

<b>Environmental Policy</b>				PP Engineering Charles Street Kilnhurst Rotherham S64 5TG
Signed by	Issue date	Last reviewed	Next review date	<b>Policy No. 21.2</b>
Susan Patching	20.01.2020	20.01.2020	19.01.2021	

It is the policy of PP.Engineering to comply with the requirements of The Environmental Protection Act 1990 and as such any other legislation that may from time to time be introduced and be relevant.

PP.Engineering are committed to the pursuance of progressive improvements that pro-actively ensures that any environmental impacts associated with our operations or activities are minimised.

PP.Engineering are committed, wherever practicable, to use materials and products that originate from sustainable sources and which can be re-used or recycled.

PP.Engineering will implement procedures for the reduction of pollutant emission from all of our company vehicles by implementing better fuel conservation, regular servicing and turning off machinery when not in use.

PP.Engineering will implement a waste minimisation program, encourage recycling where possible and continue to develop an environmentally-aware approach by everyone in the company, by training all employees in environmental matters appropriate to their role.

PP.Engineering are committed to our responsibilities to and for the environment by the pursuance of best practicable environmental practice. We continuously monitor and improve the company's environmental performance by the use of management procedures and inclusion of environmental issues at management review meetings, and ensure adequate human and financial resources to implement and maintain the policy.

Our aim is to ensure that the Environmental Policy for PP.Engineering will be carried out diligently in all relevant aspects throughout the organisation. To raise awareness and create the right climate of Environmental consciousness throughout the company, ensuring that all relevant legal and best practice standard requirements are met, and further, preventing unsafe or inadequate services to the client.

The senior partners will define responsibilities and provide any necessary resources, appliances, documentation and procedures. I will be responsible for having access to current environmental information relevant to the company and will be responsible for interpreting such information into procedures, safe working practices and general advice as appropriate

Signed:

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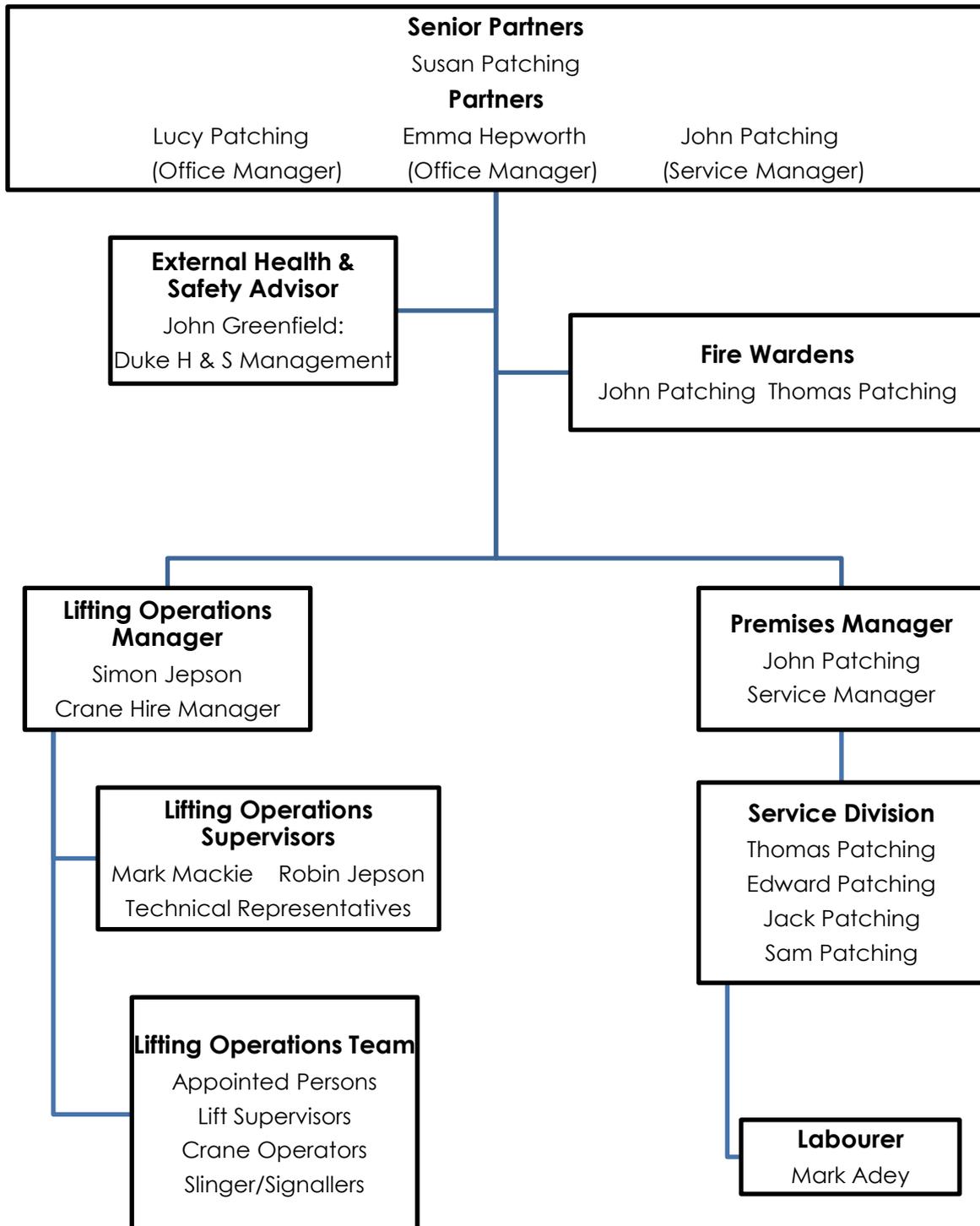
Susan Patching

Senior Partner: PP Engineering

Date: 20.01.20

Review date: 19.01.21

## Environmental Organisation Chart



### **Specific Organisational Duties and the Name of the Assigned Holder**

The following areas of environmental matters have been assigned duty holders on behalf of the company and are detailed for reference purposes below.

<b>Environmental Area specific to PP.Engineering</b>	<b>Assigned Duty Holder</b>
Company Environmental Managers	Susan Patching
External Environmental Advisor	John Greenfield
Environmental Co-ordinator	Susan Patching
Identification and Implementation of Environmental Training Needs	Susan Patching
Organising and Collating of the reported Environmental Accidents and Incidents	Lucy Patching
Nominated persons assigned to carry out Environmental Risk Inspections	John Patching
Nominated persons for undertaking workplace Environmental Inspections	Thomas Patching
Nominated persons for ensuring the assessment and competence of contractors engaged by the company regarding Environmental Issues and Work Practices	Lucy Patching
Nominated persons assigned to carry out COSHH assessments	John Patching
Nominated persons assigned to ensure work equipment is inspected and maintained	John Patching
Nominated persons for ensuring the assessment of the companies Environmental Impact and the minimising or control of any such related risks	Susan Patching

## **Statement of General Environmental Arrangements for Health and Safety**

### **1. Environmental Training**

The senior partners, in consultation with their employees and the company's external environmental advisor: John Greenfield, will identify any necessary environmental training needs. Training will be provided at all levels of the company, particularly ensuring that our employees possess adequate knowledge to successfully discharge specific environmental responsibilities.

New employees will initially receive a basic environmental safety induction into the company. This will be renewed and upgraded annually or when required.

Where appropriate, more advanced environmental training provided by outside training organisations will be given to our employees. Once the employee has passed, certificates will be awarded by the relevant authorising body e.g.: IOSH.

### **2. Safe System of Work**

The partners and managers, in conjunction with employees, are responsible for identifying risks to the environment in general and for developing, maintaining and monitoring safe systems of work that will protect the environment. Protecting the environment is everybody's responsibility.

The External Environmental Advisor: John Greenfield shall undertake periodic onsite inspections to determine if safe systems of work, designed by the company to reduce or eliminate the environmental impacts, are being adhered to by our employees. The results of inspections shall be recorded and reviewed by the senior partner: Susan Patching.

### **3. Emergency Arrangements**

The partners will ensure that emergency arrangements for our site are planned for. The service manager; John Patching will ensure that all foreseeable emergencies are assessed and site emergency procedures produced and maintained. Training and instruction will be made available and given to in the form of toolbox talks to all employees and visitors.

#### **4. Legislation**

The partners will ensure that PP.Engineering is complying with all current applicable legislation and with the help of our environmental advisor: John Greenfield. The partners are responsible for ensuring that this legislation is interpreted and promulgated throughout the company and for ensuring that company environmental risk assessments are relevant and are being kept up to date.

#### **5. Environmental Risk Assessment**

Senior partners shall ensure that for all areas of its operation, a risk assessment to identify environmental hazards is undertaken. The outcome of any risk assessment that identifies a "significant risk" shall be investigated so that where applicable these are eliminated or reduced.

PP.Engineering risk assessments will be compiled by the management team and environmental advisor: John Greenfield.

It is the policy of PP. Engineering to work within method statements, which are risk assessment based, for the protection of our employees, all others and the environment. The company is committed to the continual development of its generic risk assessment library.

Susan Patching shall ensure that new environmental hazards associated with any change to existing organisations, working practices or plant are assessed and controlled so that the change does not increase risk to overall environmental safety, and employees health but wherever possible the changes shall be managed to improve overall safety and employee health.

#### **6. Environmental Accident, Incident Reporting and Investigation**

All environmental accidents/incidents, dangerous occurrences, illnesses and occupational ill health arising from work related activities must be reported straight away to the PP.Engineering office.

A written accident statement will be completed by the employee(s) involved and all injuries will be logged in the PP.Engineering accident book.

PP.Engineering is committed to reporting environmental accidents to external agencies, if needed, and investigating all accidents, incidents and near misses.

Investigations will be led by Emma Hepworth / Susan Patching into the circumstances of every Environmental accident/incident reported, with the objective of determining the root cause and implementing preventative measures.

Accidents/incident statistics will be compiled by Emma Hepworth and communicated regularly to the partners.

## **7. Company Vehicles**

Being fuel efficient with all our company vehicles is of great importance to the successful environmental management and operation of this company. In meeting its responsibility and in order to promote fuel efficiently, the company must rely upon each employee to adopt and maintain a responsible attitude when driving our vehicles. Turning off the vehicle engine when not in use, driving on the most direct routes to site and driving the vehicle at its optimum fuel efficient speed all will result in greener driving.

## **8. Communication, Consultation and Co-ordination**

The partners alone cannot achieve implementation of the environmental policy, therefore periodic discussions will be held with all employees on environmental matters. We will have an 'open door' policy to any employee who wishes to raise any environmental issue. Employees are invited to raise issues involving environmental issues with the partners at any time. All issues raised will receive appropriate attention and action.

We will provide a reporting form where issues can be formally raised and the employee can remain anonymous.

We will ensure that environmental information is passed on to our employees either by toolbox talks, toolbox talk flyers, or notices on the company environmental notice boards located in the canteen.

New employees are provided with a specific induction on our company's environmental arrangements and we will make them aware of their right to stop work in the case of serious or imminent danger.

## **9. Audit and Safety Inspections**

Lucy Patching will ensure an audit plan is compiled to cover all activities undertaken by the organisation.

Mark Mackie, Rob Jepson and Simon Jepson will be responsible for onsite inspections. John Patching will be responsible for inspections on PP.Engineering premises and will do daily visual checks.

PP.Engineering will be subject to an external annual audit and any audit corrective actions will be attended to within specified time scales by Lucy Patching and John Patching.

## **10. Contractors, Sub-Contractors and Visitors**

PP.Engineering do not use Sub Contractors but if they did they will ensure we only use competent contractors/sub-contractors and that they are fully checked before use by Emma Hepworth and that we have all relevant documentation to do the job and that it is up to date and signed. We will also make sure that all contractors and sub-contractors used are approved by our clients before they enter their sites.

## **11. Storage**

All materials will be stored in such a way as to minimise the risk to the environment. All diesel fuel and engine oils will be stored in bunded tanks. All barrels of lubricant oils will be stored on spill trays and grease cartridges stored correctly. All waste oil will be stored in bunded tanks until removed from site by Rotherham Waste Oils.

John Patching will have responsibility in making sure that all materials are stored and used properly on PP.Engineering premises and when used on our company vehicles.

## **12. Spill Kits**

The company shall supply spill kits for all our company vehicles. These will be replaced when used.

Inspections will be carried out to make sure they are being stored and looked after correctly. Inspections will be carried out by Thomas Patching. We shall provide training and toolbox talks on how to use them and refresher training thereafter.

### **13. Waste Management**

PP.Engineering will, wherever practicable and economic, endeavour to separate materials and send them for recycling. When considering means of reducing waste, the 'waste hierarchy' concept set out in the Government's waste strategy is a useful tool. The hierarchy is used to define the better technique when trying to mitigate a waste stream, with reduction at the top and external disposal at the bottom.

<b>Hierarchy</b>	<b>Strategy</b>	<b>Description</b>
1	Reduction	Avoidance of the production of waste
2	Re-Use	Using products or materials again without their reprocessing (E.g.; packaging)
3	Recycling	Reprocessing of waste materials to produce a usable material or product
4	Disposal	External disposal

All recycle and waste material should be monitored and quantified at each location.

### **14. Review**

The Environmental Policy of PP.Engineering along with general arrangements, organisational arrangements and all environmental related procedures and documentation will be reviewed formally by the partners and our Environmental Advisor; John Greenfield, annually. Employees will have access to the review process via internal briefing sessions. Changes required to this review procedure to modify the policy, procedures and safe working practices or to react to new legislation and standards would be incorporated

Signed:

A handwritten signature in black ink, appearing to read "S. Patching". The letters are cursive and somewhat stylized.

Susan Patching

Senior Partner: PP Engineering

Date: 20.01.20

Review date: 19.01.21