PLF LIMITED

Environmental Policy

July 2026

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Environmental Policy
Amendment Record

Section Number Appendix Name	Date of Amendment
Annual review: Section 18. Legislation / Statutory Requirements - Updated	31st July 2015
Annual review: Environmental Aspects / Impacts Register updated	31st July 2016
Annual review: No amendments	30th July 2017
2. - Environmental Organisation Chart updated	3rd August 2017
Section 18. Environmental Complaints added	2nd April 2018
Annual review: 2 - Environmental Organisation Chart amended	29th July 2018
Annual review: No amendments	28th July 2019
Annual review: No amendments	27th July 2020
Annual review: No amendments	26th July 2021
Annual review: No amendments	25th July 2022
Annual review: Updated: Section 19 Legislation / Statutory Requirements	24th July 2023
2 - Environmental Organisation Chart updated	11th August 2023
Annual review: No amendments	23rd July 2024
Annual review: Updated: Section 19 Legislation / Statutory Requirements	22nd July 2025
Annual review: Updated: 2 Environmental Organisation Chart	21st July 2026

1. Environmental Philosophy Statement

1.1 PLF Limited undertake to meet all statutory requirements covering Health, Safety and the Environment which includes the following: -

a) Identify and evaluate the environmental consequences of the company's activities.
b) Where possible, adopt options which are most beneficial to the environment.
c) Where there is a need to use sub-contractors only those that comply with our environmental policy and that of our clients will be engaged.
d) The company undertake to record any communications concerning environmental matters, the response and action taken.
e) Review and audit environmental performance at regular intervals and rectify any deficiencies.
f) Liaise with local and/or statutory authorities and the public where applicable.

Environmental Statement

PLF Limited recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

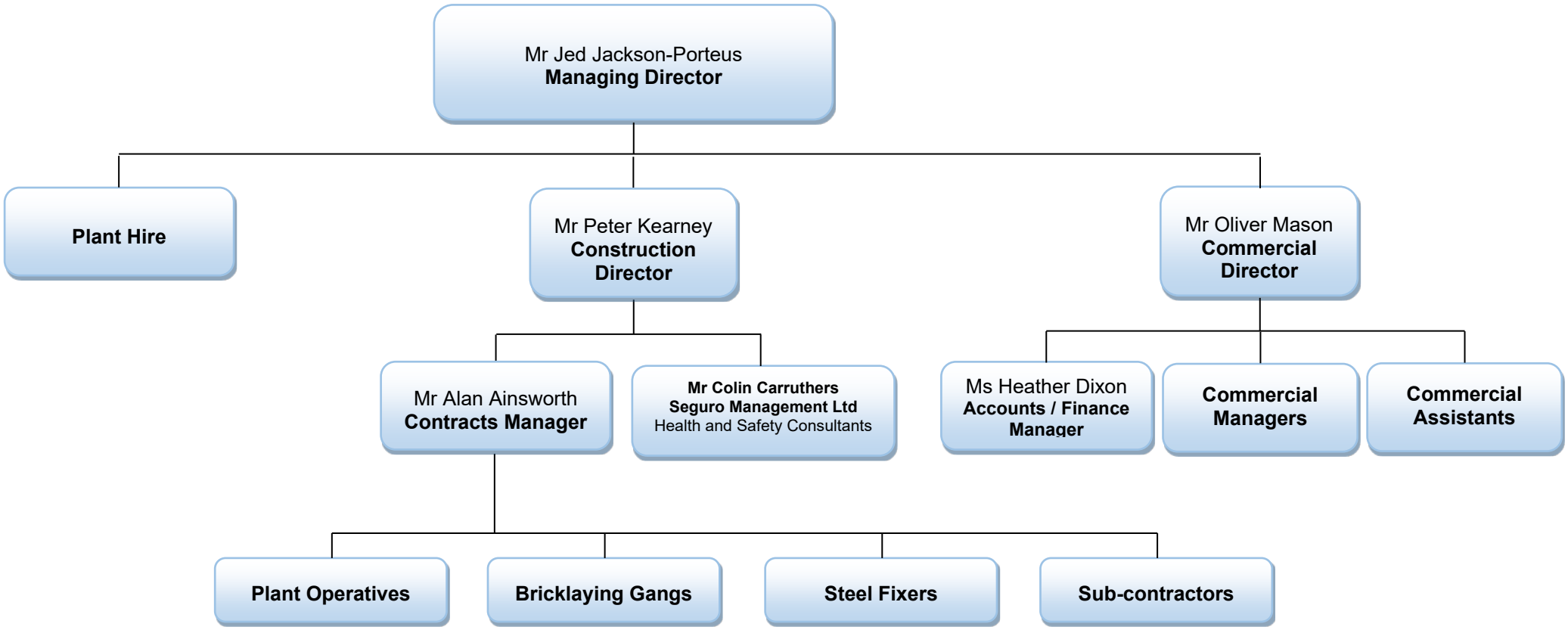
The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Name: Mr Jed Jackson-Porteus Signature: Position: Managing Director

Date: 21st July 2026 Review date: 20th July 2027

2. Environmental Organisation Chart

The inter-relationship of the various parties involved in the management of environmental issues is shown in the following diagram.



3. Environmental Management Organisation – Responsibilities & Duties

3.1 Director in charge of Environmental Issues

1. **The Managing Director in Charge of the Environmental Policy –** Mr. Jed Jackson-Porteus is responsible for the overall effectiveness of the Company's Environmental Policy and the annual review and amendment of the Policy, or as may be necessary in the light of correct development. He will ensure that regular reports are made regarding the Company's environmental performance and of any significant events affecting or arising out of the Company's operations. He is also responsible for the assessment of requirements, non-conformance, loss or damage, risks and liabilities relating to the Company's operations and the adequacy of insurance cover.

2. **Ensuring adequate resources including finances:** are made available for environmental measures.

3. **Management of Environmental Issues:** Responsible for providing adequate provisions within the Company for the assessment and evaluation of the Company's environmental impact, preventive and reduction measures, protection, emergency procedures, adequate Environmental surveillance and provide employees with information and training regarding environmental issues.

4. **Environmental Planning:** Consideration will be given to good, safe environmental principles throughout the Company's operations and projects to minimise the impact on the environment.

5. **Competency of Personnel:** To ensure that Senior Management's competency is adequate for the duties required of them for environmental arrangements and controls.

6. **Managers and Employees Environmental Awareness:** To ensure that Management and employees are competent in environmental issues and are aware of all environmental arrangements with regard to the Company's operations and projects.

3.2 Construction Director

1. **General Requirements:** Responsible for the effectiveness of incorporating the PLF Limited Environmental Policy and procedures and any agreed environmental contract requirements. They are to apply the principles of the Policy and contract requirements to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Local Environmental Health Officers and any other Authorities necessary with regards to environmental measures. They are required to report regularly or as often as necessary to the Director in charge of Environmental issues on the Company's performance and compliance.

2. **Managers Awareness of Environmental Standards:** To be familiar with and to observe all Environmental Regulations, Codes of Practices and Standards applicable to their work and related industries.

3. **Company Environmental Policy:** Responsible for ensuring that the Company's Environmental Policy is observed by the employees, sub-contractors and suppliers under their control and that all requirements necessary for effective compliance are provided.

4. **Protecting the General Public:** Ensure the general public are not put at any unsafe risk from the Company's operations.

5. **Environmental Inspections / Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled manner with due regard for statutory obligations and approved Codes of Practices, utilising the Environmental Monitoring / Inspection Record Sheet (contained in the Appendices Section of this Policy).

6. **The Reporting of Environmental non-compliance:** Ensure details of non-compliance incidents that may occur are recorded on Company records, utilising the Environmental Incident Report Form (contained in the Appendices Section of this Policy). They are to ensure that all non-compliance incidents are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. **For guidance on action to be taken in the event of an incident, contact the Company's Health, Safety & Environmental Advisors immediately.**

7. **Client's Environmental Requirements:** Ensure that the workforce under their control are Inducted into activities and contracts environmental requirements, utilising the Environmental Induction Register (contained in the Appendices Section of this Policy), to record names of attendees. This will include any issues raised in the Environmental Aspects / Impacts Register for a particular process or project, any Client's Environmental Policy and any Conditions of Contract.

8. **Discipline:** Reprimand and discipline any employees and Sub-Contractors who are careless with regard to environmental issues.

9. **Competency of Personnel:** Responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them.

10. **Environmental Induction & Training:** Responsible for ensuring that the Company workforce under their control, which includes sub-contractors and self-employed persons, etc., receive Environmental Induction before starting work utilising the Environmental Induction Register (contained in the Appendices Section of this Policy), to record names of attendees. Responsible for identifying environmental training needs where necessary for employees under their control. They are also responsible for recording and regularly reviewing environmental training records for personnel under their control, workforce competency and ensuring that such records are maintained on site and at head office.

11. **Assessments:** Responsible for ensuring Environmental Assessments are carried out for the operations under their control. Environmental risks must be reduced to a practical minimum. These Assessments shall be the basis to formulate Method of Work Statements.

12. **Method of Work Statements, Data Sheets, Engineering Designs and Drawings etc:** To instruct employees in precise terms as to work methods. This should outline environmental issues associated with the job and detail any provisions required.

13. **Environmental Monitoring:** Instigate their own monitoring procedure for works under their control in accordance with the Company Policy and any Contract arrangements. Ensure that Site Supervisor and Health, Safety & Environmental Advisors audit environmental standards, ensuring that reports are collectively reviewed and appropriately acted upon to ensure environmental standards are maintained sufficiently.

3.3 Contracts Manager

1. **General Requirements:** They are to organise and control their works so that it is carried out in accordance with Legal and Local Authority requirements, the Company's Environmental Policy and the Client's requirements.

2. **Co-operation and Liaison:** They are to co-operate and liaise with Senior Management, the Company's Health, Safety & Environmental Advisors and the Local Environmental Health Authority with regards to environmental measures ensuring that any defects or faults brought to their notice are suitably corrected.

3. **Environmental Awareness Training:** Site Supervisor are to be familiar with the Environmental Regulations, Approved Codes of Practice and local Authority arrangements which are applicable to the work on which their operatives are engaged and insist those Regulations and Codes of Practices are observed. To ensure that all Site operatives under their control have received appropriate Awareness Training, including refresher training at the appropriate intervals.

4. **Site Environmental Induction:** To ensure that all personnel under their control receive sufficient job Inductions before they start work and that Environmental Tool Box Talks are given to personnel as work progresses.

5. **Method of Work Statement:** Incorporate environmental instructions in routine orders and see that those instructions are carried out. To instruct Operatives under their control in precise terms as to work methods in accordance with environmental requirements, Method of Work Statements and COSHH Assessments etc., for the site / works, detailing the site-specific arrangements.

6. **Competency of Site Personnel:** To ensure that personnel under their control are adequately competent to carry out the work required of them and that personnel are fully appreciative of and understand environmental requirements.

7. **Discipline:** Restrain and reprimand those who fail to consider the environmental arrangements.

8. **Environmental Monitoring:** Instigate a monitoring procedure for works under their control in accordance with the Company Policy and any Contract arrangements.

9. **The Reporting of Environmental non-compliance:** Ensure details of non-compliance incidents that may occur are recorded, utilising the Environmental Incident Report Form (contained in the Appendices Section of this Policy). They are to ensure that all non-compliance incidents are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. To report any non-compliances to Line Management where required.

3.4 Employees / Self-Employed

1. **Environmental Regulations:** Employees are required to comply with Environmental Regulations and Local Authority requirements.

2. **Company Environmental Policy:** Ensure you read and understand the Company's Environmental Policy and carry out work in accordance with the Policy and any agreed Client requirements.

3. **Environmental Induction:** Ensure that you have received Induction before you start work for the Company. This should be given to you by your immediate superior who will include details of the Company's Environmental Policy and details regarding the environmental requirements of your job.

4. **Method of Work Statement:** Ensure you understand the Method of Work for the tasks you undertake. Whenever you are not sure of particular environmental requirements, ask your Superior for clarification.

5. **Control of Substances Hazardous to Health:** Before using substances that could be hazardous to your health or others, ensure you understand the requirements of the safety data sheets and COSHH Assessments that should be given to you by your Superior before you start.

7. **Reporting Environmental Issues:** Report any environmental issues to your Superior immediately.

8. **Breach of Environmental Policy, Rules, Procedures or Responsibilities** may constitute an offence within the Company's disciplinary rules and if of a serious nature, could lead to dismissal.

3.5 Sub-Contractors

1. **General Environmental Requirements:** To carry out their works efficiently and safely and strictly in accordance with Legal requirements, Approved Codes of Practices of the Company's Environmental Policy and agreed Contract requirements. Produce procedures for their operations incorporating their own Environmental Policy.

2. **Carry out Environmental Assessments:** For the works that they will be engaged to carry out.

3. **Environmental Controls and Method of Work Statements:** Are required to be produced and submitted to PLF Limited Management Team detailing appropriate environmental controls in their Method of Work Statements.

4. **COSHH:** Provide full COSHH Assessment information on any hazards associated with equipment or materials they use, or any processes they carry out, before starting work for the Company.

5. **To Appoint an Environmental Supervisor for the Contract:** Who will ensure that works are carried out in accordance with Legal requirements and agreed environmental standards for the contract, which includes any Local Authority requirements. The Environmental Supervisor is required to maintain agreed and suitable environmental practices when undertaking their works.

6. **Co-operation:** To co-operate with PLF Limited Management, the Company's Health, Safety & Environmental Advisor and the Client's personnel in the furtherance of their duties.

7. **Competency of Personnel:** To ensure that the activities under their control are carried out by suitable and competent operatives who understand the Contract environmental requirements.

8. **Site Environmental Induction:** PLF Limited requires all employees of Sub-Contractors to receive Induction before they start work.

9. **Discipline:** To reprimand and discipline any of their employees who do not comply with environmental arrangements and report the matter to PLF Limited who will not hesitate to instruct the removal of offenders from the works for any serious breach.

10. **Reporting Environmental Issues:** Report any environmental issues to PLF Limited Management immediately.

11. **Environmental Inspections / Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled manner with due regard for statutory obligations and approved Codes of Practices.

3.6 Health, Safety & Environmental Advisors

1. **PLF Limited employs** Health, Safety & Environmental Advisors "Seguro Management Ltd" to advise Management when requested on matters relating to environmental requirements, i.e., relevant Legislation, Codes of Practices and guidance material.

2. **Environmental Inspections:** To monitor by inspection of the workplaces and operations, workshops and accommodation, the environmental performance of the Company's operations and to provide regular feedback on such inspections to Senior Management when requested.

4. **Investigate and Report Environmental Incidents:** To investigate and report on incidents to PLF Limited Management Team when requested.

5. **Promoting Good Environmental Standards:** To promote good working relationship with the Environmental Health Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

4. Noise

4.1 Baseline noise surveys will be initiated to establish formally acceptable noise levels for each specific site where necessary. These noise levels will be included in any formal agreements with the Local Environmental Health office for the project in compliance with The Control of Noise at Work Regulations 2005.

4.2 The noise criteria will be utilised in determining the method of work, type of plant to be used and noise mitigation measures for each construction site.

4.3 Where appropriate the Local Council will be informed of the works in accordance with current Legislation. The application will contain particulars of the works, work methods and details of the measures proposed to minimise noise nuisance resulting from the works in accordance with the current British Standard and relevant Environmental Legislation.

4.4 The Company will comply with the recommendations set out in the current Code of Practice for Noise Control on Construction, Demolition and Open Sites, The Control of Noise at Work Regulations 2005.

4.5 While it is recognised that the current British Standard (BS 4142), Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas, is not applicable to construction works, the philosophy of this document may be referred to in assessing degrees of nuisance.

4.6 Where required before the commencement of the works on site, the Company will submit to the Local Authority the following information: -

a) A Method Statement (in accordance with the current British Standard), stating precisely the type of plant to be used and the proposed noise control methods.
b) A programme of work indicating the sound power level and location for each activity on the programme.
c) Documentation from manufacturer's literature establishing the sound power level of plant.
d) Calculations of LAeq and maximum levels at specified buildings as requested by the Local Authority.

4.7 Any changes with regards to the type of plant or programme of work, the proposed alteration and information will be submitted to the Local Authority in advance for approval.

4.8 The use of any plant or equipment required for any emergency which causes a departure from the agreed site working practice shall be notified to the Local Authority as soon as is practicable. The Company will accordingly advise the Local Authority if previously agreed noise levels are likely to be exceeded due to the adoption of alternate working methods.

4.9 Noisy plant or equipment will be sited as far away as is practicable from sensitive buildings. Use of barriers, e.g. Soil mounds, site huts, acoustic sheds or partitions to deflect noise away from noise sensitive areas will be employed whenever practicable.

4.10 Care will be taken when loading or unloading vehicles or dismantling hoists or moving materials, etc., to reduce impact noise.

4.11 The company recognises and understands that the Environmental Health Officers are bound by their duties and powers by the Current Environmental Legislation to investigate and secure abatement of any noise nuisance, regardless of the prediction work and use of any mitigation measures.

5. Vibration

5.1 The Company will ensure that measures are taken to: -

1) Protect the residents, users of buildings close by and passers-by from nuisance or harm.

2) Protect buildings and their contents from physical damage in accordance with item (b) below.

In establishing these measures the Company will consider the following factors: -

a) **Human exposure.**
The Company will comply with the current British Standard (BS 6472), Evaluation of Human Exposure to vibration in Buildings (1Hz to 80Hz). The standards for vibration assessment are defined in this British Standard.

b) **Protection of Structures and Contents.**
The companies operation activities will be carried out so that vibration arising will not damage adjacent structures and their contents.

5.2 The following criteria are intended as a guide; however, compliance with these criteria will not absolve the Company from a duty of care.

a) **Comfort Criteria:**
1mm per sec ppv residential properties.
3mm per sec ppv commercial properties.

b) **Damage Criteria (DIN 4150):**
3mm per sec ppv residential.
5mm per sec ppv commercial.

Additional safeguards or tighter controls will be necessary near or in sensitive locations, e.g., hospital, educational establishments, etc.

6. Hours of working

6.1 Hours of company operations will be restricted to comply with Local Authority restrictions. Generally, they are as follows: -

0800 - 1800 Monday to Friday
0800 - 1300 Saturday
No Sunday or Bank Holiday working.

Any works outside the permitted hours are to be by prior approval of the Client or The Local Authority and require 14 days notice.

The Company understands that Approval will not be granted other than in exceptional circumstances and where required will be conditional on the Company informing local residents of the proposed activity.

6.2 The Company recognises that certain works that do not cause a disturbance to local occupiers can be undertaken outside the Core Working Period. In such situations these will be a general standard that noise should not be perceived at sensitive facades because of these works.

7. Plant

7.1 Fixed items of operational plant may have to be electrically powered and not diesel or petrol driven. Where this is not practicable, suitable attenuation (noise suppression) measures will be provided.

7.2 Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated to minimise noise emissions, in accordance with the British Standard. For each item of plant used in the works, the values quoted in the relevant current European Community Directive or UK Statutory Instrument, when measured in accordance with the Directive or Statutory Instrument, shall not be exceeded where reasonably practicable.

7.3 Plant muffling should be in accordance with the recommendations set out in the relevant current British Standard. NB. Plant muffling should be in accordance with the procedures set out in the current DoE Advisory Leaflet “Noise Control on Building Sites”.

7.4 On sites where environmental disturbance may arise: -

a) Compressors will be “sound reduced” models fitted with properly lined and sealed acoustic covers which will be kept closed whenever the machines are in use, and

b) Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.

7.5 Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum. Noise emitting equipment that is required to run continuously may have to be housed in a suitable enclosure.

7.6 Equipment that breaks concrete by bending rather than by percussion will be used as far as is practicable.

7.7 Where practicable, rotary drills and bursters actuated by hydraulic or electrical power will be used for breaking hard materials.

8. Dust

8.1 The Company will take all necessary measures to avoid creating a dust nuisance and where required will submit a statement to the Client / The Local Authority for approval identifying proposed measures before work commences.

8.2 Measures to prevent dust will include the following practices: -

a) The provision of easily cleaned hard standings for vehicles.
b) The enclosure of material stockpiles at all times and damping down of dusty materials and buildings to be demolished using water sprays during dry weather.
c) The hard surfacing of heavily used areas will be kept clean by brushing and water spraying regularly.
d) Control of cutting or grinding of materials on the site.
e) The complete sheeting of the sides of all vehicles carrying waste and other dusty materials.
f) Materials should be stored away from the site boundary whenever possible.
g) Unsurfaced roads and verges to receive regular damping down and cleaning where located close to sensitive locations. In certain cases, permanent surfacing will be considered.
h) Establishment and enforcement of an appropriate speed limit over unmade surfaces to reduce dust.
i) Completed earthworks to be sealed and/or replanted when practicable.
j) Mixing of large quantities of cement and other adhesives to be carried out in enclosed / shielded areas where necessary.
k) Provision shall be made for wheel cleaning facilities on-site and road/pavement cleaning near the site entrances and exits.
l) The effectiveness of these measures will be monitored frequently by the Company and reviewed at least weekly, and will be inspected by the Construction Manager or Company's Safety Advisors / Consultants.

9. Asbestos

9.1 PLF Limited do not carry out any work associated with asbestos. There is no asbestos contained within the Company premises. Although very remote, there may be the possibility of asbestos being present in working environments, therefore all personnel involved in the Company operations have been made aware in the Company Health & Safety Policy of the different types of asbestos and where asbestos is likely to be found, as well as the main requirements of The Control of Asbestos at Work Regulations 2012. Any asbestos related work will be carried out by authorised Licensed Contractors.

10. Air Pollution

10.1 Burning of materials on the site will **NOT** be permitted.

10.2 The Company will take all necessary precautions to prevent the occurrence of smoke emissions or fumes from the site and plant or stored fuel oils for safety reasons, and to prevent such emissions or fumes drifting into residential areas. In particular, plant should be well maintained and measures taken to ensure that nothing is left running for long periods of time when not in use.

10.3 The Company will comply with the provisions of the current Control of Pollution Act 1974; The Health and Safety at Work Act 1974; the Clean Air Act 1993; The Environmental Protection Act 1990; The Control of Substances Hazardous to Health (Amendment) Regulations 2002 and the Health and Safety Executive Guidance Notes 'Occupational Exposure Limits'.

10.4 The Company will comply with the lead in air standards that are set out in the current Health and Safety Commission Approved Code of Practice supporting the Control of Lead at Work Regulations 2002.

11. Contaminated / Hazardous Materials

11.1 A general site investigation will be carried out and will include an examination of the sites where the presence of contaminated materials is suspected from information listed in any environmental statement and other available information.

11.2 From the results of this site investigation and other sources of information, handling and disposal procedures will be developed by the Company for each work site. These may include the separate temporary storage on the site for contaminated and uncontaminated materials.

11.3 The Company will comply with current legislation / regulations for the removal of Special Waste from site. The removal and disposal of contaminated materials will be conducted under a strict consignment note system.

11.4 The Company will comply with the current Control of Substances Hazardous to Health (Amendment) Regulations and the current Guidance Note 'Occupational Exposure Limits' to ensure that contaminated materials are handled and disposed of safely and properly.

11.5 The Company will take measures to prevent the contamination of water courses and aquifers during works.

11.6 The Company will comply with the current Health and Safety Executive Guidance Note, Health; Preparation and Planning; Legislation; Techniques and Health Hazards, and ensure that contaminated and hazardous materials are handled and disposed of safely and properly in accordance with The Control of Substances Hazardous to Health (Amendment) Regulations.

11.7 The Company will ensure that materials and waste are not deposited in any surface water course. Any water that has come into contact with contaminated materials must be disposed of in accordance with the current Water Acts, any other relevant disposal regulations and to the satisfaction of the Environment Agency. For any discharge into a watercourse or river, approval will be required from the Environment Agency and for any discharge into a sewer, a trade effluent consent will be required from the local Water Company.

11.8 If materials containing lead are encountered, the company will comply with the current Control of Lead at Work Regulations and the Health and Safety Commission Approved Code of Practice and will be disposed of properly.

12. Site Boundaries / Hoarding

12.1 The Company is not normally in control of the site boundaries, with the exception of its own premises, but will advise the Principal Contractor where boundary requirements are insufficient. The location of fencing will take into account the requirements to keep adequate access for pedestrians and disabled persons etc., free from all tripping hazards. All work sites should be completely fenced from public access by one of the following methods: -

a) **The Minimum Case.**
A post chain link / mesh fence where appropriate for minimum security.

b) **Standard Hoardings.**
A 2.4m minimum height, plywood faced, timber framed boundary hoarding of a surface density of not less than 6kg/m2 for normal security and noise limitation requirements.

It may be necessary to increase the minimum height to protect buildings from noise.

c) **Special Circumstances.**
Where a particular appearance or acoustic rating is needed.

12.2 The provisions of the current Health and Safety at Work Act will be followed in all cases.

12.3 Hoardings resulting in poorly lit walkways must have bulkhead lights fitted to provide adequate illumination.

12.4 Gates in the fencing or hoarding should, as far as is practicable, be positioned and constructed to minimise the noise transmitted to nearby noise sensitive buildings from the work site or from plant entering and leaving the site.

12.5 Hoardings will be provided and maintained by the Company for the duration of the project where the company has been contracted to do so.

12.6 As a minimum requirement, the site hoarding will display publicity material including information on the site programme, the telephone contacts for the receipt of complaints and/or enquiries and the name of the site representative who should be contacted. In addition, warning signs will be displayed in accordance with The Health & Safety (Safety Signs & Signals) Regulations 1996.

12.7 The Company recognises site hoardings containing advertisements may require consent under the current Town and Country (Control of Advertisements) Regulations 1992. Prior consultation should take place with the Local Council.

13. Site Activities

13.1 Rubbish will be removed at frequent intervals and the site kept clean and tidy.

13.2 Where the Company is in control of hoardings and boundary fencing, it will be frequently inspected, repaired and repainted as necessary.

13.3 Lorries will enter and exit the site in a forward direction except where space restrictions do not allow this. These conditions will be subject to prior discussions with the Highway Authority and the Police before implementation.

13.4 All loading and unloading of vehicles will take place off the public highway whenever this is practicable.

13.5 Provision will be made: -

a) for easily cleaned hard standings for vehicles entering, parking and leaving the site, and
b) wheel washing facilities including, where practicable, mechanical wheel spinners. The wheel washing facilities will be brushed clean frequently.

13.6 Lorries that cannot immediately enter or leave sites must switch off their engines.

13.7 Mud on roads is regarded as one of the main environmental nuisance problems arising from construction sites. The Company will take strict measures to minimise the problem.

13.8 Toilet facilities will be kept clean.

14. Waste Disposal

14.1 Prior to the removal of any waste from site, the Company will obtain all necessary Certification and Licences from the Waste Carrier.

14.2 All site waste will be segregated into various containers, e.g., fluorescent tubes, wood, scrap metal etc. Gyproc plasterboard products will be segregated if the total content of any skip exceeds 10% Gyproc material.

14.3 The Company, as Waste Producers, will obtain a receipt from the Waste Carrier identifying the disposal point for the waste. Upon disposal, the Waste Carrier will obtain a receipt from the Disposal Point to confirm the waste has been disposed of in accordance with current Legislation / Regulations.

The Site Manager will ensure that the Waste Note issued by the Disposal Point matches the original receipt from the Waste Carrier.

15. Urban Ecology

Protection of Habitat

15.1 Where required The Company will comply with the provisions of the current Wildlife and Countryside Act, with the requirements of the Unitary Development Plan and any conditions attached to planning permissions. The first priority is to maintain habitats intact and undisturbed, and if possible to make improvement to enhance natural habitats. Planning conditions and agreements may include:

a) Measures to prevent any encroachment onto valuable habitats during the construction process.
b) Compliance with standards of dust and air pollution control as set out elsewhere in this code of practice.
c) Precautionary measures to prevent the entry of pollutants into any bodies of water.

15.2 Where it is demonstrably impossible to maintain habitats in their existing condition then the species will need to be either:

a) relocated/transplanted to a suitable local site, or
b) disturbed habitats will be properly restocked to an equivalent or richer status after construction/demolition work ceases.

15.3 Standards of dust and air pollution control, as set out in this document, will be applied at all demolition sites to protect adjacent wildlife habitats.

16. Mature Trees

16.1 The Company will follow the specific requirements agreed with The Local Authority. No mature trees shall be interfered with without written consent from the Council.

16.2 Adverse effects on mature trees within the vicinity of work sites will be minimised by the adoption of suitable mitigation measures, including, but not limited to the following (where appropriate):-

a) Selective removal of lower branches in an approved manner to reduce mechanical damage by construction plant;
b) The use of matting around the root zone to prevent excess soil compaction;
c) The use of chestnut paling around the trunk to prevent damage.

16.3 If any protected trees on the site dies or are damaged because of the demolition process, a replacement tree of agreed species and age will be planted.

17. General

17.1 Emergency telephone numbers for key personnel will be provided by the Company for use by officers of the Local Authority, should the need arise.

17.2 Lighting to site boundaries will be provided with illumination sufficient for the safety of the passing public, including the physically disabled. In particular, precautions shall be taken to avoid shadows cast by the site hoarding on surrounding footpaths and roads.

17.3 Site lighting shall be positioned and directed so as not to intrude unnecessarily on adjacent buildings and land uses or to cause distraction on confusion to passing drivers on adjoining public highways.

17.4 Fly-tipping will not be permitted. Loads will only be deposited at authorised tips or into designated barges. Deposition will be in accordance with the requirements of the Environment Agency, the current Environment Legislation, and Special Waste Regulations.

17.5 The Company will be responsible for all lorries delivering to or exiting from a work site.

17.6 The Company will make provisions to ensure that all hazardous substances including oil drums or containers on the Company premises are controlled in accordance with current Control of Substances Hazardous to Health Regulations, are properly bunded and that no oil or other contaminants are allowed to reach water courses or ground water, including aquifers.

17.7 Fuel oil storage tanks will be contained in impermeable bund walls to contain any spillage.

17.8 Wherever possible, oils used by the Company will be recycled. Where this is not viable, oils will be disposed of in accordance with the Local Waste Authorities requirements.

18. Environmental Complaints

PLF Limited take complaints from clients, staff, regulatory bodies and the public seriously. We will endeavour to record and deal with all complaints within a reasonable time frame.

Complaints can be received by either of the following methods;

- Verbal
- Electronically
- Written General

The way in which PLF Limited will handle complaints are as follows;

- Log the complaint on the environmental complaints form (Appendix 7) within 24 hours of receiving the initial complaint
- Investigate the complaint within 72 hours
- Compile a report within 5 working days of the initial complaint
- Arrange for feedback to be given to the complainer within 10 working days of the initial complaint
- Raise any non-conformances with the directors
- Take actions to rectify or safeguard any re occurrence of the instance that raised the initial complaint

19. Legislation / Statutory Requirements

Health, Safety and Environmental Statutory Requirements	Date of Introduction
The Health and Safety at Work etc. Act.	1974
The Management of Health and Safety at Work Regulations.	1999
The Construction Design and Management Regulations.	2015
The Provision and Use of Work Equipment Regulations.	1998
The Manual Handling Operations Regulations.	1992
The Working at Height Regulations	2005
The Personal Protective Equipment Regulations.	1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Legislation	2013
Lifting Operations and Lifting Equipment Regulations	1998
The Noise at Work Regulations Physical Agents (Noise) Regulations	2006
The Electricity at Work Regulations	1989
The First Aid at Work Regulations and Approved Codes of Practice	1981
The Control of Vibration at Work Regulations	2005
The Hazardous Waste Regulations	2005
The Control of Asbestos Regulations	2012
The Health and Safety (Display Screen Equipment) Regulations	1992
The Control of Substances Hazardous to Health Regulations	2002
Fire Safety Act 2021	2021
The Corporate Manslaughter and Corporate Homicide Act	2007
Safety Representatives and Safety Committees Regulations	1977
The Health and Safety (Consultation with Employees) Regulations	1996
The Health and Safety (Safety Signs and Signals) Regulations	1996
Integrated Pollution Prevention Control Regulations	2000
Environmental Protection Act 1990 (Duty of Care), Water Resources Act 2003 Water Industry Regs 1991	
The Waste Electric and Electronic Equipment (WEEE) Regulations 2013	2013
Control of Noise (Codes of Practice for Construction and Open Sites) (England)	2002
Control of Pollution Act (Amendment) Act	1974
Environmental Protection (Duty of Care) Regulations	1991
Waste Management Licensing Regulations	1994
Landfill (England and Wales) Regulations	2002
The Control of Pollution (Oil Storage) (England) Regulations	2001
The Hazardous Waste (England and Wales) Regulations	2005

Reference: Whilst the above list of Statutory Provisions is current, the above list is only reflective of some of the current statutory provisions that may be relevant to the companies Health, Safety and Environmental policy.

Appendix 1: Environmental Monitoring / Inspection Record Sheet		Sheet No	
Site location		Date	

Environmental requirement (specified process or activity)	Result of Environmental Inspection (State whether conforming to standard or not)	Record of Compliance or Action to be taken (detail arrangements to ensure compliance)	Signature of person carrying out Inspection

Guidance: This form is to be utilised by a competent person who has been allocated the duty to monitor and inspect the Environmental Standards, arrangements and Policy for the Contract. This record is required to be maintained in accordance with Contract arrangements, Legal requirements and Company Policy on site and upon completion of the works, forwarded onto head office for record keeping in the master Environmental file. Refer to Appendix 2: Environmental Aspects / Impacts Register reference where appropriate.

Appendix 2: Environmental Aspects / Impacts Register			Sheet No:	
Site		Date		

Ref.	Aspect	Impact / issue	Sig. Rating (High/Medium/Low)	Control Measures	Residual Risk Rating (High/Medium/Low)
1	**Waste Packaging**	Packing waste is a major contributor to Landfill. Types of packing used are: Cardboard boxes, bubble wrap, shrink wrap, brown paper, hard-board, plastic bags.	H	Waste on Construction Sites – Materials i.e. bricks etc are delivered to site on wooden pallets; these are sometimes wrapped with plastic wrap or secured by plastic strapping. At the moment both the plastic wrap and strapping are disposed of within the main contractor waste streams. Pallets are sent back to supplier for re-use.	M
2	**Disposal of copier and printer toner cartridges.**	Landfill impacts plastics, release of toxic matter to land and groundwater	M	Toner cartridges to be sent back to manufacture for recycling.	L
3	**General Waste to Landfill**	Waste to landfill is a major contributor to land pollution. Any decrease in the amount sent will have a direct beneficial impact on the environment.	H	Management of waste segregation with a view to recycle will reduce the amount sent to landfill significantly. The site currently operates with limited segregation, at the moment site waste is disposed of within the main contractor waste streams. Systems for recycle paper, cardboard, aluminium cans, toner bottles, within office are underway. This will limit the amount of general waste sent to landfill.	M

Ref.	Aspect	Impact / issue	Sig. Rating (High/Medium/Low)	Control Measures	Residual Risk Rating (High/Medium/Low)
4	**Discharge to Sewer**	If a major spillage occurred on site involving a discharge to the foul water drainage system this could cause an environmental incident	H	To prevent any discharge to the sewer, the company will allocate spillage kits around each of the sites where the client has not provided or implemented a system. Attached to the spillage procedure will be an Incident form and an Environmental contact list. Spill Kits - Training will be given to employees in the use of spillage kits and this will also form part of any tool box talks that may be required on an annual basis.	M
5	**Maintenance, Electrical, and Electronic Equipment waste containing hazardous components (e.g. TV's, monitors, and associated equipment.**	Landfill Impacts, Release of toxic matter to land and groundwater releases. Legal issue-Waste Electrical & Electronic Equipment Regulations.	M	When equipment becomes redundant for its original use, the following options, listed in order of priority, should be considered: • Sale to outside bodies • Donation to a charitable or community organisation • Disposal in a secure and environmentally-friendly manner	L
6	**Energy Consumption – All Services, gas, electricity, oil, water.**	Electricity generation consumes natural resources (coal, oil, gas) and creates atmospheric emissions CO^2, SO^2, etc. CO^2 leads to Global Warming and SO^2 leads to Acid Rain	H	Energy efficient lighting. Adopt more energy saving ideas. E.g. Switching off lights & PC's. Monitor electricity usage.	M

Ref.	Aspect	Impact / issue	Sig. Rating (High/Medium/Low)	Control Measures	Residual Risk Rating (High/Medium/Low)
7	**Company Vehicles**	Typical vehicle is 1.8 litres engine capacity. Typical emissions would be 0.36kg CO2 per mile. At 25,000 business miles per car per annum = 6 vehicles x 25,000 Miles= 150,000 tonnes x 0.36 = 54,000 = 5.4 tonnes CO2 The scale of emissions depends on how well the vehicles are maintained and how well they are driven, as is tyre usage.	H	Good car and vehicle maintenance should be instigated. ENVIRONMENTAL TARGETS - Carbon footprint reduction: We will measure our carbon footprint by the end of 2026. We will reduce our overall carbon footprint by the end of 2027.	M
8	**Hazardous Waste Spillage**	Hazardous Waste Spillage's must be cleaned up in accordance with the emergency procedure for spillage to reduce any pollution of land or water pathways.	M	The company will allocate spillage kits around each of the sites where the client has not provided or implemented a system. Attached to the spillage procedure will be an Incident form and an Environmental contact list. Spill Kits - Training will be given to employees in the use of spillage kits and this will also form part of any tool box talks that may be required on an annual basis.	L
9	**Noise Exposure to neighbours**	Noise Exposure to neighbours in the surrounding area - there are no Noise Limits set by the Local Authority.	H	No significant noise is produced through normal business activities. All site activities are assessed on project basis.	M
10	**Forklift Trucks**	The emissions of most interest in relation to forklift truck use is oxides of nitrogen (NOx) and oil leaks - The scale of fume emissions and any leaks depends on how well the Forklift truck Vehicles are maintained and how well they are driven, this accounts for tyre usage as well.	H	Maintenance Daily Inspections and Insurance Inspections required.	M

Appendix 3: Environmental Awareness Register

Company:			
Training location:		**Date:**	
Lecturer:			

No.	Print name	Signature

Note: A copy of this Register is to be submitted to the Company's master Training Records File.

Appendix 4:
Environmental Induction Register for the Contract, Activity or Process

Company:			
Site location:		**Date:**	
Lecturer:			

No.	Print name	Signature

Note: A copy of this Register is to be submitted to the Company's master Training Records File.

Appendix 5: Environmental Incident Report Form					Ref No. (Office use only)	
Client						
H.O. Address						
Tel No.			**Fax No.**			
GENERAL DETAILS						
Site Address						
Site Tel No.		**Date of Incident**		**Time of Incident**	am/pm	
Exact location of Incident						
Is your Company in overall control of the site / premises?			**YES**		**NO**	
If NO, give the name, address and telephone number of the following:						
Principal Contractor	**Name**			**Tel No.**		
	Address					
Full details of Environmental incident.						
Full account of Incident – state extent and type of contamination and breach of requirements.						
Names and addresses of any witnesses to the Incident						
1	**Name**			**Tel No.**		
	Address					
2	**Name**			**Tel No.**		
	Address					
Any other details						
Report completed by						
Name (print)			**Signature**			
Position			**Date**			

Note: Any Environmental incident should be reported to Senior Management immediately by telephone. A copy of this Incident Report should be forwarded to the Director in charge of Environmental issues at Head Office.

Appendix 6: Noise Assessment Record Form

Client	
Location	
Work Activity	
Type of plant / equipment	
Source(s) of noise	
Conditions	
Present noise control measures	
Type of hearing protection used	

Noise Meter Manufacturer	Model	Serial No.	Windshield used?	Date last calibrated

Sampling Point	Maximum Noise Level dB(A)	Maximum Exposure Time (hours)	Persons affected

Type of Noise (✓)

Continuous		Transient		Impulsive		Airborne		Structural	

Recommendations

Assessment completed by

Name (print)		**Signature**	
Position		**Date**	

Note: A copy of this Noise Assessment should remain on site and a copy forwarded to Head Office.

Appendix 7: Environmental Complaints Form			
Project Details			
Site Location			
Complaint received by	Name:	Position:	
	Time:	Date:	

Plaintiff	Name:	Position:
Plaintiff Contact Details		

Nature of Complaint	**Site Activity Response**

Corrective Action			
Target Date		**Responsibility**	

Preventative Action			
Target Date		**Responsibility**	

Form completed by:			
Name (print)		**Signature**	
Position		**Date**	