

**H.E.S**

**ENVIRONMENTAL MANAGEMENT POLICY**



# HAMPSHIRE

ENVIRONMENTAL SERVICES

## ENVIRONMENTAL MANAGEMENT POLICY



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# Environmental Policy Statement

Hampshire Environmental Services are fully committed to achieving the highest standards with regards to environmental matters arising out of our activities. It is the intention of the organization to be at the forefront of our industry through a policy of continual improvement. An integral element of our sensitivity to environmental issues is that it may affect not only our employees but also our other stakeholders.

When determining priorities for the allocation of resources, environmental objectives shall be given equal consideration with all other organisation objectives.

All managers, supervisors and employees have duties and responsibilities under this policy, and in order to ensure these are met at regular reviews of environmental performance will be carried out.

## Aims of the Policy

Hampshire Environmental Services recognises that protection of the environment requires all activity to be conducted in a sustainable manner. Hampshire Environmental Services are fully committed to best environmental practice and each department takes responsibility for its own environmental performance.

Hampshire Environmental Services has acknowledged these responsibilities by publishing this environmental policy. Our organisation is committed to implementing the actions stated in the policy and objectives. In order to achieve this our organisation is;

1. Establishing health, safety and environmental policies for which the Top Management has ultimate responsibility and which forms part of the organisation's business plans.
2. Developing a comprehensive Environmental Management System (EMS), which ensures compliance with all relevant environmental legislation, regulations, codes of practice and any other standard to which the company subscribes. The organisation is also committed to the prevention of pollution. The EMS will evaluate the organisation's environmental impacts resulting in the setting of clear objectives with the aim of establishing continual environmental improvement in environmental performance. The organisation's overall performance will be monitored by regular audits and reviews.
3. Intent on integrating environmental management with health and safety management at all areas of activity.

## Policy Objectives

The EMS will develop over time so that all key issues pertinent to the organisation will be addressed. Initially, the EMS will pay close attention to the following policy objectives;

1. Minimise the environmental impacts of our existing processes/activities and ensure that the implications of new processes are fully assessed prior to their introduction.
2. Effectively manage and control our authorised processes
3. Dispose of waste and effluents in a responsible and safe manner
4. Reduce the likelihood of environmental accidents and incidents through the use of risk assessments and action planning
5. Promote ownership and control of environmental issues at business level
6. Provide the necessary training and support in order to ensure that the organisation can fulfil the requirements outlined in this policy
7. Introduce programmes that aim to minimise waste
8. Minimise energy use through effective energy management.

Signed:



**Top Management**

**Date: 02/10/14**

**Review Date: 02/10/16**

## **SECTION 1.0 GENERAL DESCRIPTION**

### **1.1 Summary and introduction**

Hampshire Environmental Services Ltd. is committed to the development of its Corporate Policy Statement and Environmental Management Manual. Integrating good environmental management and practice throughout its sphere of organization and operations. The operation of its undertakings, in liaison with client and other organizations, will be carried out safely and efficiently; providing adequate resources and expertise to meet its environmental obligations and commitments.

This document specifies the mandatory environmental requirements applicable to all contract works undertaken by the company. The environmental aspects of this manual describe how we shall review the processes that shall be used for the proposed works, and shall then assess the environmental risks posed by each process.

The company shall undertake to carry out the works with a view to exercising a precautionary approach under an environmental duty of care with the purpose of preventing harm to human health; the environment and ecological systems during all aspects of the contract works and activities.

We will also comply, fully, with environmental legislation; exercising the best practical means and available techniques to avoid and prevent the pollution of environmental streams: contamination of any land or other property.

### **1.2 Application**

The purpose of this manual is to provide a controlled source of mandatory environmental clauses that set out the minimum requirements for each and every contract activity and the particular requirements for specific contract works.

The policy laid down in this plan applies to all permanent, temporary, and contract personnel employed by the company. It applies to all standards, activities, processes and related procedures pertinent to the work of managed projects.

The manual also provides the framework for satisfying client and contracting organisations that we are fully aware of the environmental issues that could affect the contract and these are to be managed on individual project sites: including contingency plans to minimize the potential environmental risks of any medium to high probability incident.

### **1.3 Environmental legislation**

We shall carry out the works in compliance with the requirements of UK environmental law, and shall pay particular attention to the following principal environmental legislation;

- Control of Pollution Act (COPA)
- The Environmental Protection Act
- The Environmental Protection (Duty of Care) Regulations
- The Water Resources Act
- Water Act
- The Environment Act
- Water Industry Act
- Waste Management Licensing Regulations

- Wildlife and Countryside Act
- Protection of Badgers Act
- The Planning (Listed Buildings and Conservation Areas) Act
- Ancient Monuments and Archaeological Areas Act

## SECTION 2.0 RESPONSIBILITIES AND RISK CONTROL

### 2.1 Responsibilities

Responsibilities for maintaining the environmental principles contained in the manual and for its review rests with;

Position	Responsibility
Managing Director	Policy custodian & duty holder
Contracts/ Environmental Manager	Policy management & administration, Environmental management (EMS) system facilitation.
Site Supervisor	Site environmental management, monitoring and control.

#### Managing Director

The Managing Director is responsible as the custodian of the Environmental Manual and for ensuring that the manual is revised and brought to the attention of responsible managers.

He will ensure that the aims and objectives laid down in the manual are achieved and the progress of the stated objectives is brought to the attention of the Director at management meetings. He will be instrumental in continuously seeking to improve environmental performance, reduce pollution, emissions and waste.

#### Contracts/ Environmental Manager

The Contracts/ Environmental Managers are responsible for managing and revising the manual and ensuring the content is maintained up to date and communicated to responsible managers.

He is responsible for ensuring that the contents of the Environmental Manual and procedures are applied on each project. The contracts manager must ensure that objectives of the manual are communicated to the workforce and implemented on each site in accordance with the policy.

#### Site Supervisors

Site Supervisors must ensure staff are adequately trained and briefed on the proposed work and associated method statements. They must also ensure the workforce is adequately supervised including young and inexperienced members who may require extra supervision.

Site Supervisors must ensure that environmental inspections are regularly carried out and recorded and any necessary remedial actions completed. He will also ensure that method statements are followed on site and that any changes required are brought to the attention of the Contract Manager.

### **Members of the workforce**

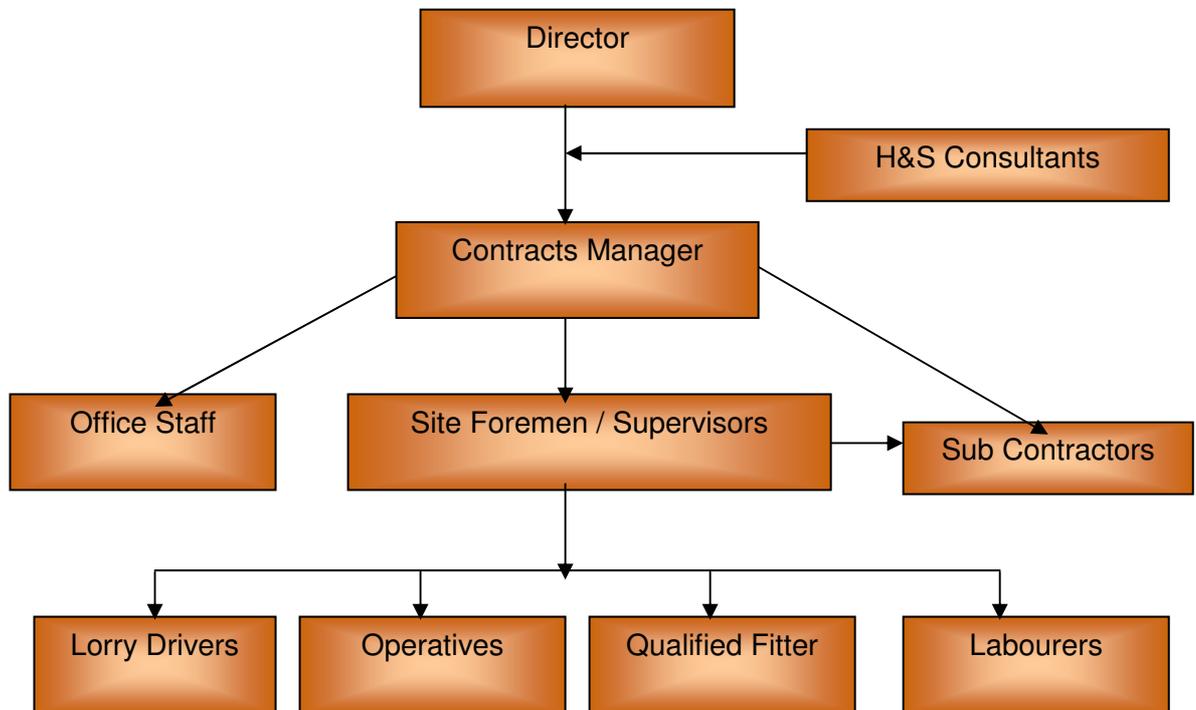
Employees must ensure that the work they are required to carry out does not adversely affect the environment and the wider ecology. They will co-operate with the company to ensure safe environmental systems of work are properly implemented and to bring any problems to their site supervisor's attention.

### **External Health and Safety Adviser**

Environmental advice and support will be obtained from external consultants. The external consultant will provide support and advice in the preparation of environmental impact assessments, risk assessments and method statements, and will act as the competent person under the 'Knowledgeable Team' member.

## 2.2 Responsibilities flow chart

The flow chart describes the way lines of functional responsibility and communication is designed to operate for managing environmental aspects.



## 2.3 Environmental issues

In exercising a precautionary approach as a duty of care, the company shall also ensure that any disruption to surrounding communities and local ecology is avoided or minimized to the lowest reasonably practicable level it is able to achieve.

We shall notify the client immediately should any environmental contamination or pollution occur (whether accidental or as a result of a naturally occurring event), in the course of contract works.

We shall apply the best practical means to contain and control such pollution, as is practicable in the circumstances, in accordance with legal and sound environmental practice.

## 2.4 Environmental planning

In exercising a precautionary approach, the management shall also ensure that environmental issues are thoroughly discussed at the design stage with a view to ensure the environmental impact of our operations are identified and the effects that may cause an environmental threat are minimized and controlled through the Environmental Aspects Register.

Further to this, where any environmental threats are identified that require specific precautionary planning, the resulting issues will be managed, initially, through an

environmental impact and risk assessment through to the specific control measures identified in the Site Specific Environmental Action Plan (SSEAP).

Throughout the project life there are certain procedures relating to the safeguarding of the environment that must be carried out. This is best achieved by: -

- Carry out an Environmental Risk Assessment (ERA)
  - Prepare and develop an SSEAP
  - Include environmental risk assessments and method statements
- To ensure environmental risks are identified and controlled

The contracts manager is responsible for ensuring the above plans are sufficiently developed and agreed with the relevant parties that preparatory works are able to commence.

The site supervisor is responsible, on behalf of the company, for the Environment Management of the site, and ensuring that the SSEAP is implemented. All staff, contractors, and sub-contractors must therefore be fully aware of, and instructed in, during the Induction to Site. The SSEAP emphasising on environmental compliance, by all, must be carried out.

The site supervisor has the benefit of the company's environmental advisor and consultants for advice and guidance in any areas where knowledge and experience is lacking.

## **2.5 Ergonomics of Site**

The setting up and layout of any site is crucial for good environmental management. The site plan will be drawn up at the planning stage having identified environmental vulnerable and hazardous areas, taking into account activities on and adjacent to the project area.

The site plan will include, but not be limited to: -

- Existing onsite and cross-site utilities, above and below ground.
- Controlled water sources.
- Access and egress points.
- Public highways, including rights of way.
- Topographical detail, including ponding and potential flooding areas.
- Tree Preservation Orders (TPO's)
- Sites of Special Scientific Interest (SSSI)

## **2.6 Environmental Hazards and Risk Assessment Registers**

Environmental Risk Management Registers for the site will be drawn at the planning stage, and maintained as a "Live Document" throughout the project.

The contents of the register will include:

- Environmental design information
- Synopsis of environmentally sensitive areas and activities.
- Environmental risk assessments measures.
- Waste management

## 2.7 Pollution incident control plan

Following an initial onsite response and reporting of a polluting incident, the Site Supervisor or other responsible person will implement the provisions of the company's Pollution Incident Control Plan.

## 2.8 Hazard recognition

Numerous environmental hazards exist at known and unknown sites as an intrinsic feature of their particular environments. Environmental related hazards may also be imported into the work environment as part of a contractor's work activities or management culture.

## 2.9 Risk management practice

We recognize their duties that require potential environmental hazards to be identified, and the risks arising from those hazards to be evaluated, and reduced to the lowest reasonably practicable level. The basic hierarchical steps in the assessment and control of work place risks are recognized as:

- Identification of environmental hazards;
- Assessment and evaluation of the risks involved;
- Define, prioritise; implement and communicate actions to be taken to eliminate or control those risks;
- Evaluate the extent to which the controls implemented, are effective;
- Monitor and review the process at regular intervals;

All project related hazards will be identified, the risks assessed, and safe systems of work established prior to any work commencing. All environmental risk assessments will be incorporated into the relevant method statement, and the control measures required will be written into the sequential method of work.

In addition to the risks involved with the actual work activity or location, the assessment process will also consider risks arising from: -

- Underground and overhead services
- Access and egress to and from the work site by the employees involved;
- Delivery, unloading and preparation of work equipment, plant, and materials;
- Maintenance of tools, plant and work equipment;
- Disposal and removal of waste and excess materials;
- Spillage and containment of materials;
- Potential emergency situations;

Similarly, the assessment process will consider environmentally influenced risks to:

- Employees
- Others on site
- The general public
- Trespassers

## 2.10 Risk assessment and control

### 2.11 Introduction

Within every organization hazards exist or are known to exist. The objective of risk management (via assessment, evaluation and control) is to eliminate or control environmental risks from whatever source it may arise. We are committed fully to eliminating or reducing risks to the environment and safety of their personnel and others who may be affected as a consequence of environmental related activities.

### 2.12 Risk assessment

We shall undertake suitable and sufficient assessments of environmental risks and take decisive action to eliminate or reduce to the lowest reasonably practicable level, all risks to which all categories of the workforce and others may be exposed.

The duty to assess and control workplace risks is not exclusive or restricted to our personnel.

### 2.13 Risk quantification

To assist in the risk evaluation process, we have adopted a system of quantifiable risk classification. This system is based on the equation of the perceived hazard severity multiplied by the probability of that hazard occurring. The value of the equation gives a cumulative numerical value of the risk exposure.

#### Severity X Probability = Numerical risk exposure value

The values assigned in Table 2, refer accordingly:

**Table 2.**

Severity classification		Probability classification		Quantifiable degree of risk (Risk value)	
1	Trivial	1	Never	0-6	Low risk
2	Minor	2	Remote		
3	Serious	3	Occasional	8-10	Medium risk
4	Major	4	Quite frequent		
5	Catastrophic	5	Likely	12-25	Extreme risk

## 3.0 GENERAL ENVIRONMENTAL PROVISIONS

### 3.1 Environmental management plan (EMP)

The required scope of the EMP shall address the following minimum standards set out below.

The EMP will define, through the (EMS), how;

- We will comply with the Client's environmental requirements.
- we will comply with relevant legislation and regulations

- All significant environmental aspects and impacts will be addressed.
- Environmental pollution will be prevented and any environmental emergencies dealt with.
- The various roles and responsibilities needed to meet the environmental requirements will be organized within the companies' management structure and how internal communications between them will be managed and site personnel will be made aware of their environmental responsibilities.
- Any waste material will be dealt with.
- Any permissions, consents or licences that are required will be obtained.
- Construction and delivery traffic will be routed and managed.
- Noise, vibration and lighting will be managed.
- Any relevant authorities or other bodies will be consulted and the programme for doing so.
- Complaints and other communications will be dealt with.

### **3.2 Environmental policy statement**

The Environmental Policy is communicated to all employees initially during the recruitment process and within their induction training sessions. All changes to the Policy will be communicated further to employees through the following methods;

### **3.3 Preliminary site investigations and surveys**

Prior to any contract work being undertaken the Contracts Manager in collaboration with the Design will make arrangements for a site survey to identify and determine any environmental concerns that may create any risk to the environment, amenities or cause unnecessary conflict with surrounding community interests.

Information gained during the survey shall be recorded; incorporated in environmental register for determination and evaluation of any significant environmental aspects. The purpose of the survey is to define the relevant design aspects to prevent, reduce or where possible remedy any significant negative impacts that might present a risk to the project scope of works to achieve best practicable environmental performance.

Where the assessment and evaluation process identifies a possibility for a polluting event the necessary design specifications and precautionary measures shall be developed; incorporated in the relevant method statement and risk assessments and communicated to responsible managers.

### **3.4 Scope of work description**

A site-specific method statement with reference to risk assessments will be produced with environmental inclusions for individual contract work packages.

### **3.5 Statutory consents**

Our Contracts Manager will liaise with the client, planning supervisor or project management consultants, whichever is applicable, to ensure any planning consents required under the direction of the Competent Authority are made in good time.

### **3.6 Asset management**

We shall take into account and control any disturbance to local communities brought about the movement of transport, delivery of personnel and materials.

### 3.7 Reporting of environmental incidents

All environmental incidents will be reported. Examples of environmental incidents include:

Incident category	Incident nature
Major	<ul style="list-style-type: none"> <li>An activity, which does not comply with environmental procedures and gives rise to significant environmental pollution, contamination or harm.</li> </ul>
Minor	<ul style="list-style-type: none"> <li>An incident, which has occurred due to a failure in management systems.</li> <li>An activity, which does not comply with environmental procedures.</li> <li>A major environmental incident that was narrowly avoided.</li> <li>The use of an item of equipment, which is considered to be neither best practice nor operating in accordance with best practicable means.</li> </ul>

**The Site Supervisor will take appropriate action to prevent further environmental damage and commence clean up operations immediately.**

The Site Supervisor will notify the Contracts Manager of the details of the incident, who will complete the Environmental Incident Report for submission to the Managing Director, at the earliest opportunity.

Where considered necessary in the event of any significant environmental incident occurring - the Environment Agency (EA) may be informed on their;

**24 hour contact number;**

**Emergency Hotline**

**0800 80 70 60**

The EA operates a call free 24 hour 7 days a week facility

### 3.8 Waste management

All categories of waste will be managed according to the appropriate controls and that;

- Steps are put into effect that any waste produced is disposed of in accordance with statutory regulations.
- Responsibility for waste management is effectively delegated and communicated.
- Waste so produced does not cause harm to human health, or pollution of the environment.

All waste material generated on site, as consequence of contract works shall be disposed of as '*non-hazardous or hazardous waste*' in the skips provided. Working practices must not cause litter or rubbish to accumulate. The Contracts Manager shall ensure works sites are inspected at the end of each working period and any waste or litter is removed and disposed of properly.

A licensed and approved waste removal contractor will undertake waste removal.

### **3.9 Hydrology**

In the event of a discovery of water the Site Supervisor shall report the matter to the Contract Manager whom, upon receipt of the matter, will refer the information to the Environmental Director and the Client at the earliest opportunity.

### **3.10 Built environment**

We shall respect, and conform to the protection of Listed Buildings or any other buildings, amenity or facilities when conducting its contracted operations. The Contracts Manager shall ensure that all necessary precautions are taken by work teams to prevent any trespass, or damage, to the property of another during the course of their operations.

All forms of property damage, however insignificant, will be reported to the Site Manager who will record the details. The Contracts Manager will formally report to client's details of any environmental damage accordingly.

### **3.11 Contingency measures (Asset damage and contaminated land)**

At the planning and design stage the Contracts Manager shall take into account the possibility of encountering contaminated soil or ground during the course of project works. Discovery of contaminated land or material will be reported to the Client as a matter of urgency.

Secondly, the Site Supervisor shall carry out the following actions:

### **3.12 Compliance monitoring**

We shall undertake regular audits, worksite and site inspections to ensure that all environmental requirements are being complied with. The frequency of these audits and inspections shall be appropriate to the nature of the undertaking; degree of foreseeable risk of environmental harm.

### **3.13 Records**

We will document any environmental risks, commitments or other relevant information to provide a record of advice to those responsible for subsequent work on the site and,

or structure during maintenance, repair, renovation (or demolition) of a contract asset. Details such as these will be required for inclusion in the contract Environmental File.

### **3.14 Environmental monitoring and review**

We will monitor environmental legislation, best practice and codes of conduct, such that an up-to-date Register of Environmental Regulations may be maintained and staff immediately notified of any changes in environmental law, which may affect them.

We will monitor and review their environmental management system performance at regular intervals.



**APPENDIX 2**

**Environmental risk assessments Register 1. Sensitivity Register**

<b>Environmental Risk Assessments Register 1 – Sensitivity Register</b>	<b>Site Location</b>
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Activity	Possible Effects	Present on site	Remarks
1. Watercourses	<ul style="list-style-type: none"> <li>• Site is adjacent to major watercourse.</li> <li>• Site is adjacent to minor watercourse.</li> <li>• There is a major watercourse/waterbody on the site.</li> </ul>		
2. Groundwater	<ul style="list-style-type: none"> <li>• The Site is over a major aquifer.</li> <li>• The Site is over a minor aquifer.</li> <li>• The site is adjacent to a potable water source.</li> <li>• The site contains a potable water source.</li> </ul>		
3 Designated nature conservation sites	<ul style="list-style-type: none"> <li>• The site is adjacent to a site of SSI.</li> <li>• The site is adjacent to a National Nature Reserve.</li> <li>• The site is adjacent to a Local Nature Reserve.</li> </ul>		

**APPENDIX 2**

**Environmental risk assessments Register 2. Activities Register.**

<b>Environmental Risk Assessments Register 2 – Activities Register</b>	<b>Site Location</b>
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Activity	Possible Effects	Present on site	Remarks
Groundworks a) Vegetation removal b) Topsoil removal c) Stripping of surface materials	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Vibration</li> <li>• Dust from natural soil</li> <li>• Dust from contaminated soil</li> <li>• Disturbance of protected species</li> <li>• Silt (due to surface run-off)</li> <li>• Exposure of contamination material</li> <li>• Encountering unexpected contamination</li> <li>• Encountering unexpected archaeological finds</li> </ul>		

**APPENDIX 2**

**Environmental risk assessments**

**Register 3. Materials Register.**

<b>Environmental Risk Assessments Register 3 – Materials Register</b>		<b>Site Location</b>	
<b>Material</b>	<b>Possible Hazard</b>	<b>Present on site</b>	<b>Remarks</b>
Existing services	<ul style="list-style-type: none"> <li>Rupture of water mains or sewer leading to silt contaminated run-off</li> </ul>	Y	No knowledge of existing services
Existing structures	<ul style="list-style-type: none"> <li>Encountering disused above or underground storage tanks or pipelines containing pollutants</li> </ul>	Y	No knowledge of existing structures
Adverse ground conditions	<ul style="list-style-type: none"> <li>Effect of high sulphate or high water table on foundations and services</li> </ul>	Y	Designers duties to ensure nil effect on foundations
Asphalt/bitumen	<ul style="list-style-type: none"> <li>Ground and ground water contamination from spillages</li> </ul>	Y	Spill kit to be available on site
Cement/grouts	<ul style="list-style-type: none"> <li>Ground and ground water contamination from spillages</li> <li>Litter generation</li> <li>Dust generation</li> <li>Damage to protected plants</li> </ul>	Y Y Y Y	Spill kit to be available on site Site supervisor
Concrete	<ul style="list-style-type: none"> <li>Pollution of watercourses or surface water network from mixer washwater</li> </ul>	Y	Site foreman to control

**APPENDIX 3  
Environmental checklist**

Contract Number..... .....	Contract Name:
Site Address:	
Date of Assessment:	Assessor:
<b>Environmental Policy &amp; Management Systems</b>	
Name of person with overall responsibility of environmental affairs on site:	
<b>Noise</b>	
Are there any restrictions in place on working hours?	
Has an environmental noise assessment been undertaken?	
<b>How near to the works are the closest residential properties?</b>	
<b>Material Handling &amp; Storage</b>	
Are bulk chemicals, and hazardous materials stored on site (give details)?	
Are there specific training requirements for handling chemicals? Is this given?	
Are there control measures in place for operational use and emergency / accidental spillage (i.e. spill trays, spill kits, drip trays, bunding and containment measures)?	
Are there inventories, procedures (handling and emergency), incident logs, and responsibilities in place, known and followed?	
<b>Waste Management</b>	
What are the main wastes generated on site?	
Who has ownership of waste management issues on site (duty of care)?	
Are waste transfer/consignment notes in operation?	
Is the waste removal contractor licenced to remove and transport waste?	
<b>General Public / Local Area</b>	
<b>Describe the area in which the site is located? H/M/low risk area.</b>	
<b>Is the site fully enclosed and protected by secure fencing?</b>	
<b>Are all personnel, contractors and visitors inducted and details recorded?</b>	
<b>Are there any SSSI's likely to be affected by the work?</b>	

**APPENDIX 3**

**Environmental Inspection Form**

<b>Company Name.</b>	<b>ENVIRONMENTAL INSPECTION REPORT</b>		
	<b>Date of inspection:</b>		
	<b>Location</b>		
	<b>Inspection By:</b>		
	<b>Copy to:</b>		
<b>Environmental Defect / Hazard</b>	<b>Corrective Action Required</b>	<b>Person Responsible</b>	<b>Date Rectified</b>