

ENVIRONMENTAL MANAGEMENT SYSTEM



Kings Heath Demolition Ltd
RECYCLING FOR THE FUTURE

Issue Eight

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1.0 INTRODUCTION

1.1 Purpose & Scope

This policy document outlines Kings Heath Demolition Limited's proposals for implementing an effective Environmental Management System (EMS).

The purpose of the EMS is to provide details of the implementation, monitoring and review mechanisms used by Kings Heath Demolition Limited to follow a best practice approach to Environmental Management.

The procedures will require Kings Heath Demolition Limited to:

- Define the roles and responsibilities of each employee with specific duties relating to Environmental Management.
- Specify the implementation plan.
- Specify the monitoring procedures in place.
- Specify how the monitoring procedures are reviewed and assessed.

1.2 Roles & Responsibilities

The Director of Kings Heath Demolition Limited has the specific responsibility for the effective implementation of these procedures. Senior Managers and Supervisors are also responsible for ensuring that Environmental Management policies are adhered to in the business's day-to-day operations. All staff members must comply with the policy and management system principles.

Specifically, the responsibilities of the Directors are:

- Ensure adequate arrangements are in place to implement and maintain the EMS effectively.
- Ensure good practice procedures are monitored and reported.
- Ensure that corrective action is taken where deficiencies are identified.
- Ensure that a management plan is prepared with the objectives consistent with continual improvement.
- Appoint a Manager responsible for Environmental Management.

The appointed Manager responsible for Environmental Management will:

- Ensure the Senior Management team, and Director is given pertinent technical and legislative advice.
- Ensure the Management System is established, implemented and maintained.
- Ensure the best practice procedures are implemented in accordance with Kings Heath Demolition Limited Environmental Policy.
- Report on the results of monitoring and actions to remedy identified deficiencies.
- Identify any significant environmental impact(s) of Kings Heath Demolition Limited's activities.

1.3 Arrangements

Arrangements for implementing the requirements of best practice procedures and for monitoring compliance and reviewing performance should be established for each best practice procedure.

These should include the aims/targets of the procedure and the processes with a nominated person responsible for implementing the procedures.

1.4 Monitoring

Each procedure will require monitoring to ensure they comply with guidelines outlined in this Environmental Policy. The monitoring process should take into consideration the following:

- Appointed Manager responsible for implementation.
- Relevant employees responsible for implementation as described in the job description.
- The substance of information provided to each employee.
- Reviews of action taken.
- Reports provided to the senior management team.
- Annual plans outlining targets/aims.

1.5 Review

The monitoring results will need to be reported to the Senior Management Team so that corrective action may be taken to remedy deficiencies in the EMS of specific items. Targets may be outlined, and new targets set.

2.0 ENVIRONMENTAL POLICY

2.1 Purpose & Scope

Kings Heath Demolition Limited recognises that many of its operations will impact the local, regional, and global environment. Consequently, Kings Heath Demolition Limited is committed to continuous improvements in environmental performance and pollution prevention.

Environmental laws, regulations and codes of practice will be regarded as setting the minimum standard for environmental performance.

The policy sets out guidelines for all employed or retained contractors utilised by Kings Heath Demolition Limited. Kings Heath Demolition Limited expects such individuals to adhere to these to achieve the EMS objectives. Kings Heath Demolition Limited will implement its policy through a coordinated EMS.

2.2 Aims

The aims of the policy are:

- Comply with all relevant environmental laws and legislation.
- Inform all employees of their responsibilities to adhere to best practice guidelines.

- Set out clear objectives which are relevant to the business activities of Kings Heath Demolition Limited.
- Identify performance targets so that the EMS may be reviewed and monitored.
- Report on the results of monitoring and review.

2.3 Objectives

To ensure improvement in our environmental performance, we have established a series of environmental objectives, measures and targets set annually for the organisation. These are monitored every month, reported and reviewed by the Director

Kings Heath Demolition Limited has identified the following key objectives:

1. Reduce the volumes of waste and recycling by reusing excess materials where appropriate.
2. Promotion of environmental issues with customers.
3. Reduction in energy consumption by implementing energy-saving systems in our offices (e.g. low energy lighting, dual flush toilets, increase natural light entering workspaces).
4. Ensure employee compliance with policy and best practice principles.

2.4 Environmental Impacts

To mitigate negative environmental risks and promote positive environmental impacts, our EMS is based on a requirement to identify and evaluate environmental risks and ensure that appropriate controls are implemented.

Environmental risks are reviewed annually and on new projects or when the business identifies new risks. Site management assesses and monitors environmental risks arising from business activities. Suitable control measures are then implemented and monitored for effectiveness throughout the project.

2.5 Legal & Other Requirements

To ensure we remain compliant with environmental legislation and our client's requirements, we have established monitoring and maintenance of HSE Legislation and other requirements. This procedure ensures relevant requirements are identified through a legislation register, with changes monitored, communicated and implemented.

To ensure compliance, periodic evaluations will be undertaken and recorded by assessing trends from incidents, SHEQ inspections, near miss reports, non-conformances and investigations carried out by internal auditors.

3.0 RESPONSIBILITIES & AUTHORITY

3.1 Director

The responsibility for environmental performance across the company is the Director.

Responsibilities include:

- Ensure that there is an up-to-date Environmental Policy and that it is brought to the attention of all employees.
- Ensure that the EMS is maintained and regularly reviewed to deliver continual environmental improvements.
- Ensure there are instructions for the organisation and methods for carrying out the company policy, and ensure that each person is aware of their responsibilities and how they can carry them out.
- Institute reporting, investigation and costing of incidents. Promote analysis of investigations to discover root causes and trends to eliminate risks and to ensure the prevention of recurrence.
- Ensure adequate personal knowledge and understanding of environmental matters and arrange training where required.
- Ensure suitable disciplinary measures are conducted on individuals who fail to discharge their responsibilities for environmental protection satisfactorily.
- Ensure that senior management inspections are undertaken.
- Arrange regular meetings with the HSEQ Consultant to discuss company performance and improvement areas.
- Ensure environmental arrangements and responsibilities have been identified, formulated and implemented by direct reports.
- Review regularly the performance of direct reports and ensure they discharge their responsibilities.
- Ensure employees are aware of their responsibilities and have received appropriate training to fulfil their roles.
- Ensure sufficient resources allow the business to meet its environmental obligations.
- Ensure that significant environmental risks and performance are reported internally in the Company's Annual Management Meetings.

3.2 HSEQ Consultant

Reporting to the Director, the HSEQ Consultant's responsibilities include:

- Ensure recommendations for providing necessary environmental advice, assistance and training to all areas of the business.
- Carry out appropriate competency checks on knowledge and understanding of environmental matters defined throughout the Company and recommend any formal training that might be required.
- Assist in the implementation and continual review of the EMS.

3.3 All Staff & Operatives

All employees will be required to:

- Co-operate with Managers on environmental matters.
- Do not interfere with anything provided to protect the environment.
- Report all environmental concerns to an appropriate person.
- Seek further advice from Line Managers and the HSEQ Consultant.
- Ensure that environmental issues are appropriately considered for persons under their direct control.
- Contribute to reducing incidents and waste as an integral part of the business process.
- Offer ideas which may improve our environmental performance.

3.4 Information, Instruction & Supervision

Information made available to staff, site personnel, sub-contractors and visitors at the workplace will include:

- Site rules.
- Emergency plan and procedures.
- Incident reporting contact details and arrangements.
- Site organogram showing key personnel and environmental responsibilities.
- Copy of recent environmental audits and inspections.
- Recent alerts or briefings.

In addition to the above, all Workforce employees, contractors and visitors will receive an induction as a minimum requirement. This is modular, dependent on the person being inducted. The following types of induction will be delivered:

Module 1 – General health, safety and environmental induction to employees, sub-contractors and agency employees detailing our management systems, policies and procedures.

Module 2 – A site-specific induction to employees and sub-contractors on the hazards, risks and controls in place when working on a particular site.

Module 3 – A visitor induction detailing the important site-specific rules required by an infrequent visitor who will be accompanied around work areas.

Information/briefings will be provided to ensure that task-specific risk assessments, standard procedures and method statements are delivered to those individuals whose activities may impact the environment.

3.5 Competence and Training

Kings Heath Demolition Limited will ensure that employees possess the appropriate level of competence dependent on their role within the organisation. This will be achieved through proper recruitment, training, selection and development of individuals, backed by advisory support.

The specific training needs of individuals will be identified in the following ways:

- Performance development appraisals for all staff.
- Environmental monitoring.

- Recommendations arising from audits and inspections.

Managers at all levels are responsible for assessing and meeting the training needs of their staff. The HSEQ Consultant will advise and assist Managers in carrying out these tasks and compiling formal environmental training programmes as required.

Managers will ensure that all persons working on behalf of Kings Heath Demolition Limited are sufficiently competent. Appropriate training standards include the following:

3.6 Environmental Awareness – Site Based Half Day Training

It is a company requirement that all non-management staff attend a half-day course in environmental awareness. The course contents should include waste management, working with water, including dewatering and discharges, management of fuel oil and chemicals, contaminated land, noise, spill response and wildlife. This half-day training should be conducted annually.

3.7 Environmental Awareness – Office Based Half Day Training

It is a requirement that all other employees within the workforce receive a half-day environmental awareness course detailing the Company's significant aspects and the implication of poor performance on our compliance and reputation. The competency period for this course is three years.

The management will maintain a record of all environmental training provided to employees.

Staff responsible for employing sub-contractors to carry out work will ensure that only companies assessed as having the appropriate competencies, including environmental training, are engaged to carry out work on behalf of Kings Heath Demolition Limited.

3.8 Communication & Consultation

Kings Heath Demolition Limited will create and sustain an awareness of the importance of environmental issues by using written, verbal and visual communication. These include:

- Formal environmental training
- Consultation with environmental specialists
- Communication of briefings, bulletins, alerts, toolbox talks and guidance notes to relevant employees
- Annual Health, Safety & Environmental Management Meetings
- Health, Safety & Environment Information Posters

Managers will ensure that their staff and the workforce are informed, instructed and consulted on the environmental aspects of their day-to-day work. Mechanisms for achieving this will be detailed in specific environmental procedures and may include a combination of the following:

- Company inductions
- Breakfast briefings and/or workplace talks
- Site rules
- Mandatory Health, Safety & Environmental inductions

- Risk Assessment and Method Statement briefings
- Toolbox Talks
- Senior management inspections

Kings Heath Demolition Limited requires all staff to "lead by example" and to emphasise the importance of the environment through their visible behaviour. As one of the key elements, environmental protection must be seen as a business priority alongside safety and profitability.

3.9 External Communication

Ensure that contact with enforcement authorities relating to site visits and communication via emails, letters or telephone is captured and managed. Recording these contacts ensures that any concerns expressed by an enforcing authority or any actions required are dealt with promptly and appropriately.

Environmental communication, including complaints, from interested parties relating to construction projects and offices, will be recorded in the site file or facilities pack as environmental correspondence.

4.0 EMERGENCY PREPAREDNESS & RESPONSE

All sites must have a prepared emergency plan detailing potential emergencies. The plan will be communicated at site inductions and displayed on notice boards.

4.1 Incident Reporting

Where an environmental incident occurs, it will be handled as per the company procedure for Incident Investigation and Reporting. Contact must be made as soon as possible with the Principal Contractor Client / Director & HSEQ Consultant to determine the appropriate course of action. Communication with the relevant regulator will be made to report any incident where necessary.

5.0 ENVIRONMENTAL RECORDS

For construction projects, a site file is maintained for the purpose of retaining hard copies of all relevant documents and information. The site pack contains the following information where applicable:

Aspects and Impacts

- Aspect assessment / Environmental Risk task worksheet
- Waste transfer/consignment notes
- Waste Carriers Registration Certificates
- Permits / exemptions

Miscellaneous Environmental Records

- Contractor Method Statements

- Other consents
- Other environmental information supplied
- Environmental correspondence

6.0 MONITORING

A variety of monitoring techniques are used to measure environmental performance.

Internal Audit, Surveillance & Non-Conformance

The management team conducts internal audits. Internal audit programmes and audits will include the company's environmental procedures and guidance. Environmental non-conformances raised during internal audits shall be evaluated monthly to identify corrective and preventative actions. These will be reported to the Director.

Health, Safety & Environment Department Detailed Inspections & Advisory Visits

All operational sites will be audited or visited by the HSEQ Consultant to determine site compliance with the Health, Safety & EMS requirements and the general level of performance on site.

Weekly Site Supervisors Inspections

It is seen as good practice for the Site Supervisors to conduct weekly inspections of their site and record their findings accordingly. Close-out of findings will be checked during the Health, Safety & Environmental Manager visits as above.

Near Miss Reports

Environmental near misses and minor incidents relating to waste, discharges, spills, air emissions, nuisance, wildlife and archaeology are identified and reported to the Kings Heath Demolition Limited management.

6.1 Management Reviews

Management reviews shall be scheduled and carried out annually to ensure that environmental management within the organisation is appropriate and effective at controlling significant risks and delivering environmental performance improvements.



Signed: _____
JOHN SMITH, DIRECTOR

Date: 18/9/2024

6.2 Environmental Management Reporting Structure

