



ENVIRONMENTAL POLICY

FEBRUARY 2014
To be Reviewed

FEBRUARY 2015

ENVIRONMENTAL MANAGEMENT POLICY

1.1 Environmental Policy Statement

The business objectives of Varciti are to provide professional, customer-focused services to our clients at optimum cost, with a commitment to complying with all environmental legislation applicable to our aspects and any other requirements that may be imposed upon us.

As part of our corporate and social responsibility agenda, environment is one of our key areas and we strive to improve the positive impacts of our operations upon the environment and work towards the reduction and elimination of the negative aspects wherever possible. These aspects include:

- Waste management
- Supplier and contractor management
- Use of raw materials
- Use of energy
- Noise management

We are committed to the prevention of pollution and will assess all new proposed processes to identify potential impacts upon the environment prior to implementation.

We are committed to the continuous improvement of our Environmental Management System which is fully documented and provides the framework for setting and reviewing environmental objectives and targets. The Environmental Working Party acts as a steering committee for setting and delivering targets against our key impact areas.

The policy of Varciti is that our Environmental Management System should comply with BS EN ISO 14001:2004. We commit to implement, maintain and communicate this policy to suppliers, customers and any other interested party.

Signed:

Ian Grantham
Managing Director

Date: 10/02/2014

1.2 LEGAL & OTHER REQUIREMENTS

All requirements imposed upon Varciti are detailed on the Register of Legal and Other Requirements within the company records.

Environmental restrictions imposed on us for any project by a client, local authority or any other interested parties are detailed within contract project management system folder.

1.3 ENVIRONMENTAL TARGETS & OBJECTIVES

Varciti have established the following targets and objectives:

- Increase recycling Within Offices by adding paper recycling Bins to all office areas along with the recycling of toner cartridges, to be achieved by June 2014
- Audit the environmental management systems of 10% of strategic partners and 5% of key suppliers June 2014
- Reduce Carbon emissions from heating systems in all offices by June 2014.
- 75% of Company vehicles to be emission economical models, to be achieved by June 2015.

Action Plan

- Waste Bins specifically for Paper only to be provided in every department, also all printer toner cartridges to be returned to suppliers using the box and bag from the new cartridge.
- Improve the insulation of buildings to reduce the amount of time the heating systems is required to be active.
- Ensure all recommended service dates on heating systems are met to ensure it is working at the optimal level which will reduce our Carbon Emissions.
- All new company vehicles except for Van's are low emission ie:-Blue Motion, Eco Drive this roll out is should mean that by June 2015 75% of the Varciti fleet will be emission economical models.

1.4 ARRANGEMENTS FOR ENVIRONMENTAL MANAGEMENT OF SIGNIFICANT IMPACTS

WASTE MANAGEMENT

In accordance with our Environmental Policy all waste generated from our offices will be, where practicable, segregated and disposed of by utilising registered and licensed waste disposal contractors. Transfer notes will be retained by the Project Team, within the PMS Folder, for all waste removed from site.

Should there be the need to remove hazardous waste, all products will be removed and disposed of in accordance with relevant local enforcing bodies, with all licenses obtained, and transfer notes retained as proof of correct disposal. Where there is more than 200kg of hazardous waste to be removed from site, the premises will be registered with the environmental agency as required by the Hazardous Waste Regulations 2005.

Where site conditions allow two debris skips will be utilised and all waste will be segregated into inert and general waste

All waste carriers will have the appropriate licence details of which and will be kept with other statutory documents. All Waste Consignment Notes will be retained, recording the category of waste removed and the destination of the waste.

ASBESTOS

Varciti manages its responsibilities in line with the Control of Asbestos Regulations 2012 (regulation 4).

All engineers complete the UKATA Asbestos Awareness course prior to commencing works on any of our client's site's a refresher course is then taken periodically.

Before work commences on any property which may contain ACM'S it is requested that we view the Asbestos register and if this is not available have an Asbestos survey carried out in the area of our works.

Only licensed contractors are used for the removal and disposal of any Asbestos which is encountered on any of our sites.

NOISE

Where practicable, Varciti will ensure noise generation is reduced to an acceptable level for Contractors on site and the general public in the local vicinity.

All contractors will be reviewed to ensure they use plant & equipment with efficient noise suppression or controls fitted to assist us in attaining reduced noise output levels.

In line with our environmental policy, Varciti will work in conjunction with any client to inform adjacent parties or persons likely to be affected by any noisy works during a project.

Varciti will work within the requirements of any restrictions imposed on the project works. Furthermore, Varciti will manage works in line with any guidelines imposed and ensure the client is fully aware of the requirements imposed on the project.

All complaints concerning noise emissions from our sites are to be reported as stipulated within our Environmental Management System on the necessary forms to maintain a register of complaints. Complaints will be investigated and appropriate corrective and preventive measures taken to prevent reoccurrence.

EMISSIONS INTO THE ATMOSPHERE AND WATER COURSES

Emissions into the atmosphere and watercourses are to be controlled by the best available means practicable. Where practicable, environmentally safe products will be used, attempting to minimise the effects of our works on the environment.

PRODUCT	CONTROL TECHNIQUE
Diesel & petrol Accidental spillage	Where possible, generators and fuel powered machinery should be positioned in a bunded area to contain spillage. Ensure bund has the capacity to contain the maximum amount of fuel stored in the machinery plus 10%.
Paints; Thinners; Cleaning Fluids	Suggest utilising water based products negating the need for the use of spirit based products. Prevent products from entering the drainage systems.
Hazardous Dusts generated from;	Suggest safer alternative (ply,

<p>MDF (Dust & Formaldehyde) Gypsum Cement based products</p>	<p>blockboard, natural timber products. etc). Prepare materials off site to minimise cutting and dust generation. Utilise dust extraction equipment and provide screening to contain dusty atmospheres. Damp down working areas.</p>
<p>Smoke</p>	<p>Company policy prohibits the lighting of fires on site. Extinguish accidental fires immediately. Maintain areas clear of combustible materials.</p>

EMERGENCY PROCEDURES

The following areas are considered as needing emergency control procedures. The control procedures are communicated to all persons on site during the induction stage.

SPILLAGES

Any spillages that occur on site must be contained and prevented from entering any watercourse and harming the local environment. Varciti will have COSHH information for all substances being stored and used on site and will review the constraints of the substance/material prior to any person handling or coming into physical contact with it.

Spillage kits of appropriate sizes will be available on site, if required, and will be used in accordance with the manufacturer’s instructions. For further guidance on suitability of the spillage kit for certain substances, the manufacturer or supplier will be contacted.

WASTE CONTAMINATION

Where specific segregated waste storage facilities are cross contaminated, the worst case scenario will be assumed and the waste will be removed as per the most hazardous waste contained within. The requirement for waste segregation where possible will be fully explained during the induction process onto site, therefore reducing the amount cross contamination errors on site.

The site team will ensure information is communicated to relevant site operatives and clear signage is displayed at each waste storage facility.

Roles & Responsibilities

Directors

The Managing Director has overall responsible for environmental issues and the implementation of the company policies and procedures
The projects and operations directors enforce this within their respective areas.

Environmental Manager

The Environmental manager is responsible for enforcing the policies and procedures from an operational level to ensure compliance.

Also regular management audits will be carried out by the environmental manager along with Quarterly review meetings.

Responsibilities will also include EMS and policy review on an annual basis and also monitoring of the aims and objectives to ensure they are being met or will be met within the stated time frames.

Another key role of the environmental manager is to keep the environmental legal register and library up to date.

Managers

Are responsible for the day to day actions of the site engineers and office staff to ensure compliance and understanding of the environmental requirements in line with company policies and procedures. Also to make sure that the on-site weekly Environmental audit sheets where completed and any subsequent issues are reported and addressed.

Engineers/ Office Staff

Comply with the company environmental policies and procedures and report any issues which arise within their daily duties.