiated to establish formally acceptable noise levels for each specific site where necessary. These noise levels will be included in any formal agreements with the Local Environmental Health office for the project in compliance with The Environmental Protection Act 1990.
- 4.2 The noise criteria will be utilised in determining the method of work, type of plant to be used and noise mitigation measures for each construction site.
- 4.3 Where appropriate the Local Council will be informed of the works in accordance with current Legislation. The application will contain particulars of the works, work methods and details of the measures proposed to minimise noise nuisance resulting from the works in accordance with the current British Standard and relevant Environmental Legislation.

- 4.4 The Company will comply with the recommendations set out in the current Code of Practice for Noise Control on Construction, Demolition and Open Sites, Code of Practice for Basic Information and Procedures for Noise Control, and Guide to Noise Control Legislation for Construction and Demolition.
- 4.5 While it is recognised that the current British Standard (BS 4142), Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas, is not applicable to construction works, the philosophy of this document may be referred to in assessing degrees of nuisance.
- 4.6 Before the commencement of the works at any site, the Company will submit to the Local Authority the following information:-
  - 4.6.1 A Method Statement (in accordance with the current British Standard), stating precisely the type of plant to be used and the proposed noise control methods.
  - 4.6.2 A programme of work indicating the sound power level and location for each activity on the programme.
  - 4.6.3 Documentation from manufacturer's literature establishing the sound power level of plant.
  - 4.6.4 Calculations of LAeq and maximum levels at specified buildings as requested by the Local Authority.
- 4.7 Any changes with regards to the type of plant or programme of work, the proposed alteration and information will be submitted to the Local Authority in advance for approval.
- 4.8 The use of any plant or equipment required for any emergency which causes a departure from the agreed site working practice shall be notified to the Local Authority as soon as is practicable. The Company will accordingly advise the Local Authority if previously agreed noise levels are likely to be exceeded due to the adoption of alternate working methods.
- 4.9 Noisy plant or equipment will be sited as far away as is practicable from sensitive buildings. Use of barriers, e.g. Soil mounds, site huts, acoustic sheds or partitions to deflect noise away from noise sensitive areas will be employed whenever practicable.
- 4.10 Care will be taken when loading or unloading vehicles or dismantling hoists or moving materials, etc., to reduce impact noise.
- 4.11 The company recognises and understands that the Environmental Health Officers are bound by their duties and powers by the Current Environmental Legislation to investigate and secure abatement of any noise nuisance, regardless of the prediction work and use of any mitigation measures.
- 4.12 If levels are set, they will normally relate to a 10hr, LAeq, but may also include 1hr LAeq, 1min LAeq or other period as may be required by The Local Authority.

## 5 Vibration

- 5.1 The Company will ensure that measures are taken to:-
  - 5.1.1 Protect the residents, users of buildings close by and passers - by from nuisance or harm.
  - 5.1.2 Protect buildings and their contents from physical damage in accordance with item (b) below. In establishing these measures the Company will consider the following factors:-
    - a) Human exposure.  
The Company will comply with the current British Standard (BS 6472), Evaluation of Human Exposure to vibration in Buildings (1Hz to 80Hz). The standards for vibration assessment are defined in this British Standard.
    - b) Protection of Structures and Contents.  
The companies operation activities will be carried out so that vibration arising will not damage adjacent structures and their contents.
- 5.2 The following criteria are intended as a guide, however compliance with these criteria will not absolve the Company from a duty of care.
  - a) Comfort Criteria:  
1mm per sec ppv residential properties  
3mm per sec ppv commercial properties

- b) Damage Criteria (DIN 4150):  
 3mm per sec ppv residential  
 5mm per sec ppv commercial  
 Additional safeguards or tighter controls will be necessary near or in sensitive locations, e.g., hospital, educational establishments, etc.

## 6 Hours of working

- 6.1 Hours of company operations will be restricted to comply with Local Authority restrictions. Generally they are as follows:-  
 0800 - 1800 Monday to Friday  
 0800 – 1300 Saturday  
 No Sunday or Bank Holiday working.
- Any works outside the permitted hours are to be by prior approval of The Local Authority and require 14 days' notice.
- The Company understands that Approval will not be granted other than in exceptional circumstances and will be conditional on the Company informing local residents of the proposed activity.
- 6.2 The Company recognises that certain works that do not cause a disturbance to local occupiers can be undertaken outside the Core Working Period. In such situations these will be a general standard that noise should not be perceived at sensitive facades because of these works.

## 7 Plant

- 7.1 Fixed items of operational plant may have to be electrically powered and not diesel or petrol driven. Where this is not practicable, suitable attenuation (noise suppression) measures will be provided.
- 7.2 Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated to minimise noise emissions, in accordance with the British Standard (BS 5228:1997). For each item of plant used in the works, the values quoted in the relevant current European Community Directive or UK Statutory Instrument, for example: SI1984/1992, when measured in accordance with the Directive or Statutory Instrument, shall not be exceeded where reasonably practicable.
- 7.3 Plant muffling should be in accordance with the recommendations set out in the relevant current British Standard (BS 7385). NB. Plant muffling should be in accordance with the procedures set out in the current DoE Advisory Leaflet "Noise Control on Building Sites".
- 7.4 On sites where environmental disturbance may arise:-
- 7.4.1 Compressors will be "sound reduced" models fitted with properly lined and sealed acoustic covers which will be kept closed whenever the machines are in use, and
- 7.4.2 Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- 7.5 Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum. Noise emitting equipment that is required to run continuously may have to be housed in a suitable enclosure (See relevant current British Standard).
- 7.6 Equipment that breaks concrete by bending rather than by percussion, or other equipment as approved by The Local Authority, will be used as far as is practicable.
- 7.7 Where practicable, rotary drills and bursters actuated by hydraulic or electrical power will be used for breaking hard materials.

## 8 Dust

- 8.1 The Company will take all necessary measures to avoid creating a dust nuisance and will submit a statement to The Local Authority for approval identifying proposed measures before work commences.

## 8.2 Measures to prevent dust will include the following practices:-

- 8.2.1 The provision of easily cleaned hard standings for vehicles.
- 8.2.2 The enclosure of material stockpiles at all times and damping down of dusty materials and buildings to be demolished using water sprays during dry weather.
- 8.2.3 The hard surfacing of heavily used areas will be kept clean by brushing and water spraying regularly.
- 8.2.4 Control of cutting or grinding of materials on the site.
- 8.2.5 The complete sheeting of the sides of all vehicles carrying waste and other dusty materials.
- 8.2.6 During demolition of wall claddings and floor surfaces operations, watering at rubble chutes, covering skips and screening of buildings with debris screen/sheets, as appropriate.
- 8.2.7 Materials should be stored away from the site boundary whenever possible.
- 8.2.8 Unsurfaced roads and verges to receive regular damping down and cleaning where located close to sensitive locations. In certain cases, permanent surfacing will be considered.
- 8.2.9 Establishment and enforcement of an appropriate speed limit over unmade surfaces to reduce dust.
- 8.2.10 Completed earthworks to be sealed and / or replanted when practicable.
- 8.2.11 Mixing of large quantities of cement and other adhesives to be carried out in enclosed / shielded areas where necessary.
- 8.2.12 Provision shall be made for wheel cleaning facilities on-site and road/pavement cleaning near the site entrances and exits.
- 8.2.13 The effectiveness of these measures will be monitored frequently by the Company and reviewed at least weekly, and will be inspected by the Company's Safety Advisors / Consultants.

## 9 Asbestos

- 9.1 Mitre Construction Co Limited does not carry out any work associated with asbestos. There is no asbestos contained within the Company premises. There may be the possibility of asbestos being present in working environments, therefore all personnel involved in the Company operations have been made aware in the Company Health & Safety Policy of the different types of asbestos and where asbestos is likely to be found, as well as the main requirements of The Control of Asbestos At Work Regulations 2012. Any asbestos related work will be carried out by authorised Licensed Contractors.

### Legislation

The Health & Safety At Work Etc., Act 1974

The Control of Pollution Act 1974

The Special Waste Regulations 1996

The Control of Asbestos Regulations 2012 and Approved Code of Practice (2nd Edition)

Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

Approved Code of Practice: Work with Asbestos Insulation, Asbestos coating and Asbestos Insulating Board (2nd Edition)

The Personal Protective Equipment Regulations 2002

The Construction (Design and Management) Regulations 2015

### British Standards

BS 5415 Industrial cleaning appliances

## 10 Air Pollution

- 10.1 Burning of materials on the site will **NOT** be permitted.
- 10.2 The Company will take all necessary precautions to prevent the occurrence of smoke emissions or fumes from the site and plant or stored fuel oils for safety reasons, and to prevent such emissions or fumes drifting into residential areas. In particular, plant should be well maintained and measures taken to ensure that nothing is left running for long periods of time when not in use.
- 10.3 The Company will comply with the provisions of the current Control of Pollution Act 1974; The Health and Safety at Work Act 1974; the Clean Air Act 1993; The Environmental Protection Act 1990; The Control of Substances Hazardous to Health 2002 (Amendment) Regulations 2004 and the Health and Safety Executive Guidance Notes 'Occupational Exposure Limits'.
- 10.4 The Company will comply with the lead in air standards that are set out in the current Health and Safety Commission Approved Code of Practice supporting the Control of Lead at Work Regulations 2002.

## 11 Contaminated / Hazardous Materials

- 11.1 A general site investigation will be carried out and will include an examination of the sites where the presence of contaminated materials is suspected from information listed in any environmental statement and other available information.
- 11.2 From the results of this site investigation and other sources of information, handling and disposal procedures will be developed by the Company for each work site in agreement with the Health and Safety Executive and the Environment Agency. These may include the separate temporary storage on the site for contaminated and uncontaminated materials.
- 11.3 The Company will comply with the provisions of the current Control of Pollution Act and the Control of Pollution (Special Waste) Regulations 1996. The removal and disposal of contaminated materials will be conducted under a strict consignment note system. Disposal sites will be agreed with the Environment Agency.
- 11.4 The Company will comply with the current Control of Substances Hazardous to Health 2002 (Amendment) Regulations 2004 and the current Guidance Note 'Occupational Exposure Limits' to ensure that contaminated materials are handled and disposed of safely and properly.
- 11.5 The Company will take measures to prevent the contamination of water courses and aquifers during works.
- 11.6 The Company will comply with the current Health and Safety Executive Guidance Note, Health and Safety in Demolition Work; Preparation and Planning; Legislation; Techniques and Health Hazards, and ensure that contaminated and hazardous materials are handled and disposed of safely and properly in accordance with The Control of Substances Hazardous to Health (Amendment) Regulations 2004.
- 11.7 The Company will ensure that materials and waste are not deposited in any surface water course. Any water that has come into contact with contaminated materials must be disposed of in accordance with the current Water Acts, any other relevant disposal regulations and to the satisfaction of the Environment Agency. For any discharge into a watercourse or river, approval will be required from the Environment Agency and for any discharge into a sewer a trade effluent consent will be required from the local Water Company.
- 11.8 The company will comply with the Waste (Circular Economy) (Amendment) Regulations 2020 and the amended Hazardous Waste (England and Wales) Regulations 2005. The company will comply with requirements for hazardous waste that is mixed unlawfully, to be separated where technically feasible. Amendments to the Hazardous Waste (England and Wales) Regulations 2005 will require hazardous waste (that has been mixed lawfully) to be treated at a permitted facility and will only prohibit mixing waste oils where mixing would impede its regeneration or recycling. These additional requirements are to be included in site waste management plans and in waste prevention programmes once they are established.
- 11.9 If materials containing lead are encountered, the company will comply with the current Control of Lead at Work Regulations and the Health and Safety Commission Approved Code of Practice and will be disposed of properly.

## 12 Site Boundaries / Hoarding

- 12.1 The Company is not normally in control of the site boundaries, with the exception of its own premises, but will advise the Principal Contractor where boundary requirements are insufficient. The location of fencing will take into account the requirements to keep adequate safe access for all pedestrians and being particularly mindful of persons with disabilities, persons with prams and young children, etc. All work sites should be completely fenced from public access by one of the following methods:-
  - 12.1.1 The Minimum Case.  
A post chain link / mesh fence where appropriate for minimum security.
  - 12.1.2 Standard Hoardings.  
A 2.4m minimum height, plywood faced, timber framed boundary hoarding of a surface density of not less than 6kg/m<sup>2</sup> for normal security and noise limitation requirements.  
It may be necessary to increase the minimum height to protect buildings from noise.

### 12.1.3 Special Circumstances.

Where a particular appearance or acoustic rating is needed.

- 12.2 The provisions of the current Health and Safety at Work Act will be followed in all cases.
- 12.3 Hoardings resulting in poorly lit walkways must have bulkhead lights fitted to provide adequate illumination.
- 12.4 Gates in the fencing or hoarding should, as far as is practicable, be positioned and constructed to minimise the noise transmitted to nearby noise sensitive buildings from the work site or from plant entering and leaving the site.
- 12.5 Hoardings will be provided and maintained by the Company for the duration of the project where the company has been contracted to do so.
- 12.6 As a minimum requirement, the site hoarding will display publicity material including information on the site programme, the telephone contacts for the receipt of complaints and/or enquiries and the name of the site representative who should be contacted. In addition, warning signs will be displayed in accordance with The Health & Safety (Safety Signs & Signals) Regulations 1996.
- 12.7 The Company recognises site hoardings containing advertisements may require consent under the current Town and Country (Control of Advertisements) Regulations 1992. Prior consultation should take place with the Local Council.

## 13 Site Activities

- 13.1 Rubbish will be removed at frequent intervals and the site kept clean and tidy.
- 13.2 Where the Company is in control of hoardings and boundary fencing, it will be frequently inspected, repaired and repainted as necessary.
- 13.3 Lorries will enter and exit the site in a forward direction except where space restrictions do not allow this. These conditions will be subject to prior discussions with the Highway Authority and the Police before implementation.
- 13.4 All loading and unloading of vehicles will take place off the public highway whenever this is practicable.
- 13.5 Provision will be made for easily cleaned hard standings for vehicles entering, parking and leaving the site and wheel washing facilities including, where practicable, mechanical wheel spinners. The wheel washing facilities will be brushed clean frequently.
- 13.6 Lorries that cannot immediately enter or leave sites must switch off their engines.
- 13.7 Mud on roads is regarded as one of the main environmental nuisance problems arising from construction/demolition sites. The Company will take strict measures to minimise the problem.
- 13.8 Toilet facilities will be kept clean.



## 14 EU Waste Framework Directive Hierarchy Controls

### Introduction to the waste hierarchy

Article 4 of the revised EU Waste Framework Directive sets out a 5 step ranked 'waste hierarchy', according to environmental impact.

Waste has a significant impact on profit and preventing / minimising waste helps prevent the negative impact on the environment. The company will work to the new Directive hierarchy of controls.

Prevention, which offers the best outcomes for the environment, is at the top of the priority order, followed by preparing for re-use, recycling, other recovery and disposal, in descending order of environmental preference.

EU Waste Framework Directive Hierarchy Controls	
Stages	Include
Prevention:	Using less material in design and manufacture, keeping products for longer, re-use, using less hazardous materials
Preparing for re-use:	Checking, cleaning, repairing, refurbishing, whole items or spare parts
Recycling:	Turning waste into a new substance or product in line with the Waste (Circular Economy) (Amendment) Regulations 2020, includes composting if it meets quality protocols
Other recovery:	Includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste, some backfilling
Disposal:	Landfill and incineration without energy recovery

## 15 Recyclable or Reusable materials

The Company is committed to recycle or reuse redundant building materials as required by the Waste (Circular Economy) (Amendment) Regulations 2020. These regulations were introduced as the UK seeks to move towards its vision of a circular economy, which includes keeping resources in use for as long as possible, minimising waste and promoting resource efficiency.

- 15.1 Surplus materials from a project will be returned to the yard as stock for use on future projects, returned to the Supplier, or sold on to a Specialist Merchant, or Reclaim Company, likewise with reclaimed materials such as bricks, roofing tiles and hardcore etc.
- 15.2 Scrap metal will be collected and sold to Local Scrapyards.
- 15.3 Paper, glass, wood will be disposed of at Local Recycling Centres.
- 15.4 Topsoil will be re-used on site where possible, or sold on to a Merchant.

## 16 Waste Disposal

A Duty of Care Waste Transfer Note (WTN) is a document that must be completed when waste is transferred from one party to another. If a Duty of Care Waste Transfer Note is not completed during the transfer of waste you are almost certainly breaking the law and could face a fine. A Duty of Care Waste Transfer Note ensures there is a clear paper trail from when the waste is produced until it is disposed of. You must keep your waste transfer notes and hazardous waste consignment notes for at least two years and be able to produce them on demand to the Environment Agency or local authority.

- 16.1 A Duty of Care Waste Transfer Note is suitable for all controlled waste, but is not suitable for hazardous waste. The type of waste you have is defined in the List of Wastes in the European Waste Catalogue. Some Hazardous Wastes are not immediately obvious so please check. A Duty of Care Waste Transfer Note is only necessary if waste is being transferred, if no transfer is taking place no note is required. If two parties are involved in the transfer choose a two part waste transfer note. If three parties are involved in the transfer choose a three part waste transfer note or contact us for advice on which is the best waste note for your needs.



## 16.2 When do I need a Hazardous Waste Consignment Note?

A Hazardous Waste Consignment Note is necessary for all hazardous wastes (see the List of wastes in the European Waste Catalogue). Waste is generally considered hazardous if it (or the material or substances it contains) are harmful to humans or the environment. Examples of hazardous waste include:

- asbestos
- batteries
- chemicals, e.g. dyes, paints or brake fluid
- solvents and cleaners
- pesticides
- oils (not all)
- fridges

Technical guidance was last updated July 2015 and can be found here <https://www.gov.uk/government/publications/waste-classification-technical-guidance>

16.3 Prior to the removal of any waste from site, the Company will obtain all necessary Certification and Licences from the Waste Carrier.

16.4 All site waste will be segregated into various containers, e.g., fluorescent tubes, wood, scrap metal etc. Gyproc plasterboard products will be segregated if the total content of any skip exceeds 10% Gyproc material.

16.5 The Company, as Waste Producers, will obtain a receipt from the Waste Carrier identifying the disposal point for the waste. Upon disposal, the Waste Carrier will obtain a receipt from the Disposal Point to confirm the waste has been disposed of in accordance with The Hazardous Waste Regulations 2005/16.

The Site Manager will ensure that the Waste Note issued by the Disposal Point matches the original receipt from the Waste Carrier.

16.6 Disposal of asbestos waste will be carried out in accordance with Section 7 above.

## 17 Urban Ecology

### 17.1 Protection of Habitat

The Company will comply with the provisions of the current Wildlife and Countryside Act, with the requirements of the Unitary Development Plan and any conditions attached to planning permissions. The first priority is to maintain habitats intact and undisturbed, and if possible to make improvement to enhance natural habitats. Planning conditions and agreements may include:

- 17.1.1 Measures to prevent any encroachment onto valuable habitats during the construction/demolition process.
- 17.1.2 Compliance with standards of dust and air pollution control as set out elsewhere in this code of practice.
- 17.1.3 Precautionary measures to prevent the entry of pollutants into any bodies of water.

17.2 Where it is demonstrably impossible to maintain habitats in their existing condition then the species will need to be either:

- 17.2.1 relocated / transplanted to a suitable local site, or
- 17.2.2 disturbed habitats will be properly restocked to an equivalent or richer status after construction/demolition work ceases.

17.3 In either of these instances, the Company must consult with the London Ecology Unit and the Directorate of Leisure Services, Parks Services Section, before the commencement of the works.

17.4 Standards of dust and air pollution control, as set out in this document, will be applied at all demolition sites to protect adjacent wild life habitats.

## 18 Mature Trees

18.1 The Company will follow the specific requirements agreed with The Local Authority. No mature trees shall be interfered with without written consent from the Council.

18.2 Adverse effects on mature trees within the vicinity of work sites will be minimised by the adoption of suitable mitigation measures, including, but not limited to the following (where appropriate):-

- 18.2.1 Selective removal of lower branches in an approved manner to reduce mechanical damage by construction plant;
- 18.2.2 The use of matting around the root zone to prevent excess soil compaction;
- 18.2.3 The use of chestnut paling around the trunk to prevent damage.
- 18.3 If any protected trees on the site dies or are damaged because of the demolition process, a replacement tree of agreed species and age will be planted.

## 19 Construction (Design and Management) Regulations 2015

The Client, Principal Designer, Principal Contractor and Trade Contractors etc. are required under these regulations to take full account of environmental and related issues on construction projects as listed below.

- 19.1 Environmental restrictions and existing on-site risks / hazards
  - 19.1.1 Boundaries and access, including temporary access – for example narrow streets, lack of parking, turning or storage space.
  - 19.1.2 Any restrictions on deliveries or waste collection or storage.
  - 19.1.3 Adjacent land uses – for example schools, railway lines or busy roads.
  - 19.1.4 Existing storage of hazardous materials.
  - 19.1.5 Location of existing services particularly those that are concealed – water, electricity, gas, etc.
  - 19.1.6 Ground conditions, underground structures or water courses where this might affect the safe use of plant, for example cranes, or the safety of groundworks.
  - 19.1.7 Information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved).
  - 19.1.8 Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved).
  - 19.1.9 Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure.
  - 19.1.10 Any difficulties relating to plant and equipment in the premises, such as overhead gantries, whose height restricts access.
  - 19.1.11 Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures.
- 19.2 Health hazards (other environmental related CDM issues)
  - 19.2.1 Asbestos, including results of surveys (particularly where demolition is involved).
  - 19.2.2 Existing storage of hazardous materials.
  - 19.2.3 Contaminated land, including results of surveys.
  - 19.3.4 Existing structures containing hazardous materials.
  - 19.3.5 Health risks arising from Client's activities.

## 20 General

- 20.1 Emergency telephone numbers for key personnel will be provided by the Company for use by officers of the Local Authority, should the need arise.
- 20.2 Lighting to site boundaries will be provided with illumination sufficient for the safety of the passing public, including the physically disabled. In particular, precautions shall be taken to avoid shadows cast by the site hoarding on surrounding footpaths and roads.
- 20.3 Site lighting shall be positioned and directed so as not to intrude unnecessarily on adjacent buildings and land uses or to cause distraction or confusion to passing drivers on adjoining public highways.
- 20.4 Fly-tipping will not be permitted. Loads will only be deposited at authorised tips or into designated barges. Deposition will be in accordance with the requirements of the Environment Agency, the current Environment Legislation, and Special Waste Regulations.
- 20.5 The Company will be responsible for all lorries delivering to or exiting from a work site.

- 20.6 The Company will make provisions to ensure that all hazardous substances including oil drums or containers on the Company premises are controlled in accordance with current Control of Substances Hazardous to Health Regulations, are properly banded and that no oil or other contaminants are allowed to reach water courses or ground water, including aquifers.
- 20.7 Fuel oil storage tanks will be contained in impermeable bund walls to contain any spillage.
- 20.8 Wherever possible, oils used by the Company will be recycled. Where this is not viable, oils will be disposed of in accordance with the Local Waste Authorities requirements.

## 21 Synopsis of Legislation

### 21.1 Control of Pollution Act 1974

This Act covers waste disposal, water pollution, noise and atmospheric pollution, and by a series of commencement orders has repealed the Deposit of Poisonous Waste Act 1972, the Noise Abatement Act 1960, and amended or repealed sections of other acts dealing with the various forms of air and water pollution.

Part III of the Act deals with noise, and in particular:

- 21.1.1 Section 60 applies to the control of noise on construction and demolition sites. The local Authority (in the form of an Environmental Health Officer) has the power to protect people in the locality from excessive noise in accordance with The Environmental Protection Act 1990, Part III, Paragraph 79(g), and may serve a notice which will:-
- specify the plant or machinery which may, or may not, be used;
  - specify the hours during which work may be carried out;
  - specify the maximum noise levels which may be emitted from any particular point or during specified hours;
  - provide for any change of circumstances.

The Local Authority must ensure that the best practicable means are employed to minimise noise, and have due regard to BS 5228 Code of Practice for noise control on construction and open sites.

- 21.1.2 Section 61 allows for anyone intending to start construction (which includes repair and maintenance, road-breaking, etc.) or demolition to make an application for prior consent from the Local Authority. This consent is applied for at Building Regulations approval stage or later, and must contain particulars of the works and methods involved, and the steps proposed to be taken for minimising any resultant noise. If a notice is served on a contractor under Section 60, a defence is to prove that the alleged contravention was caused by carrying out works in accordance with a consent given under section 61.

### 21.2 Waste (Circular Economy) (Amendment) Regulations 2020

The Waste (Circular Economy) (Amendment) Regulations 2020[1], transpose the EU's 2020 Circular Economy Package ("2020 CEP") in England and Wales and came into force on 1 October 2020.

The 2020 CEP sets out the European Commission's planned initiatives for a framework to make sustainable products, services, and business models the norm. The Regulations amend the following:

- Environmental Protection Act 1990, Part 2 (waste on land);
- End-of-Life Vehicles Regulations 2003;
- Hazardous Waste (England and Wales) Regulations 2005;
- Waste Electrical and Electronic Equipment Regulations 2013;
- Environmental Permitting (England and Wales) Regulations 2016; and
- Waste (England and Wales) Regulations 2011.



What are the key changes?

Most of the substantive changes under the 2020 CEP affect the Waste Framework Directive 2008 and the Landfill Directive 1999 as follows:

To prevent waste generation and to monitor and assess the implementation of those measures. These measures must be included in waste prevention programmes.

To require more detail on the circumstances under which separate collection of waste is not necessary to ensure that waste is prepared for re-use, recycling or other recovery operations.

To ensure waste collected separately for re-use or recycling is not incinerated or landfilled, except where waste resulting from subsequent treatment operations of the separately collected waste is incinerated and this is the best environmental outcome in accordance with the waste hierarchy.

A requirement for hazardous waste that is mixed unlawfully to be separated where that is technically feasible. Amendments to the Hazardous Waste (England and Wales) Regulations 2005 will require hazardous waste that has been mixed lawfully to be treated at a permitted facility and will only prohibit mixing waste oils where mixing would impede its regeneration or recycling.

To require additional matters to be included in waste management plans and in waste prevention programmes when they are established.

To require certain undertakings to keep records of the quantity of materials and products resulting from the treatment of hazardous waste. Specifically, relevant waste operations operating under a registered waste exemption will be required to record, retain and submit specific information on hazardous waste and the products and materials resulting from its treatment and sites that treat hazardous waste under an environmental permit will be required, under existing permit conditions, to record, retain and submit this information to the relevant regulators.

### 21.3 Hazardous Waste Regulations 2005 / 16 (Guidance)

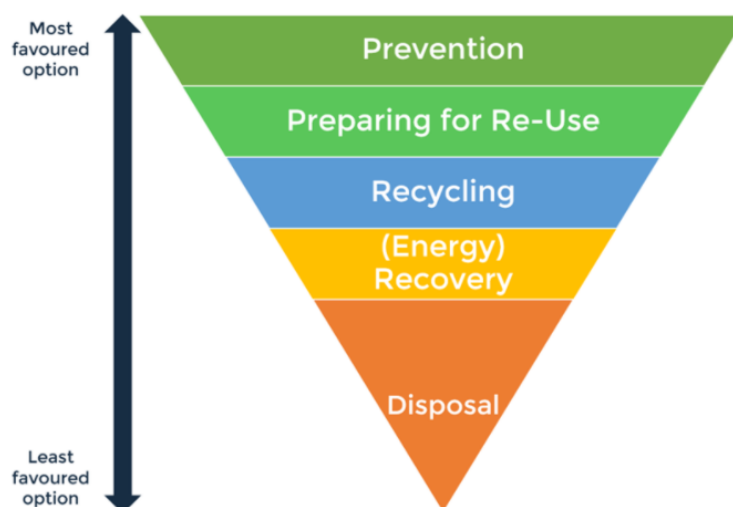
**Overview:** You must deal responsibly with any waste your business produces in England. This is known as your 'duty of care'. Business waste includes any waste that comes from: any commercial activity – including any you run from your home, construction, demolition, industry and agriculture

**How long your duty of care lasts:** Your duty of care lasts from the moment you produce the waste until you give it to a licensed waste business to deal with. You're still responsible to check how that business deals with your waste if you suspect it's not following the duty of care. You should report if another business mishandles your waste.

**Duty of care:** You must: classify your waste and know if it's hazardous or non-hazardous so you can deal with it correctly, register your premises if you produce or store hazardous waste, usually get a permit to store, treat, transport or dispose of your waste yourself, store your waste safely and securely follow the rules for moving waste off your business premises, check that any business you use to deal with your waste is licensed, and keep proof of this – e.g. take a copy of their licence. You have extra responsibilities if you're dealing with hazardous waste.

**Consider alternatives:** You must consider all other options before you dispose of waste. Consider these 5 steps in order. They're known as the 'waste hierarchy'.

1. **Prevent** – e.g. use fewer and less hazardous materials, and use things for longer.
2. **Reuse**
3. **Recycle**
4. **Recover** – e.g. anaerobic digestion or incineration for energy recovery.
5. **Dispose** – e.g. landfill and incineration without energy recovery.



**Licences and registration:** Usually you need a permit to store, treat or dispose of waste. You can check if you need to get an environmental permit or registered exemption in England.

**Register as a hazardous waste producer:** You must register your business premises in England if you produce or store hazardous waste. You don't need to register if you produce less than 500kg of waste in any 12 months.

**Sorting and storage:** You must sort and keep separate: hazardous waste and non-hazardous waste, different types of non-hazardous waste, different types of hazardous waste and different types of waste oil. You need to get an environmental permit to mix waste - read the guidance on mixing waste.

**Store your waste:** You must store waste safely and securely. To do this: store waste in a secure place, use suitable containers that will stop waste escaping, label containers clearly with the type of waste they contain, use covers to stop waste blowing away, use waterproof covers if rain could cause contaminated run-off or prevent the waste from being reused and keep liquid hazardous waste in a dedicated area, with a bund or barrier to stop liquid leaking, e.g. into a drain.

You have extra responsibilities if you're storing hazardous waste – you must: display written instructions for storing and disposing of it, keep records about it and where it's located, carry out a risk assessment, e.g. to identify what the risks are and how to control them and regularly check for leaks, deteriorating containers or other potential risks.

You may need an environmental permit to store your own or other people's waste. The permit will confirm any extra rules for storing waste on your site.

There are extra responsibilities for certain types of waste – read the technical guidance on waste for more advice about separating and mixing hazardous waste during production, storage, transport, recovery and disposal.

**Moving waste:** There are rules on how to move waste off your business premises. You must use a licensed waste business to collect, recycle, recover or dispose of your waste in England, get a licence to transport your own waste in England and keep to the restrictions if you move waste between countries. You have extra responsibilities depending on whether you're moving hazardous waste and non-hazardous waste.

**Waste collectors** must set up separate collections of waste for:

1. paper and cardboard
2. plastic
3. metal
4. glass

**Move waste between countries:** You can usually only import or export waste to recover it. You won't usually be able to import or export waste for disposal, e.g. landfill.

**Disposal:** You have different responsibilities depending on whether you're disposing of: hazardous waste and non-hazardous waste. You have extra responsibilities when you're dealing with electrical waste if you're a distributor.

**Gypsum and plasterboard:** You must keep gypsum and plasterboard separate from other wastes when you send it for disposal. It must not go to landfill mixed with biodegradable waste. You can only send gypsum and plasterboard to a landfill site with a permit to accept it. You can contact the environment organisation in your region if you have questions about disposal or other types of waste.

**Contacts:** Contact the organisation in your region if you have any questions about business and commercial waste.

England Environment Agency

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Telephone: 03708 506 506

Minicom: 03702 422 549

Monday to Friday 8am to 6pm

## 21.4 Environmental Protection Act 1990

The Environmental Protection Act 1990 and associated legislation relate mainly to the manufacturing, energy and waste disposal industries. The following is therefore a very brief outline of the legislation.

The Act itself provides a framework for a system of control of industrial pollution, whether by release to air, water or land. It establishes a system of integrated Pollution Control (IPC), enforced by the Pollution Inspectorate, to control large scale manufacturing processes with a potential to cause serious damage. Other specified processes controlling emissions to air alone from generally less polluting processes will be regulated by local authorities. The Environmental Protection (Prescribed Processes and Substances) Regulations 1991 list those processes and substances to which IPC will apply and set out a timetable for implementation. The regulations also prescribe those processes subject to air pollution control only. The processes prescribed under IPC may not operate after a date specified in the regulations without authorisation from the Pollution Inspectorate.

One aspect which is likely to affect most construction companies is the matter of "Controlled Waste", which includes all building or demolition waste, contaminated land and any broken, worn out or surplus materials or substances. Producers and carriers of controlled waste have a duty to prevent its escape and to ensure that it is transferred only to an authorised person. When controlled waste is transferred, a transfer note, containing a description of the waste and other information specified in the Environmental Protection (Duty of Care) Regulations 1991, must be completed and copies kept by both parties for two years. The controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 require any company, or self-employed carrier, who transports controlled waste, to register with their waste regulation authority. A vehicle carrying waste may be stopped during transit for examination of the certificate of registration and transfer note. Transporting controlled waste without being registered can result in prosecution and seizure of the vehicle and/or a fine of up to £2,000.

## 22 Complaints

### 22.1 Purpose

To define the process for recording and responding to environmental complaints received by the Company.

### 22.2 Definitions – Environmental complaint

22.2.1 A documented critical observation or query about the Company environmental aspects, policy, management system or performance, from interested parties requesting a response or remedial action, or otherwise worthy of response.

22.2.2 A complaint, verbal or otherwise, from an employee regarding environmental aspects and their management and to which the employee requires a resolution and / or which requires Senior Management consideration.



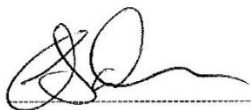
## 22.3 Responsibilities

- 22.3.1 The initial recipient of a complaint is responsible for determining whether the complaint qualifies for action under the provisions of this procedure, in association with the complainant. In the case of dispute, the complainant will refer the complaint to the Director in charge of Environmental Issues for adjudication.
- 22.3.2 The Director in charge of Environmental Issues is responsible for maintaining a register of environmental complaints and complaint referrals.
- 22.3.3 The Director in charge of Environmental Issues is ultimately responsible for ensuring appropriate actions are taken to investigate all environmental complaints documented in accordance with this procedure and that where necessary, communications are held with the relevant interested parties (in compliance with the appropriate procedure).
- 22.3.4 Line Managers and Site Managers are responsible for ensuring that environmental complaints, which relate to their area of responsibility, are investigated and the results of investigations forwarded to the Director in charge of Environmental Issues.
- 22.3.5 All employees are responsible for contributing to the planned resolution of complaints insofar as they relate to matters within their control.

## 22.4 Procedure

- 22.4.1 All environmental complaints will be reported and recorded on the Environmental Complaint Form.
- 22.4.2 A copy of the completed Incident Form will be forwarded to the Director in charge of Environmental Issues.
- 22.4.3 The complainant will be informed of the actions being taken as a consequence of the complaint within 21 days of the complaint first being received.
- 22.4.4 The Director in charge of Environmental Issues will confirm receipt of the Environmental Complaint Form which will be recorded in the Incident Reporting Records.
- 22.4.5 Where appropriate, the complaint will be fully investigated by the Director in charge of Environmental Issues or by the Company's Designated Safety, Health & Environmental Advisor.
- 22.4.6 A summary of environmental complaints will be reviewed by company Senior Management Team and the Safety, Health and Environmental Advisors on an on-going basis and as a part of the annual Management review with the aim to improve control measures to prevent reoccurrences.

For and on behalf of  
Mitre Construction Co Limited



**Mr. E Salmon**  
Director

Date: 20<sup>th</sup> April 2023





## Appendix 1: Environmental Monitoring / Inspection Record Sheet

Sheet No.

**Guidance:** In the planning stages of a project the Project Team must take account of the environmental law, company's policy and what might be agreed with the local authority or the client for the project. This record sheet must itemise all the environmental requirements for the project and the management team should standardly once a month or more often if necessary carry out an environmental inspection recording compliance or action to be taken. Senior company management and the Safety, Health and Environmental Advisors should be consulted over matters that cannot be resolved on site by the Project Team / Sub-contractors, etc. Records should be kept on site and at the end of the project submitted to the Head Office Safety, Health and Environmental File where it should be kept for 6 years. For further assistance contact the company's Safety, Health and Environmental Advisor.

## Site location

Date

Environmental requirement  
(specified process or contract standard)

Result of Environmental requirement  
Inspection  
(State whether conforming to standard or not)

Record of Compliance or Action  
to be taken  
(detail arrangements to ensure compliance)

Signature of person  
carrying out  
Inspection

[illegible]

## Appendix 2: General Environmental Aspects / Impacts Assessment

Sheet No:

1

**Guidance:** This year's assessment which was carried out by the company's environmental advisor has identified the main environmental aspects, impacts and control measures which managers must comply with. Copies of this assessment or any future assessments are required to be kept at the Head Office main Safety, Health and Environmental File for a minimum of 6 years. For further assistance contact the company's Safety, Health and Environmental Advisor.

Site	Head office and site activities												Date	April 2023
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
Head office & Site	1	Office cleaning	Use of chemicals and cleaning agents; Resource use - water	WP; RD; HW	✓			EPA 1990 (Part II) WRA 1991 COSHH 02 EUWFD TWEWR11/12/15	C	✓	✓	✓	#	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  COSHH Assessments for cleaning products
Head office & Site	2	Heater	CO <sub>2</sub> emissions Due to inefficient insulation, heating systems & layout	RD; AP	✓	✓		COPA 74 CAA 93	I	✓	✓	✓	C	Subject to agreement with regard to location of site office and whether there will be a need to use additional heating  Client's accommodation strategy
Head office & Site	3	Lighting	CO <sub>2</sub> emissions Electricity - Bulbs; fluorescent tubes; energy efficient bulbs	RD	✓				C / I	✓	✓	✓	#	Client's accommodation strategy Mitre Construction Co Limited maintenance checks Mitre Construction Co Limited awareness training Monitoring records
Office water supply facilities	4	Washing, beverages, flushing, cleaning.	Used water generating foul water discharge into drains	RD	✓	✓			C	✓	✓	✓	C	Client's accommodation strategy Mitre Construction Co Limited maintenance checks Mitre Construction Co Limited awareness training Monitoring records
Office	5	Paper Use	Resource depletion	RD	✓			W(CE)(A)R20	C	✓	✓	✓	C	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Minimise the use of hard copies wherever possible  Monitoring records

## Appendix 2: General Environmental Aspects / Impacts Assessment

Sheet No:

2

Site	Head office and site activities												Date	April 2023
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
Office	6	Paper Waste Management	Paper reused and recycled Small amount to Landfill	RD(+ve); CW	✓			EPA 1990 (Part II) EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	#	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Awareness Training Recycle paper Monitoring records
Office	7	Office Waste Management	Glass, Plastic Composting Cans Cardboard	RD(+ve); CW	✓			EPA 1990 (Part II) EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	#	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Awareness Training Segregate separate waste for recycling Monitoring records
Office	8	Use of electrical and electronic equipment	Resource Use Material Use Electricity Consumption Computers, Display Screens, Printers, Heaters, Faxes, Kitchen Appliances	RD; SN	✓			EPA 1990 (Part II) W(CE)(A)R20	C	✓	✓	✓	C	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Awareness Training Turn off electrical equipment when not in use Use of energy saving electrical equipment Minimise the use of electrical equipment and its consumables Maintenance, servicing and PAT controls Monitoring records
Office	9	Disposal of electrical and electronic equipment	Solid and Hazardous materials Packing	HW	✓			EPA 1990 (Part II) WML 94 WEEE 13 HWR 05 / 16 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	#	Mitre Construction Co Limited Environmental Policy Select products that demonstrate good environmental standards Re-use Recycle

## Appendix 2: General Environmental Aspects / Impacts Assessment

Sheet No:

3

Site	Head office and site activities												Date	April 2023
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
Store	10	Storage of chemicals	Hazardous materials and health and safety issue	HW	✓			H&S 74/99 EPA 1990 (Part II) COSHH 02	C	✓	✓	✓	B	Mitre Construction Co Limited Environmental Policy H&S procedures, COSHH Assessments, Manufacturers Data Sheets, Risk Assessments & Safe Method of Work Statements
Travelling	11	Travel to and from work	Use of vehicles by staff & site personnel to travel to and from work	RTA88/91, RTR88, RD; AP; SN	✓				I	✓	✓	✓	B	Clients & / or Mitre Construction Co Limited Environmental Policy / Site Plan  General awareness training  Utilise employees / contractors and suppliers who live nearest to the site and head office  Encourage the use of public transport and fuel efficient, cleaner running vehicles
Site	12	Sanding wood and fillers, etc.	Noise and dust	AP, CAA93, SN		✓		CNAW05 NSNA93	C	✓	✓	✓	B	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Refer to Health & Safety Risk Assessment for the project  HAVS controls  COSHH controls  Noise monitoring & controls
Site	13	Drilling	Holes for fixings	AP, CAA93, SN		✓		CNAW05 NSNA93	C	✓	✓	✓	B	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Refer to Health & Safety Risk Assessment for the project  HAVS controls  COSHH controls  Noise monitoring & controls

Appendix 2: General Environmental Aspects / Impacts Assessment														Sheet No:	4
Site	Head office and site activities												Date	April 2023	
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS	
					Normal	Abnormal	Emergency			Policy	Legal	Other			
Site	14	Scaffolding	Noise	SN	✓			CNAW05 NSNA93	C	✓	✓	✓	B	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Refer to Health & Safety Risk Assessment for the project  Scaffolding Controls  Noise monitoring & controls	
Site	15	Angle grinding	Generating metal filings, silica dust and noise	SN	✓			COPA 89 NSNA EPA 90 RTA 88/91 RTR 02	C	✓	✓		B	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Refer to Health & Safety Risk Assessment for the project	
Site	16	Angle grinding scaffold tubes and bolts / anchors	Generating metal filings and noise	SN	✓			COPA 89 NSNA EPA 90 RTA 88 RTR 97	C	✓	✓		B	Client's & Mitre Construction Co Limited Environmental Policy / Site Plan  Refer to Health & Safety Risk Assessment for the project	
Site	17	Disposal of waste metals	Depletion of natural resources	RD	✓			EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓			B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan  Licensed Waste Remover	
Site	18	Disposal of rotten timber	Fungus, dry and wet rot, infestation of woodworm and beetles / insects	HW	✓			EPA 1990 (Part II) WML 94 HWR 05 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan	

Appendix 2: General Environmental Aspects / Impacts Assessment													Sheet No:	5
Site	Head office and site activities											Date	April 2023	
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
Site	19	Disposal of paint scrapings which may include lead	Toxic to the natural environment and living creatures	HW	✓			EPA 1990 WML 94 HWR 11 WCA81	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan Refer to Health & Safety Risk Assessment for the project Survey & Paint Analysis
Site	20	Disposal of oil based paint scrapings	Potential of contaminating ground when dumped	HW	✓			EPA 1990 WML 94 HWR 11/16 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan
Site	21	Disposal of two pack filler, sealant and their containers	Properly disposing of known hazardous chemicals	HW	✓			EPA 1990 WML 94 HWR 11/16 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan Refer to Health & Safety Risk Assessment for the project
Site	22	Disposal of brick and cement dust	Containing lime and silica dust	HW	✓			EPA 1990 WML 94 HWR 11/16 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan

Appendix 2: General Environmental Aspects / Impacts Assessment													Sheet No:	6
Site	Head office and site activities											Date	April 2023	
Location	Ref.	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL REQUIREMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
Site	23	Disposal of old sealant and insulation materials which contain asbestos	Potential of release of asbestos fibres when taking up existing floors	HW	✓			EPA 1990 WML 94 HWR 11 CAR12/90/89 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓	✓	✓	B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan  Asbestos Survey & Assessment  Competent Asbestos personnel / Contractor / Licensed Waste Remover
Site	24	Disposal of waste metals from removed window frames and cladding off-cuts, etc.	Depletion of natural resources	RD	✓			EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓			B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan  Licensed Waste Remover
Site & Factory Workshops	25	Disposal of glass from removed glazing	Depletion of natural resources & environmental hazard	RD	✓			H&S 74/99 EUWFD TWEWR11/12/15 W(CE)(A)R20	C	✓			B	Client's & / or Mitre Construction Co Limited Environmental Policy / Site Plan  Licensed Waste Remover



Appendix 3	Legislation register– Revised April 2023
Legislation abbreviation	Full title
APW 99	Anti-Pollution Works Regulations 1999
CAR 12	Control of Asbestos Regulations 2012
CAA 93	Clean Air Act 1993
CDM 15	Construction (Design & Management) Regulations 2015
COPA 89	Control of Pollution (Amendment) Act 1989
COSHH 02	Control of Substances Hazardous to Health Regulations 2002 as amended 2004
CNAW 05	Control of Noise At Work Regulations 2005
CROW Act 00	Countryside and Rights of Way Act 2000
EA 95	Environment Act 1995
EPA 90	Environmental Protection Act 1990 (Duty of Care)
EPTODSR 15	Environmental Protection (The Ozone-Depleting Substances Regulations 2015)
EUWFD	EU Waste Framework Directive.
W(CE)(A)R20	Waste (Circular Economy) (Amendment) Regulations 2020
GWR 09	The Groundwater (England & Wales) Regulations 2009
HABITAT 94/00	Conservation (Natural Habitats, &c.) Regulations 1994
H&S 74/99	Health & Safety at Work Etc. Act 1974 & The Management of Health & Safety at Work 1999 (Amended 2006)
HWR 05/16	Hazardous Waste Regulations 2005 and Amendments 2016
LDA 91/94	Land Drainage Act 1991 and 1994
NSNA 93	Noise and Statutory Nuisance Act 1993
RTR 02	Road Traffic (Vehicle Emissions) (Fixed Penalty) Regulations 2002
RTA 88/91/91	Road Traffic Act 1988 and 1991
TCPA 90	Town and Country Planning Act 1990
TWEWR11/14	The Waste (England and Wales) Regulations 2011 and (Amendments) Regulations 2014
WR 99	The Water Supply (Water Fittings) Regulations 1999
WCA 81	Wildlife and Countryside Act 1981 (Amended 1991)
WEEE 13	Waste Electrical & Electronic Equipment Regulations 2013 (Amended 2018)
WIA 91/99	Water Industry Act 1991 and 1999
WML 94	Waste Management Licences 1994 (Amended 1998)
WRA 91	Water Resources Act 1991

Abbreviation and Legislation Key			
Environment Impact	Abbreviation	Detail of the Environmental Impact	Key Legal & other requirements
Statutory Nuisance  Noise	SN	Emissions of smoke, steam, dust or odours and noise, accumulations etc., nuisance and can prejudice health	Environmental Policy <b>Key Legislation:</b> EPA 90 COPA 89 NSNA RTA 88/91 RTR 02
Air Pollution	AP	Air pollution - greenhouse gas emissions causative agents in global warming; ozone impacting air emissions causative agents in ozone depletion; toxic air emissions.	Environmental Policy <b>Key Legislation:</b> CAA 93 COPA 89 EA 95 EPA 90 EPTODSR 15 RTA 88/91 RTR 02
Contamination of land	CL	Land affected by contamination (chemical, biological, radioactive)	Environmental Policy <b>Key Legislation:</b> EA 95 EPA 90 TCPA 90 WRA 91 W(CE)(A)R20
Controlled waste	CW	Solid waste to landfill – leads to loss of amenity; visual impact; odour; depletion of natural resources (indirectly); impact on local community; indirect impacts – water / air etc.	Environmental Policy <b>Key Legislation:</b> EA 95 EPA 90 TWEWR11/12/15 EUWFD W(CE)(A)R20
Hazardous waste  Hazardous materials	HW	Disposal of hazardous waste – emissions to air and possible releases to land.	Environmental Policy <b>Key Legislation:</b> CAR 12/90/89 EPA 90 HWR 05/16 COSHH 2002/04 W(CE)(A)R20
Resource depletion	RD	Depletion of natural resources and raw materials (includes water)	Environmental Policy W(CE)(A)R20
Water pollution	WP	Emission of water polluting chemicals / substances are causative agents of biological damage; local water quality is impacted as well as the possibility of prejudicing health	Environmental Policy <b>Key Legislation:</b> APW 99 EA 95 EPA 90 GWR 09 WR 99 WRA 91

Ok	Control	Review & Improve
----	---------	------------------

<b>Probability [P]</b> 1; Improbable 2; Remote 3; Possible 4; Probable	<b>Severity [S]</b> 1; Negligible 2; Minor 3; Severe 4; Extreme	<b>Risk Level [R]</b> 	<table> <tr> <th></th><th>S1</th><th>S2</th><th>S3</th><th>S4</th></tr> <tr> <th>P1</th><td>#</td><td>#</td><td>#</td><td>C</td></tr> <tr> <th>P2</th><td>#</td><td>#</td><td>C</td><td>B</td></tr> <tr> <th>P3</th><td>#</td><td>C</td><td>B</td><td>A</td></tr> <tr> <th>P4</th><td>#</td><td>B</td><td>A</td><td>A</td></tr> </table>		S1	S2	S3	S4	P1	#	#	#	C	P2	#	#	C	B	P3	#	C	B	A	P4	#	B	A	A	<b>Consequences</b> A; MUST be eliminated or avoided, work NOT to proceed. B; MUST be controlled. C; MUST be controlled so far as is reasonably practicable. #; Adequately controlled / insignificant.
	S1	S2	S3	S4																									
P1	#	#	#	C																									
P2	#	#	C	B																									
P3	#	C	B	A																									
P4	#	B	A	A																									

## Appendix 4: Project Environmental Aspects / Impacts Assessment

Sheet No:

1

**Guidance:** This aspects and impacts assessment form must be completed by a competent member of the management team prior to a project commencing. Copies of this assessment or any future assessments are required to be kept on site. At the end of a project this assessment must be kept at the Head Office Project Safety, Health and Environmental File for a minimum of 6 years. For further assistance contact the company's Safety, Health and Environmental Advisor.

[illegible]

## Appendix 5: Environmental Induction Register for the Contract, Activity or Process

**Guidance:** This register must be completed by the candidates attending the course before the course starts. A copy of this Register must be retained on site as proof of training. A further copy of this register is to be submitted to the Company's Head Office Training Records File. For further assistance contact the company's Safety, Health and Environmental Advisor.

[illegible]

Appendix 6: Environmental Incident Report Form						Sheet No.	
<b>Guidance:</b> The Project Management Team must contact the company's Safety, Health and Environmental Advisors immediately by telephone and complete this form if an environmental incident occurs. A copy of this Incident Report must be retained on site and a further copy forwarded to the Director in charge of Environmental issues at Head Office. A completed form must be retained for 6 years.							
GENERAL DETAILS							
Site Address							
Site Tel No.				Date of Incident		Time of Incident	
						am/pm	
Exact location of Incident							
Is your Company in overall control of the site / premises?						YES	NO
If NO, give the name, address and telephone number of the following:							
Contractor involved where applicable	Name					Tel No.	
	Address						
Full details of Environmental incident.							
Full account of Incident – state extent and type of breach of requirements.							
Names and addresses of persons involved and of any witnesses to the Incident							
1	Name					Tel No.	
	Address						
2	Name					Tel No.	
	Address						
3	Name					Tel No.	
	Address						
Any other details such as rectification work and further controls to prevent reoccurrence							
Report completed by							
Name (print)				Signature			
Position				Date			

## Appendix 7: Noise Measurement Record Form

**Guidance:** The project Management Team must arrange for a competent person to carry out noise measurements throughout the project as and when necessary to ensure compliance with the law with regards to safeguarding the workforce from hearing damage and complying with environmental noise restrictions. This record form must be used and a copy of this Noise Assessment should remain on site and a further copy forwarded to the company's Head Office Safety, Health and Environmental File. For further assistance contact the company's Safety, Health and Environmental Advisor. A completed form must be retained for 6 years.

Location					
Work Activity					
Type of plant / equipment					
Source(s) of noise					
Conditions					
Present noise control measures					
Type of hearing protection used					
Noise Meter Manufacturer	Model	Serial No.	Windshield used?	Date last calibrated	
Sampling Point	Maximum Noise Level dB(A)	Maximum Exposure Time (hours)	Persons affected		
Type of Noise (✓)					
Continuous		Transient		Impulsive	
				Airborne	
					Structural
Non-compliances					
Recommendations					
Action taken to comply and prevent reoccurrence					
Assessment completed by	(print)	Signature			
Position	(print)	Date			

## Appendix 8: Environmental Complaint Form

Complaint Ref No:  
(Office use only)

**Guidance:** The Project Management Team must use this form for any reported environmental complaints. Ensure that the complaints procedure contained in the Company Environmental Policy is fully complied with and that a record of this Incident is logged in the Environmental Incident Register kept by the Director in charge of Environmental Issues. For further assistance contact the company's Safety, Health and Environmental Advisor. A completed form must be retained for 6 years.

Name of complainant
Date

Address

Tel No.
E-mail

Nature of complaint

Date of Incident
Time of Incident
am / pm

Exact location of the incident regarding the complaint

Full account of Incident – state heights, weights, etc., where appropriate.

Names and addresses of any witnesses to the Incident

1 Name

Address

2 Name

Address

Any other details

What improvements do you think would be appropriate?

Action taken

For official use by the Company only
Date received

Manager dealing with Incident
Reported to the Director in charge of Environmental Issues
Y / N

Further action required to prevent reoccurrence or comments

Has the complainant been advised of action taken?
Y / N



## Appendix 9: Controlled Waste Transfer Notice

**Guidance:** Site management must by law complete this notice to ensure there is a paper trail when waste is transferred from one party to another. The notices must be kept for 2 years and be able to produce them on demand to the Environmental Agency or local authority. At the end of a project forward completed Notices to the Head Office Project File. Contact the Safety, Health and Environmental Advisers for assistance where required.

### Section A – Description of waste

What waste is being transferred?

How is the waste contained?

Loose		Sacks		Skip		Drums		Cartons		Other	
-------	--	-------	--	------	--	-------	--	---------	--	-------	--

Description of containers, numbers and weights, etc.

### Section B – Current holder of waste

Full name		Tel. No.	
Company Name			
Address			

Which of the following are you? (tick one or more boxes)

Producer of waste		Importer of waste		Waste collection authority		Waste disposal authority	
Holder of waste disposal licence		Licence No.		Issued by			
Holder of waste management licence		Licence No.		Issued by			
Exempt from licencing requirements		Reason for exemption					
Registered waste carrier		Registration No.		Issued by			

### Section C – Person collecting the waste

Full name		Tel. No.	
Company Name			
Address			

Which of the following are you? (tick one or more boxes)

Waste collection authority		Waste disposal authority		Waste exporter	
Holder of waste disposal licence		Licence No.		Issued by	
Holder of waste management licence		Licence No.		Issued by	
Exempt from licencing requirements		Reason for exemption			
Registered waste carrier		Registration No.		Issued by	

### Section D – Any broker involved in transfer

Full name		Tel. No.	
Company Name			
Address			

### Section E – Transfer/collection point

Address			
Date of transfer		Time(s)	
Signed (for waste holder)		Name	
Signed (for waste collector)		Name	

## Appendix 10: Site Waste Management Plan Pro-forma

**Guidance:** Project Management Teams should formulate a SWMP for projects over £300k prior to projects starting and maintain the plan as the project develops. A copy of this plan should be kept on site as a record and at the end of the project the plan should be forwarded to the Head Office Project File. This information should be kept for 6 years.

### Responsibility

Person who drafted  
Plan

### Notes / Amendments

### Construction Project

Location

Estimated project cost

### Notes / Amendments

Materials resource efficiency – describe here any methods adopted during the conception, design and specification phase to reduce the amount of waste arising.

Method

Resource saving (quantify if possible)

### Waste Management

Declaration: The company will take all reasonable steps to ensure that:-

- a All waste from the site is dealt with in accordance with the Waste Duty of Care in Section 34 of The Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.
- b Materials will be handled efficiently and waste managed appropriately.

### Signatures

Page

of

Waste type	Quantity (m3 or tonnes)							
	Re-use on site	Re-use off site	Recycling on site	Recycling off site	Other form of recovery on site	Other form of recovery off site	Sent to landfill	Other disposal
Estimates								
Inert								
Non-hazardous								
Hazardous								
Totals (m3 or tonnes)								
Actual								
Inert								
Non-hazardous								
Hazardous								
Totals (m3 or tonnes)								
Difference between estimates and actual								
Page							of	

Waste Records					
Date removed	Waste type	Identity of person removing the waste	Site the waste is being taken to and whether Licensed or exempt	Waste Carrier and Registration No.*	Confirmation of delivery *
*Evidence of waste carrier registration and waste transfer or hazardous waste consignment notes for each removal of waste should be provided either as part of the plan, or filed and cross-referenced.					
Signatures					
Post-construction (within 3 months of the construction work being completed)					
Confirmation					
This Plan has been monitored on a regular basis to ensure that work is progressing according to the Plan and has been updated to record details of the actual waste management actions and waste transfers that have taken place.					
Signature				Date	
Issue	Details				
Explanation of any deviation from the planned arrangements					
Waste forecasts – exceeded					
Waste forecasts – not met					
Cost savings achieved					
				Page	
				of	

## Appendix 11: Legislation and Standards Register

Aspect Types	Relevant Legislation	Requirements	Date	Purpose of Legislation/Standard
Air Pollution	Clean Air Act		1993	Enacts Legislation to control emissions to air from site.
	Environmental Protection Act		1990	Enacts Legislation to control emissions from site to air, water and land.
	Environment Act		1995	Provides Local Authorities with new powers to review and assess local air quality impacts. They can make spot checks and fine vehicle operators who are not complying with emission standards.
	Road Traffic (Vehicle Emissions) Regulations		2002	The maintenance and operation of vehicles with relation to emissions to the atmosphere.
Land / Water Contamination	Environmental Protection Act		1990	Provides detailed provisions about the liability for contamination and apportionment of remediation costs.
	Environment Act (Part 2A)			
Waste	Environment Act		1995	Seeks to establish a European scheme for recovering packaging waste. Now implemented by The Producer Responsibility Obligations (Packaging Waste) Regulations SI 1997/648.
	Control of Pollution (Amendment) Act		1989	Controls emission of waste from the site.
	Waste (England & Wales) (Amendment) Regulations		2012	Confirmation that the business has applied the Waste Management Hierarchy.
	Hazardous Waste Regulations (Amendments)		2005/16	Disposal of hazardous waste.
	Waste (England & Wales) (Amendment) Regulations		2012	Requires businesses to apply the waste management hierarchy, introduces a two tier system for waste-carrier and broker registration and excludes some categories of waste from waste controls. Amends the Hazardous Waste Regulations 2005 (amended) 2016.
	The Waste (Circular Economy) (Amendment) Regulations		2020	The Waste (Circular Economy) (Amendment) Regulations 2020[1], transpose the EU's 2020 Circular Economy Package ("2020 CEP") in England and Wales and come into force on 1 October 2020.  The 2020 CEP sets out the European Commission's planned initiatives for a framework to make sustainable products, services, and business models the norm

Legislation Register continued / ...				
Aspect Types	Relevant Legislation	Requirements	Date	Purpose of Legislation/Standard
Waste Continued...	The Waste Electrical and Electronic Equipment Regulations (WEE)		2006/18	Producers and importers of electronic goods become responsible for their recycling.
	Environmental Protection (Duty of Care) (Amendment) Regulations		2003	Controls the correct disposal of controlled waste from site.
	Control of Waste Regulations		1992	Segregation and disposal of waste.
Packaging Waste	Packaging Waste Regulations		2007	Controls the disposal of packaging waste for organisations with a turnover of >2m AND who handle packaging with a mass of >50 tonnes per annum.
Noise	Noise & Statutory Nuisance Act		1993	Extends list of statutory nuisances contained in Environmental Protection Act 1990 to include noise in streets.
	Control of Noise (Codes of Practice) for construction & open sites (England)		2002	Approves four BSI Codes of Practice for appropriate methods of minimising noise and vibration from construction and open sites in England.
	Environmental Permitting (England & Wales) Regulations		2010	Controls Permits to extract subsoil.
	Environmental Protection Act		1990	Provides Local Authorities to take action to abate nuisance noise emitted from or caused by vehicles, machinery or equipment that is prejudicial to health or a nuisance.
Flora and Fauna	Conservation of Habitats & Species Regulations 2010 S1490		2010	Conserves natural habitats and wild flora and fauna.
	Natural Environment and Rural Communities Act		2006	Conserves, enhances and manages the natural environment.
	Protection of Badgers Act		1992	Protects badgers.
	Wildlife & Countryside (Amendment) Act		1991	Bans certain methods of killing or taking animals.
BS8555	Environmental Management Systems		2003	Defined management arrangements
BS EN ISO14001	Environmental Management	Certification	1996	Established management system and certification
Design and Management	Construction (Design and Management) Regulations 2015		2015	The Client, Principal Designer, Principal Contractor and Trade Contractors etc. are required under these regulations to take full account of the Health, Safety and Environment related to issues on construction projects.

## Appendix 12: Environmental Target Plan

**Guidance:** This target Plan has been developed for the forth coming year for management to take into consideration with regards to company operations. Should you require any further advice contact the company's Safety, Health and Environmental Advisors.

Objective	Goals / Targets	Strategies	Measures	Responsibility	Progress
To reduce negative environmental impacts locally & globally and enhance the environments in which Mitre Construction Co Limited works.	Formulate an Environmental Policy in line with ISO 14001 and BS8555	Contact our SHE Advisors to assist our Management Team in developing Policies, Procedures and Working Documentation	Develop an Environmental Monitoring Procedure to be followed by our Managers and SHE Advisors	<b>Mr. E Salmon</b> - Director	SHE Advisors consulted which has generated this Environmental Action Plan
	Establish an internal Environmental Taskforce	Hold Environmental meetings every three months	Minute meetings and compare progress with past minutes	<b>Mr. E Salmon</b> - Director Michael Owen – SHE Advisor	Environmental issues are reviewed every 3 months at Management Review meetings as required by ISO14001:2015 – Which will continue throughout 2023 to 2024. Meetings.
	Increase the awareness of employees	Include Environmental main goals during Company Induction and include Management Training. Ongoing tool box talks with Site Personnel.	Check Training Matrix / Records to ensure Environmental Awareness and Training are achieved. Ongoing tool box talks with Site Personnel.	<b>Mr. E Salmon</b> - Director	<b>Mr. E Salmon</b> is to ensure the following progress is maintained. All site managers have received Environmental Training and will convey Environmental requirements to site personnel with toolbox talks on an ongoing basis. Further Toolbox Talks will be carried out throughout 2023 to 2024.
Reduce Energy Consumption	Reduce the use of electricity by 10% for 2023 to 2024 for the offices	1. As electrical items are replaced; they will be replaced for more efficient energy saving equipment.	Review energy bills on a monthly basis and measure use	<b>Mr. E Salmon</b> - Director	Energy bills are monitored monthly. Despite best efforts eg Turning heating/cooling of when not in use, using energy efficient appliances etc, we still seem unable to reduce our electricity consumption. Further investigations to reduce energy consumption will take place throughout 2023 & 2024.
		2. Advise Office Staff to switch off all electrical items when not in use.	Advise Staff with Environmental Talks and Memos	<b>Mr. E Salmon</b> - Director	Staff have been informed and will be continuously reminded on an ongoing basis.
		3. Fit energy saving lights.	Maintenance Team to be instructed to use energy efficient lights. A Lighting Plan will be drawn-up and the Maintenance Team advised accordingly	<b>Mr. E Salmon</b> - Director	Lighting Plan to be submitted to Environmental Taskforce for review at next meeting. – More energy efficient Lighting such as LED are replacing are ongoing conventional light elements.

## Appendix 12: Environmental Target Plan continued / ...

Objective	Goals / Targets	Strategies	Measures	Responsibility	Progress
Reduce Energy Consumption - continued		4. Investigate solar panels.	Revise the feasibility with the Management & the Landlord.	<b>Mr. E Salmon</b> - Director	Premises are rented – the landlord will not invest in Solar Panel at present. A further evaluation is to be carried out whether this could be self-funded or the Landlord persuaded at a later date
		5. Improve natural daylight in the office so there is less reliance upon lighting	Encourage blinds to be retracted during daylight working hours	<b>Mr. E Salmon</b> - Director	Good Compliance with these requirements. Report back to Environmental Taskforce for review at next meeting
Reduce Energy Consumption continued / ...	Gas: There is no gas supply to Mitre House, and due to the premises being rented there is no opportunity to install a gas supply.	N/A	N/A	<b>Mr. E Salmon</b> - Director	N/A
	To reduce gas usage on our construction sites.	2. Ensuring site cabins are well insulated and that efficient heaters are used in buildings being refurbished / constructed.	Site management to monitor and control the use of gas heaters on site and use control measures to reduce consumption, i.e., temporarily covering over apertures in outside walls and keeping doors shut with self-closers.	<b>Mr. E Salmon</b> - Director	When cabins can't be powered by electric Oasis Avante will be used and these are powered by LPG. These units are reasonably well insulated. Further considerations will be reviewed when heating site during building works by the site manager who will report back to the environmental task force.
	Reduce vehicle fuel consumption. Develop an Employees Travel Plan with the aim to reduce vehicle transport	1. As staff leave, replace with more local people.	Advertise locally for replacement staff	<b>Mr. E Salmon</b> - Director	85% of employees are local – Continuing to engage local personnel where possible.
		2. Continue to encourage the use of more efficient transport, such as fuel efficient cars, motorbikes, cycles and public transport.	Review the monitoring data of how staff travel to work	<b>Mr. E Salmon</b> - Director	Site staff are encouraged to use public transport except for the delivery of site tools and when clearing a site. Only exception is where public transport links are inadequate. Fuel usage is monitored and has reduced drastically (13,544 litres in 2012 / 7680 litres in 2018).
			Provide a secure cycle rack for staff to encourage staff to utilise the facility	<b>Mr. E Salmon</b> - Director	Company will continue to provide where possible; cycle racks or secure cycle parking on sites.



## Appendix 12: Environmental Target Plan continued / ...

Objective	Goals / Targets	Strategies	Measures	Responsibility	Progress
Reduce waste	Reduce the use of paper	Set printers and photocopiers to duplex printing where possible	Keep a record of paper purchases	<b>Mr. E Salmon</b> - Director	This will continue to be monitored throughout 2023 to 2024
	Reduce the need to print	Reduce print cartridge resources. Set printers to 80% black and reduce block printing designs which require printing	Keep a record of cartridge purchases	<b>Mr. E Salmon</b> - Director	This will continue to be monitored throughout 2023 to 2024
	To prevent 100% of printer cartridges going to landfill.	Recycle printer cartridges.	These will be sent to a printer cartridge recycling company and a record to be kept on cartridges sent.	<b>Mr. E Salmon</b> - Director	Currently we are achieving our goal and recycling 100% of our printer cartridges and all proceeds are being given to charity.
	Recycle paper and cardboard	1. Re-use paper which has been printed on one side for general note taking, etc.	Office Manager to monitor the re-use of paper	<b>Mr. E Salmon</b> - Director	Done - This will continue to be monitored throughout 2023 to 2024
		2. Provide recycle bins for paper and cardboard	Position conveniently throughout the office to encourage use	<b>Mr. E Salmon</b> - Director	Done - This will continue to be monitored throughout 2023 to 2024
		3. Contract Waste Recycling Contractor	Continue to us Forest Recycling who will remove waste from premises Monthly	<b>Mr. E Salmon</b> - Director	Forest Recycling collect waste paper monthly for recycling
Local Purchasing	To minimise travel and to support local businesses	Produce a Local Sourcing Directory	Keep a record of Local Suppliers engaged by the Company and estimate travel efficiency	<b>Mr. E Salmon</b> - Director	Report back to the Environmental Taskforce during the next meeting
Reduce water consumption	Reduce water consumption for the office for 2023 to 2024 by 5%	Reduce the volume of water for flushing toilets. Adjust float levels to lower refill levels.	Review water bills.	<b>Mr. E Salmon</b> - Director	Report back to the Environmental Taskforce during the next meeting