

UTILITIES DESIGN & PLANNING LTD

ENVIRONMENTAL POLICY AND PROCEDURES

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D J Hilton BSc (Hons) C.Eng M.I.G.E.
Managing Director

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ENVIRONMENTAL POLICY

UDP Ltd recognises that environmental issues are of fundamental importance to a successful and responsible business strategy. Therefore it is committed to minimising the environmental impact of its operations wherever possible. In line with this commitment to the environment, UDP Ltd. Will :-

- 1 Strive to comply with the spirit as well as the letter of Environmental legislation and approved codes of practice.
- 2 Assess the likely environmental effects of planned projects and use operating standards of environmental protection to the best industry practice in comparable situations.
- 3 Continually improve on such standards where reasonably practicable and economic.
- 4 Minimise energy usage and waste wherever possible and practical.
- 5 Train and educate its workforce in the relevant aspects of environmental best practices.
- 6 Communicate its environmental policy and practices at all levels and at all sites of the company.
7. Review its environmental policy on a regular basis.

D J Hilton

Signed ...D J Hilton.

D.Hilton

DIRECTOR

3rd January 2012

- 1 **WASTE DISPOSAL** The following procedure will be followed in all cases where waste or excavated material is disposed of :-
 - a **RESPONSIBILITY** It is the responsibility of the agent to arrange tipping facilities for all waste and excavated materials generated by UDP Ltd operations.
 - b Such waste and excavated materials will only be disposed of at a tip which is the holder of a waste management licence, for those specified waste or excavated materials.
 - c A Duty of Care Controlled Waste Transfer Note will be filled in, either for an individual load or preferably arranged on a multiple consignment basis, or for a specified period of time, as arranged in conjunction with the tip.
 - d The Original Waste Transfer Note will be forwarded to the Company Safety Officer for record purposes and a photostat of the transfer note should be carried on all vehicles using the tip.
 - e. Where a sub-contractor is used to dispose of waste on our behalf, only registered waste carriers will be used. Such arrangements will be made by either the Transport Manager or Plant Manager who will be responsible for ensuring that a copy of the waste carriers registration certificate is forwarded to the Company Safety Officer for record purposes.
 - f All hazardous or special waste must be handled in accordance with the C.O.S.H.H. instructions contained within the Company Safety Manual and will be disposed of only at waste collection sites that are licensed to handle the specific hazardous or special waste involved. A register of such sites is held by the Company Safety Officer.
 - g For the disposal of resifix mortar and bedding materials, which are polyester resin based, the following manufacturers recommended disposal method of part used or “out of shelf life” material will be used in all cases :- mix resin and activator components together thoroughly, pour back some mixed material into each resin can and allow to set, mix filler with the remainder. The resultant cured mass can now be disposed of with normal controlled waste. It should be described on the waste transfer note as :- “inert cured polyester based material.”

- h As a registered carrier of waste under the Control of Pollution (Amendment) Act 1989 it is essential that all waste is disposed of in accordance with these regulations. In addition we have to be able to demonstrate our conformance with the regulations by production of the relevant documentation at a later date when subject to audits.
- i Any employee who wilfully fails to comply with the above procedures regarding waste disposal will be liable to instant dismissal. It should also be noted that non-conformance with the regulations is a criminal offence (irrespective of whether there has been harm or pollution caused) and is punishable by a fine of up to £5000 or an unlimited fine and/or six months imprisonment on indictment.
- j If there are any problems or queries regarding any aspect of waste disposal, contact the Company Safety Officer immediately.

- 2 **SITE TIDINESS** Tidiness on site has always been recognised as an important environmental factor, to ensure that it is addressed correctly the following procedure will be observed by all :-
- a All waste material, which should include all items such as duct off-cuts and marker tape will be removed from site daily. Furthermore items such as bends should not be left on site overnight.
 - b All employees will ensure that they dispose of any rubbish and litter properly and that as the work progresses the area is left in the same condition as found on arrival.
 - c **The foreman** will be responsible for ensuring that the site is kept tidy both during and on completion of work.
 - d **The site agent** will make a daily check on site tidiness and in addition will be responsible for ensuring that the site is left in a satisfactory condition on completion of work.
 - e To ensure that the above procedure is being correctly carried out the Company Safety Officer will pay particular attention to site tidiness on their regular site visits.
 - f A serious view will be taken of any infringement of the above instructions.

- 3 **WATER POLLUTION** Particular attention is required to the following to prevent pollution of water sources.
- a Care must be taken when working near water sources i.e. rivers, streams, etc. to ensure that there is no spillage of any kind that could result in a pollutant. Such as diesel, chemicals etc. entering the water source or nearby ground.
 - b Care should be taken that no excavated or waste material is allowed to enter any river, stream or roadside drainage ditch/drains, so as to prevent any possible resultant localised flooding.
 - c When working on the carriageway or footpath in the vicinity of a drainage gully. This should be covered by a board to prevent its blockage by excavated material, aggregates, finefill or tarmac.
 - d Any water pumped out from excavations, manholes or boxes should be discharged directly into a roadside drainage gully and not onto road surfaces. In winter this is especially important during icy weather.
 - e Where any water to be pumped from a manhole, box or excavation is found to be polluted with oil or chemicals no pumping should be undertaken. The advice of the Safety Officer should be sought regarding its removal by a waste disposal company.
 - f Drip trays should be placed under plant to catch any oil or fuel spills
 - g All bowsers must be of the double-bunded type.

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CONTAMINATION OF SURFACES The following precautions will be taken to prevent the surface contamination of grass verges, footpaths & carriageways.

a **VEHICLE/PLANT OIL LEAKAGES**

Particular attention should be given to oil leakages from vehicles or plant onto the carriageway, footpath or grass verge. Should any such oil leakage be noted, immediate steps should be taken to minimise the contamination by use of sand or similar material and the transport/plant manager informed. Always use drip trays under plant.

b **TARMAC**

Tarmac will not be placed onto the footpath, carriageway or grass verge, but will be transported by wheelbarrow straight from the lorry to the excavation, in order to prevent “heat scarring” of the surface.

c **CEMENT**

All mixing or temporary storage of cement will take place on wooden mixing boards or plastic sheeting, on no account will cement be allowed to come into contact with the highway or grass verges. Care should be taken when using cement in the vicinity of walls, cabinets or other street furniture to avoid concrete splashes. If a surface is inadvertently splashed the foreman will inform the agent who will where necessary obtain the appropriate cleaning agents and ensure the surface is returned to its original condition.

d **GRASS VERGES**

Care should be exercised when vehicles or plant have to be taken over grass surfaces especially during wet weather, all reinstatement in grass, or damage by plant or vehicles will be returned to its original condition by re-turfing or soil and grass seed as appropriate.

(8)

DUST

Whenever possible all road cutting operations will be done by means of floor saws fitted with water supply, to prevent dust pollution. Where stihl saws have to be used for small patches or difficult situations where access with a floor saw is not possible, water must be used in order to minimise the dust.

NOISE

Noise pollution is an ever increasing concern in today's society and every attempt should be made to minimise its impact. To this effect the following procedures will be followed :-

- a The plant manager should keep up to date with technological improvements on noise reduction on plant and equipment, and where economically practical take advantage of such improvements.
- b Considerations should be given when planning jobs to start and finishing times in order to avoid unnecessary noise at unsocial hours especially at weekends.
- c Foremen will report any defective mufflers or silencers on plant or equipment to the plant manager, who will arrange for its immediate replacement or repair.
- d Consideration should be given to the suitable location of compressors, generators and pumps in relation to nearby property in order to minimise the effect of any noise.
- e Temporary traffic lights powered by a portable generator at overnight roadworks will only be used when all other types of traffic control have been considered..

(9)

TRENCHING AND TREES

TREES NEED ROOTS FOR :-

- 1 Anchorage (Stability)
- 2 Water Uptake
- 3 Storing

CUTTING TREE ROOTS MAY :-

- 1 Damage or kill the tree
- 2 Enable root-rotting fungi to attack the tree
- 3 In some instances, may cause tree to fall

TRENCHING CLOSE TO TREES MAY CUT IMPORTANT ROOTS

When excavating in the vicinity of trees the following procedure will be followed at all times, unless advised otherwise by a Local Authority Tree Specialist.

IDENTIFY THE PROTECTED AREA :-

- 1 Try to keep trenches outside the protected area. If you need to trench inside the protected area, hand dig only.
- 2 Do not cut or damage roots greater than 25mm (1 inch) diameter, in the protected area. Any roots that are cut should be cut cleanly with a hand saw.
- 3 If there are no roots greater than 25mm diameter, leave at least two of the largest roots per metre of trench.
- 4 Do not store spoil or building materials, nor drive vehicles in the protected area (except on hard surfaces).
- 5 Do not damage bark or branches.

Any damage to tree roots will not be immediately apparent, but over a period of time may cause any trees thus affected to die causing great environmental damage. However, excavations can be safely made near to trees by following the above procedure.

VEHICLES

The Transport Manager will ensure that all vehicles are maintained as per the manufacturers specifications and that any defects with environmental consequences i.e. defective exhaust, oil leaks or excessive smoke are dealt with immediately.

All vehicle loads which consist of loose materials, or materials likely to generate dust will be securely sheeted at all times when being transported.

The Transport Manager will monitor the use and application of all fleet vehicles with a view to using the best practical environmental option, maximising their efficient use and thereby reducing both emissions and costs.

Induction training should include driver training – this is where we can have the biggest effect on consumption of fuel. Tool-box talks can also re-inforce the message of “a light right foot” and not making unnecessary journeys.

RE-CYCLING

Where possible, legal and economical, consideration should be given to the use of re-cycled products and the recycling of waste produced by the company.

Examples:

Batteries – these need to be disposed of separately to other waste at the Civic Facility on Cobden Street

Ink Jet Cartridges – Recycle via the Environmental Manager

Office Waste – Recycle via the Civic Facility on Cobden St – use LA for collection

Steel – Recycle to an approved metal recycle facility

Spoil – Dispose of at a waste recycling plant where possible.

Paper – try to minimise printing of e-mails etc to reduce paper usage.

Back-fill materials – where acceptable by the LA try to use recycled sand and stone materials from an approved source (certain LA's will not permit this)

TRAINING

It is the responsibility of the Company Safety Officer to produce and administer a training plan to ensure that the workforce is trained and educated in the relevant aspects of environmental best practices. See above.

RESPONSIBILITIES (EMPLOYEES)

It is the responsibility of all employees to co-operate with management to ensure that the companies environmental aims are achieved.

RESPONSIBILITIES (MANAGEMENT)

It is the responsibility of all managers and agents to ensure that the companies environmental policy and procedures are being correctly followed and applied in their respective departments and sites.

REVIEW

It shall be the responsibility of the Company Safety Officer to review the company environmental policy and procedures at intervals of 12 months.