

Environment and Waste Management Policy

Introduction

Due to the wide range of activities carried out in our office and on site, Hinds Building Services produces a variety of waste outputs. However, it has shown and intends to continue to show its commitment to adopting sensible and practical environmental and waste management policies to ensure that as much waste as possible is diverted from the landfill.

Hinds Building Services has and continues to map out the key legislation on environmental protection and incorporate these into its day-to-day operations. These include Water Resources Act 1991, Environment Act 1995, The Special Waste Regulations 1996, The Landfill (England and Wales) Regulations 2002, The Hazardous Waste (England and Wales Regulation) 2005, The Climate Change Act 2008, The Waste Batteries and Accumulators Regulations 2009, Building Regulations 2010, The Waste (England and Wales) Regulations 2011, The Environmental Permitting (England and Wales) Regulations 2016 and other subsequent amendments to this legislation or other rules or regulations enacted under law.

Vision

To positively and proactively reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill while complying with all legislation and simultaneously aiming for the best industry practices in the disposal of waste

Core Duties

Under the Environmental Protection Act 1990, Hinds Building Services understands that it has a duty, whether as an importer, producer, carrier, keeper, treater or disposer of controlled waste to take all necessary measures within its reasonable capacity to prevent the contravention of duties under this legislation, which include the transfer of waste only to persons who are so authorised to transport and dispose of waste and the prevention of waste from his control.

As a result, each site must keep a record of how much waste is being generated, ensure that only registered waste carriers remove waste from the site. The allocated member of staff on site must also securely hold and return to the office all transfer notes for waste disposal. These should be kept for a minimum of three years.

Waste Hierarchy

This hierarchy details our processes in dealing with waste:

1. The first aim should be to **plan and reduce**: careful planning in the pre-construction phase will ensure that there is limited waste to be disposed.
2. Once it is clear that waste will be generated, we aim to **re-use** where possible. For example, good quality timber, which is re-usable, should be stored for re-use on another project.
3. Where possible, waste should be given another lease on life by use of **re-cycling**: whether through a re-cycling facility or biological decomposition to create soil matter
4. Where none of the above three options are available, the remainder of waste should be **disposed in an untreated form** in a landfill. It is our aim to reduce the amount of materials that are disposed in landfills.

Safe Handling of Waste

Hinds Building Services is cognisant that there are a number of types of waste material, some of which are hazardous. Hazardous waste includes oils, fuels, batteries, paints, fluorescent tubes among others. An understanding of the waste management and hazard

codes should be understood by operatives to ensure appropriate waste disposal. To this end, before the commencement of each project, a specific on-site party will be designated to set out a waste disposal plan, with a view to determining how any additional waste (such as packaging discussed below) can be diverted from the site and ultimately the landfill.

Landfill Diversion

Hinds Building Services is committing to selecting the best waste management strategies, which include the adoption of waste service providers who have made commitments to reduce landfill usage, thereby diverting high percentages of its waste materials away from landfills. This includes where possible the recycling of waste. This re-iterates and supports our waste recycling hierarchy above.

Roles and Training

All employees, including sub-contractors, will be made aware of our high standards for environmental and waste management. Employees are expected to act in accordance with its terms. The Managing Director is responsible for ensuring that this policy is up-to-date and compliant with legislation while allocating the specific roles as needed under this policy. This role holder should ensure that waste management is an essential consideration at the time of tendering.

Procurement

Hinds Building Services will seek to actively encourage its supply chain to reduce the extent of waste produced in the packaging of materials. As a result, in its ordering, Hinds Building Services aims to be proactive, thereby using larger pack sizes to reduce the amount of packaging per unit. Further, we will request that cardboard packing rather than plastic or polystyrene as it is not easily recyclable or reusable.

Where there is procurement of a skip or similar facilities, this should be clearly signed to ensure that only the appropriate/correct waste is placed in that container. Failure to do this may result in the unfortunate and undesirable outcome of waste mixture and pollution.

Office Operations

Where possible, manuals and other documents will be provided electronically. However, where we believe that there is a justifiable business case to produce a printed document, such as our Guide to All Suppliers, this will be printed on double sided paper. We will aim to source our paper from sustainable sources and use stock which is fully recyclable.

All devices, including computers, printers and mobile phones, should be set to the most efficient setting which will allow them to go into sleep mode when not in use for a prescribed period of time. We will also aim to use energy efficient devices across the office. Unless there is a business case to support otherwise, we will use a single multi-function printer for all computers in the office.

Within the office, we would aim to reduce the use of single use plastic bottles, encouraging the use of existing water bottles which can be re-filled from a water dispenser.

When seeking new fixed office premises, we will give consideration to the likely energy performance of the building and its proximity to public transport networks. All white goods purchased for use in offices must be a minimum of A-rated under the EU Energy Efficiency Labelling Scheme.

In each office, there will be clear provision for recycling and all employees will be encouraged to recycle.

Specific Environmental Challenges

Apart from the disposal of waste, there are a number of specific environmental challenges connected to the operation of a construction site or office.

Hinds Building Services is seeking to tackle **noise pollution** by allowing for off-site pre-fabrication where possible; encouraging site operatives to place materials carefully down rather than dropping materials to the ground; selecting machinery, for example, a generator which has a lower noise output; and ensuring that all machinery is appropriately serviced as this can reduce noise output. Considerations, including working times, will assess the potential impact on local neighbours. We will also consider the **vibration impact** of our tooling and machinery.

It is possible that on new sites, **wildlife** may be affected. An assessment on the impact on wildlife and how this might be mitigated should be taken into consideration. When trees must be removed, consideration of whether the tree is protected will be undertaken. Further, over the long term, we will aim to mitigate any net negative impact by replanting trees.

Consideration will also be made to the **air quality** on site. Our operatives and all sub-contractors and associated parties should consider the impact on air quality before undertaking any activities. Vehicles should not be left idling on site. Where there is some delay on site, the vehicle should be switched off and the operative should wait until they are given clearance to proceed. Any dark smoke from machinery, except in cases of start up, should be immediately investigated. In such cases, the machine should be switched off and the potential defect should be reported. The machine should not be used until it has been cleared by the relevant site official. Dust is a major consideration when considering air quality. As a result, activities such as cutting or grinding out and other high dust-generating activities should use dust mitigation techniques, such as water. All fires and bonfires are prohibited on site.

Though prior testing and assessment of the ground may have occurred, it is possible that excavation could expose some **archaeological finding**. In such cases, the excavation should be immediately halted, the area should be marked and this should be reported to the site manager or most senior person on site at that point.

Management Team, Hinds Building Services

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