

## Environmental

### 1.1

The identified but not limited to, environmental legislation and regulatory requirements relevant to this project are:

- Clean Air Act 1993 and the prohibition of dark smoke
- Control of Pollution (Oil Storage) Regulations 2001
- Control of noise at work Regulations 2005
- Water Resources Act 1991
- Water Industry Act 1991
- The Environmental Protection Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- Hazardous Waste (England and Wales) Regulations 2005
- The Site Waste Management Plans Regulations 2008
- L.E.Z. Low emissions zone, TFL

Where no specific regulatory requirements apply, Queensbury will comply with industry best practice having regard to guidance published by authoritative sources including, but not limited to, the Environment Agency, British Standards and industry and professional associations.

All relevant new legislation and regulations are reviewed as part of day-to-day management activities and more formally during quarterly management Management Reviews, in order to establish their relevance with regard to the Organisation's activities.

Queensbury Shelters subscribes to the Defra/Environmental Agency website that issues a regular newsletter that contains specific environmental information and highlights revised or anticipated legal changes that have, or may have, an impact on the company's identified Environmental Aspects.

Examples of websites that the Company is able to obtain information regarding any changes in environmental legislation are:

- a) [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- b) [www.thecarbontrust.com](http://www.thecarbontrust.com)
- c) [www.constructionline.co.uk](http://www.constructionline.co.uk)
- d) Existing Insurance brokers and Commercial Combined Insurers and their associated risk management advisors

**1.2.**

We recognise our business activities may have a direct and indirect impact on the environment and therefore undertake these activities in a manner sensitive to their environmental impact, seeking to conserve natural resources, reduce waste and minimise pollution wherever possible.

Because we wanted the Environment to be at the forefront of every decision we make and every solution we provide to our Customers, Queensbury Shelters operates an **ISO 14001:2004** 'Environmental Management System'. The development of this Environmental Management System has enabled us to review all business and operational processes and to implement an environmentally friendly, yet robust approach to the way we carry out our business. Our EMS covers waste management, recycling, utilities management, business transport, procurement and environmental incident reporting and investigation in accordance with our environmental policy. A copy of our Environmental policy statement together with a copy of our ISO 14001: 2004 certificate have been attached.

**1.3.**

The specific environmental impacts and risks but not limited to that we envisage to arise during the course of this project are:

Environmental aspect	Source	Potential environmental impact	Control measures and any action/improvements required
<b>Noise generation</b>	Plant and machinery operations	Local noise environment; impact of quality of life, health risks	<ul style="list-style-type: none"> <li>• Low noise machinery to be used.</li> <li>• Older, noisier machinery to be replaced with newer equipment.</li> <li>• Noise levels to be identified on machinery.</li> <li>• Site hours to be adhered to.</li> <li>• Use of localised acoustic screening</li> <li>• Compliance with PUWER</li> </ul>
<b>Use of chemicals</b>	Vehicles, processes, plant and machinery etc.	Soil and water pollution; loss of non-renewable resources; odours, spillages; risks to human health; emissions to air	<ul style="list-style-type: none"> <li>• Chemical quantities to be kept to an absolute minimum.</li> <li>• Chemicals to be stored in locked, secured and banded containers.</li> <li>• Staff to be trained in the safe use and disposal of substances.</li> <li>• When necessary, products to be disposed of as hazardous waste.</li> <li>• COSHH risk assessments to be completed on</li> </ul>
<b>Use of plant and equipment</b>	Exhaust fumes from vehicles	Air quality and atmospheric pollution; loss of non-renewable fossil fuels; noise pollution and health risks	<ul style="list-style-type: none"> <li>• Vehicles to be regularly serviced and maintained so that they are as fuel efficient as possible.</li> <li>• Older plant and machinery to be replaced with more modern and efficient models.</li> </ul>

<b>Recyclable waste</b>	Paper, glass, metal, wood, cardboard, excavated materials	Generation of methane and other bi-products during decomposition; loss of recyclable material and landfill space; odour from waste transfer stations and landfill sites	<ul style="list-style-type: none"> <li>Recyclable materials to be separated at source.</li> <li>Separate collections to be arranged for recyclable wastes.</li> <li>Construction wastes to be re-used or recycled whenever possible.</li> </ul>
<b>Hazardous waste</b>	Office, workshop	Soil and water pollution, generation of toxic and hazardous leachates; loss of recyclable material and landfill space; health risks	<ul style="list-style-type: none"> <li>Licensed waste contractor to take waste to licensed waste disposal site.</li> <li>Contract to be in place.</li> </ul>
<b>Waste handling and storage</b>	Office, workshop	Soil and water pollution; odours, spillages and pests	<ul style="list-style-type: none"> <li>Waste to be kept in locked yard.</li> <li>Valuable materials to be kept inside.</li> <li>Site to be secured with fencing and gates.</li> <li>CCTV to be installed.</li> </ul>
<b>Recyclable waste</b>	Paper, glass, metal, wood, cardboard, excavated materials	Generation of methane and other bi-products during decomposition; loss of recyclable material and landfill space; odour from waste transfer stations and landfill sites	<ul style="list-style-type: none"> <li>Recyclable materials to be separated at source.</li> <li>Separate collections to be arranged for recyclable wastes.</li> <li>Construction wastes to be re-used or recycled whenever possible.</li> </ul>
<b>Pollution incidents</b>	Spillage of fuel, chemicals etc.	soil and water pollution; impacts on treatment plan capacity; odours, spillages and pests	<ul style="list-style-type: none"> <li>Pollution response plan to be in place.</li> <li>Staff to be trained.</li> <li>Spill kits to be available.</li> <li>Equipment to be kept in good condition to prevent spills</li> </ul>
<b>Discharge to foul sewer</b>	Pipes cracking, leachate to ground	Water pollution; impacts on treatment plan capacity; odours, spillages and pests	<ul style="list-style-type: none"> <li>Drains to be cleared regularly.</li> <li>Drains to be marked accordingly.</li> </ul>
<b>Business travel</b>	Exhaust fumes from vehicles	Air quality and atmospheric pollution; loss of non-renewable fossil fuels; nuisance, congestion, quality of life, health risk	<ul style="list-style-type: none"> <li>Journeys to be kept to an absolute minimum.</li> <li>Where possible, staff to travel in multi-seat vehicles rather than alone.</li> <li>Staff to stay at work sites, rather than travelling each day.</li> </ul>

#### 1.4.

Queensbury Shelters commitment to care for the environment is translated into company policies and procedures in the following ways:

- In pursuance of continual improvement in environmental performance: this being achieved through the ongoing development of internal Environmental Management Systems including the regularly review of appropriate measures to prevent or reduce our environmental impact and carbon footprint.
- Queensbury Shelters aims to set and review objectives and targets associated with identified significant environmental aspects, such as material selection/usage, resource usage, transportation and waste management with the overall aim to reduce the associated environmental impacts of all works associated to Queensbury business operations and activities.
- Queensbury will liaise with its suppliers, contractors and customers to find practical, mutually cost effective ways to minimise environmental impacts of common concern, assisting Queensbury Shelters in its quest for continual, sustainable improvements in its overall environmental performance.
- Queensbury Shelters will strive to develop the skills and competences required for relevant staff to manage environmental issues relating to Queensbury business activities and seek to increase awareness of appropriate environmental issues with all staff, subcontractors, suppliers and clients.

When planning work activities, full account is taken of those factors that help to eliminate potentially harmful emissions/discharges, waste or other forms of pollution such as noise. Decisions about operational priorities take appropriate account of the environmental constraints that may be present and the environmental impact created. It involves organising work activities and the use of resource efficiently, understanding their impact on the environment and finding ways to reduce their negative and increase their positive impact.

For instance:

- Queensbury's on-site procedures would include careful planning of the timescale of the works in order to minimize disruption in the local community.
- All sites reinstatements will be carried out as per the Code of Practice issued by Highways Authority and Utilities Committee (HAUC) 2010
- All site equipment are carefully selected in order only to purchase tooling which emits the lowest practical noise level possible so as to minimize the effect on the local community
- Queensbury operates a varied fleet, in order to be able to select the right sized vehicle for the job; All of Queensbury HGVs' are Euro 5 compliant.

Where required in relation to particular projects we will undertake an environmental impact assessment. We will identify the legislation which applies to our activities and ensure that our policies and procedures reflect the legal requirements placed upon us.

Another initiative introduced last year at Queensbury was a cycle to work scheme as part of its continued commitment to sustainability. This is done through a salary sacrifice scheme. The aim of the scheme is to support sustainable travel initiatives and promote healthy leaving amongst member of staff.

Our Environmental Policy is explained to all new staff as part of their induction training and a copy is made available for reference to any member of staff. An annual review of our Environmental Policy is carried out to ensure that the procedures and control measures remain valid and relevant to our work activities.

**1.5.**

- a) One of our key objective is to manage and wherever possible reduce the amount of waste produced by the company. Waste management contractors therefore play a vital role in helping Queensbury to achieve this.

By therefore working in partnership with our waste management contractors, we are able to put in place arrangements to collect valuable data about our organisation including the types and quantities (volume and/or weight) of waste collected. This then allows us to understand our baseline performance and set targets for reducing/managing the amount of waste we produce.

The selection of waste contractor is done as per the following steps:

**Step 1** – Find out what service our waste and recycling contractor is providing and how much this is costing us.

**Step 2** – Determine the actual quantity and type of waste being collected and review whether our existing contract efficiently meets these needs.

**Step 3** – Determine where in our business waste is being generated.

**Step 4** – Identify what waste and recycling data we can get straight away, and what more we need from our waste and recycling contractor and from other parts of our business.

**Step 5** – Use the waste hierarchy and our knowledge of where waste is being generated to set priorities and targets for cutting waste.

**Step 6** – Determine the quantity and type of wastes that can be recycled and the remainder requiring disposal, along with the containers required for these.

**Step 7** – Identify if our recyclable waste has a financial value.

**Step 8** – Determine the most appropriate type of waste contract for our revised requirement and find out if any neighbouring businesses have similar waste streams that would offer a waste and recycling contractor economies of scale.

**Step 9** – Initiate and manage the internal waste reduction initiatives.

**Step 10** – Renegotiate a lower priced contract based on the service we require.

Queensbury Shelters endeavours to maintain good relationships with contractors and wherever possible use contractors that have performed well in the past. Contractors performance is assessed during and at the end of each contract and those that have under-achieved are reviewed by the Operations Director (with assistance from the Health Safety & Environmental Manager). If necessary the contractor will be removed from Queensbury Shelters approved contractors' list.

- b) As it is anticipated that 90% of the total waste produced on site from this contract will be 'inert waste', e.g. wearing course, slabs and blocks, sub base etc. with some primary material, currently 90%+ is suitable for re-cycling.

**1.6.**

- a) As recycling can sometimes be confusing all Queensbury employees, contractors and sub-contractors are briefed (tool box talk, induction) on materials that can be recycled within the business. Coloured bins and skips are in place across all sites and labelled accordingly.
  
- b) Using more and recycled material is a powerful way of making a contribution to sustainable development by diverting materials from landfill. Therefore when designing new products and/or improving our existing products and wherever possible Queensbury always strive to increase the proportion of materials that can be recycled and/or reused. Wherever possible the selection of suppliers is also done based on products with higher recycled content.
  
- c) Any WEEE and hazardous waste are collected by licensed waste contractor

**1.7.**

Queensbury operates a varied fleet (car, vans and lorries), in order to be able to select the right sized vehicle for the job; All of Queensbury HGVs' are Euro 5 compliant.

**1.8.**

The EMS Manager is responsible for the monitoring of MS effectiveness through audit and process review.

Measuring and monitoring the resources used by our company and the waste it produces allow us to understand the true cost of waste and help focus our efforts on areas where cost savings can be made.

By measuring our resource use and waste produced, we are able to determine our baseline performance. Understanding our baseline performance allow us to monitor our progress as we implement efficiency measures.

Until we have a good understanding of our resource use and waste produced, we will be unable to effectively manage and prioritise opportunities to cut costs and improve efficiency. However, once we have an established a measurement and monitoring routine, the data we gather will help to inform any decisions we have to make. Setting our baseline is a vitally important task as it enables us to quantify the improvements that are made after changes have been implemented.

The first stage in any monitoring programme is to decide what we want to monitor and understand why we are doing it. We use common units of measurement to allow comparisons to be made and data is collected on a regular and consistent basis.

. The data is stored electronically which then allow us to easily manipulate and plot the data on graphs to develop more insight. Many different types of graph can be produced quickly and easily. The production of graphs allow us to visualise the data and identify any trends, abnormal consumption and opportunities for improvement.

Once we have plotted our data, we then ask ourselves some questions such as:

- Has our performance improved?
- Can we see any changes (positive or negative), and where have these changes been made?
- Is there potential to roll positive changes out further?
- Did we do as well as planned or is there still room for improvement?
- Has the organisation changed (e.g. production increased)?
- Is there anything we could do differently?
- Is there another factor at play (e.g. a leaking pipe)?
- Have staff bought into the programme?

### 1.9.

When designing new products and/or improving our existing products and wherever possible Queensbury always strive to increase the energy efficiency of these products.

### 1.10.

The company will apply the methodology of its Environmental Management System to identify and determine the environmental issues requiring attention and implementation of the measures to achieve improvement. In particular attention will be given to:

Environmental awareness amongst those working for or on behalf of the company, providing training as necessary and encouraging sub-contractors and suppliers to adopt sound environmental practices.

**ISO 14001:2004 Certificate attached**





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Controlled By: Rob Serjent  
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## Environmental Policy

Queensbury Shelters Ltd (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to the design, manufacture, installation and maintenance of passengers shelters, walkways, canopies and street furniture. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the Organisation's activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land and air
- h) Control noise emissions from operations
- i) Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

**Name: Robert Pilch**

**Position: Director**

**Date: 09<sup>th</sup> April 2014**