

FIRE MANAGEMENT LIMITED

SPECIALISTS IN PASSIVE FIRE PROTECTION

ENVIRONMENTAL POLICY

January 2023

Fire Management Limited

1 Hotspur Park
Knights Way
Battlefield Enterprise Park
Shrewsbury
Shropshire
SY1 3FB

Tel: 01743 467381

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1.1 INTRODUCTION

Fire Management Limited (FML) is committed to continual improvement within its procedures and systems in order to assist and care for, not only the needs of clients, but also others affected by the works. In addition, the company also recognises the importance and benefits of safeguarding and protecting the environment, and the prevention of all types of environmental pollution. Accordingly, an Environmental Management System (EMS) has been established to ensure that the company is equipped to abide by current legislation, over and above that required for their prime function of passive fire protection and the workforce is encouraged to participate in self-regulation. The EMS contains an Environmental Manual detailing procedures, controls and best practice; this Environmental Manual is reviewed annually by the Managing Director to ensure accuracy, and performance against its criteria is monitored throughout the year by inclusion within site inspections regularly undertaken by senior management and the company's health, safety and environmental consultants, The Health & Safety Service Ltd.

Mr Mark Stone, Managing Director of Fire Management Limited holds overall responsibility for all environmental matters and hereby declares the Company's willingness to:

- (a) Abide by legal obligations
- (b) Use all practicable measures to lessen the environmental impact of the works
- (c) Promote environmental awareness within the Company, its employees (direct or indirect), and others involved with its undertakings

In the event of any problems arising in connection with health, safety, environment and welfare or of any legal requirements, then advice may be sought. The services of our Safety and Environmental Consultants are always available and their address is as follows:

The Health & Safety Service Limited
Suite 5
Maple House
Queensway Business Park
Queensway
Telford
Shropshire
TF1 7UL

Tel: 0845 163 4444
Mobile: 07710 303 608

Gary Hewitt MIIRSM, PIEMA, Dip2.OSH, AMIFPO, CMIOSH

If there is an emergency after hours, the Health and Safety Co-ordinator should be contacted, who will in turn, contact The Health & Safety Service Limited on your behalf.

1.2 ENVIRONMENTAL POLICY STATEMENT

Fire Management Limited is committed to the environmental policy to ensure that its activities and services fully meet the requirements of its clients and interested parties, including regulatory bodies such as The HSE and The Environmental Agency. The goal of the company is to ameliorate its impact on the environment and protect the environment at all times.

Commitment to the implementation of supporting managerial and business operational systems is essential to realising that goal.

Fire Management Limited aims to provide a high-quality, cost-effective service to its clients and are committed to a top quality of service whilst also minimising the company's effect on the environment.

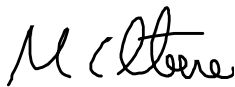
Throughout its activities Fire Management Limited will endeavour to meet its environmental obligations to:

- Continue to improve its environmental performance and prevention of pollution.
- Comply with all relevant legislation and regulatory requirements.
- Use energy efficient work equipment and implement energy saving measures.
- Ensure all activities are conducted in such a way as to cause minimum negative impact on the environment and prevent pollution.
- Raising the awareness of environmental issues with all employees and working in partnership with clients and suppliers to promote environment issues.

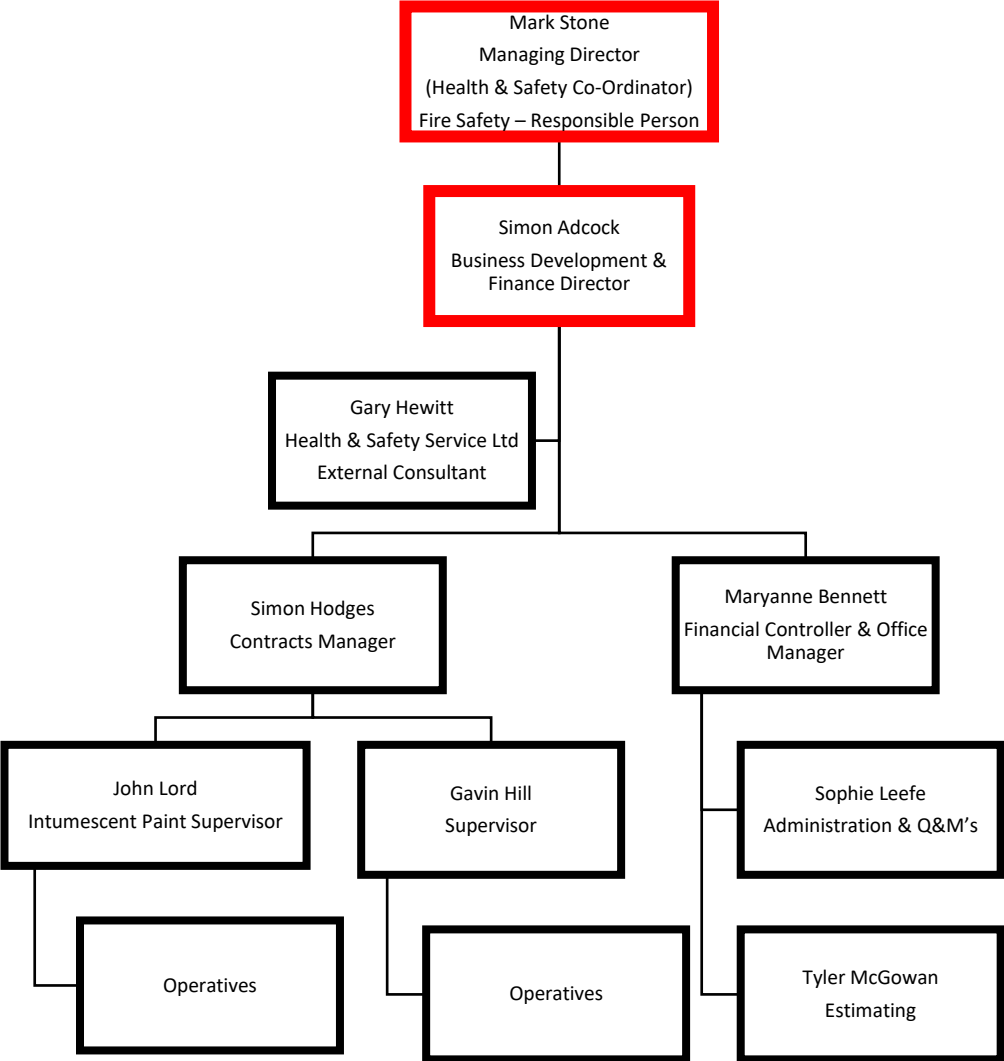
In order to achieve this Fire Management Limited will:

- Operate an environmental management system and adopt working practices that will minimise the negative effects and/or enhance the positive effects the company has on the environment.
- Train and educate all employees in respect of its environmental policies and encourage contribution of every employee towards improving the environmental performance of the company.

This statement of company policy will be communicated to all persons working under the control of the company. This policy is also available to interested parties upon request.

Name:	Mark Stone
Position	Director
Date:	3 rd January 2023
Signature:	
Review:	3 rd January 2024

1.3 ENVIRONMENTAL ADMINISTRATION



1.4 THE MANAGING DIRECTOR/ OVERALL ENVIRONMENTAL RESPONSIBILITY

Has a responsibility to ensure that:

1. The company complies with all relevant UK legislation – refer to the environmental register of regulations for details.
2. The company receives adequate advice and guidance to enable the register to remain current and procedures to include best practice.
3. All necessary actions and interactions with other parties are undertaken to enable the requirements of policy and environment manual, current legislative duties, and the prevention (as far as reasonably practicable) of environmental damage to be met.
4. To encourage innovation and recycling or the use of recycled materials as appropriate.
5. The policy and environment manual are reviewed at least annually (and intermittently as necessary).
6. The policy and environmental manual are circulated to all site and Head Office management (Site Supervisors and above), and sufficient training provided to ensure complete understanding of roles and responsibilities.
7. All necessary resources are made available to enable the directors and site supervisors to carry out their functions effectively and with due regard for provisions of this Policy.
8. Training (including site-specific as necessary) is given to all company employees – direct or indirect – to ensure understanding and compliance with the policy, environmental manual and current legislation.
9. Monitoring is undertaken and discipline procedures enforced to uphold principles of the policy.
10. There are efficient emergency procedures established on each site, particularly liaison as necessary with the Environment Agency and other environmental enforcement bodies to report, investigate and establish causes, effects and improvements as a result of environmental accidents, incidents or near-misses.
11. Environmental accident/incident statistics are produced in order to identify trends and target areas of improvement.
12. A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible given the considerations necessary to complete the contract.

1.5 DIRECTOR

Has a responsibility to ensure that:

1. Procedures and systems laid down in the company environmental policy and manual are implemented.
2. There is awareness of these procedures and personal responsibilities by the site supervisors and all other employees (including sub-contract and indirect employees) under their control.
3. Adequate and appropriate consideration is given to environmental issues when planning, establishing and setting-up a site.
4. Recycling and the use of recycled materials are encouraged as appropriate.
5. Sufficient personnel and equipment is requested/ authorised to enable environmental procedures and considerations to be adequately addressed and the director is informed when resources fall short of adequate.
6. Any necessary documentation is distributed to Client, Principal Contractor, Principal Designer, or any other legitimate party before, during or following completion of the works.
7. Emergency procedures and contact telephone numbers are made available and displayed on each site.
8. There is prompt reporting, investigation and monitoring of all accidents, incidents or “near-misses” to the Director and enforcing agencies as necessary; action is taken as appropriate to prevent a recurrence.
9. A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible given the considerations necessary to complete the contract.

1.6 SUPERVISORS

Have a responsibility to ensure that:

1. They assist management in the monitoring of environmental performance, including adherence to the environmental policy and its associated procedures.
2. Any local environmental restrictions or controls as laid down within the conditions of control, specifications, etc) are understood and adhered to.
3. There is sufficient awareness of, and instruction (site-specific if necessary) into, these procedures and personal responsibilities by all direct employees, sub-contractors and indirect employees under their control.
4. There is sufficient supervision and instruction (site-specific if necessary) given to all employees under their control – with particular responsibility towards “young persons” or inexperienced employees.
5. Co-operation and co-ordination are achieved between the company and other contractors interacting with the works.
6. Sufficient personnel and equipment are being used to enable operations to be carried out efficiently and with least risk to the environment.
7. All plant and equipment is checked upon receipt, and deemed safe, efficient and properly maintained; all defective or below-standard plant and equipment is removed from use immediately pending replacement or repair.
8. No aspect of the environment shall be disturbed any more than absolutely necessary to enable the works to be undertaken.
9. All necessary environmental documentation is obtained, completed and filed as necessary on site, and returned promptly to head office for archiving or further action.
10. Emergency procedures are established, and the workforce is inducted on each site.
11. The director is notified immediately in the event of an environmental accident, incident or near-miss; the situation is to be made safe, so far as is reasonably practicable, and suitable action taken to prevent recurrence (at least in the short-term).
12. Prompt and efficient action is taken to rectify any recommendations or notices served by the Environment Agency or other enforcement body.
13. A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible given the considerations necessary to complete the contract.

1.7 ALL OTHER EMPLOYEES (INCLUDING SUB-CONTRACTORS)

Have a responsibility to ensure that:

1. The company's environmental policy has been read and understood, and work is carried out to these requirements.
2. All training and instructions relating to the environmental policy are understood and followed throughout the works; the site supervisor is contacted for further advice or guidance if it is felt there has been insufficient understanding or training, or procedures require modification.
3. Full co-operation is expected and shall be given by all employees (direct or indirect) to assist the company in carrying out its duties under this policy and environmental legislation.
4. No aspect of the environment shall be disturbed unless instructed to do so by the site supervisor, and only then as necessary to enable the works to be undertaken; care must be taken not to interfere with surroundings etc any more than absolutely necessary, disturb any delineated areas of significant risk, or to cause pollution or environmental nuisance.
5. Only undamaged and fully functional plant and equipment is used; any damaged or defective plant or equipment is withdrawn from use immediately and reported to the site supervisor, particularly that which may result in spillage or leakage.
6. All environmental issues such accidents, incidents, "near-misses" or emergencies of any nature are reported immediately to the site supervisor. All work in that area is to cease immediately pending further instruction.
7. Any adverse or potentially damaging conditions, non-compliance with environmental procedures, etc. are reported to the site supervisor immediately, even if there is no apparent or immediate risk.
8. A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible given the considerations necessary to complete the contract.

2.1 Structure of Documentation

- 2.1.1 The company's policies, objectives and organisational structure regarding environmental matters are defined in this policy document.
- 2.1.2 These policies and objectives are achieved by a variety of systems and arrangements, the requirements of which are defined and documented in either this policy document or supporting operational procedures and instructions.
- 2.1.3 The contents of both this policy document and supporting procedures or instructions are reviewed regularly, to confirm that the defined arrangements continue to satisfy changing business needs and legislative requirements.

2.2 Control of Information

- 2.2.1 All documents and data supporting the company's environmental policies are approved for use by suitably qualified and competent staff, and subsequently controlled to ensure that:
 - (a) Pertinent information is available to all personnel managing or performing any activity where a foreseeable environmental risk has been identified.
 - (b) Invalid or otherwise obsolete information is controlled to prevent non-intentional use.

3.1 General Requirements

- 3.1.1 This policy details the company's approach and strategy to all environmental issues, with regards to the day-to-day operation of the premises and site related operations.
- 3.1.2 Overall responsibility for sound environmental practises, including compliance with environmental legislation, must lie with the Director, as laid out within this policy.
- 3.1.3 All employees, including subcontractors, are responsible for environmental management and should be encouraged to provide both negative and positive feedback.
- 3.1.4 Risk assessments and method statements will take environmental issues into consideration to ensure, and foreseeable environmental aspects and impacts are reduced to an acceptable level and legal compliance is maintained.

3.2 Recycling and Waste Management

- 3.2.1 Waste is defined in the Waste Framework Directive (2008/98EC)

“Any substance or object which the holder discards or intends or is required to discard”.

Lower Tier Waste Carriers Registration Number: CBDL1460

- 3.2.2 Waste arising from site operations will be stored in appropriate containers at the company's premises until ready to be sent to a disposal facility.
- 3.2.3 All documents and records (written information) in relation to the storage, transportation, and disposal of waste will be kept in accordance with legislative guidelines and will demonstrate that the correct European Waste Catalogue Codes are applied.
- 3.2.4 The company will ensure that the hierarchy of waste management is deployed in relation to waste that is does not contain asbestos such as paper and electrical equipment.

Hierarchy of waste management:

Prevention > Reduce > Reuse > Recovery >Responsibly Dispose.

4.1 Contamination to Land & Watercourses

- 4.1.1 An initial site survey will identify any potential risk and extra caution will be taken to ensure that any site operations do not interact with any watercourses and groundwater.
- 4.1.2 All fuel required for plant will be labelled and store correctly in containers and securely kept in bunds or containers at least 110% greater than the fuel container itself.
- 4.1.3 When refuelling plant, a drip tray or similar will be used to ensure no spillages contaminate the ground.
- 4.1.4 Where portable toilet facilities are used, they must be self-contained and serviced by a competent person or subcontractor.
- 4.1.5 Wash and shower facilities where facilities must also be properly managed to ensure contaminated water does not enter drainage systems.
- 4.1.6 Spillage procedures are developed to ensure that any spillage of a hazardous substance is controlled, and the environmental impact is minimised.
- 4.1.7 Where an environmental emergency takes place, the company will notify the relevant authorities such as the local council or the Environmental Agency and ensure any remedial action is implemented to mitigate the impact.

4.2 Atmospheric Pollution

- 4.2.1 Control of substances hazardous to health are set out within the health and safety policy.
- 4.2.2 The fleet of company vans must be maintained to an acceptable level, including regular servicing, to ensure that vehicle emissions are reduced to the lowest practicable levels.
- 4.2.3 Plant and equipment must be maintained to a high standard. Refer to the health and safety policy for further information.
- 4.2.4 Where possible, new plant and equipment will be used as they are generally manufactured to reduce their environmental impact.

4.3 Noise Pollution and Nuisance

- 4.3.1 Control measures for noise are defined within the health and safety policy but they can also have an effect on the environment including local communities, businesses and wildlife.
- 4.3.2 Noise emanating from plant and equipment will be reviewed in risk assessments and method statements to ensure that the noise is reduced at source where possible, isolated, or the reduction time is reduced.
- 4.3.3 Hearing protection is provided if all other steps to reduce the noise exposure cannot be reduced and a risk to the operator and those nearby is still present.

4.3.4 Authorities and the local community should be notified if levels of noise are likely to cause disruption such as un-sociable hours.

4.4 Dust and Airborne Nuisance

4.4.1 Dust suppression and extraction equipment is used to ensure that dust is controlled on site.

4.4.4 Other systems of control such as permits to work wash down facilities are also provided and managed to ensure the correct use of such facilities and equipment.

4.5 The General Public and Wildlife

4.5.1 Risk assessments and methods statements prior to commencing work will identify any potential risk to the local habitat and the safety of the general public, with the aim of reducing any foreseeable environmental impact.

4.5.2 The company aim to reduce their environmental impacts but avoiding, where possible, noise, dust, smoke, emissions, obstructions and contamination of land and water as detailed within the manual.

4.5.3 Where disturbances to the local community, including wildlife, are unavoidable then the company will seek advice from **The Health & Safety Service Limited**, the HSE, the Environmental Agency and the local council and systems put in place to ensure operations are conducted in a way that minimises its environmental impact.

5.1 General Requirements

- 5.1.1 Procedures to cater for environmental emergencies must be implemented and maintained, including communication with staff and training applied where necessary.
- 5.5.2 Emergency controls and procedures relating to health and safety can be found within the health and safety policy.
- 5.5.3 Risk assessments will be in place and continually reviewed to ensure that they reflect any changes to current operations such as site location and equipment used.
- 5.5.4 Staff inductions and training, including toolbox talks, are continually applied to ensure familiarity with procedures and the company's environmental targets and objectives.
- 5.5.5 COSHH assessments are maintained and identify the correct storage, handling, and safe disposal of the hazardous substance.
- 5.5.6 Fuels are banded to prevent contamination to land and/or watercourses. In the event of a spillage then actions to clean up the spillage and minimise the risk of contamination is applied. Spill kits should be provided for such emergencies.
- 5.5.7 In the event of a serious environmental emergency the Environmental Agency must be contacted as soon as possible on incident hotline: **03708 506 506**.

Such emergencies include:

- damage or danger to the natural environment
- pollution to water or land
- illegal dumping of hazardous waste or large amounts of industrial waste
- incidents at Environment Agency-regulated waste sites

- 5.5.8 The local authority should be contacted in such emergencies as:

- burst water mains
- noise
- waste
- dangerous buildings or structures