Biggins & Gallagher

Environmental Policy

The aims and objectives of this policy are summarised in the Environmental Statement. This policy provides a more detailed assessment of how the objectives are achieved.

Comply with relevant environmental legislation and regulatory controls

Biggins & Gallagher Limited are aware of relevant environmental legislation, which includes but is not limited to:

- Environmental Protection Act 1990
- Environmental Protection Act (Duty of Care) Regulations 1991
- Code of Practice on the Duty of Care Regulations
- Waste Management Regulations 1994
- Water Resources Act 1991
- Environment Act 1995.

In order to ensure that relevant legislation is not being breached or ignored, Biggins and Gallagher make frequent reference to www.netregs.gov.uk and also receive e-mail updates from the site which are read and if necessary acted upon.

Adopt methods to ensure efficient and economic use of fuels, for example using locally-sourced materials

All company vehicles and plant are regularly serviced to ensure that they are operating efficiently.
Projects are planned so that they can be serviced using the minimum efficient number of vehicle miles and where possible consideration will be given to delivery of materials or disposal of wastes using non-road transport.

In sourcing material due consideration is given to the proximity of the source and preference is given to those sources which are assessed to involve the lowest overall transport distance.

Regular consideration will be given to the availability and suitability of biofuels for vehicle and plant.

Minimise consumption of non-renewable natural resources, including only using timber from sustainably managed sources

Consideration is given to the consumption of natural resources within projects.

It is not always easy to establish the overall balance of environmental costs and benefits between alternative materials, for instance aluminium window frames versus wooden window frames. The lifetime environmental cost depends upon many factors which cannot be fully analysed (e.g. useful life,

maintenance effort, end use recycling). Decisions on such material selections are made based on best available information at the time of specification.

Uses of either renewable natural resource timber/ aluminium is preferred over non-renewable materials such as uPVC. Where timber is used it is obtained from a sustainably managed source (FSC certification or similar).

Minimise generation of waste by adopting improved operating practices and efficient purchasing, and seek opportunities for recycling materials wherever practical

The company is committed to reducing its consumption of raw materials and to reducing waste in all its functions.

Waste minimisation considerations are split into two functional areas, Office-based and Site-based

Office-based

In head office and any site offices the principal materials consumed are paper and associated stationery equipment. All staff are encouraged to reduce the amount of consumables used to minimum levels which are compatible with efficient office operation. Furthermore staff are encouraged to minimise energy consumption to levels which are consistent with maintaining healthy and comfortable working conditions.

The following practices/standards are observed

i) Documents which can be retained, transmitted or used electronically are kept in this form. Documents and drawings are not printed out unless they are actually required in paper format. All documents are checked on screen before printing to ensure that excessive numbers of paper drafts are not produced. Documents are printed in black and white wherever this is acceptable for the purpose to which they will be put. Colour documents are used sparingly and only where it is necessary to show clarity and detail.

ii) All printing paper (letter and drawing) is sourced from partially or fully recycled paper stocks where acceptable quality is available for the use to which it will be put.

iii) All waste paper is collected separately from other office waste streams and is forwarded for recycling on a regular basis. Any documents which are likely to be sensitive are shredded before recycling.

iv) Paper hand towels and toilet paper are from fully recycled sources.

v) Toner and printing ink cartridges are sent for refilling where this option exists and preference is given for any new equipment on brands/makes where the toner/ink is refillable.

vi) Bins are made available in offices for the collection of aluminium and steel drinks cans and separate bins are made available for plastic drinks containers.

vii) Where possible milk is delivered to offices in refillable glass containers which are collected for refilling rather than recycled.

viii) Offices temperatures are maintained at comfort levels by minimal background heating. Where ventilation is required this is obtained by the use of controllable ventilators rather than open windows. Use of air conditioning is strictly limited to occasions when external conditions are such that offices would otherwise rise above comfort temperature levels.

ix) Office lighting uses low energy bulbs wherever possible. Lights are turned off in all offices which are not in use. Other equipment such as PCs are turned off where this is possible.

Site-based

Biggins and Gallagher are already committed to observing the principles of Site Waste Management Plans. All staff are instructed in the importance of reducing the amount of waste produced during site works.

The following practices/ standards are observed:

i) All project surveyors/ buyers are instructed in the importance of careful preplanning of materials on site. The quantities purchased are intended to be exact based upon the scheme drawings. Small allowances for wastage or out of specification items are allowed only where the absence of material would seriously affect programme.

ii) A waste minimisation manager is appointed for each site. This is usually the B and G site manager/foreman. This person has responsibility for operating and enforcing the waste minimisation policy.

iii) Where surplus materials remain at the completion of a project or phase of a project then the following priority list is followed: 1) return materials to supplier for refund or return to B and G depot for use on other projects; 2) recycle materials into beneficial use 3) dispose as waste.

iv) On each site a minimum of three labelled waste skips/ receptacles of appropriate size are provided these are labelled timber, plastics, general waste. On other sites and subject to the likely waste materials produced it may be necessary to have further waste skips/receptacles (ferrous metals, non-ferrous metals, hard materials etc).

v) All staff employed on the project are be informed which skip/receptacle is appropriate for each waste type. Staff having any queries are advised to contact the waste minimisation manager.

vi) The following standard routes are adopted for each skip disposal. On specific projects other receptacles and disposal routes may be indicated.

Waste type	Skip type	Recycling disposal route
Timber	Timber	Re-use as dimensional timber, formwork, or as fuel. If none of these then chipping.
Plastic packaging	Plastics	Further separation and recycling
uPVC frame off-cuts	Plastics	Further separation and recycling
Bricks	Hard materials	Reprocessing/ crushing/ recycled aggregate
Tiles	Hard materials	Reprocessing/ crushing/ recycled aggregate
Concrete	Hard materials	Reprocessing/ crushing/ recycled aggregate
Ferrous Metal	Metals	Further separation and recycling
Non ferrous metals	Metals	Further separation and recycling
Plasterboard	General waste	Usually disposal as waste
Used tins/ packets	General waste	Usually disposal as waste
Oils/ paints / chemicals	Special storage	Usually disposal as waste. May need to be stored separately for health and safety reasons. Usually disposed as hazardous waste.

vii) Where possible consideration is given to the use of secondary or recycled materials for inclusion in the project. This can include recycled aggregate, composite plastics or fibre/chip board.

viii) On a site by site basis consideration is given to waste minimisation incentive schemes.

ix) Where any local collections services of waste materials exist (e.g. dimensional timber collection), the site manager will seek to use these services in preference to standard recycling/disposal routes.

x) Raw materials are stored in secure areas which are suitable for their nature. In particular all timber, metals, internal fittings, ironmongery, cement and plaster are stored under cover and protected from rain. Oils, fuels, solvents paints are stored in locations where environmental pollution from spillages are contained e.g. bunded / hard surfaced areas. All fire and health and safety precautions are adopted.

Seek to operate and maintain equipment to highest practicable standards in order to meet environmental objectives, including reduction of CO_2 emissions and energy/water conservation

In addition to regularly servicing vehicles the company seeks to ensure that new company vehicles have low CO_2 emissions compatible with their performance and specification requirements.

During all site operations staff regularly check and maintain plant and machinery to ensure it is operating efficiently with no wastage – e.g. water loss from leaky hoses, fuel escape etc.

Wherever possible energy efficient lighting is utilised. The company seeks to engender behavioural energy efficiency practices such as turning off PCs and office equipment at night and switching off machines/equipment on site when not being operated.

Ensure waste and effluent is disposed of in a safe and legally responsible manner

The company seeks to ensure that all solid and liquid wastes are disposed of in accordance with legal requirements. In brief this requires that the Duty of Care Regulations are observed for disposal of waste and all water, and liquid wastes are disposed of to the correct public sewer or other proper route.

Prevent pollution and be fully prepared to cope with operational emergencies which might affect the environment – use of bunded fuel and oil storage on site

Vehicle fuel and other potentially polluting substances are stored in suitable bunded secure storage areas in accordance with good practice.

The company will prepare Action Plans to be held on site (laminated on sides of tanks) which inform employees of course of action for dealing with spills.

Appropriate spill kits are held on site and are regularly checked and maintained.

Site management are provided with details on emergency action in case of escape of stored substances which include contact numbers for the Environment Agency.

The standard emergency approach for incorporation into site Action Plans is set out below:

In case of any escape or other environmental release of material emergency the Site Manager will deploy available resources to ensure that the relevant activities with the highest priority are addressed first.

1) If any injury has occurred first aid should be given.

2) If injuries are serious or life is in danger, the emergency services are called on 999.

3) If it is considered by the Site Manager that surface water or ground water could be imminently and significantly affected then the Environment Agency is contacted on 0800 807060.

4) Where it can safely be accomplished action should be taken to prevent further escape of any contamination from its containment e.g.

Close valves;
Provide temporary patches to lines or tanks; and
Use of correct containers.

5) All site resources are deployed to limit the extent or impact of the escape.

Appropriate spill kits are used according to instructions (The selection of spill kit is based on the particular conditions of the site. The Site Manager has acquainted himself with the contents and use methods of the spill kit before site is set up).
Use site resources to limit spread of contaminant (Typical actions are building of emergency bunds, cutting of grips, or placement of dry absorbent soil on spillage).

6) Contact Contract Manager or other appropriate office staff to apprise of situation and request any additional guidance or resources.

Incorporate measures to minimise noise, dust and vibration disturbance to neighbours

Exhausts of all mechanical plant employed on the site are fitted with efficient silencers suitable for residential areas and plant is marshalled to ensure that it is not idling adjacent to any noise sensitive boundaries.

All planning conditions with respect to site working hours are rigorously observed to minimise the nuisance to local residents.

Reasonable measures are taken to suppress dust arising from the works. These measures vary from site to site but include damping down of dry haul roads and stockpiles, wheel washing, vehicle body cleaning, hoardings and placement of material stockpiles in areas where nuisance dust issues are minimised.

All reasonable complaints of noise or dust nuisance from neighbours, regulators or the general public are investigated promptly and if necessary remedial action is taken.

Provide necessary information to enable employees to operate processes efficiently and minimise environmental effects

All staff are encouraged to seek any information they may require to enable process efficiency and environmental impact minimisation from their line manager. The company provides guidance as required.

Continually seek to improve the environmental impact of their activities

The Managing Director or appointed deputy undertakes to hold regular reviews of this policy and the company's activities with a view to identifying areas

where environmental improvements which are consistent with company profitability and performance can be made.

The Managing Director is responsible for setting project-specific targets for waste minimisation and regularly monitors performance against these.

Increase employee awareness of environmental issues and the environmental effects of their activities, including the use of toolbox talks during site inductions .

At the commencement of all projects or when new personnel are introduced to sites, guidance is provided during induction in form of toolbox talks, which include explaining employees' responsibilities.

All employees are encouraged to make suggestions to improve the environmental performance of the project.

Communicate policy to customers, suppliers and public by publication of the policy on the company web page

This policy is made available to any parties who request it and is published on the company website at www.bigginsandgallagher.co.uk

Consider only suppliers and contractors who have an adequate environmental policy to encourage others to adopt a sustainable approach to business

The company is embarking on a programme of supply chain review and will consider as part of this programme all major suppliers' environmental policies. Where suppliers are found not to be able to demonstrate acceptable environmental policies consistent with the principles set out herein, consideration will be given to seeking alternative suppliers.

This environmental policy has been designed to preserve and protect the environment as far as is reasonably practical.

The Managing Director has ultimate responsibility for this policy and through the management team and supervisors, will communicate this policy to all concerned.

The Policy will be reviewed on an annual basis to ensure its continuing efficiency.

Signed..... 5/6/17
Designation: ~~Managing Director~~ Date to be reviewed: June 2018