

# ENVIRONMENTAL POLICY



## Summit Property Maintenance Ltd

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Reviewed by Tony Payne (Managing Director)

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## **1.0 INTRODUCTION**

Tony Payne, the Managing Director of Summit Property Maintenance Ltd, regards the successful development of the organisation as a mutual objective for all engaged by the company, which must be actively pursued by the whole organisation including management and employees at every level. Summit Property Maintenance Ltd has put in place a range of policies and procedures to ensure the compliance with relevant legislation and successful development.

It is important that everyone related to Summit Property Maintenance Ltd fully understands the need to be involved and any failure to comply with the contents of the policies could expose them as individuals and the company to potential criminal liability. As such, any blatant or willful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate disciplinary action by the employer.

Employees and others working or visiting the sites under our control will only be allowed to do so, providing they are prepared to conform to the principles and practices laid down in the policies. Likewise, employees and others who have an association with the company are required to conform to any reasonable procedure, rule or practice imposed through statute or requirement of any site where the company is or is due to carry out work.


## **2.0 GENERAL STATEMENT**

Summit Property Maintenance Ltd view our environmental responsibilities as a key part of ensuring we run an effective business in compliance of all current environmental legislation. We are aware that environmental issues are becoming ever more important and necessary to maintain. To this end we strive to operate in the most environmentally friendly way practical. To do this we will make the following provisions:

- Provide adequate control of waste and environmental impact arising from our work activities.
- Consult with our employees on matters affecting the environmental issues of the organisation.
- Provide and maintain effective and efficient plant and equipment.
- Ensure correct and safe storage, handling use and disposal of substances.
- Provide information, instruction and supervision for employees.
- Prevent accidental release of substances into the environment.
- Maintain environmentally friendly working conditions
- Review and revise this policy as necessary and at regular intervals.
- To work toward continual improvement in environmental issues
- To ensure pollution prevention as far as reasonably practicable

Employees and sub-contractors who work with us have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of Summit Property Maintenance Ltd and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and statutes. Any amendment to the policy or procedures will be brought to the attentions of employees and others affected by such changes.

**Signed:**  **Tony Payne - Managing Director**

**Date:** **25<sup>th</sup> September 2021**

**Review Date:** **25<sup>th</sup> September 2022**

### **3.0 RESPONSIBILITIES**

Overall and final responsibility for the environmental issues is that of Tony Payne.

Day to day responsibility for ensuring this policy is put into practice is delegated to all managers and workers of Summit Property Maintenance Ltd including the Safety Coordinator.

To ensure environmental standards are maintained or improved, the following people have specific responsibility in the following area:

Tony Payne has the responsibility to ensure that all plant and equipment bought by Summit Property Maintenance Ltd conforms to environmental requirements. This includes ensuring that the environmental requirements of our clients or host organisations are known to all Summit Property Maintenance Ltd operatives and that these are adhered to. These duties may also be delegated to the Safety Coordinator.

Office Managers must ensure the provision of adequate facilities to enable all staff to undertake their work with the minimum impact on the environment.

Supervisors are responsible for arranging for the proper storage, use and disposal of materials and equipment. They also have the responsibility of supervising workers on site, and in any workshops.

Drivers must complete daily checks of vehicles and ensure the prompt reporting of any environmental issues such as leaks, excessive use of fuel or poor exhaust emissions.

Workers are to ensure areas are well organised and report any environmental issues to their Supervisor and Manager.

In addition, all employees must:

- Co-operate with Supervisors and Managers on environmental safety matters.
- Not interfere with anything provided in the interests of safeguarding the environment.
- Take reasonable care of the environment.
- Report any environmental concerns to an appropriate person (as detailed in this policy statement).

## 4.0 **ARRANGEMENTS**

- 1 The success of our environment management system requires the involvement of all the people who work with and for Summit Property Maintenance Ltd. We actively encourage communication between all of the people we deal with and welcome feedback of our system about our performance and how we can improve it.

Environmental issues are a topic of our Directors Board Meeting.

Managers are available for employees to speak to regarding environmental matters. All workers have the opportunity to discuss environmental issues with the Safety Coordinator. HE / SHE has the overall responsibility for environmental matters.

In the event of any worker of Summit Property Maintenance Ltd wishing to raise any issues or discuss any item regarding environmental matters they feel could be better dealt with confidentially or impartially, they have free access to our independent advisers.

- 2 Summit Property Maintenance Ltd accepts that the environment is a dynamic and often complex subject. We will seek advice from various sources including the following:
- Employment Medical Advisory Service (EMAS)
  - Environmental Agency (EA)
  - Local Authority (LA)
  - Trade and Business associations
  - Clients
  - Suppliers

For further assistance and to provide impartial advice, we employ and retain the services of:

### **Courtley Health and Safety Ltd**

5 Platinum Court  
Alchemy Way  
Knowsley  
Liverpool  
L33 7XN  
Tel: 0151 545 0497  
[www.courtley.com](http://www.courtley.com)  
e-mail: [info@courtley.com](mailto:info@courtley.com)

- 3 We accept that the environmental matters should be planned at the assessment stage and brought together in procedures that require effective implementation. To help achieve this we will ensure that it is successful and possibly identify how we could improve this further by monitoring our safety performance. This will be done through a variety of easy actions including the following:
- Managers and Supervisors of Summit Property Maintenance Ltd will consider environmental issues on a daily basis.
  - The feedback from the Managers and workers of other organisations will be considered.

Random or programmed inspections with detailed reports are available from our safety advisers, **Courtley Health and Safety Ltd**.

Clients are welcome to monitor our environmental performance on their projects at any time. They are requested to enter working areas only when accompanied by a member of the Summit Property Maintenance Ltd management team.

- 4 When purchasing materials, products or energy sources, the person responsible will consider and endeavour to use environmentally friendly services.
- 5 We will endeavour to employ the following hierarchy of actions when managing materials on project:
  - i. Re-used on site
  - ii. Re-used off site on another site
  - iii. Recycled for use on site
  - iv. Recycled for use off site
  - v. Disposal to recycling facility
  - vi. Disposal to WML exempt site
  - vii. Disposal of landfill.
- 6 In a bid to address social and environmental issues we aim to:
  - o Minimise disturbance caused by sites to their immediate neighbourhood.
  - o Eradicate offensive behaviour and language from sites.
  - o Recognise and reward the contractors' commitment to raise standards of site management, safety and environmental awareness.
- 7 Summit Property Maintenance Ltd seeks to achieve and maintain high standards of environmental performance throughout our operations in a manner that promotes the following:
  - o Compliance with Environmental Legislation, Regulations and Byelaws,
  - o The selection and use of resources from renewable stocks where practically possible,
  - o Preservation, as far as is practical, of the natural environment,
  - o Continuous improvement to environmental performance.
- 8 We will achieve these aims through a variety of actions. Our Managing Director, Safety Coordinator and other designated staff as appointed, will:
  - o Assure responsibility for the implementation and co-ordination of this policy.
  - o Ensure that sufficient resources, including competency, time and finances are made available for the effective implementation of this policy.
  - o Include the aims of this policy into the Management System.
  - o Monitor progress against agreed targets.
  - o Seek to continuously improve environmental performance.
  - o Ensure that employees comply with environmental legislation, obey the site rules of host organisations and develop a good working relationship with the regulatory authorities.
  - o Communicate with suppliers and contractors to ensure that they operate sound environmental practices.
  - o Improve environmental awareness amongst our employees and customers.
  - o Conserve resources through an ongoing energy efficiency programme.
  - o Reduce waste<sup>3</sup> generation in all areas of the business and be fully committed to the prevention of pollution.
  - o Ensure that any hazardous materials are replaced with less environmentally damaging alternatives where practicable.

- Maintain an open and effective relationship with the local community.

- 9 Hazardous waste will be identified and dealt with in accordance with appropriate legislation.
- 10 Waste electrical equipment will be identified and dealt with accordance with WEEE Regulation.
- 11 Where goods are packaged, the company will comply with the Packaging Regulations and reduce the environmental impact of packaging and packaging waste.
- 12 Where possible batteries will be recycled in accordance with the European Directive in preparation for the developing legislation.
- 13 Only those Sub-Contractors who display a commitment to reducing environmental impacts will be engaged.
- 14 While we will make every effort to avoid incidents or emergencies, we recognise that such events can occur. We have set in place the following procedure for all incidents:
- In the event of an environmental incident, a detailed report will be completed by the Manager or Supervisor of the site and forwarded directly to the Managing Director without delay.
  - Where there are issues that may adversely impact on the environment the company will raise the concern with Courtley (Health & Safety) Ltd, who will advise on a suitable procedure.
  - The incident and the effects will be reported at the next directors' meeting.
- 15 The company will review the use of water to ensure that it is minimised. Taps are not to be left running when not in use.
- 16 We will consider energy efficiency on a regular basis. Any suggestions for improvement will be incorporated into working practices and the company policy.
- 17 The environmental impact of plant, vehicles and transportation will be considered and reviewed on a regular basis. All transportation and plant will be well maintained to ensure efficiency. Where possible, fuel-efficient vehicles will be purchased.
- 18 The Managing Director has final responsibility for this Environmental Policy and systems. He is committed to and actively supports the implementation of effective environmental management systems and procedures.
- 19 The company will not contaminate any ground and ensure that any contaminated ground will be dealt with in accordance with legislation and best practice.
- 20 We will monitor our environmental policy and its implications for the scheme. Usually, we will look at the following issues:
- Is there an issue regarding noise? Should we be using silent generators?
  - Are any processes very dusty? Should we use water dampening techniques?
  - Do we need a daily road cleaning on the entrance and in the vicinity, due to the nature of the works?
  - Providing separate skips for recyclable waste.
  - Minimising transport to sites by using crew buses and employment of local labour where possible.



- Minimising water consumption on sites

21 This policy will be reviewed yearly, or at shorter intervals should the need arise.

**4.0 CONFIRMATION OF EMPLOYEE READING POLICY**

To be completed by ALL employees of Summit Property Maintenance Ltd.

I \_\_\_\_\_ (name in BLOCK CAPITALS)

Confirm that I have read the company Environmental Policy. I fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my manager, Safety Coordinator or a safety adviser at Courtley (Health & Safety) Ltd on 0151 545 0467 as soon as reasonably practicable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND RETURN TO HEAD OFFICE**

**5.0 APPENDICES**

**Appendix 5.1**

Updates to Policy

<b>Rev</b>	<b>Item</b>	<b>Changes</b>	<b>Authorised</b>	<b>Date</b>