

chalcroft

construction built on teamwork

Environmental Policy



February 2018

IMS 11-00 TH Version 1

Document Control and Issue Sheet

<i>Version</i>	<i>Detail</i>	<i>Prepared by:</i>	<i>Checked by:</i>	<i>Issued to:</i>
1	First Issue Annual review	Todd Hallam EHS Director Feb 2018	Managing Directors March 2018	All employees March 2018 Available 24/7 on CIMS

Amendment Schedule:

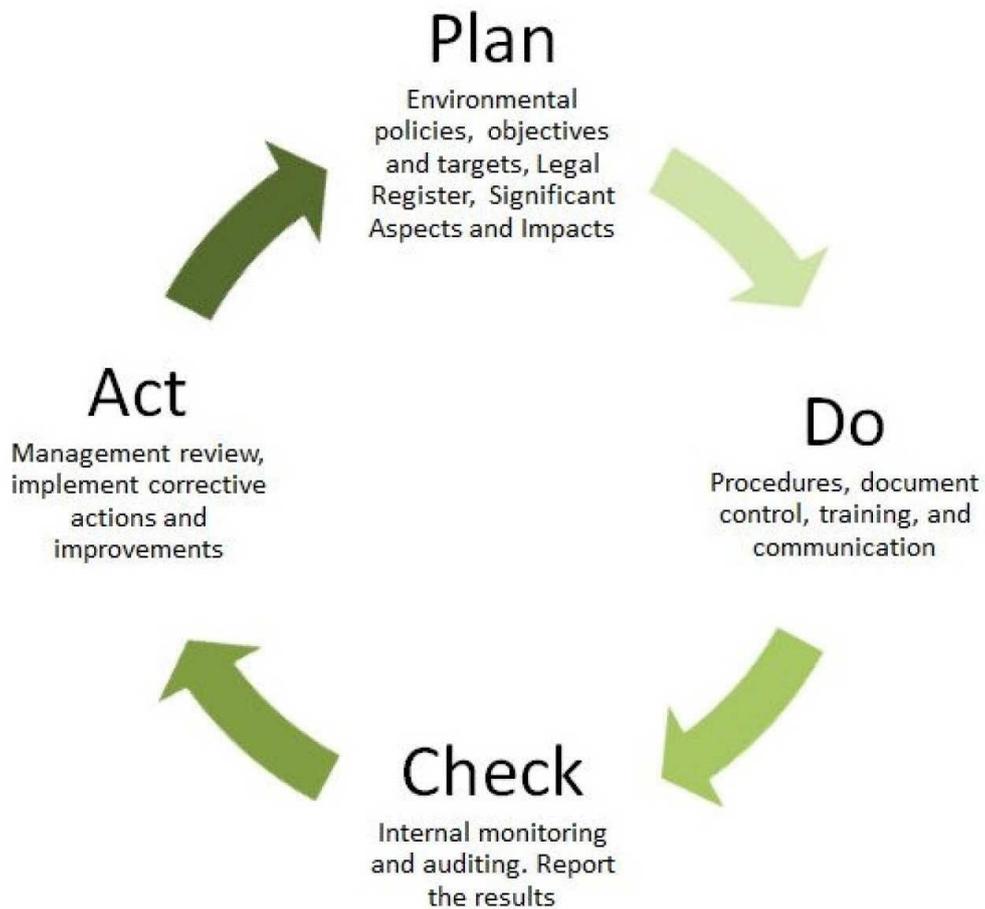
Expansion on EMS (1.5 Page 11) to demonstrate compliance to Clause 4.4 of the ISO14001:2015 standard.

Removal of over 500kg Hazardous Waste site registration (revoked legislation)

Next review date:

Feb 2019 (pending any key legislation/company changes)

Environmental Management System



Environmental Policy Information

This policy has been prepared in accordance with the Environmental Protection Act 1990 and all associated legislation with the intention to protect and preserve the environment through all of the company's operations and activities.

It has been created and prepared by the EHS Director through consultation with employee representatives and Directors, in reference to legislative documents and is compliant with establishing an effective environmental management system.

An awareness of protecting and safeguarding the environment can only be achieved by the co-operation of employees and management with determination to minimise potentially significant impacts.

This document sets out the aims of the company, details how the organisation will manage and promote its objectives, together with the arrangements that it considers necessary to inform and guide personnel in achieving a positive environmental culture. Reference should be made to the Health and Safety Policy where applicable.

The policy will be reviewed at least annually and after changes or additions to relevant legislation, codes of practices or any significant changes or incidents that may have an impact on environmental matters within the company. Any changes or amendments shall be detailed on the first page of the policy and explain what the changes are and how they have been communicated out to employees and/or other stakeholders.

An annual management review will be undertaken by the EHS Director on the overall EMS performance of the previous year providing information on incidents, audits, actions, KPI results and future plans.

Definitions:

The following terms and definitions have been used throughout the policy:

- The 'Company' refers to Chalcroft Ltd.
- Target; specific aim to achieve, Objective; purpose and means, KPI; specific and measurable performance.
- 'EHS' refers to Environmental, Health and Safety and is utilised within this policy although may only be referencing the environment in certain situations. Please refer to the Health and Safety Policy for relevant information ie welfare, PPE, use of plant and equipment, training.
- 'EHS Department' refers to the EHS Director, Managers and administrators.
- 'Site Management' refers to Site Managers, Site Supervisors, Contracts/Build/Project or Operation Directors.
- 'Sharepoint' is the online server system where all electronic files of the company are stored and accessed by Chalcroft employees.
- 'CIMS' – Chalcroft Integrated Management System containing all EHS files and documents.
- 'Guidance Notes' are brief but concise one page documents providing information on the purpose and use of certain documents, activities and procedures. They can be located within CIMS.
- 'Process Flowcharts' identify certain procedures, tasks or requirements in a concise form as well as leading to links to relevant Guidance Notes. They can be located within CIMS.
- 'EMP' – Environmental Management Plan established for larger projects including impact and aspect registers and control information.

- 'Managing Director' refers to both Construction and Special Project and Building Services Managing Director's.

EHS System, Documents and Budget

Accessibility and Back Up:

All EHS documentation, systems and procedures can be accessed through the online Sharepoint system to the Chalcroft Integrated Management System or 'CIMS' file. These files allow easy access to every EHS document required from policies, registers, CoSHH, RAMS and Guidance Notes etc. All site management and office staff have access to company PC's, Laptops and smartphones which enable them access to Sharepoint. Direct labour employees that work on Chalcroft sites have access to policies and other relevant documents through the site office; details of which are conveyed through every induction upon initial arrival to site. The EHS Department has a separate file not viewable to anyone outside of the EHS Department for filing of incident, accident records, investigation reports etc.

Where the Sharepoint system may not be accessible due to IT issues or is not available to an individual, contact can be made to a member of the EHS Department that can issue the required documentation or information. This can either be via email, post on disc, post in hard form or can be hand delivered through arrangement ie via site inspection and audits.

In the event that the EHS Director is not contactable then contact can be made with any member of the EHS Department, administrators of which have access to all EHS files within Sharepoint.

All electronic information is regularly backed up on a separate server not integrated with the existing Sharepoint system. In the event of a major failure this back up system can be launched through the Chalcroft IT Group Manager.

Document/Records Control and Archiving:

Documents and records within the EHS system shall be managed by the EHS Department however ultimate control of changes and additions shall be by the EHS Director. All relevant documents shall be registered within the Document Review Log which details all information pertaining to the version number, review dates and by whom. Review dates shall generally be annually or upon requests from the Safety Committee, employees, due to changes in legislation, best practice guidance, incidents, and complaints or via ad-hoc reviews from the EHS Department.

Users of documents for sites or projects through the Sharepoint server system may save their information within a specific job file under the title 'EHS'. This could include documents provided by the client, client representatives, suppliers, contractors or within Chalcroft such as Environmental Management Plans, Impact Registers.

Site documents and records may be kept only in hard copy as 'working progress records' and will be kept within secure lever arch files suitably titled to indicate their contents. These files shall initially be compiled by the EHS Department prior to commencement of a project and will be updated by Site Management through their access of the EHS system on Sharepoint and by the EHS Department. Documents and records supplied by contractors such as Risk Assessments shall also be kept in these site files. Documents and Records of External Origin such as legislation, ACOPS, guidance, audits etc shall be kept on file within Sharepoint for viewing but listed within the Documents of External Origin register including source, date of entry and date to be reviewed. The register and entering of documents and records into Sharepoint shall be maintained by the EHS Department.

Completed site or office records shall be returned to the relevant office (Kings Lynn, Birmingham or Pershore) by arrangement of the site management or the EHS Department upon conclusion of a project for review and filing by a member of the EHS Department. Storage will be in hard copy form and shall be within a box titled with the sites name and reference 'EHS Documents'. The storage of any EHS documentation shall be within the stores area at Pershore or within the Archive Container at Kings Lynn for a minimum period of 3 years upon which time the documents may be suitably recycled. Disposal shall be arranged by a member of the EHS Department.

Accident, Near Miss, Hazard and Investigation reports may be scanned onto the system for filing, review and access by the EHS Department within a secure file and may be kept indefinitely.

EHS Budget:

The responsibility for the EHS budget is by the EHS Director. An assessment is made on the previous year's expenditure and review of the objectives and targets, training requirements and resources required for the up and coming financial year. A detailed budget is provided to the Finance Director for review and comment prior to issue to the Board for ultimate approval and comment via a management review. The time frame for the issuing of the budget is determined by the Financial Director but generally falls around the early part of the new calendar year (April/May) but prior to the start of the financial year of 1st July.

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Environmental Policy

1.1 Environmental Policy Statement

We at Chalcroft believe the environment, health, safety and welfare of all parties involved in our works, or that could be affected by our works, is of the utmost importance and place 'Safety First' and the environment as our priority for all projects we undertake.

Our commitment is implemented through the companies Health, Safety and Environmental policies and as laid out in the following declaration:

That personnel health, safety and protection of the environment are of key importance to the company which seeks to carry out its operations in such a way to avoid harm to those that may be affected directly or indirectly by our activities and to maintain the high standards to which we strive for. The policies implemented by Chalcroft are everyone's responsibility whether they are management, office staff or site based and that all take ownership of their duties to themselves and others.

Examples of our environmental commitment are:

- Ensure environmental risks are properly identified and managed in an appropriate way.
- Manage its operations in ways that are environmentally sustainable and economically feasible and taking into consideration the life cycle of products and materials.
- Minimise environmental impact and prevent pollution.
- To continually improve environmental practices and processes.
- Minimise waste production by reduced consumption and develop effective waste management recycling procedures.
- To manage and maintain legislative and regulatory compliance and set and achieve key targets and objectives.
- To communicate and involve stakeholders, including where relevant, members of the public in consultation and liaison of operations, impacts and controls.

Paul Morley

Paul Morley
Managing Director
Chalcroft Ltd

Steve England

Steve England
Managing Director
Special Projects and Building Services

1.2 Communication and Training

Internal Communication

Due to the nature of Chalcroft's work and the nationwide coverage that the work is carried out in; numerous mediums are utilised to ensure relevant information is clearly communicated. These include EHS Bulletins, Memos, Alerts, Campaigns, Tool Box Talks, Posters on sites and in offices, website and email postings and standard mail. The EHS Department is responsible for producing and issuing any communications and ensuring these are kept up to date and available for all relevant employees.

All personnel attending a site to work are required to report to site management to be made aware of the site rules and procedures for that specific site through a formal induction. Site management will ensure all persons undergo an induction and will maintain the records from the induction within a register. All visitors are required to undergo an induction. An Induction Survey shall also be completed immediately after an induction to ensure the inductee is aware of key points that would have been explained in the induction and highlight any medical issues/history for a Medical form to be completed.

During the induction stage details of the individuals training records may be required such as plant operation, specialist equipment or operations. The induction shall also be used to gauge an individual's knowledge of general site awareness and where it may be deemed by the person carrying out the induction that this is lacking, the individuals employer shall be notified.

All contractors and their employees shall have access to Chalcroft's Health, Safety and Environmental policies on a relevant managed site as well as an Environmental Management Plan should one be applicable. The site management will ensure the EMP is adequately maintained and adhered to.

Prior to works commencing the EMP will be formally handed over to the site management by a member of the EHS Department going through the specific information within it and highlighting any areas where high impact, aspects or crucial information has been identified.

Any specific risks or requirements shall be notified to contractors or subcontractors in writing prior to their arrival on site or during the induction process, dependent on which is appropriate.

Relevant sections of each policy applicable to the individual's role, title or duties shall be issued formally to all employees (new or existing) upon each major review ie annually. Where parts of the policy are updated or amended they shall be detailed on the first page of the policy. The information shall be communicated out in a suitable format chosen by the EHS Director ie; posted or emailed, to each relevant employee.

'One on One' formal training and communication (between a member of the EHS Department and an employee) shall also be carried out of the policy and all of an individual's responsibilities, including completing environmental risk assessments, identifying impacts and applying suitable controls etc during the course of their employment. Chalcroft certificates shall be issued covering details of the training or information provided.

Employees that have difficulty with English or where English is their second language will have the policy translated or communicated to them accordingly through the 'One on One' training. Assistance will be sought if it is felt necessary by the EHS Department through HR.

All employees shall be made aware of the access to policies on Chalcroft managed construction sites and within the office environments as well as within company servers.

Chalcroft have in place an employee Safety Committee made up of members from across the business who meet at least twice a year to discuss industry, company, system and procedural matters and to disseminate and collate important information throughout the business. Its objectives are to discuss and communicate important EHS issues in a proactive and productive manner.

1.2 Communication and Training

External Communication

Information conveyed to Suppliers, Contractors or Clients such as Environmental Management Plans, Construction Phase Plans, RAMS etc shall be stored for future reference within the appropriate job file or within the individuals own records to maintain version control. Information for audits such as Prequalification Questionnaires shall be completed by the EHS Department only to maintain consistency and ensure the correct information is being communicated.

Updates and information on the company may also be included within the company website or issued via Alerts, Newsletters or Bulletins and where possible will be posted for display on sites. EHS Campaigns and Workshops shall also be undertaken on an ad-hoc basis and participation from employees and relevant contractors is expected.

Training

Training, education, up-skilling and communication is the key to the efficient and competent operations of the company. Chalcroft sees environmental, health and safety training as an activity undertaken to exceed industry standards, our client's expectations and to conform to legislative requirements.

Chalcroft has therefore set out its aims and objectives to training as follows:

- a/ Training shall be suitable to the individual and cost effective.
- b/ Training will be prioritised to ensure information and instruction for high risk activities is undertaken before general skilling training.
- c/ All employees shall undertake as much training as relevant as the more information and instruction received by an employee, the greater their level of competence and therefore the greater the opportunity for all employees to act as supervisors for their own work.
- d/ Training needs shall be ascertained through employee appraisals, assessment of their work activities and requirements and previous qualifications.

Chalcroft maintains detailed records of all training and undertakes constant reviews of training needs. These are carried out by members of the EHS and HR Department and through suggestions and recommendations from Line Managers and employees themselves. Annual appraisals are utilised to formally assess an individual's competencies; discuss the strengths and weaknesses of an employee, identify future training needs assist them in their future development. It is from these appraisals and arrangements that a training and development plan is produced by the EHS Department and is implemented accordingly.

On annual approval of the EHS Budget, which includes training forecasts, details of an employee's training or education courses programmed for that financial year will be communicated to each individual.

All employees have their own file which is updated to include completed training and training to come. On the completion of a training course follow-up information shall be obtained to ensure the projected outcome of the training was met.

1.3 Chain of Responsibility

The Chain of Responsibility for Chalcroft, although details specific requirements, does not take away from each individuals overall responsibility for the wellbeing of themselves and other employees and associates.

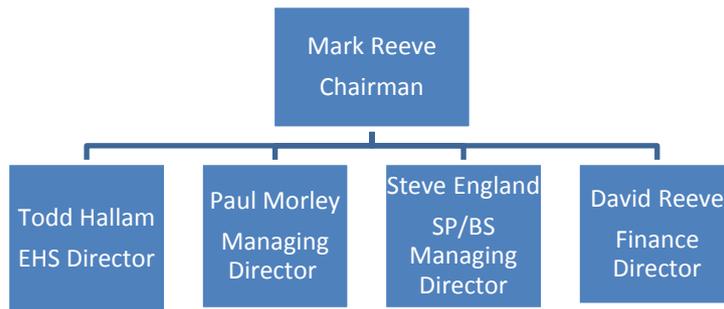
1. The Managing Director is overall responsible for the environmental policy being implemented, amended or updated as required. The EHS Director will assist the Managing Director in this task and will ensure that the appropriate environmental documentation is available for all relevant departments and personnel.
2. The EHS Director is responsible for creating and implementing the environmental policy and assisting the Directors and Managers within the business in all environmental matters.
3. The Contracts/Build/Project and Operational Directors are responsible for ensuring the environmental policy is implemented for their individual sites and information is conveyed to their appointed contractors or subcontractors of any site or relevant company requirements and ensure appropriate liaison occurs between all site parties (Client, designers, contractors, site management).
4. The Site Managers and Site Supervisors are responsible for ensuring the environmental policy is implemented for the site under their direct control.
5. The EHS Director and Managers are responsible for providing specialist environmental advice to all sites and departments, monitoring and auditing site practices and ensuring adherence to the company environmental policy.
6. All employees are responsible for ensuring that all aspects of the company's policies are complied with when undertaking works on behalf of the company.
7. All employees are expected to involve themselves in environmental matters and report any issues to their line manager, site manager or supervisor.
8. All management and specialist staff (Human Resources, Marketing, Buyer) will be required to actively provide any support to benefit employees regarding particularly the introduction of better, safer systems of work.

All employees shall be issued with a copy of the company policy statement (which will also be displayed in the offices), information on where to access the policies and an extract of their responsibilities applicable to them, as with all new starters with the company. Any changes or amendments to the policies employees shall be made aware either via memos, bulletins or on notice boards.

In order for a company policy to work the full co-operation of all employees is required. Consultation for amendments and additions shall be made through the Safety Committee and its Safety Representatives as well as through the company directors.

1.4 Company Organisation Structure

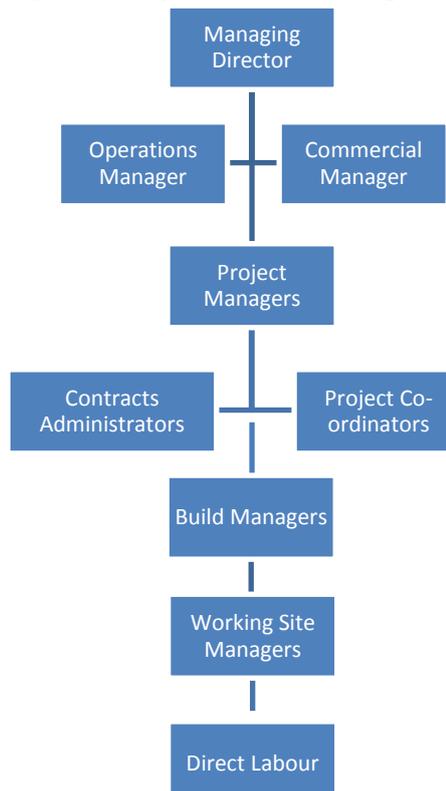
Holdings Board



Construction Board



Special Projects and Building Services





Plan

- Company environmental policy updated annually or after any significant company change, event or legislation change which is in turn communicated companywide
- Objectives set annually following a review of the previous year's performance and, targets to achieve or adopt
- Legal register reviewed annually or updated where there are any changes to relevant environmental legislation
- Environmental impacts and aspects register reviewed and updated annually or following any significant company changes or events. The register outlines the overall activities and operations of the company, how any impacts may be mitigated and their controls
- Site surveys during tender stage to determine potential environmental hazards, impacts from construction operations
- Review during tender stage of critical information pertaining to soil investigations, ecological surveys, planning conditions, tree preservation orders, flood areas, nearby watercourses

Do

- Construction phase plans, environmental management plans, pollution control information, training, inductions, posters and alerts, risk assessments and method statements, coshh assessments, project impact and aspects registers

Check

- Regular inspections and audits from the EHS Department and via the Compliance Manager to ensure requirements stated under any plans or risk registers and; risk assessments and method statements are adhered to. Auditing by internal (Compliance Manager) and external parties (BSi) to monitor and assess compliance.

Act

- Annual management review reporting and discussing previous year's performance, objectives and target review and setting, review of incidents/events and actions taken/to be taken.
- Site and office inspections and audits identifying areas of non-compliance or improvement and stating actions taken/to be taken with findings formally recorded and filed

1.6 Performance Monitoring and Review

Chalcroft will ensure that an effective management structure is in place to affect appropriate control over its activities and make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable Chalcroft to maintain standards and manage risks to the best possible extent. This will be met by members of the EHS Department (Director and Managers) regularly monitoring its sites and other activities, measuring its performance against its own and industry standards and accepted best practices. Sites are 'risk rated' from the EHS Site Survey Form to determine the required frequency of inspection by the EHS Department. This is recorded within a spreadsheet within the EHS Departments file and includes information on the site and reasoning behind the rating given.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with the company policies. Any person found not complying, or in breach of environmental requirements (legislative or site based) will be warned and disciplined according to the company disciplinary procedure. Chalcroft also has in place a Yellow/Red Disciplinary Card procedure that can be enforced against employees (excluding Red Cards) and subcontractors as required.

The Site Managers and Site Supervisors are responsible for the day to day control of environmental matters on site and are given full backing from Chalcroft regarding any actions they feel are necessary to enforce compliance.

The Managing Director, Directors, Contracts, Build and SP Project Managers will also undertake visits to sites and will be required, where requested or under their own volition, carry out a BeSafe Inspection Report. The frequency of these visits will be dependent upon other commitments, the nature and complexity of the project. During any site visit identified problems or failings are to be highlighted, discussed with the appropriate persons and any necessary action taken.

Following site safety and environmental inspections and audits the appointed members of the EHS Department will report their findings via the site inspection form with a copy issued to site management and a copy issued to the office for filing within the project file. Any actions detailed within the report shall state as to who is to complete these actions and by when. Electronic copies of inspections shall be forwarded to the Contracts Managers or Build Managers and any other persons as may be required for the specific project. Serious issues may be raised to an Operational Director. Previously completed site inspections will be reviewed upon each visit to ensure any actions have been completed. Failure to complete actions may result in disciplinary procedures or Non-Conformance Reports (Page 97) being raised against the appropriate individual(s) or contractors.

Chalcroft will carry out reviews of its performance to determine areas of improvements, weakness and what actions, targets or objectives may be required. The EHS Department will participate in the reviews and provide input into the company's performance. The findings of the reviews, including changes to policy's or company rules will be disseminated to all relevant employees and/or Senior Management including Directors as part of the Management Review (see Guidance Note 61). Examples or reviews include; Complaints, Audit Schedules, EHS Meetings, Safety Committee meetings, Injury Reports, Near Miss, Hazard reports etc.

Chalcroft also reviews the performance of the members of the EHS Department through the annual appraisal process to discuss and consider how the services provided can be improved.

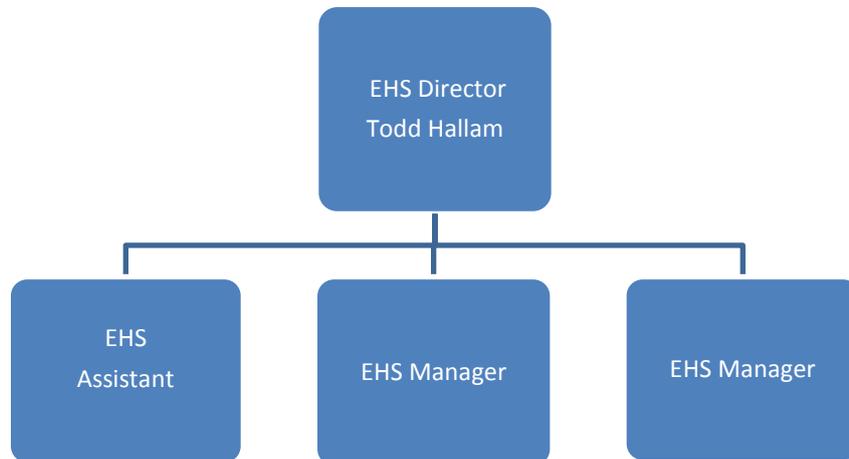
1.7 Targets, Objectives and KPI's

Every year Targets, Objectives and KPI's shall be set by the EHS Director and EHS Department and agreed by the Board of Directors. They shall be communicated company wide and based on previous years goals, performance of the management system, incidents, near misses, hazards reported etc. The overall main objective of the EHS system and polices is:

- To provide and maintain a work environment that is safe and without risk to health for all employees, contractors and others who may be affected by the activities or processes of the company.
- To avoid all accidents and to ensure that no one suffers ill health as a result of working for Chalcroft.
- To adhere to all relevant legislation, guidance and codes of practice and enforce its obligations where required.
- To plan and manage activities so that hazards are assessed and risks eliminated in so far as is reasonably practicable by appropriate protection and prevention measures.

1.8 The EHS (Environmental Health & Safety) Department

Chalcroft's EHS Department is made up of the following members:



Chalcroft will ensure that appointed members of the EHS Department are notified of the location, start date, duration and nature of all contracts.

External advisors and specialists may be utilised for assistance in areas where professional advice may be sought. This includes carrying out site inspections and audits however these shall generally be carried out in-house.

All members of the EHS Department shall undertake relevant training and attend advisory seminars during their employment to ensure they are kept up to date with the latest legislation, best practices and industry information.

The EHS Director and Managers may immediately suspend work operations or activities indefinitely, without reference to Directors or other managers, where there is serious or imminent danger to personnel, public or property or; harm or potential harm to the environment.

1.9 Policy Implementation

Whilst overall responsibility for the implementation of this Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to Site Managers, Foremen and Supervisors. Those deemed responsible for works on site.

To clarify the roles and responsibilities, the following duties have been allocated to nominated employees:

- | | |
|---|-------------------------------|
| • Initial Induction Training | - HR Dept |
| • Environmental Aspect and Impact Assessments | - EHS Dept |
| • Workplace Environmental Audits | - EHS Dept |
| • Waste Management | - Group Buyer/Site Management |
| • Noise Assessments | - EHS Dept |
| • Air Emissions (Smoke, fumes, dust etc) | - Site Management/EHS Dept |
| • Fuel, gas and oil storage | - Site Management/EHS Dept |

The above named personnel will be responsible for ensuring that adequate consideration is given to each of the various issues, however, in many instances, specialist advice and support will be required to enable these individuals to ensure that a suitable and sufficient assessment of the issues has been undertaken.

All individuals are however expected to:

- take reasonable care for the protection of the environment through their own acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all environmental procedures

At the planning stage, full account is to be taken of those factors that help to eliminate potentially harmful emissions/discharges, waste or other forms of pollution such as noise, lighting or vibration. Decisions about other priorities (ie programme and profit) are to take proper account of the environmental constraints that may be present.

Specific and precise arrangements will be developed and implemented, as needed, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating, where applicable, environmental reviews and risk assessments, are to be established, implemented and monitored to ensure the appropriate environmental standards are maintained at all times. Arrangements for the implementation of this Policy are the responsibility of the company's Directors.

High standards will be applied when complying with legislation regarding the protection of the environment.

High standards of cleanliness, hygiene and housekeeping will be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to all members of staff.

All incidents, no matter how minor will be reported and recorded with the EHS Department. Significant incidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

All environmental incidents must be reported to a member of the EHS Department immediately.

Environmental training programmes will be promoted with the object of achieving personal awareness of the risks and hazards to the environment, associated with the works Chalcroft undertakes. Responsibility and accountability in relation to the prevention of pollution, reduction of waste and protection of the environment will be specified clearly and in writing to all employees.

The Policy will be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff on site for large projects and at all times within CIMS.

An annual review of the Environmental Policy and Procedures Manual will be carried out to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all Company Personnel either via email or post.

1.10 Legislation and Compliance (Compliance Obligations)

Chalcroft shall implement and maintain a detailed table of legislation and other requirements relevant to its nature of work and activities. The table shall include the name of the legislation/ACOPS/guidance, the requirements of it, the control or documents the company shall utilise to address it, and examples of those documents.

Access to legal or other requirement information relevant to Chalcroft will be through; the internet, membership subscriptions (EEF, IEMA), legal services, suppliers, EA, Defra, contractors and customers. Consideration shall be made by the EHS Department as to the relevancy of the information and its applicability to the company's operations and activities before implementing any changes or controls.

The legislation and other requirement table shall be maintained by the EHS Department and any significant changes to legislation, controls or documents will be communicated appropriately throughout the company such as through the Safety Committee, Board of Directors, Mail-outs, Newsletters, Bulletins or on Noticeboards. Where required this information may also be disseminated to other stakeholders such as clients, suppliers or contractors. The table may be audited on an annual basis by an external consultant or company (ie ACT Associates) to ensure compliance and reference to the overall EHS system.

The table shall also take into account other requirements such as agreements with external organisations, contractual arrangements and agreements with other interested parties such as the Considerate Constructors Scheme, Construction Line, CHAS or Safe Contractor.

A Legislation and Guidance Process Flowchart and Guidance Note are also available for viewing within the company server.

1.11 Auditing

Internal and External Auditing shall take place on a regular basis and all audits will be detailed within an Audit Schedule compiled annually by the EHS Director. The schedule will be published in January of each year companywide and may be subject to amendments.

Internal Audits - will be carried out through Site Inspections and Audits by members of the EHS Department or by Directors through their site visits. The findings of these types of internal audits will be completed on Site Inspection and Audit Forms and where required Disciplinary Cards or Non-Conformance Reports issued for further action to be taken. The issuing and findings of NCR's shall be recorded on a central spread sheet accessible only by the EHS Department and controlled by the EHS Director. An annual audit of the ISO14001 standard shall also be undertaken to ensure requirements are being met. A report will be issued with findings.

An Internal Audit Report form or EHS Survey may also be issued by the EHS Director to all managers once a year to establish and monitor individuals understanding of EHS systems and procedures. Individual findings will be collated and reviewed by the EHS Director. Any areas to be addressed will be included onto an Observation Report form by the EHS Director and Corrective Actions detailed. This may include further training or issuing of information as required which will be actioned by the EHS Department.

Overall findings will be communicated throughout the company where changes to documents, procedures or training are an end result.

External Audits - may be carried out by consultants, clients or potential clients, insurance providers or recognised training bodies such as CHAS, SafeContractor. For the purposes of any ISO certifications the auditing may be carried out by companies such as ACT Associates or BSI. Records will be kept of all audit activities and any non-conformances will be recorded and where corrective actions are required these are to include as by whom and when. All will be registered as Documents and Records of External Origin.

During audits, or the submission of documents or records to be audited (CHAS, Safe Contractor); references will be made either through indexes, policy statements, guidance notes or process flowcharts as to the procedures and systems of the company.

Observations or non-compliances noted during a scheduled external audit will be noted on an External Audit Report form, with observations, non-conformances and corrective actions noted. Where the External Audit Report form is not specifically utilised by an external auditor the EHS Director shall be responsible for transferring the information onto the report form.

The findings from any audit, internal or external where significant changes shall or have been implemented will be communicated to relevant parties, whether managers, site operatives, client or Directors detailing the corrective action taken.

A summary of audits will be communicated on an annual report to the Board of Directors by the EHS Director.

INDIVIDUAL RESPONSIBILITIES/RELEVANT ROLES

2.1 EHS Director and Operational Directors

1. The EHS Director has responsibility to formulate Chalcroft's Environmental Policy and organise all revisions of it.
2. All Operational Directors are to ensure that the contents of the policies are circulated as appropriate to all employees and;
3. To arrange for sufficient funds and resources to meet the requirements of the policies.
4. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on environmental matters.
5. To ensure environmental issues are co-ordinated between the company and all contractors, including subcontractors, working on site to ensure compliant working, in accordance with the EMP for the project (where applicable).
6. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
7. To encourage all employees to work in a proactive manner and at all times to set a good personal example.
8. To ensure the risk of potential damage to the environment by the company's operations, is minimised by arranging procedures for aspect and impact assessments and by effective management on site.
9. To provide and ensure preventative maintenance of plant, equipment and places of work that will not affect the environment or cause unnecessary nuisance when in use.
10. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of good working procedures, recording of these assessments and procedures and ensure that employees are aware of them and to take whatever steps may be necessary to comply with them, including bringing the requirements of the EMP to the notice of employees.
11. To ensure adequate provision in tenders for suitable environmental protection or consideration such as working methods, welfare facilities siting, energy/water use, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between clients and contractors.
12. To ensure that procedures are implemented that assures employees, or the environments exposure to harmful substances is reduced or eliminated in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations.
13. To monitor the effectiveness of this policy at all levels and bring into effect any changes which are considered necessary.
14. To understand the main principles of the company policies and appreciate the duties and responsibilities given to each person or department.
15. To undertake formal site or office safety inspections as requested, or at their own volition, and report the findings and actions to the project team and the EHS Department after each inspection.

2.2 Contracts/Build/Project/Operations Directors

Responsible to the EHS Director for implementing the company policies on their designated sites and co-ordinating related health, safety and environmental matters. Main duties and responsibilities:

1. To be aware of, and observe, the requirements of the company policies, the EMP, statutory requirements, guidance notes and good environmental practices and procedures appropriate to the operations under their control, seeking guidance and assistance from the Directors and EHS Department as necessary.
2. To ensure employee personnel under their control understand their duties and responsibilities under the company policies and to take all steps to ensure that these are carried out.
3. To determine at the planning stages (seeking advice from the EHS Department where necessary):
 - The most appropriate order and method of working.
 - Allocation of responsibilities, including that of contractors and subcontractors.
 - Consideration of all existing and potential environmental impacts and aspects and methods deemed necessary to overcome any such issues.
 - Facilities and siting for welfare taking into consideration noise, dust, waste, energy/water use.
 - Check over systems of work documentation where possible.
 - Assist in the development of the EMP and any other associated documentation such as Impact and Aspect Registers; and ensure the plan is instigated.
4. Carry out regular site inspections for sites under their control with particular reference to environmental procedures ensuring that any required controls are in place and are effective. Pay particular attention to any comments or reports made by a member of the EHS Department and to see that any action has been, or will be, taken to correct any issues.
5. To set a good personal example at all times.
6. To ensure that once works is commenced, it is carried out as planned, following EMP where appropriate and complying with any statutory requirements.
7. To ensure the EMP is updated and managed, where relevant, during the construction phase of a project.
8. To assist in the collation of documentation from the appropriate contractors as required for the Health & Safety File during and on completion of a project.
9. To co-operate with the company in identifying training needs of individuals under their immediate control and as necessary ensure the individuals are given the opportunity to undertake the training.
10. To monitor the work activities against the EMP, policy requirements and any known system of works and bring into effect any changes necessary that are within your immediate control. Where necessary bring to the attention of the company's Directors any failure to comply with the requirements that require Directors actions.
11. Liaise with clients and their representatives to ensure environmental aspects of their works that may be affected.
12. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on the environment.
13. To ensure environmental issues are co-ordinated between the company and all relevant contractors, including sub-contractors, to ensure safe working in accordance with the EMP.
14. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
15. To ensure that all Near Misses, Hazards Incidents and Accidents are immediately reported and recorded with the assistance of the EHS Department as necessary.

2.3 Site Managers, Site Supervisors, Working Foreman

Responsible to the Contracts, Build, Project Manager or Operations Directors under the health, safety and environmental policies. Main duties and responsibilities:

1. To establish and organise operations under their control to ensure that work is carried out in a manner and to acceptable standards with minimum or no risk to the environment or cause unnecessary nuisance to others.
2. To be aware of, and observe, the requirements of the company environmental policy, the Environmental Management Plan (if applicable), environmental regulations, statutory requirements, Approved Codes of Practice, Guidance Notes and procedures appropriate to the operations under their control, seeking guidance and assistance from senior management (including Directors) and the EHS Department as necessary.
3. Implement the company risk assessment procedure using the assessments in the EMP. Carry out additional site specific risk assessments as necessary and formulate working procedures in the form of a method statement. Record these assessments and procedures and ensure that employees and any other relevant persons are made aware of them, sign to acknowledge their understanding and take whatever steps may be necessary to comply with them.
4. Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to environmental procedures. Keep records of each inspection as necessary ensuring that statutory registers and records are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
5. To ensure that places of work under their control, employees, contractors and others authorised to be at that place, or in connection with it, receive adequate working instructions in particular to ensure arrangements for working without affecting the environment, the prevention of incidents, accidents and risk/harm avoidance or reduction and the requirements of the EMP are carried out.
6. Implement and maintain arrangements with contractors and other employees to ensure they and their employees observe adequate procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure there is no risk to the environment or unnecessary nuisance (noise, dust, light, vibration) to their operations from work activities.
7. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the company. Identify or designate the location of emergency assembly points and ensure these locations are made known to all personnel.
8. To arrange for fixed and mobile plant and equipment to be positioned safely and away (10mtrs) from any water courses or drainage during refuelling and that all machinery etc including power and hand tools are maintained in good condition and only operated by persons competent to do so. To ensure plant and equipment is suitable for the work being carried out, check documents against any ordered requirements.
9. To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations. Ensure that adequate records are maintained for the issue and return of any such equipment using issue registers.

10. To ensure that arrangements for spill kits are available and that the location of equipment is known by all personnel and that such equipment and provisions are kept complete as possible and to ensure compliance of the policy for the reporting and recording of hazards, accidents or incidents.
11. Report all incidents involving environmental damage or nuisance and near misses or hazards to a member of the EHS Department as soon as possible after the occurrence. Assist in establishing the cause of any such incidents and thereafter carry out improvements to prevent reoccurrence and instruct employees and others accordingly.
12. Establish a site procedure to enable consultation with the workforce to receive environmental queries raised by employees and others under your control; and to respond in the most appropriate way to meet these queries.
13. Make reasonable enquiries to determine that appropriate and adequate training of contractor and subcontractor employees is undertaken and the subcontractor disseminates relevant information on risks to their employees.
14. Accompany HSE/LA/EA Inspectors on site visits where possible and act upon their reasonable recommendations. Report all such visits to the EHS Director noting any observations made, as soon as possible after the visit. In the event of a 'Notice' being imposed or any indication that legal proceedings are to be initiated then immediate notification must be made to the EHS Director and relevant senior managers.
15. Cooperate with the company's appointed members of the EHS Department and accompany them on-site inspections or audits, if requested, and act upon their reasonable recommendations.
16. Encourage the observance of environmental procedures by personal example and ensure that arrangements for the protection of the environment are carried out including the implementation of disciplinary procedures as necessary. This includes formal company disciplinary procedures and the 'Yellow' and 'Red' Disciplinary Card procedures.
17. Conduct personnel and visitor induction training and ensure contractor's personnel are aware of the requirements of this policy, the EMP and the requirements of their system of working (risk assessments and method statements – RAMS). Ensure all necessary contractor information is provided before work commences (CoSHH, permits, RAMS).
18. Comply with the company's policy on CoSHH, noise, light and vibration and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
19. Implement changes to working practices, where necessary, to ensure protection of the environment is maintained at all times.
20. Maintain in a proper state all reference documents and files issued by the company to assist in compliance with this policy.
21. Ensure that a fire risk assessment, and where necessary a Site Emergency Safety Plan, has been completed and adequate firefighting equipment is available and maintained. Appropriate fire precautions have been taken and are maintained including housekeeping, location of equipment, storage of materials and fire exits and routes.
22. Ensure all working areas are kept clean and tidy to a reasonable standard, good housekeeping practices are maintained, adequate skips are provided and waste control documents are filed (see 24) and; where good waste/housekeeping practices are *not* being met that Cleanup Notices are issued.
23. Ensure all welfare arrangements are provided and maintained to a reasonable standard and where able to utilise energy efficient welfare (double glazed, insulated, PIR lighting) and monitor energy (water/power) usage.
24. Ensure Waste Transfer Notes and Consignment Notes have been obtained for all waste leaving site and the records include all required information ie EWC, SIC, dates, registration numbers, site name, waste site name, driver name, type of waste, amount of waste, signatures.

2.4 Plant Operators

Main environmental responsibilities are to:

1. Inspect their machine and equipment daily, carrying out maintenance checks and maintaining inspection records. Inspection records must be completed weekly and provided to site management.
2. Ensure all refuelling is completed at least 10 metres away (unless specified as more) from all watercourses and drainage points and is only completed on hard standing areas or drips/spill trays are in place.
3. Ensure any spills of fuel or oil are reported to site management immediately and all efforts are made to minimise spread or entry into water courses or drainage.
4. Ensure machines do not produce black smoke and where they do to cease works until rectified.
5. Ensure wherever possible that noise, light and vibration levels do not cause unnecessary nuisance to neighbours, nearby businesses or clients operations.
6. Ensure wherever possible that dust levels are kept to a minimum or controlled (ie dampening).
7. Ensure trees under TPO's (Tree Preservation Orders) are suitably protected and maintained and damage to flora or fauna is avoided where it is outside of an agreed operating area.

2.5 Quantity Surveyors

Main responsibilities:

1. To understand the company policy and appreciate the responsibilities allocated to each role of an employee.
2. Put in place arrangements for the issue of any environmental information to all subcontractors and other interested parties prior to award of subcontract orders.

Ensure subcontractors are informed:
 - of the requirement to fully cooperate on all matters of the environment and immediately respond to any reasonable request or direction from Chalcraft.
 - of their requirements to provide information on training provisions, policies, RAMS, CoSHH assessments, waste arrangements including type, amounts, control and disposal.
3. Ensure all subcontractors are registered on (or are in the processes of) the Approved Contractors and Suppliers Database.
4. Ensure environmental information shall be provided within adequate time prior to any works commencing and include consideration for the life cycle of products and materials including design, delivery, use and end of life treatment.
5. Ensure that environmental information is passed on the appropriate department or person where vetting of the information may be required.
6. Ensure suitable and adequate resources shall be provided for a site including well maintained welfare, plant and equipment.
7. Set a good personal example on site at all times and follow any good working practices and encourage others to observe the same.

2.6 Procurement Manager/Department

Main duties and responsibilities:

1. Understand the main principles of the company environmental policy and appreciate the duties and responsibilities allocated to each employee role.
2. Obtain material safety data sheets (MSDS) for products and materials purchased from suppliers and ensure these sheets are passed on to the relevant persons; storeman, site manager, site supervisor, contracts manager etc.
3. To provide PPE and clothing in accordance with the PPE order charts or as specified as required by site management.
4. To ensure each new site is provided with the necessary equipment (fencing, spill kits etc) and well maintained, and where possible energy efficient (PIR lighting, double glazing, insulated) welfare as requested by relevant personnel or the EHS Department.
5. To set a good personal example on site visits wearing the appropriate PPE and following good working practices.
6. To ensure the purchase of equipment is from a reputable supplier and documentation pertaining to its correct use and maintenance is issued and received and includes consideration for the life cycle of products and materials including design, delivery, use and end of life treatment
7. To ensure materials and goods sourced are from reputable suppliers and where possible ensure lengthy transport distances are avoided.
8. To ensure wherever possible sustainable materials are sourced.
9. To ensure, wherever possible, that only competent service providers and approved contractors are utilised.

2.7 Estimators/Bid Managers

Main duties and responsibilities:

1. To understand the company policy and appreciate the responsibilities allocated to each employee role.
2. To identify and address any environmental aspects or impacts for relevant projects and ensure adequate provisions are made for its protection or control (lighting, dust/noise, energy use, watercourse/drainage locations, flora/fauna, travel distances).
3. Ensure suitable and sufficient environmental information is issued within a tender document.
4. Ensure adequate allowances for environmental matters are made within a tender document.
5. Ensure that any persons that may be involved with the project, should a tender be successful, are adequately advised of all environmental matters which have been raised during the tender period.
6. To ensure adequate provision in tenders for well maintained (where possible energy efficient) welfare facilities, storage of materials, waste arrangements and disposal, materials handling, hazardous substances, protection of flora/fauna/watercourses/drainage and ensure adequate response to any identified impacts or aspects contained within an Environmental Management Plan (where applicable) and;

Include consideration for the life cycle of products and materials including design, delivery, use and end of life treatment.
7. Ensure subcontractors are informed of their responsibilities with regard to environmental matters, prior to an order being placed, and that they are required to:
 - complete the Subcontractor Compliance Document if requested to do so
 - co-operate fully with all environmental matters
 - provide reasonable environmental information such as training records, RAMS, CoSHH assessments, insurance details etc.
8. To set a good personal example on site visits wearing the appropriate PPE and following good environmental working practices.

2.8 Appointed EHS Director and Managers

Main responsibilities to the company:

1. To provide specialist environmental advice on all aspects of the company's activities.
2. To provide regular visits to sites and premises belonging to, or worked on, by the company.
3. To formally advise the company of all new legislation and any changes to current legislation and offer advice on changes that may be required and assistance of the same.
4. To advise and assist the directors in keeping the environmental policy under review and to advise on any changes that may be required to the policy as necessary.
5. To take control, where necessary, of any internal investigation into an accident or incident, prepare a report and advise and assist any relevant managers in any remedial action required following recommendations to prevent a reoccurrence.
6. To liaise with any enforcing authorities such as the local authority, EA, client or clients representatives on any environmental matters.
7. To recommend and monitor training requirements and to arrange, upon request, such training.
8. The identification of environmental impacts, hazards and risks during site visits and advise and assist in the preparation of risk assessments and the development of preventative and protective measures to address the risks.
9. Develop and monitor the implementation of any Environmental Management Plans.
10. Prepare reports of company environmental performance and make available any such reports for management review, meetings or upon client's request.
11. Liaise with Directors on all environmental matters.
12. Suspend work operations of the company and/or that of contractors and subcontractors, where there is imminent risk of damage to the environment or unnecessary nuisance which has the potential to cause harm or incur an economic loss to the company or insurers.

2.9 Office based employees (part time/fulltime)

Main responsibilities:

1. Ensure they maintain a personal concern for the environment and co-operate with other persons in the provisions of good working conditions and procedures.
2. Make themselves familiar with the relevant Office Safety File and Fire/Emergency procedures, escape routes and assembly points.
3. Ensure they comply with the company's no smoking policy within the offices and stores.
4. Ensure wherever possible to recycle waste materials and practice good housekeeping.
5. Ensure office lights and heating is turned off when not required.
6. Report all incidents, accidents or near misses involving damage or potential harm to the environment to a member of the EHS Department as soon as possible after the occurrence. Use spill kit provisions where available and relevant and notify a member of the EHS Department of any replenishment requirements.

2.10 Site Operatives

Main duties and responsibilities:

1. Ensure they maintain a personal concern for the environment, of themselves and others and co-operate with other persons in the provisions of good working conditions and working procedures.
2. Ensure they observe the requirements of any Environmental Management Plan, this policy and any instructions given during site inductions.
3. Avoid improvising which involves unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
6. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to you or other persons or damage to property, equipment, harm to the environment or unnecessary nuisance. Report to the site management any defects in plant or equipment and hazardous or harmful situations that you believe may present danger.
7. Ensure you are aware of the CoSHH procedures and requirements prior to the use of any relevant material or substance.
8. Bring to the attention of the site management any deficiencies in personal ability ie; untrained to operate plant and equipment or not competent in its use.
9. Not engage in 'horseplay' or other practical jokes that may lead to injury or an escalation of practical joking by other employees or site personnel.
10. Carry out work activities in compliance with RAMS (risk assessments and method statements), site rules or information given in inductions. Where a RAMS has not been carried out for a work activity you must raise this with the site management prior to the works commencing.
11. Not to consume alcohol or take drugs, which may affect the performance of the employee whilst at work. Ref: Chalcroft Drug and Alcohol policy.
12. Refrain from misusing or abusing welfare facilities.
13. Ensure any areas that are protected from flora or fauna are maintained and report any issues to site management.
14. Ensure any activities that produce noise, vibration or dust are done so in a controlled manner and reduced or eliminated wherever possible.
15. Ensure waste and housekeeping is maintained and where waste is to be segregated it is done so in a correct manner.
16. Refrain from smoking in areas designated as no smoking areas.
14. Take an active part in promoting the company and abiding to the environmental policy and attend any training days that have been arranged.

Failure to carry out these duties and responsibilities in compliance with this policy may result in your removal from site and disciplinary procedures being enforced through your relevant Line Manager.

2.11 All employees

All employees are encouraged to adopt and promote a positive attitude and culture towards health, safety and the environment and; to take an active part in promoting Chalcroft, its health, safety and environmental policies and any procedures it has implemented.

Employees must co-operate with the company in its arrangements to perform or comply with statutory and company environmental obligations, which includes adhering to RAMS (risk assessments and method statements), to any Environmental Management Plans, Construction Phase Health and Safety Plans and all policies, systems and procedures.

Failure to observe the provisions of this policy may lead to action being taken under the EHS disciplinary procedure and/or company disciplinary procedure.

COMPANY PROCEDURES MANUAL & ARRANGEMENTS

This section details the arrangements and procedures that we will use to help implement our Environmental Policy and ensure compliance with current environmental legislation. Within the procedures, reference is made to the EMP (Environmental Management Plan) which is implemented on large projects or those that may have significant environmental impacts or aspects that require greater awareness or controlling. There is also reference to SWMP (Site Waste Management Plans) which although are no longer a legal requirement may be completed upon request. This is a project specific document which will detail the arrangements and controls for the management of all waste on site and leaving site.

3.1 Air Pollution

Examples of air pollution include dust, fumes and odours and specific measures must be taken to eliminate or reduce the environmental impact or nuisance that may be caused. Consideration should be made for the operation of plant and machinery especially in dry and dusty environments as well as maintenance regimes and inspections.

Operational Control Guidelines:

- Any requirements for air quality monitoring throughout the project must be identified prior to the commencement of any works.
- All activities which may cause air pollution should be highlighted and specific risk assessments and safe systems of works should be prepared.
- All operations are to be carefully planned and managed to ensure that impacts are kept to a minimum.
- All plant and equipment will be chosen and serviced regularly to minimise emissions.
- Where air monitoring is carried out, all records will be retained for a minimum period of 12 years.
- All permanent and temporary employees, including sub-contractors and suppliers, will be made aware of their responsibilities to ensure that no air pollution incidents occur.
- In the event of an air pollution incident, the Emergency Control Procedures outlined below will be followed.

Emergency Control Procedures

- In the event that excessive dust is arising from operations on site due to plant or traffic movements, then damping down of the roads and surrounding area shall be used to control the dust. Road sweepers shall also be used to keep roads clean and tidy where appropriate.
- If the problem persists it may be necessary to install wheel-washing systems.
- Where dust is arising from excavations, water shall be applied across the working area.
- Where dust is arising from stockpiles of materials, water shall be applied to the stockpile, or the stockpiles should be covered.

Note: Care shall be taken in both instances where water is being applied to the soil to prevent excessive run-off causing a further pollution incident, or a safety hazard due to the weakening of the ground.

- If any item of plant is releasing excessive emissions through its exhaust, it should be turned off, if hired returned to the hire firm, and replaced with better quality plant.
- Where emissions are becoming a problem during any cutting operations such as concrete, the method of working will be changed to use damping or extractive techniques.
- Should any excessive odours arise from storage areas including fuel, chemicals, welfare and waste the cause should be investigated and changes made to storage arrangements or removal.
- Monitoring of Co/CO₂ emissions from diesel operated plant within buildings should be assessed where odour, haze or complaints of headaches, nausea etc are reported from workers. Steps should be taken to rectify any issues.
- Waste must be regularly collected and removed from site to prevent odour emissions.

In the event that a serious environmental incident occurs, contact the company's EHS Director and advise the Environment Agency using the 24 hour Emergency line - 0800 80 70 60

Where substances are introduced into or onto the land where they would not normally be, then that land could be considered to be contaminated. The term land contamination therefore covers a wide range of situations where land is contaminated in some way. In a small number of these situations where certain criteria are met, a site might be determined contaminated land which has a specific legal definition set out in Part IIA of the Environmental Protection Act. (Environment Agency).

Operational Control Guidelines

- Any areas of contaminated land must be identified from provided site investigation data such as those detailed in the Pre Tender Plan, Preconstruction Information Pack and other pre-contract documents, so that its disposal or treatment can be managed to requirements.
- If Chalcraft feel additional sampling or testing is required, this must be identified prior to the commencement of any works.
- All operations involving contaminated land must be clearly identified and project specific risk assessments and method statements must be prepared.
- If contaminated materials are stored on site, the method of containment must prevent any escape of dust, leachate or other substances.
- Disposal of contaminated materials off site must be to licensed sites and in accordance with the Regulations and our Duty of Care.
- All permanent and non-permanent employees, including sub-contractors, must be made aware of their responsibilities to ensure that contaminated land is unable to cause further pollution.
- In the event that contaminated land causes further pollution then the Emergency Control Procedures stated below must be followed.

Emergency Control Procedures

When dealing with known contaminated land and 'run-off' is becoming a problem the Emergency Control Procedures for water pollution must be followed.

When dealing with known contaminated land and dust generation is becoming a problem the Emergency Control Procedures for air must be followed.

In addition to this all operatives in the area must be issued with dust masks and ensure exposed skin is covered to prevent ingestion of the contaminated materials and washing facilities must be provided.

Stop work immediately, seal off the area, and report to site management in the event that one or more of the following are found:

Discoloured or oily soil (chemical or oil residues)

The soil has a fibrous texture (possibility of asbestos)

Presence of foreign objects (chemical/oil/gas containers, even if sealed)

Evidence of underground structures, storage tanks or waste pits

Note: Any contaminated materials may require testing at an approved laboratory to ascertain what hazards may be presented by the substance.

Following identification, a project specific method statement and risk assessment must be prepared to dispose of/deal with the material. Approval may be needed by external authorities ie LA/EA/HSE.

In the event that a serious environmental incident occurs, contact a member of the EHS Department and advise the Environment Agency using the 24 hour Emergency line - 0800 80 70 60

Ecology refers to the scientific study of interactions between organisms and their environment. Archaeology refers to the study of human history and prehistory through the analysis of artefacts and physical remains and Cultural Heritage refers to the 'legacy' of historical and physical artefacts maintained in the present.

Operational Control Guidelines

- Any contractual requirements for the preservation, monitoring and management of ecology, archaeology and cultural heritage issues must be prior to the commencement of any works.
- All areas where ecological, archaeological and cultural heritage issues exist should be highlighted in the Construction Phase Plan, Environmental Management Plan or SWMP where these are applicable.
- Specific risk assessments and method statements must be completed for all operations that may impact on sensitive parts of the site. This is to ensure that all such operations are properly managed and controlled.
- The Contract/Project or Operations Managers or Directors are responsible for liaising with English Heritage and other interested parties to ensure that no issues are overlooked when planning potentially disruptive works.
- Strict controls shall be implemented where necessary to ensure that any persistent vegetation such as Japanese Knotweed is not allowed to spread around or off of the site.
- All permanent and non-permanent employees, including sub-contractors, will be made aware of their responsibilities to ensure that damage to ecology, archaeology and cultural heritage is avoided.
- In the event that damage to ecology, archaeology and cultural heritage occurs then the Emergency Control Procedures below should be followed.

Emergency Control Procedures

- In the event that damage to any ecology, archaeology and cultural heritage occurs work must be stopped immediately.
- The incident must be reported to site management.
- The area should then be protected using Heras type fencing or suitable barriers.
- Specialist advice should be sought from relevant organisations such as English Nature or English Heritage.
- A member of the EHS Department must be notified.
- Special consent may be required before work can recommence from the relevant authority.
- The reason for the problem occurring must be investigated and any changes made to future operations and programmes.

3.4**Noise and Vibration**

Noise and Vibration can cause significant nuisance to the immediate and surrounding environment impacting not only the health but the wellbeing of those that it may affect. Consideration to reduce or eliminate this must be taken to avoid any unnecessary disruption or disturbance to people, animals, wildlife and buildings or structures.

Operational Control Guidelines

- Requirements regarding the control of noise and vibration levels should be identified so that the appropriate control measures can be implemented.
- This Environmental policy and procedures should be taken into account when selecting plant and equipment and when developing safe systems of work.
- Where it has been identified that buildings and services may be affected by noise and vibration, all necessary control measures are to be highlighted within applicable safe systems of work.
- In sensitive areas, such as urban and commercial, liaison with the local Environmental Health Officer may be needed to ensure that noise and vibration levels are maintained within permissible levels.
- Noise emissions should be regularly monitored and recorded as deemed appropriate such as in built up areas, highly populated areas and where formal notices (see table below) may be issued.
- Where necessary vibration, for example piling or groundwork's operations, will be monitored to ensure that no structural damage is being caused to adjacent buildings and services.
- Local residents and businesses are to be kept informed of when activities producing excessive noise and vibration are to take place especially where they may be out of normal working hours.
- All operations should be sequenced, where appropriate, to minimise the generation of noise and vibration, and where practical, plant and material stockpiles should be located to provide a barrier and absorb noise emissions.
- All employees, sub-contractors and suppliers will be made aware of their responsibilities and duties to ensure that noise and vibration generated by them is correctly managed and controlled.

In the event that noise and vibration emissions exceed permissible levels, then the following Emergency Control Procedures are to be followed.

Emergency Control Procedures

- In the event of noise and vibration limits being exceeded the work or activity causing the noise/vibration is to be stopped.
- Where appropriate plant is to be re-located to re-direct sound emissions.
- Where appropriate material is to be stockpiled to provide a noise barrier to absorb noise emissions.
- Where appropriate erect additional noise barriers.

If these steps are unsuccessful in reducing emissions to an acceptable level then working practices and arrangements will required to be changed accordingly.

Monitoring shall take place throughout the operation where excessive noise or vibration as caused significant disturbance or issues with the local authority to ensure compliance.

Environmental Protection Act 1990	
Section 79	Defines noise as constituting a statutory nuisance for purposes of the Act and imposes a duty on the Local Authority to inspect their area in order to detect any statutory nuisance (not only noise)
Section 80	Imposes a duty on a LA where it is satisfied of the existence or likely recurrence of a nuisance to serve a notice and to take court proceedings if necessary to remedy the situation.
Section 82	Allows the magistrates Court to act upon a complaint made by any person who is aggrieved by the existence of a noise nuisance.
Control of Pollution Act 1974	
Section 60	Provide the LA with powers to control noise from construction sites where prior consent as not been requested (S61).
Section 61	Prior consent from the LA for noise levels, hours of operation and mitigation and controls
Section 63	Provides the LA the means to designate all or part of areas as a noise abatement zone.

3.5**Sustainable Development, Procurement and Life Cycle**

Sustainable development refers to undertaking construction works and projects to provide for current needs without compromising on the future and finding better ways to carry out activities or operations without any or minimal long term affect. Building Regulations will be adhered to as required ensuring methods and materials utilised in construction assist in reducing carbon emissions and have a minimal impact on the environment as possible.

Sustainable procurement refers to the purchase of products, materials or services with consideration on the environmental as well as economic impact it may have.

- All timber including that used for temporary works should, wherever practical, be from a sustainable resource and certified as such from an independent inspection agency accredited by the Forest Stewardship Council (FSC).
- Peat is not to be imported for use as a soil conditioner for landscaping or planting.
- Imported soil conditioners will be free from peat and be produced from recycled and renewable materials.
- All materials will be accurately ordered to minimise waste.
- Where possible the use of recycled materials and other environmentally friendly options should be investigated.
- Where possible purchase fair trade products.
- During construction the work area will be kept tidy to minimise the risk of damage to materials.
- All operations will be adequately supervised to ensure that the wastage is kept to a minimum.
- All plant and office equipment will be turned off when not in use to conserve power/fuel.
- Where possible the consumption of stationery in all offices will be used conservatively.
- Waste paper, cardboard and empty toner cartridges will be recycled.
- Orders with supply chains and designers to include consideration for the life cycle of products and materials including design, delivery, use and end of life treatment

3.6**Statutory Nuisance Controls**

Although there is no legal definition of a statutory nuisance - for action to be taken the nuisance complained of must, or be likely to, be prejudicial to people's health or interfere with a person's legitimate use and enjoyment of land. This particularly applies to nuisance to neighbours in their homes and gardens.'

A statutory nuisance could arise from the poor state of the premises or sites, or from any noise, smoke, fumes, gases, dust, steam, smell, lighting, effluent, accumulations of refuse and/or other material, and any other discharges from company premises or sites. (NetRegs)

- The procedures for air pollution, contaminated land, noise and vibration, and water pollution should be followed to prevent any statutory nuisance in these forms.
- If the site is located adjacent to residential areas or businesses then any lighting that is required is to be located to minimise disruption through glare or light pollution.
- Any complaints are to be recorded and where appropriate procedures developed to prevent any recurrence.
- In the event of an incident involving statutory nuisance a member of the EHS Department should be notified to assist in the investigation.

3.7 Traffic Management

- All traffic management issues identified in the contract, Pre-construction Information Pack and Construction Phase Plans documents must be incorporated onto sites.
- Where appropriate, arrangements for the delivery of materials should take place outside peak hours.
- All access roads should be regularly monitored for damage and deposition of mud and debris, where mud and debris are found to be a problem, all debris should be quickly removed and the roads kept clean and tidy.
- All plant should be regularly serviced to ensure that it does not cause excessive pollution and operates safely and efficiently.
- In the event that the increased numbers of traffic movements adjacent to the site cause problems with congestion, road conditions or noise, then measures should be implemented to minimise them.
- Where congestion is occurring at the beginning and end of the day, the use of flexible working hours and staggered starting times should be considered.
- Where excess mud and debris is being deposited on local roads around the site, the incorporation of wheel washes and use of road sweepers should be considered.

3.8 Waste Management

The Site Waste Management Regulations have been withdrawn however a SWMP may still be requested by some clients. This will detail the type, control and method of disposal of waste and allow for a quantification of the total amount of waste managed on completion.

Office Waste Guidelines

- All consumables including office supplies are to be used conservatively, including the recycling and reuse of supplies where practical.
- Company paper is only to be used for business purposes and waste paper should be recycled rather than disposed of.
- The use of double-sided copying and printing should be made wherever practical.
- Scrap paper should be reused for draft printing whenever possible.
- Office paper supplies will be discarded separately into segregated and designated recycling bins. All cardboard materials will be discarded separately into respective segregated bins. All other rubbish will be discarded in the normal manner.

Site Waste Guidelines

- All work shall be carefully considered and implemented to minimise the generation of waste.
- Where it has been identified that wastes are to be produced, or potentially produced, by a new project or activity, this will be clearly identified prior to the commencement of the work.
- Specialist disposal requirements including any Waste Management License issues will be identified prior to commencement. This may include a Section 80/81 Permit from the Local Authority for any demolition of a building 50m³ or over.
- All employees, including sub-contractors will be requested to identify the types of waste that can be reduced, reused, or re-cycled on-site or off-site.
- All employees, suppliers and sub-contractors will be made aware of their responsibilities to ensure the correct disposal of waste.

Site Waste Guidelines

- Where the production of hazardous wastes is envisaged, site management may liaise with the EHS Department and the appropriate Environment Agency office to determine the most appropriate method of disposal.
- Waste disposal contractors must hold the appropriate license to dispose of the waste from site. Site management should periodically check the waste contractor's current license.
- All waste disposal operations shall comply with the Duty of Care. A Waste Transfer Note or Consignment Notice *must* accompany all waste transfers. It must be fully completed and state the SIC Code (what industry) and the EWC (detail of waste). The Waste Transfer Note must be retained for a minimum of three years.
- The storage requirements for wastes are to be identified to allow for the segregation of the waste and the prevention of odours, water pollution and the cross contamination of materials.

Waste Electrical and Electronic Equipment

All electrical and electronic equipment that requires disposal will be taken to a suitably licensed facility or; removed by a licensed carrier and; a Waste Transfer Note obtained on every occasion. This includes fridges, microwaves, monitors, PC's etc. IT equipment may be stored for bulk removal to reduce the cost in disposal.

Emergency Control Procedures

Liquid Waste

- In the event of liquid waste escaping the site management is to be notified.
- Stop the flow of pollution using earth, sand, polythene or any suitable material or product to stop, or divert away from drains and watercourses.
- Deploy spill kits as necessary to contain and absorb the spill.
- Contaminated sand, earth or granules must be disposed of as contaminated material and be stored suitably until and for disposal.
- The EHS Department must be notified and an investigation undertaken to determine the reasons and cause of the escape, and recommendations made to prevent a reoccurrence.

Solid Waste

- In the event of a significant amount of solid waste escaping the site management is to be notified.
- The waste that has escaped must be collected and placed into a secure skip.
- Depending on the hazard presented by the material, specific personal protective equipment may be required.
- The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.

Odours from Waste

- In the event that odours become a problem from waste storage, the skips must be emptied immediately.
- Covered skips or bins should be utilised wherever possible for waste that may produce an odour.

Pollution to water can cause significant harm therefore all efforts must be made to ensure that no contamination of watercourses or groundwater will occur as a result of our operations. This will include suitable planning and management is required for minimising the impact of operations upon wildlife habitats, aquatic flora and fauna, fisheries, recreation and amenity facilities and landscape features.

Operational Control Guidelines

- Water quality sampling requirements indicated in any contract documentation must be identified and implemented prior to the commencement of any works.
- The requirement for discharge consents to watercourses, surface water drains or foul drains must also be identified as soon as possible.
- All watercourses and drainage systems adjacent to the site are to be highlighted in site documentation.
- Suitable storage areas should be prepared to ensure that the quality of surface water and ground water is not put at risk.
- If appropriate, the need for concrete wash out points must be identified and established on site.
- All operations that are to take place in, above or adjacent to within 10 metres of watercourses will be clearly identified, with specific risk assessments and safe systems of work being established prior to the commencement of any work.
- All operations taking place in, above or near within 10 metres watercourses must be strictly supervised and monitored to ensure that no pollution incidents occur.
- Works activities taking place within the 10 metre exclusion of a watercourse must have suitable controls in place including no refuelling, booms across the water and closely located spill kits.
- All permanent and temporary employees, including sub-contractors, are to be made aware of their responsibilities to ensure that no water pollution incidents occur.
- RAMS must detail environmental management procedures and be communicated to all relevant personnel.
- Induction information must include site specific environmental management information.
- In the event that a water pollution incident occurs then the Emergency Control Procedures below must be followed.

Emergency Control Procedures

- All spillages, including fuel, oils, chemicals and silty run-off, must be reported to site management.
- Where appropriate, the Site Manager must notify EHS Department immediately as notification to the EA may be required.
- The source of pollution must be identified and the flow should be stopped or diverted using spill kits, earth, sand or polythene or any other suitable materials and diverted away from all drainage systems and watercourses.
- Where flammable substances are involved, any adjacent sources of ignition must be switched off if safe to do so.
- An absorbent boom must be placed across watercourses to contain and absorb any spills. This can be done as a proactive measure if works are taken place near a watercourse.
- Spillages must not be washed into drainage systems or watercourses and detergents must not be used.
- All absorbent materials used to soak up the spill must be disposed of as contaminated material.
- The incident is to be investigated with the EHS Dept. The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.
- Details of the investigation and any changes to working practices will be reported to the EHS Dept and where appropriate to the Environment Agency.
- Remediation measures from any notices served will be adhered to under Contaminated Land Regulations.

In the event that a serious environmental incident occurs, contact a member of the EHS Department and advise the Environment Agency using the 24 hour Emergency line - **0800 80 70 60**

Access to guidance information from the EA and SEPA on working in or near watercourses is available at:
[Working In or Near Watercourses - EA/SEPA Guidance](#)

Deliveries

- All deliveries that require filling of tanks, bowsers or plant must be supervised at all times with a spill kit located within easy access. The level of all storage tanks must be checked before delivery to prevent overfilling and to ensure that the product is delivered to the correct tank.

Storage

- Fuel, oil and chemical tanks must either be self-bunded as part of its construction or; be sited on an impervious base, within a secure bund. The base and bund must be impermeable to the substance being stored and have sufficient capacity for daily use and for the receipt of additional deliveries.
- Leaking, damaged or empty tanks/drums must be removed from the site immediately and disposed of via a licensed waste disposal contractor.
- All tanks and containers shall be stored in a secure area and on a bunded pallet or suitable containment area and clearly marked with the contents of the substance.
- To help limit the impact of any spills, all such storage areas should be located at least 10 metres from any drain or watercourse.

Security

- All valves and trigger guns must be protected from vandalism and unauthorised use. When not in use they should be turned off and securely locked.
- Any tanks or drums should be stored in a secure container or compound, which should be kept locked when not in use.
- Bowsers must also be stored within secure compounds when not in use.
- Site security (heras, gates, hoarding) should be closed and secured at the end of every day.

Refuelling/Plant

- All mobile plant must be refuelled in designated areas on an impermeable surface and away from drains and watercourses and a spill kit must be available and easily accessible at all times. This includes mobile generators.
- Drip trays should be utilised to contain spills even on hard standing surfaces. Waste from drip trays must be emptied into suitable and labelled containers for disposal to an approved waste transfer site. Waste Transfer Notes must be obtained.

Spills

- Spill kits will be available on all sites and where a risk assessment determines, a boom will be utilised to ensure that in the event of a spillage the environmental impacts are kept to a minimum.
- In the event of a spillage occurring, this equipment shall be used to help minimise any environmental damage prior to the implementation of more comprehensive solutions.
- Site management will be responsible for the deployment and use of spill kits in the event of an incident. Details on how to use a spill kit are within the Guidance Note No.1 within CIMS and will also be displayed on site for large projects.
- In a serious emergency ie a major spill or pollution where the spill kits would be of no use - the Environment Agency or Fire Service must be contacted as necessary dependent on the consequences of the spill.
- All spills no matter how big or small are to be reported and recorded. This is to determine immediate corrective and long term preventative measures to be taken and prevent a recurrence.

The simplest definition of Zoonosis (pronounced as Zoh-on-ah-sis) is a disease that can be transmitted from other animals to humans. It normally exists as a disease in animals but can also infect humans.

The most common and recognisable diseases on construction sites are Bird Flu and Weils Disease:

Bird Flu (H5N1)

- If any person discovers a dead swan, duck, geese (wild fowl) on a site the Department for Environment Food and Rural Affairs (DEFRA) should be contacted immediately on 08459 33 55 77. They will instruct what precautions to take and whether further action will be taken. In many cases a local vet or scientist may investigate and organise the disposal of the carcass without the need of exclusion zones.
- A member of the Chalcroft EHS Dept and those responsible for the management of the project should be contacted immediately also.
- As dead birds carry diseases infectious to humans it is advised to wear protective clothing such as gloves and overalls if the bird is to be moved however if bare skin does come into contact the skin should be washed thoroughly with soap and water. Do not touch your face and do not touch food until you have washed your hands.
- Bird Flu is spread by movement of infected birds or contact with respiratory secretions, and in particular faeces, either directly or through contaminated objects, clothes or vehicles. This emphasises the importance of wearing protective clothing whilst handling dead birds and reporting the find to DEFRA for further guidance.
- Exclusion zones will be set up if a wild bird is found to have the disease. Zones will be posted on the DEFRA website within hours of being declared.
- If a site is within an exclusion zone works will not be allowed to be carried out. Alternative arrangements must be made for and any personnel that worked on the site before the exclusion zone was implemented may require medical checks as a safety precaution. Site vehicles and equipment may require sanitisation if they were located on the site also.

Weils/Leptospirosis

- Leptospirosis or Weils disease is predominately spread by the urine of animals, especially rats, and can be fatal in humans if untreated.
- The symptoms of it are flu like: fever, headaches, nausea etc, and also skin rashes can appear.
- The disease is spread by contaminated water or urine contact.
- The bacteria that cause the disease enter the body through cuts in the skin, or through the nose and mouth.
- Always wash hands thoroughly before eating, smoking or drinking, and avoid hand/mouth contact.
- Avoid all contact with rats – alive or dead
- Cover all cuts with waterproof dressings before commencing work, and replace after washing.
- Always dispose of waste food and food wrappers/containers in the skips and bins provided.
- Wear gloves and minimum P2 face masks.
- Consult a doctor immediately if you show the above symptoms, explaining the work environment you have been in.

Examples of invasive or toxic plants include Japanese Knotweed, Autumn Crocus, Foxglove or Deadly Nightshade. Further information including; images of the plants and how to deal with them; first aid procedures; and other invasive or toxic plants - are included within the Environmental section in CIMS.

- If you find or suspect an invasive or toxic plant and need to work on or near the immediate area do not proceed and contact a member of the EHS Department and notify site management.
- Any identified polluted areas should be clearly marked out on site. Areas that do not need to be disturbed during the works should be fenced off, allowing a buffer of at least four metres to allow for the likely extent of the roots.
- Only until an assessment of the plant has been completed and a process to safely remove it via a risk assessment (if allowed to remove it) has been established can works to clear it proceed.
- Use of tracked machinery should be limited until areas polluted have been cleared and/or identified and cordoned off.
- If tracked machinery must be used in areas where plants is known to be present, then consider using a strong geotextile overlain with hard-core as a base for vehicles to travel on.
- Areas where invasive plants have been identified should be cleared slowly, one at a time, with ongoing assessment of the extent of polluted ground. Only essential vehicles should be present in areas polluted.
- Never stockpile potentially polluted material within ten metres of a watercourse.
- On leaving areas of the site known to contain invasive plants such as Japanese Knotweed, any tracked machinery that has been used should be thoroughly cleaned within a designated area. This area should be as close as possible to the polluted area on which the machinery has been working to avoid the spread of the species. This area should be monitored in the spring for Knotweed growth and a spraying programme implemented if necessary – advise the client or client representative.
- Any machinery used in clearing polluted areas should be similarly cleaned.
- Care should be taken to ensure that polluted material is not dropped or transferred to other areas of the site.
- Polluted spoil should only be placed on top of a fabric/membrane in an approved, fenced area. Once the polluted material is removed from these areas, it should be monitored for regrowth, particularly during the growing season and, if necessary, treated with an appropriate herbicide as discussed above. This may be the responsibility of others but should be noted within the risk assessment with their details.
- All site operatives should be made aware of the requirements associated with the removal/disposal of this species in order to help limit accidental spread and any suitable PPE or equipment provided.
- All haulage lorries or dumpers carrying polluted material should be covered.
- Never use a strimmer, mower (without collection bucket) or chipper on invasive plants.

The following link takes you to government guidance on identifying and dealing with Invasive Plants:

[EA/SEPA guidance to dealing with Invasive Plants](#)

3.13**Planning Permission**

Some developments require planning permission and may come with specific environmental permitting requirements, controls or mitigation methods both for the construction process and for the completion of the development through its operations and activities.

Prior to any works commencing checks must be made with the relevant authorities or, via the project/contract management team as to whether there are any planning requirements. These must be incorporated within the Environmental Management Plan (for HSE notifiable projects) or within relevant RAMS or Non-notifiable Construction Phase Plans.

Areas of consideration under planning include:

- Habitat assessments
- Sites of special scientific interest
- Noise
- Odour
- Emissions to air
- Discharges to water
- Tree preservation orders
- Waste management/materials
- Flood protection
- Emergency procedures
- Pollution control
- BREEM

3.14**Dewatering/Water discharge**

It is an offence to cause or knowingly permit a water discharge activity unless authorised to do so by an environmental permit or consent. A water discharge activity includes discharging trade effluent (liquid waste), or anything which is poisonous, noxious or polluting.

Discharge of water from an excavation is trade effluent and therefore requires a permit. Unless the following can be provided:

- The discharge is temporary for an overall period of less than 3 months
- The discharge is made to a surface water (river, stream, sea)
- The discharge does not pollute the surface water or adversely affect aquatic life
- The discharge location is not within, or less than 500 metres upstream of a riverine, SSSI or within a site designated for nature conservation
- The discharge does not cause flooding from the surface water
- The discharge does not cause erosion of the banks or bed of the surface water

Work on the site must follow the advice in the Pollution Prevention Guideline No 6 'Working at Construction and Demolition Sites' which can be found through the .gov website or via CIMS/EHS/Environmental.

Silty water must not be discharged into drainage or a watercourse without prior treatment to settle or remove suspended solids.

Plant/wheel or boot washing must be carried out on hard standing areas at least 10 metres away from drainage points or watercourses or; run off should be collected in a sump with settled solids removed regularly and water recycled or reused where possible.

Any water to be discharged to a foul sewer will require prior permission from the local sewerage provider or tankered off site for authorised disposal. Any water discharged to a stream, canal or river that does not meet the above list of criteria requires prior authorisation from the EA/SEPA.

If dewatering is required into drainage or a watercourse always have the quality of the water sampled and laboratory tested to determine whether it is contaminated. If it is contaminated a permit may be required, it may require treatment prior to discharge or alternate disposal methods may be needed to be sourced. It can take up to four months to obtain authorisation to discharge.

Discharging into a sewer without prior permission from the local sewerage provider is against the law.

Survey reports and mitigation plans are required for development projects that could affect protected species, as part of getting planning permission or a mitigation licence. Surveys need to show whether protected species are present in the area or nearby, and how they use the site. Mitigation plans show how you'll avoid, reduce or manage any negative effects to protected species.

Birds:

You're breaking the law if you:

- Intentionally kill, injure or take wild birds
- Intentionally take, damage or destroy a wild bird's nest while it's being used or built
- Intentionally take or destroy a wild bird's egg

Badgers:

Badgers and their setts (tunnels and chambers where they live) are protected by law.

You may be able to get a licence from Natural England if you can't avoid disturbing them or damaging their habitats.

You could be sent to prison for up to 6 months and be fined £5,000 if you're found guilty of any of these offences:

- Intentionally capture, kill or injure a badger
- Damage, destroy or block access to their setts
- Disturb badgers in setts
- Treat a badger cruelly

Bats:

All bat species, their breeding sites and resting places are fully protected by law - they're European protected species.

You may be able to get a licence from Natural England if you can't avoid disturbing them or damaging their habitats, or if you want to survey or conserve them.

You're breaking the law if you do certain things including:

- Capture, kill, disturb or injure bats (on purpose or by not taking enough care)
- Damage or destroy a breeding or resting place (on purpose or by not taking enough care)
- Obstruct access to their resting or sheltering places (on purpose or by not taking enough care)

You could be sent to prison for up to 6 months and be fined £5,000 for each offence if you're found guilty.

Reptiles and amphibians:

Great crested newts are a European protected species. The animals, its eggs and their breeding sites and resting places are protected by law.

You may be able to get a licence from Natural England if you're planning an activity and can't avoid disturbing them or damaging their habitats (ponds and the land around ponds).

Things that would cause you to break the law include:

- Capturing, killing, disturbing or injuring great crested newts (deliberately or by not taking enough care)
- Damaging or destroying a breeding or resting place (deliberately or by not taking enough care)
- Obstructing access to their resting or sheltering places (deliberately or by not taking enough care)

You could be sent to prison for up to 6 months and be fined £5,000 for each offence if you're found guilty.

Other reptiles and amphibians to be taking into consideration for protection are natterjack toads, snakes, lizards and slow worms.

3.16**Carbon Emissions**

To reduce carbon emissions through the company's operations and activities the following will be undertaken wherever possible:

- Procurement/lease of low emission and new company vehicles
- Promote the purchase/lease of hybrid fuel vehicles
- Ensure maintenance packages are included within any procurement/lease arrangements
- Ensure maintenance and service of vehicles is undertaken as required
- Undertake inspections of commercial vehicles on a regular basis
- Share transport to site/offices wherever possible
- Utilise public transport wherever possible
- Eliminate need for travelling through tele/video conferencing
- Turn off lights and heating in rooms not in use in company offices
- Utilise high quality/modern cabins on site with insulated walls, double glazing, PIR lighting and thermostat heating
- Wherever possible connect site cabins directly to mains power to avoid use of generators
- Ensure only good quality/new and well maintained plant is utilised on site
- Ensure all plant utilised on site come with a Certificate of Thorough Examination and undergo weekly formal inspection and are suitably maintained
- Ensure all plant and equipment do not emit black smoke, are fit for purpose and operate efficiently
- Programme works wherever possible to eliminate the use of temporary gas or electrical heating
- Utilise wherever possible localised trades and suppliers to reduce travel times and distances
- Use effective delivery of procured materials by purchasing in bulk or utilising small transport vehicles
- Promote the use of car sharing on sites
- Install temporary electrics systems as close to mains power wherever possible to reduce power loss

Chalcroft has a target to be carbon neutral by 2020 through monitoring, assessment and off-setting of emissions and will implement a plan to achieve this.

Chalcroft does not apply under the Energy Savings Opportunities Scheme as although its turnover exceeds £39m it has a balance sheet below the £33m threshold.

3.17**Energy use and control**

Wherever possible Chalcroft shall meter and monitor water and/or power usage on its sites to identify excessive use or potential leaks.

Rooms within offices that are not being used will have lighting and heating switched off.

During the use of heating or cooling units windows and doors will remain closed to prevent loss and energy wastage.

Office utility bills will be monitored on a quarterly basis for the three offices to determine usage and identify peak times and where improvements may be made and communicated.

In compliance with the Ozone Depletion Regulations and the Energy Assessment Regulations all air-conditioning units within permanent company offices will be checked on an annual basis for energy use and efficiency rating by trained/qualified F-gas, GasSafe registered engineers. Records of all checks will be contained within the relevant Office Safety File.

3.18

Permits/Consents

Certain operations and activities may require permits or consents. The following list provides basic guidance where these may be required. In all circumstances the .gov.uk website should be reviewed in the first instance to determine requirements prior to any activities commencing.

The following table is available for viewing within CIMS/Environmental/Permits:

Environmental Permit Requirements						
No.	Type	Quantity/Limit (over 3 years for waste)	Exemption/Permit type required (if Quantity Limit not exceeded for waste)	Obtain Exemption/ Permit From	Environmental Permit required (if Quantity Limit exceeded for waste)	Note
1	Import of crushed aggregates for use on site	5000 tonnes	U1	.gov.uk	Yes	If the provider issues evidence that the aggregate provided has been produced in conformance with WRAP's Quality Protocol for the Production of Aggregates from Inert Waste then an Environmental Permit or Exemption Form is not required.
2	Crushing of waste on site	20 tonnes/hr	T7	Local Authority	Yes	n/a
3	Reuse of crushed aggregates off site	5000 tonnes	U1	.gov.uk	Yes	The receiver of the aggregate will be required to obtain a permit as well as the producer.
4	Reuse of crushed/screened materials on site following crushing/screening activities	5000 tonnes	U1	.gov.uk	Yes	If the crushed/screened material complies with the WRAP's Quality Protocol for the Production of Aggregates from Inert Waste then an Environmental Permit or Exemption Form is not required as the material is no longer deemed as waste, it's a product.
5	Reuse of inert waste aggregates on site as bunds, road base or track stabilisation materials	5000 tonnes	U1	.gov.uk	Yes	n/a
6	Import of surplus top-soil from another construction site for on-site reuse	1000 tonnes	U1	.gov.uk	Yes	n/a
7	Crushing of waste or screening of waste through an on-site plant that already has a Part B Permit from the LA	n/a	n/a	.gov.uk	n/a	As long as it is within the specified limits stated within the Permit.
8	Chipping or shredding of green waste	500 tonnes/week	T6	.gov.uk	Yes	Green waste refers to waste wood or waste plant such as felled or pruned trees, branches, shrubs, hedges etc
9	Composting vegetation at the site of production or the site where the compost will be used	500 tonnes	T6	.gov.uk	Yes	n/a
10	Screening of excavated material for reuse through an on site screening plant.	5000 tonnes	T5	.gov.uk	Yes	An Exemption Permit or Environmental Permit will also be required if you are re-using the screened materials. Refer to Point 4.
11	Reuse of surplus imported stone by a local farmer or landowner at the end of a project	5000 tonnes	U1	.gov.uk	Yes	n/a
12	Hazardous waste exemption	>500kg held or removed within a 12 month period	n/a	.gov.uk	No	Any site that produces or holds more than 500kg of hazardous waste over a 12 month period must register the site. This includes for asbestos, oils, solvent based paints
13	Trade effluent discharge to foul sewer	Any amount	Trade effluent consent	Local sewer authority	n/a	Any site that shall discharge trade effluent (liquid waste) into a sewer requires prior approval.
14	Water discharge/dewatering to foul sewer	Any amount	Trade effluent consent	Local sewer authority	n/a	Even 'settled' water that has been filtered/tanked/pond still requires permission prior to discharge
15	Water discharge/dewatering to river, stream, canal (surface water/watercourse)	Any amount	Discharge of water	Environmental authority	n/a	Consent not required where certain criteria is met (see Environmental Policy 3.14)
16	Prior consent for noise generating activities during construction	n/a	Section 61	Local Authority	n/a	This application is to be made where planning or client requirements stipulate it or; where it is deemed by the company that it is required to protect the continuation of works ie in a residential area.
17	Works taking place on, next to or over a main river or flood defence	n/a	Flood Defence Consent	Environmental authority	n/a	n/a

Please note; when completing an online application for an Exemption Permit we do not have a Customer Reference Number.

3.19**Water extraction**

There are restrictions on the abstraction of water from a river, stream or canal and a licence from the Environment Agency or SEPA is required if it is to *exceed* 20 cubic metres per day. Enquires must be made through local licensing authorities via the EA prior to any extraction of *any* amount is made however.

Temporary licences can be issued where the extraction will exceed 20 cubic metres per day but will be carried out for less than 28 days.

An online 'abstraction charges calculator' on the .gov.uk website will calculate the charges applicable to any extraction requirements.

3.20**Office/Site (Water/Plumbing Systems)**

All work on offices and site operations/activities pertaining to the design, installation, operation and maintenance of plumbing systems shall be undertaken by an approved plumber/mechanical engineers. Where required test or commissioning certificates will be issued for confirmation of quality and suitability of works.

4.0**Environmental Impact and Aspect Register**

A key element of the Environmental Protection Act 1990 is to identify the impacts business operations have on the surrounding environment. The environmental impacts of all work carried out by Chalcroft will be assessed prior to the commencement of any operations which may have an adverse impact on the environment. These assessments will be monitored and reviewed on an annual basis and amended where appropriate to cater for the requirements of specific projects.

All senior managers should consider the impact their operations have on the environment and raise a formal environmental risk assessment using the available standard risk assessment template. Guidance covering the areas and elements to be considered within such risk assessments should be drawn from the contents of this policy, the contract documentation and any site specific requirements.

Sub-contractors and other staff working for Chalcroft should make themselves aware of any assessments that have been undertaken to address the activities that they are carrying out. This may be through the form of an induction, tool box talk, posters or review and sign off of a risk assessment. Any actions that are required to keep these assessments valid and relevant must then be followed.

Company environmental information and requirements will be conveyed through Contractor Compliance Documents. Site specific information will be conveyed at pre-start meetings and through on site inductions.

The basic five stages of risk assessments are to be adopted when carrying out an environmental risk assessment as outlined within the final pages of the Impacts and Aspects Register and it provides links to the relevant sections within this policy and manual.

All steps to eliminate or minimise harm to the environment must be taken. Pollution is the most significant risk to Chalcroft's operations therefore control of fuel, oils and chemicals must be robust and maintained. Refer to further information within this policy.

5.0**Environmental Legislation (Compliance Obligations)**

A list of all the relevant environmental legislation that applies to Chalcroft's activities, products, and services is contained within CIMS/CIMS Manual/Environmental Legal Register.

The register provides links to relevant sections of the Impacts and Aspects Register as well as key areas within this policy and manual.

The legal register will be reviewed on an annual basis or following any amendments made through notification from the EA/SEPA or company associated memberships such as IEMA or EEF.