

# LANCASTER ESTATE CONTRACTORS LIMITED/ LEC

## Environmental policy and Management

### Introduction and aim

LEC is a Principal Contractor, operating from 19 Ambassador Court, 17-19 Craven Terrace, London, W2 3HQ. Our main services are Building work and repairs. We recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

### Responsibility

This environmental policy applies to all of our operations including management, office services, site operations, and procurement. Ash Malik, Managing Director has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Ash Malik, Managing Director has the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Objectives

During 2016 and 2017, we aim to:

- make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible
- meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste
- use recycled construction materials whenever these can be commercially justified
- keep transport use to a minimum and regularly service vehicles to maintain their Efficiency
- work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation
- include environmental considerations in investment decisions for new plant, equipment or working practices
- inform and train all employees of the company's environmental objectives and how they can assist in meeting targets
- use the most environmentally friendly cleaning products whenever possible

## Targets

To achieve our aims, we have set ourselves the following targets:

- reduce vehicle emissions to air by the scheduling of work to reduce mileage and servicing all vehicles
- reduce the generation of general and hazardous wastes by reducing the amount of stock held in stores and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised
  - recycle as much paper, cardboard, plastic and metal waste generated in the office as Possible
  - reduce paper usage by increasing the use of e-mail and electronic documentation
- reduce energy consumption by monitoring energy usage and training staff on basic housekeeping

## Monitoring and auditing

Progress against these objectives will be monitored through a number of mediums including:

- Annual management review of this environmental policy and any associated environmental procedures
- The monitoring of environmental objectives and associated KPI's / targets
- Monthly management meetings.

## Training Awareness and Competence

Site staff shall be competent to perform tasks that have the potential to cause a significant environmental impact. Competence is defined in terms of appropriate education, training and experience. Project specific training is required.

### Environmental awareness and training shall be achieved by:

Site induction, including relevant environmental issues.

Environmental posters and site notices.

Method statement and risk assessment briefings.

Toolbox talks, including instruction on incident response procedures.

Key project specific environmental issues briefings.

All managers and supervisors will be briefed on the environment policy.

Method Statements will be prepared for specific activities prior to the works commencing and will include environmental protection and mitigation measures and emergency preparedness appropriate to the activity covered. The Construction Manager will review key Method Statements prior to their issue.

Method Statement briefings will be given before personnel carry out key activities for the first time.

## **Complaints, Compliments and Inquiries**

Project Manager will be available on site and a telephone number will be published for use by members of the public wishing to complain, provide other feedback, or make enquiries.

All complaints or information requests will be made aware to the Project Manager and will be logged promptly.

Noise may be a key subject of complaint where construction works take place close to residential areas. Working hours, plant types, construction methods and noise mitigation measures are likely to be subject to Control of Pollution Act which is granted by the local authority. Close liaison with the local authority environmental health team is likely to be necessary to develop mitigation measures.

Liaison will also be undertaken with local councillors and town/parish councils as representatives of the local community to discuss and address any issues.

The local authority environmental health team may also be the first to be contacted by residents affected by noise and will require to be kept apprised of progress, programme and upcoming phases of works that may give rise to disturbance in order that they can respond to complainants.

Careful monitoring of complaints received, including recording details of the location of the affected party, time of the disturbance and nature of the noise can assist with managing the works to reduce the likelihood of further complaint.

## **Checking**

Environmental monitoring will be undertaken in order to provide information to be taken into account during construction and to feed back into the Environment Policy and method statements, and to evaluate the environmental effects of the construction process.

The Project Manager is responsible for establishing a programme of environmental monitoring. This will include monitoring against any consent requirements and objectives and targets.

Pre-construction monitoring should be considered, in order to set a baseline against which construction effects can be assessed. The ES should be referred to in establishing baseline conditions.

## **Non-conformance and Corrective / Preventative Action**

Procedures for addressing non-conformance and corrective actions are to be provided. These may include, for example:

A Non Conformance Report (NCR) that will be raised to record any environmental incident and work that has not been carried out in accordance with the Environment Policy or Method Statement.

A Corrective Action Report (CAR) that will be raised where a deficiency is identified as a result of monitoring, inspection, surveillance and valid complaints.

Any actions identified shall nominate an owner to follow through the action to be taken, along with a specified timescale for it to be closed out.

## **Communication**

This environmental policy is available at our office at 19 Ambassador Court, 17-19 Craven Terrace, London, W2 3HQ. All members of staff will receive training on the environmental responsibilities of their role, and will be informed of any updates or revisions via e-mail or team meetings.

**Ash Malik**  
**Managing Director**  
**18.11.2016**