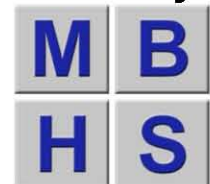


Thames Valley Maintenance (Oxford) Ltd

ENVIRONMENTAL POLICY 2012

Issued by:



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1. ENVIRONMENTAL POLICY STATEMENT

Thames Valley Maintenance (Oxford) Ltd takes a close and responsible interest in the environmental impact arising from the company's activities. The Board's intention is to ensure that all work activities are carried out in accordance with this policy and all relevant statutory provisions.

The Board has nominated Chris Milham as having particular responsibility for Environmental issues for Thames Valley Maintenance (Oxford) Ltd.

This Policy sets out Thames Valley Maintenance (Oxford) Ltd organisation and procedures for managing environmental issues throughout its operations.

Thames Valley Maintenance (Oxford) Ltd will regularly review the types of work equipment and its uses and will provide employees with all practicable measures, including information, instruction, training and supervision to ensure that they act in accordance with good practice, therefore preserving and enhancing the environment.

This policy will be brought to the attention of and Thames Valley Maintenance (Oxford) will consult all Employees, Designers, and Contractors/Designers employed by Thames Valley Maintenance (Oxford) Ltd.

The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

Directors Signature: C. Milham

Date: 30th March 2014

Review date: March 2015

2. RESPONSIBILITIES

The effective implementation of this policy is dependant upon the people who are responsible for ensuring that all aspects of work, whether in the office or on a worksite, are carried out with due consideration for environmental issues.

Ultimate responsibility lies with Thames Valley Maintenance (Oxford) Ltd, but specific duties have been delegated to Chris Milham and other employees, taking into account their role, experience, and training.

The Director Responsible shall:

- ◆ Promote an interest and enthusiasm for environmental matters throughout Thames Valley Maintenance (Oxford) Ltd and foster an understanding that environmental issues are an integral part of business and operational efficiency.
- ◆ Monitor the effectiveness of implementation of Thames Valley Maintenance (Oxford) Ltd Environmental Policy. Ensure that this policy is reviewed on a regular basis, and is updated as necessary.
- ◆ Initiate discussion and consultation with Thames Valley Maintenance (Oxford) Ltd employees, on environmental issues.
- ◆ Report to Thames Valley Maintenance (Oxford) Ltd, on a regular basis, information regarding the implementation of this Policy and its procedures and ensure it is recorded in the minutes.

Departmental/Operational Managers

The Managers shall:

- ◆ Be required to know of the detailed requirements of the appropriate statutory provisions, as listed, affecting the range of Thames Valley Maintenance (Oxford) Ltd operations.
- ◆ Read and understand this Policy and procedures and ensure that Construction work is carried out in accordance with its requirements, and ensure that this policy is brought to the attention of all employees.
- ◆ Ensure the Thames Valley Maintenance (Oxford) Ltd Environmental Policy and Procedures are implemented on a daily basis on company activities and monitor at regular intervals compliance with this Policy.
- ◆ Ensure that all plant or equipment owned or hired by Thames Valley Maintenance (Oxford) Ltd, or its sub-contractors, is of adequate design and specification to carry out the work for which it is to be used, and with due regard to the environment within which it is to be used.

3. ARRANGEMENTS

Operational Details

- ◆ When planning or undertaking construction works, consideration must be given to the environmental impact of the work operations, processes or products used.
- ◆ Construction work activities could cause serious damage to the local environment from air pollution, the run-off of chemicals, poor storage of products or the lack of equipment for dealing with emergency spillage etc.
- ◆ The control of pollution act imposes restrictions on work activities, which may create an adverse effect to the condition of the ground, air, or water.
- ◆ Construction work activities could also create other forms of pollution, which may cause a nuisance to other persons in residence or using the area.
- ◆ During the planning stage of work, the environmental impact of the project will be assessed for activities which may cause a nuisance to other persons in residence or using the area e.g. noise emissions, dust or chemical pollution, especially if food is prepared in the area and suitable controls developed and put in place.

Registers

- ◆ Risk assessments have been considered to demonstrate the impact of company activities upon the environment.
- ◆ Legislation:

Set out below is a range of environmental legislation that may impact upon the works of Thames Valley Maintenance (Oxford) Ltd:

The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 2006
The Environmental Permitting (England and Wales) Regulations 2010
The Hazardous Waste regulations 2005
The Clean Air Act 1993
The Environmental Protection Act 1990
The Environment Act 1995
The Water Industry Act 1991
The Water Resources Act 1991(Amendment) (England and Wales) Regulations 2009
The Control of Lead at Work Regulations 1998
The Ionising Radiation Regulations 1985
The Control of Asbestos at Work Regulations 2012
The Control of Asbestos in the Air Regulations 1990
The Environmental Protection (Duty of Care) Regulations 1991
The Conservation (Natural Habitats etc.) Regulations 1994
The Wildlife and Countryside Act 1981
The Town and Country Planning Act 1990
The Town and Country Planning Regulations 1988/92/94

Training

Thames Valley Maintenance (Oxford) Ltd, as part of their overall training strategy, will provide necessary training for their staff to:

- ◆ Increase awareness of environmental issues
- ◆ Make employees aware of the company environmental policy
- ◆ Encourage co-operation with others regarding the environment.

Procedures

Air Pollution

◆ During the planning phase of a project all steps will be taken to minimise the risk of environmental air pollution from the following causes:

Noise and Vibration

The Control of Pollution Act 1974 and the Control of Noise and Vibration at Work Regulations make reference to the need to control noise and vibration on construction and demolition sites, and Thames Valley Maintenance (Oxford) Ltd will minimise the risk of such pollution by:

- ◆ All measures will be taken to ensure all plant/machinery and other operations are carried out to an acceptable level of noise or vibration in accordance with site rules and any Local Authority Guidelines.
- ◆ Selecting the type of plant or machinery which may, or may not, be used.
- ◆ Where practicable work activities will be designed and planned to minimise the generation of noise and vibration and all tools/equipment will be selected and maintained so as to minimise exposure to high levels of noise or vibration.
- ◆ Where noise levels are above 80 db(A) Area Sq will provide hearing protection to its employees.
- ◆ Where noise levels are 85 db(A) Area Sq will provide hearing protection to its employees, and ensure it is worn.
- ◆ Due to the closed nature of some sites or their proximity to other properties, any operations that may create high levels of noise or vibration will not be carried out without permission from the Site Management.
- ◆ Noisy operations that are audible at the boundary of the site will only occur in accordance with Local Authority guidelines.
- ◆ Regular monitoring will be undertaken by Site Management to ensure any pollution is minimised to an acceptable level.
- ◆ Detailing procedures for any change in circumstances.

Vapours/Fumes

- ◆ Many materials or products, when used in a work location, may release vapours or fumes that can damage the environment and be hazardous to the health of workers or other persons who may be affected.
- ◆ The likelihood of such hazards will be assessed and adequate control measures designed and implemented. The controls will eliminate risk where possible, or otherwise minimise it.

Dusts – Silica

- ◆ Many construction activities readily produce high concentration of silica dust, which is dust containing “sand.”
- ◆ Silica dust can contain large particles that can be seen and a dust mask can reduce personal exposure. There are also very fine silica particles produced, that are very difficult to see and are of a size that are easily breathed in, and this is called respirable silica dust and can create serious ill health in those exposed to it.
- ◆ Clouds of dust do not restrict themselves to the construction site itself, but may migrate and contaminate the local environment around the site. Such pollution may cause problems for local food processing companies, restaurants, cafes, schools, hospitals, and general living accommodation.
- ◆ Where water suppression techniques are used, on systems such as grit blasting, respirable silica may be breathed in with the water spray. Workers are therefore advised to use suitable respiratory protection, as well as using such suppression techniques.

Asbestos

The Control of Asbestos at Work regulations 2012 require that all persons working with materials containing asbestos products, (i.e. cutting, drilling, demolition of buildings, structures, installations or the removal of insulation materials), will minimise the possibility of creating airborne asbestos fibre emissions and therefore not causing significant environmental pollution.

Thames Valley Maintenance (Oxford) Ltd will:

- ◆ Ascertain the asbestos content of a structure before commencing work.
- ◆ Take care not to disturb any materials possibly containing asbestos fibres or residues of asbestos.
- ◆ Dampen with water the small amounts of asbestos to be removed, in accordance with HSE’s Asbestos Essentials, to minimise fibre release.
- ◆ Wear full protective clothing where necessary.
- ◆ Monitor all asbestos fibre concentrations:
 - a) At the workplace
 - b) At site boundaries
 - c) In lorry cabs

Lead

- ◆ Work causing exposure to lead is regulated by the requirements of the Control of Lead at Work Regulations 1998. See also sub-section on ground contamination.
- ◆ Work activities may yield high concentrations of lead dust or fumes, such as abrading, cutting, welding, or the burning of materials containing, or painted with, products containing lead.
- ◆ A person within a building, may also breathe in lead fumes where external burning off is undertaken, and therefore such exposure will be minimised.
- ◆ Full protective clothing and suitable approved respirators must be worn when dealing with lead residues, and strong plastic bags will be provided to carry any contaminated protective clothing to specialist cleaners.
- ◆ Health surveillance checks will be carried out on employees where necessary.

Exhaust emissions

Because of the fuel they burn, motor vehicles or other internal combustion engines, generators, compressors etc., are one of the largest sources of airborne pollution, with their production increasing steadily as the use of vehicles increases.

Amongst the elements that pollute the environment from exhaust emissions are:

- ◆ Carbon monoxide
- ◆ Hydrocarbons
- ◆ Nitrogen oxides
- ◆ Lead
- ◆ Carbon dioxide
- ◆ Particulate matter (smoke)

To minimise the extent of pollution, Thames Valley Maintenance (Oxford) Ltd will:

- ◆ Use engines and fuels designed to cause less pollution.
- ◆ Limit the use of road vehicles or other internal combustion engines.
- ◆ Maintain and or modify existing engines so they minimise the degree of pollution.

Ozone

- ◆ Ozone is the result of a chemical reaction between sunlight, nitrogen oxides, and hydrocarbons from vehicles emissions and industrial sources.
- ◆ Ozone may produce runny eyes, throat irritation, or breathing difficulties.
- ◆ Ensure all work places are adequately ventilated and air quality monitored if high levels of ozone are suspected.

Radiation

- ◆ Before commencing work on a site where any work involving radioactive materials has taken place previously, and where radioactive contamination, whether natural or manmade may be present, consult the HSE and the Environment Agency.
- ◆ It will be necessary to use specialist contractors for all aspects of both the removal of substances and the decontamination where radioactive materials are being dealt with.

Water Pollution

The employers, of the persons undertaking work activities with hazardous products or chemicals, are to provide:

- ◆ Suitable and sufficient bunded storage areas.
- ◆ Suitable and sufficient spillage control kits for the materials in use.
- ◆ Suitable protective clothing and equipment.
- ◆ Suitable washing and welfare facilities.
- ◆ Training in the reasons why and the procedures to be adopted in emergency situations.

Water Materials

- ◆ Materials, which may damage the environment, or be a risk to persons in the future, must be disposed of in accordance with current Waste Disposal Legislation. It is therefore the policy of Thames Valley Maintenance (Oxford) Ltd that the carriage of all such waste products will be via a specialist contractor.

Hazardous Waste

- ◆ Special Waste is industrial or commercial waste material that is considered to be particularly hazardous.
- ◆ The classifications of special waste are quite extensive but examples of some special waste are: Materials containing asbestos, flammable, explosive, corrosive, carcinogenic, harmful, toxic, irritant etc.
- ◆ It is therefore the policy of Thames Valley Maintenance (Oxford) Ltd that the carriage of all such waste products will be via a specialist contractor.
- ◆ Under the 2009 Hazardous Waste Regulations all construction activities will be notified to the environmental Agency.

Waste Disposal

In order to dispose of hazardous waste Thames Valley Maintenance (Oxford) Ltd will:

- ◆ Ensure any consignment has the correct documentation, with an accurate description including the appropriate six digit European Waste Catalogue code.
- ◆ Ensure that the waste is passed to a registered waste carrier, and check the carriers' certificate, or contact the Environment Agency to check registration; and
- ◆ Confirm that the receiving site is authorised to accept your waste type.

Emergency Procedures

- ◆ During the preparation of project plans suitable and sufficient equipment will be provided to enable the safe storage, use and clearing up after accidental spillages.
- ◆ The details of these emergency procedures are show in the risk assessment documents.

Monitoring

As part of Thames Valley Maintenance (Oxford) Ltd monitoring of company operational performance, mangers are required to undertake environmental monitoring. The monitoring activities will comprise:

- ◆ The monitoring of Thames Valley Maintenance (Oxford) Ltd environmental procedures and systems of work.
- ◆ The monitoring of Thames Valley Maintenance (Oxford) Ltd compliance with environmental issues by the Project Managers.

Directors Signature: C. Milham

Date: 30th March 2014

Review date: March 2015