

Environmental Policy



CHIGWELL CONSTRUCTION (LONDON) LTD: ENVIRONMENTAL PLAN

1.0 Environmental Policy Statement

It is the policy of Chigwell Construction (London) Ltd to manage its activities in such a way that it reduces environmental impact to a practicable minimum.

Chigwell Construction (London) Ltd is a general building contractor, working in both the public and the private market sectors on property refurbishment, estate regeneration, alteration and improvement works to existing buildings, as well as preventative maintenance.

Operating mainly in refurbishment, we recognise that our activities have an impact upon our surroundings in terms of asset recycling, waste generation, the use of raw materials, and emissions to air and water. We are committed to improving all aspects of our construction process and seek through the integration of environmental management with our other business systems to minimise the impact our activities have on the environment.

This policy is an integral part of good working practice and is provided to all Staff, suppliers and sub contractors to make them aware of the importance the Directors place on environmental issues.

The specific aims of this policy are to:-

- Ensure the policy is understood by all employees and self employed employees, implemented and maintained for all Company operations.
- Carry out annual environmental audit of all aspects of the Company's undertakings to ensure effective implementation of the environmental policy.
- Ensure that all our employees and self employed employees are aware of the potential environmental effects of their activities and the benefits from improved practices.
- Provide our employees with appropriate environmental training in order to reduce waste
- Comply with applicable legislation, consents and codes issued at European, National and Local levels, and adopt a proactive approach to future requirements.
- Minimise waste wherever practicable, and where waste is inevitable, ensure segregation and reuse or recycling rather than general disposal.
- Commit to continuous improvement of our environmental performance and prevention of pollution where reasonably practicable.
- Carry out environmental impact analysis for design undertakings where applicable.
- Ensure this policy is displayed on Company notice boards and is publicly available upon request.
- Ensure that our policy is circulated to our supply chain and to examine their policies and procedures when assessing them for inclusion on our approved list of suppliers.
- Carry out near miss reporting on environmental incidents.

This Policy is reviewed annually and re-issued to all staff, sub contractors, suppliers and places of work. The next review date is December 2010.

Dean Floyd
Managing Director
January 2010



2.0 Organisation

2.1 This section of our policy details Chigwell Construction (London) Ltd structure for implementing Environmental matters.

As the business aim of Chigwell Construction (London) Ltd is to integrate its construction processes together, it is equally necessary for all the disciplines and functions in the company to adopt a consistent team approach for this policy to be achieved.

All employees of the company are therefore responsible for ensuring, to the best of their ability, that the company procedures are implemented.

On our projects, the specific environmental duties and responsibilities will be assigned to individual team members in the relevant Project Environmental Plan.

2.2 Managing Director

The Managing Director is accountable to the Board for the Environmental performance of the Company.

In particular this will require him to:

Ensure the Company has a comprehensive, up to date Environmental policy that meets statutory obligations,

Ensure the policy contains a demonstration of his personal commitment by the inclusion of a signed and dated Policy Statement.

Review the Policy to ensure that it remains comprehensive, relevant and up to date.

Assign duties to key personnel to apply the Policy throughout the Company

2.3 Directors / Heads of Departments

All directors and heads of departments are accountable to the Managing Director for the implementation of this Policy in their respective functions.

In particular, this will require them to:

Demonstrate their implementation of the requirements of this Policy

Ensure that the personnel under their control are competent and provided with adequate support, supervision, information, instruction and training to execute their work without risk to the environment.

Ensure that all activities for which they are responsible, including pre-contract and head office processes are, where appropriate, subject to formal hazard identification and risk assessment.

Ensure the implementation of the Company's environmental management system, referenced under Part Three of this Policy.

2.4 Personnel Manager

The Personnel Manager is accountable to the Managing Director for implementing the relevant requirements of this Policy.

In particular, this will require him to:

Liaise with Directors, in monitoring the training needs of employees.

Maintain records of employee environmental and health & safety training

Provide all new employees with a copy of this Policy



2.5 Contracts Managers, Supervisors and Site Managers

All managers and supervisors, including Site Managers are accountable through the recognised chain of line management for implementing this Policy.

In particular, managers and supervisors are required to:

- Be familiar with and demonstrate their commitment to this Policy and promote continuous environmental performance
- Where appropriate instigate a formal hazard identification and risk assessment for the activities under their control
- Ensure that a Project Environmental Plan is published, maintained and complied with for their Project and distributed to all relevant parties.
- Assign specific environmental duties to members of their site management team and subcontractors.
- Ensure that no toxic, noxious or offensive substance is discharged into the atmosphere, waterways or land.

2.6 Estimators

They will:

- Consider at time of tender, the information contained in the enquiry related to environmental issues.
- Consider the possible impacts on the project by current legislation, approved codes of practice and other specific site constraints

2.7 Employees

All employees are accountable through the management structure for conforming to the requirements of this policy and of statutory requirements.

In particular, every employee is required to:

- Take care and attention of the environment
- Co-operate in fulfilling the company's pursuit of continuous environmental improvement.
- Be familiar with and implement this policy
- Conform to the requirements of the Project Environmental Plan, where applicable.

3.0 Planning and Arrangements

This part of the policy identifies the risks and threats to the environment commonly encountered during

Chigwell Construction (London) Ltd activities. It also describes Chigwell Construction (London) Ltd arrangements for eliminating or adequately controlling these risks or threats accordingly.

3.1 Threats of the workplace

The environmental threats commonly encountered during normal operations include:

- Pollution of water courses
- Pollution of ground
- Air pollution, e.g. smoke, dust, fume

Generation of excessive noise

The following describes the detail arrangements for promoting environmental risk management at the individual sites and offices.

3.2 Planning and Design

Great importance is placed on planning effective environmental management into projects before construction activities commence. Effective environmental management needs to identify and eliminate or control foreseeable environmental threats before they happen during the execution of the works. Planning environmental management into the project therefore starts at the initial tender stage, when proper account is taken of statutory and Chigwell Construction (London) Ltd detail environmental requirements. Identified environmental threats of the work are assessed by the estimators and potential solutions considered within the bidding process.

3.3 Environmental Risk Analysis

On each project, the Contracts Manager will ensure that an Environmental Risk Analysis has been undertaken. The management controls deemed necessary to prevent adverse environmental effects from the construction process will be specified in the Project Environmental Plan.



3.4 Project Environmental Plan

For any project, environmental plans will be prepared appropriate to the specific issues relevant to the particular site and the construction methodology. The Plan will be structured in accordance with the Environmental Management System checklist:

1. Policy
2. Planning
 - Identify environmental issues
 - Identify environmental requirements
 - Draft objectives
 - Draft management programme to support objectives
3. Implementation
 - Define responsibilities
 - Training awareness and competence
 - Communication
 - Documentation
 - Documentation control
 - Operational control
 - Emergency procedure
4. Checking and Corrective action
 - Monitoring and measurement
 - Non-conformance and corrective action
 - Records
 - Audit
 - Management review

ENVIRONMENTAL ACTION

As part of Chigwell Construction (London) Ltd ongoing commitment into improving its Environmental Management performance it has embarked upon a programme of measurement and feedback to monitor its success. Following a lengthy period of investigation into the processes at its Head Office, measuring the hidden costs associated with Waste, the Company has commenced acting on a number of recommendations agreed to by the Director.

This brief paper summates those actions recently been instigated and gives commentary on any lessons it has learnt in the process.

1 Paper

The re-use of discarded photocopying paper and of redundant paper retrieved by the business as notepaper has reduced the amount of paper removed from the Office and avoided the need of purchasing preprinted

feint ruled note pads. The introduction of re-cycling the paper that has been discarded has also reduced the amount of rubbish being collected from the office from a collection every week to fortnightly.

The introduction of a PC to every member of staff has materially affected the amount of paper purchased by the Company, and has resulted in an increase consumed, in recent years. We have now set about redressing this imbalance by arranging our printing system facilities to reduce this use by:

1. Re-using single sided for drafting purposes;
2. Having presentation, final issue on clean paper;
3. Wherever possible electronically issuing information to recipients;
4. Using electronic issue of facsimiles, avoiding the need to retain transmittal notes.

We have also looked to receive all our incoming enquiries issued to us electronically. We are looking to develop our internal processes to reduce the amount of paperwork generated with our suppliers. We currently use e-mail trading for our purchasing and issue payments to our subcontractors via BACS.



2 Vehicle emissions

The largest area of our Carbon footprint is vehicle use for transporting personnel and materials to or between sites.

In order to reduce our carbon footprint we have incorporated the following measures:-

In 2006 we decided to purchase three open back trucks to go to sites every day and clear rubbish so that we had three trucks visiting recycling depots rather than 50 vans per day.

We changed our fleet in 2008 to ensure we reduced omissions further and we intend to change again in 2010. All vehicles have recently been fitted with Fuel save technology (Julie send data sheet) which reduces carbon further between 15 and 20%.

3 Water

We have set about improving the facilities at our offices by introducing cistern dams, push action taps and flush controls on urinals.

At our sites, we are involved in many processes involving the use of water, ranging from cleaning to adding into materials, and for welfare. It is our policy that at our sites a risk assessment and environmentally safe system of work is implemented to, amongst other factors, save water. Wherever appropriate we seek to maintain all suitable equipment to avoid leaks, using spray nozzles to minimise losses from hoses being left running; and in directing the focus of water for optimum effect.

4 Electricity

We have set about a maintenance and improvement policy to replace our lighting with low energy bulbs.

Our switching arrangements have been altered to provide more direct, local control to reduce use, and PIR detection for our external security lighting. The internal layout of our building has been designed to ensure that installed glazing fetches natural daylight into internal lobbies and otherwise artificially lit areas.

At our sites, we have installed timer devices on our lighting systems to control timing of operation.

5 Waste

At our office we have implemented a number of waste reducing initiatives, ranging from the reduction in use of paper, recycling the waste paper, flat packing of card to reduce disposal, whilst generally looking to minimise the amount of packaging and “junk mail” we receive.

At our sites we are continually looking at reducing the amount of waste we generate from poor housekeeping, poor standards in workmanship, and in the more direct approach of ordering accurate quantities of materials required for the project. It is company policy that whenever appropriate, temporary materials will be re-used and transported to another project for use and that temporary packaging is returned to the provider rather than be disposed of. We are currently reviewing our suppliers list to assess their abilities in minimising the amount of packaging material delivered to site for disposal.

6 Reducing Paper

It is a stated objective of the company to reduce the amount of paper, yet improve the communication across the business.

We have, as you should all recognise, invested in the use of computers. Consequently, we are looking to harness the full potential of Information Technology and adopt this as our main thrust to minimise paper processes whilst improving communication.

We have noted however that the advent of the computer has markedly increased the amount of paper we now use as a company and that we need action to counter this trend.

Ideas abound in how we may reduce the amount of paper we as a company use, and certain measures can be implemented, but these all rely upon each of us.

The purpose of this note is to advise everyone to consider how, in fact, they use paperwork, to consider how they may individually use less, and to communicate any ideas they may have to their colleagues.



7 Waste Reduction & Recycling

In order to improve our commitment to its Environmental Management performance, Chigwell Construction (London) Ltd, we will be introducing methods of segregating the waste generated on building sites enabling us to recycle materials wherever possible.

Materials that can be recycled will be separated from general waste. Further segregation of recyclable materials is undertaken by the licensed waste carrier at the waste transfer station.

It will be the responsibility of the site manager and/or foreman to advise all operatives employed on the site of our environmental policy and to ensure that the following measures are adhered to.

8 General Waste

General waste from the works, which cannot be recycled, will be deposited into general waste skips within our site compound. This skip will be removed from site on a regular basis by licensed waste carriers and disposed of accordingly.

9 Hardcore/Muck/Soil

Waste arising from excavations and demolitions will be removed from site separately to general and recyclable waste. Generally, this will be by means of “grab” lorries taking from separate stockpiles from the site. Again, only licensed carriers will be used to transfer these materials where they will be deposited separately from general waste and re-sold or re-used wherever possible.

10 Paper

Waste paper generated from the site accommodation will be segregated for recycling as follows;

Site Offices: In the first instance, paper will be re-used as much as possible using both sides of copy paper before discarding. Separate waste bins will be provided for waste paper and these will be regularly emptied into the recycling bags.

Toilet and Welfare Facilities: Waste bins will be provided for depositing paper, paper towels, metal cans, plastic bottles and cardboard. These bins will be regularly emptied into the recycling bags.

11 Timber & Metal

All waste timber and metal arising from the construction process will be separated for recycling.

12 Asbestos & Other Hazardous Materials

Asbestos and other hazardous materials will only be removed and disposed of by specialist, licensed carriers and contractors. Any work to or disposal of this type of material will be subject to specific Risk and COSHH Assessments and Method Statements will be provided.

Environmental reduction charting

Activity targeted	2008		2009		2010	
	Target	Achieved	Target	Achieved	Target	Achieved
Paper	10.0	10.0	5.0		5.0	
Vehicle emissions	15.0	15.0	5.0		10.0	
Water	5.0	4.0	5.0		5.0	
Electricity	3.0	4.0	3.0		3.0	
Office Waste	3.0	6.0	3.0		3.0	
Waste Reduction & Recycling	5.0	6.0	5.0		5.0	
General Waste	5.0	5.0	5.0		5.0	
Hardcore/ Muck/Soil	2.5	4.0	2.5		2.5	
Paper	5.0	4.0	5.0		5.0	
Timber & Metal	5.0	2.0	5.0		5.0	

Targets are % reductions achieved per £ of turnover as calculated over our base figure for 2007

Near miss reporting table for environmental section

	2008	2009	2010
Number of hours	174,720		
Near miss reports	2		