



# **ENVIRONMENTAL AND SUSTAINABILITY** **POLICY**

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## 1. Environmental Policy Statement

Etec is committed to applying environmental best practice wherever practical in the design, construction and management of buildings and their surroundings for the benefit of clients, tenants, employees, the local community, and the environment.

When striving to create the best standards of the built environment, Etec seeks to promote a safe and healthy working environment for its employees and visitors. Etec is committed to:

- Fully understanding the environment and social impacts of all projects and any related activities.
- Integrating environmental and social issues into business strategies.
- Developing objectives and targets to continually improve environmental and social performance and manage key environmental and social issues.
- Demonstrating the efficient use of energy, water and materials and the re-use and recycling of waste, wherever possible, in the design, construction and management of properties.
- Working to the minimum possible disruption and the disturbance to the local environment and the community.
- Preventing pollution, as well as monitoring and reducing any adverse impacts to any Etec project on the environment and the local community.
- Complying with all the relevant environmental legislation and with other environmental regulations and standards of relevance to the industry sectors in which Etec and its sub-contractors operate.
- Raising awareness of staff, designers, suppliers and sub-contractors to ensure effective management of environmental and social impacts.
- Working in partnership with designers and suppliers to consider effective environmental supply chain management and to promote sustainable sourcing of products and materials.
- Seeking to influence the environmental impact of the developing, and surrounding land and waterscapes, through enhancement of environmental specification and design.
- Working with all who have an interest in our business, including employees, suppliers, customers, appropriate authorities, local communities and other organizations, to identify key environmental and social issues and to seek innovative solutions and appropriate alternative.

- Publishing information on environmental performance, gaining third party endorsement of publishing performance, and benchmarking this performance against others.

Yours sincerely,

Signed:   
\_\_\_\_\_

Dated: 28/06/2021  
\_\_\_\_\_

**Michael Smith**  
**Managing Director**

## Sustainability Policy Statement

Etec Construction Services Limited, construction, facilities and associated services.

Etec Construction Services Limited delivers a comprehensive service from project inception through design, and construction to operation and maintenance. The scope of this policy covers all UK operations.

We strive to deliver sustainable solutions guided by our values we engage with our teams, customers and supply chain for the benefit of those stakeholders in the wider community and environment in which we work and live.

Below are some of the overarching sustainability objectives of Etec Construction Services Limited:

- Offer career development, supporting our teams to be diverse, engaged, motivated and competent - together working towards the sustainable success of our business.
- Engage positively with civic projects and the local communities in which we work, both through specific project engagement and through company-wide initiatives.
- Deliver sustainable profitable growth while satisfying our ethical, legal and contractual obligations.
- Improve resource efficiency, sustainable consumption, and production, throughout the whole supply chain from design through to operation.
- Encourage ideas and innovation both internally and with our supply chain that can create financial savings and benefit our customers, society and environment.
- Actively promote sustainability in our industry through the industry associations, partnerships and organisations we support, including Build UK and Supply Chain Sustainability School.
- Demand sector-leading Health, Safety and Environmental performance from our own teams and our subcontractors.
- Integrate our sustainability goals throughout our operations.
- Commit to measuring our impact through Health, Safety and Environmental performance data, employee engagement surveys, customer satisfaction feedback and our financial performance.

This policy will be reviewed annually and be adapted if changes to the company occur. This policy will be communicated to all staff via the intranet and copies will be posted on all our office noticeboards.



Signed: \_\_\_\_\_

28/06/2021

Dated: \_\_\_\_\_

**Michael Smith**  
**Managing Director**



### **3.2 THE RESPONSIBILITIES OF THE DIRECTOR**

Mr Michael Smith has overall responsibility for ensuring that all employees understand their role, accountability, and involvement in contributing to meeting the aims and objectives of the company's environmental policy.'

Further Responsibilities: -

- To ensure that an environmental policy has been prepared and update and review at regular intervals.
- To ensure that the organizations vision and direction in relation to environmental aspects is consistent with current socio-economic factors.
- To agree and endorse the environmental policy and corporate objectives of ETEC Group Contractors.
- To develop policy commitments, review action plans and environmental targets.
- To ensure that the organization complies with all statutory legal requirements.
- To monitor environmental performance, management systems and internal procedures.
- To develop targets for procurement and requirements of stakeholders, contractors and suppliers.
- To ensure regulatory compliance and continual improvement in all environmental aspects.
- To identify employee training needs and maintain an environmentally aware workforce.

### **3.3 RESPONSIBILITIES OF THE SITE MANAGERS WITH THE ASSISTANT OF CONTRACT MANAGERS / HSEQ MANAGER AND SITE SUPERVISOR**

- To comply with all internal company procedures, work to achieve compliance with environmental legislation and to strive for continual improvement.
- To promote the company's environmental policy and general awareness of the adverse environmental impacts.
- To ensure Employees are informed and aware of any specific environmental aspects of their work activities.
- To ensure Employees undertake work processes in accordance with the company policy and any training received.
- Collect and submit data and results of environmental performance.

### **3.4 THE RESPONSIBILITIES OF THE EMPLOYEES**

- To comply with all internal company procedures, work to achieve compliance with environmental legislation and to strive for continual improvement.
- To promote the company's environmental policy and general awareness of the adverse environmental impacts.
- To ensure work processes are undertaken in accordance with the company's environmental policy and any training received.
- To inform the company of any areas of environmental management that may give rise to concern.

## **4.0 ARRANGEMENTS**

### **4.1 AIMS & OBJECTIVES.**

The aims and objectives of ETEC Group are to ensure that the environmental aspects of the company's undertakings do not have any adverse environmental impact.

Where it is not possible to eliminate the impact, to reduce or minimise the environmental impact by the use of recycling, waste separation and other techniques.

## **4.2 AIR**

ETEC Group will ensure, through its maintenance and purchasing programme, that site mobile machinery meets the emissions of gaseous and particulate pollutant levels outlined in environmental legislative procedures and that continuous improvement is achieved.

Dust will be reduced as far as practicable by the enclosure of sites by wooden hoarding, preventing migration off of site. Most works are undertaken in the open air and, except in high winds or unusual locations; fumes and dust are only likely to affect those in the immediate vicinity.

## **4.3 COMMUNICATIONS**

Effective two-way communication between Employees at all levels is seen by ETEC Group as an important part of ensuring the protection of the environment. ETEC Group will work with all persons affected by their undertakings to ensure that information on environmental aspects and impacts are shared.

## **4.4 CONTAMINATED LAND**

Site investigations will be undertaken by the client prior to the commencement of works with the results communicated by the Principal Contractors construction phase plan or by the CDM Co-ordinators pre-construction information or by the environmental impact assessment.

Should the details of a survey not be supplied and it is suspected that pollution is present at the commencement of works, the client or CDM Co-ordinator will be contacted to arrange a decontamination operation or be asked to provide an adequate survey.

## **4.5 ENERGY CONSERVATION**

Increasing energy costs, coupled with both National and Governmental needs for energy conservation, has resulted in "Energy Management" being regarded as an important task in all of the work activities undertaken by ETEC Group.

ETEC Group recognises that energy efficient measures can be achieved through the correct selection of the appropriate plant and equipment. Energy saving requirements may also involve such things as ensuring a piece of plant has completed all necessary tasks before being withdrawn from a project as its return to site at a later date will result in poor logistic management and added pollution.

#### **4.6 ENVIRONMENTAL SUSTAINABILITY**

Mr Michael Smith has the responsibility for ensuring ongoing environmental performance, identification of environmental risks, recording and monitoring of impacts and implementing environmental and social sustainability measures.

The key themes we aim to action are:

- Design for minimum waste.
- Minimise waste.
- Minimise energy in construction use.
- Do not pollute.
- Preserve and enhance biodiversity.
- Conserve water resources.
- Respect people and local government.
- Monitor and report.

Special consideration will be given by employing local contractors and wherever efficient and environmentally sustainable, materials products and services will be sourced locally.

We encourage employees and contractors to promote our commitment to environmental and social sustainability.

#### **4.7 LOCAL COMMUNITY ENGAGEMENT**

ETEC Group accepts that although the community may not have a direct relationship with our projects, it is nevertheless impacted by our construction activities and the resultant infrastructure.

Any complaints we receive about our activities are responded to quickly and recorded so that we can improve our performance.

Because we recognise that our activities can sometimes be disruptive, increasingly we (with the assistance of our clients) are adopting proactive engagement activities. This involves informing our neighbours of our activities and ascertaining if there are any key sensitive dates or events for the local community.

#### **4.8 NOISE**

ETEC Group will undertake to work within the parameters outlined by the environmental legislation, HSE and the Local Authority to restrict noisy activities to the time periods requested. All controls will be applied including rigid maintenance regime, sufficient damping, lagging and other acoustic controls to ensure the reduction of noise.

ETEC Group will undertake to act proactively, to ensure the elimination of unnecessary noise and to reduce the noise that is produced to an acceptable level. Whenever possible noise will be reduced or eliminated by modifying machinery. We shall attempt to achieve this by maintaining equipment in good operation and encouraging our staff to report noisy equipment to our supervisors when it requires attention.

#### **4.9 OFFICE WASTE**

Through careful and efficient office management and the implementation of a quality system, the amount of waste created is kept to an absolute minimum. ETEC Group is also promoting the recycling of waste wherever possible.

Electrical energy is conserved by the use of high efficiency, fluorescent lighting which is switched off in rooms which are not in use. Natural gas energy used in heating systems is conserved by regular maintenance, servicing and individual thermostatic controls.

#### **4.10 PREVENTING FLY TIPPING OF SITE WASTE.**

ETEC Group is committed to dealing with improving local environmental quality and tackling waste crime, such as fly tipping. We acknowledge that the illegal disposal of waste is an anti-social behaviour that is adversely affecting the amenity of our local environments and reducing civic pride.

Fly tipping can lead to serious pollution of the environment and harm to human health. It can cost innocent victims of fly-tipping and public bodies such as local authorities and the Environmental Agency large amounts of money to remove the waste.

To prevent fly tipping, producers of waste must ensure that it remains under their control until correctly disposed of. Contractors are to arrange for the removal of their waste by a registered waste carrier or to a licensed landfill site, in accordance with the Duty of Care provisions of the Environmental Protection Act 1990.

A Waste Transfer Note (WTN) must be created for each load of waste that leaves our sites. The WTN will contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered whilst maintaining compliance with the law.

We shall describe on the WTN, both in words and by reference to the appropriate codes, the quantity and types of each different waste being transferred.

The WTN will also include details of how the waste is contained (i.e loose or packaged and, if packaged, then in what type of containers). ETEC Group shall never rely on waste carriers or waste management contractors to describe our waste for us on WTN's. We, as the producer, are in the best position to accurately describe our waste.

ETEC Group will keep copies of all WTN's for a t least two years. Whatever the destination of our business wastes and whichever organizations are handling them, it will help us to prove that we have properly discharged our Duty of Care by undertaking periodic audits. This will enable us to ensure that our wastes are being handled correctly from the moment they leave our premises to the final point of disposal or recovery.

#### **4.11 PREVENTING FUEL ENTERING ADJACENT WATERCOURSES AND DRAINAGE SYSTEMS**

The risk of spillage is at greatest during refuelling of plant. ETEC Group will adopt the following precautions to prevent fuel spillage entering the watercourses:

- Where possible, we shall refuel plant in a designated area, preferably on an impermeable surface and away from any drains or watercourses.
- Never leave a vehicle unattended during refuelling.
- Check hoses and valves regularly for signs of wear and ensure that they are turned off and securely locked when not in use.

In the event of a spillage on site, the material shall be contained using an absorbent material such as sand or soil.

#### **4.12 PREVENTION OF POLLUTION FROM PLANT AND MACHINERY**

Facilities for washing plant and equipment contaminated with concrete or other chemical will be provided. Wash water from the facilities will be managed so as to prevent pollution of surface water and groundwater.

Construction site runoff from plant and machinery can cause serious pollution if appropriate management systems for controlling discharges from temporary works are not adequately followed.

#### **4.13 PROTECTION STRATEGY FOR WILDLIFE, TREES, WATERCOURSES AND LANDSCAPE FEATURES**

It is important to ETEC Group as a company to minimise the impact of their construction projects on local wildlife.

Planning law may require us to undertake formal Environmental Impact Assessment (EIA) if the development is a sizeable one, as part of our Planning Permission. The Town and Country Planning (Environmental Impact Assessment) Regulations 1999 have significantly increased the number and type of developments which are likely to need formal impact assessment.

Undertaking preliminary discussions with the planning Authority about the proposed development will provide us with the opportunity to seek an informal view on whether EIA (Environmental Impact Assessment) is likely to be required.

ETEC Group will conduct its activities and operations to reflect best environmental practice and implement an environmental management system to pursue sustainability, continual improvement and the prevention of pollution.

In particular, we will:

- Comply with all applicable legal and other requirements.
- Identify environmental aspects and prioritise action to reduce.
- Set challenging targets to reduce our environmental impacts and regularly review progress.
- Raise awareness of the environment amongst our employees through training, our environmental co-ordinators network and communication of environmental performance.
- Report annually on our progress and performance, making this available both within the Office and externally.
- Undertake regular management reviews to ensure that our environmental management system remains effective.

All of our construction activities shall be completed on accordance with the requirements of The Conservation (Natural Habitats, & c.) Regulations 1994 and The Wildlife and Countryside Act 1981.

#### **4.14 PURCHASING**

ETEC Group Contractors will ensure that all our wholesalers and suppliers provide us and our customers with goods and materials that have limited environmental impact. The aim of the company is to achieve this by:

- Purchasing goods, plant and materials which can be manufactured used and disposed of in an environmentally responsible way.
- Meeting, where appropriate, the standards required by all environmental legislation.
- Specifying and purchasing of plant and items which will, in the first instance, have a long working life and can be recycled when the service life has ended.
- Specifying and purchasing items which can be operated in an energy efficient manner.

- Specifying and purchasing items that are of the best quality, have replacement parts and are not part of the “throw away” culture.
- Selecting suppliers and contractors who are themselves undertaking measures to make environmental improvements.
- Purchasing equipment with due consideration for the noise, emissions and vibration it produces.
- The negotiation of favourable rates from water, gas and electrical service providers.

#### **4.15 RECYCLING**

ETEC Group as a company is committed to minimising all waste in its operations and works. Where waste maybe produced, every effort will be made to recycle such materials.

#### **4.16 RECYCLING OF DEMOLITION MATERIALS AND SPOIL**

ETEC Group believes that sustainable waste management is achievable by committing ourselves to a waste strategy that is based on the following waste hierarchy:

- Reduce - We shall endeavour to only order the amount of building materials that we actually need.
- Reuse - We shall choose building materials that can be broken down in component parts at the end of their life and re-used.
- Recovery - Our materials from demolition (i.e. bricks and slates) may be reused. This includes recycling, composting and waste-to-energy.

#### **4.17 REMOVAL OF TREES WITH PRESERVATION ORDER**

With certain exceptions, it is illegal to fell Tress in Great Britain without prior Forestry Commission (FC) approval. All cases of suspected illegal felling are investigated, and prosecution may ensue. FC and Department of Agriculture and Rural Development (DARD) Forest Service policy is that areas felled will be replanted or naturally regenerated, except where felling is allowed for environmental improvement or to enable development authorised under planning regulations.

A Tree Preservation Order (TPO) is made by the Local Planning Authority (LPA) usually a local council to protect specific trees and woodland from deliberate damage and destruction. TPO's prevent the felling, topping or uprooting of trees without permission from the planning authority.

ETEC Group accepts that, if we should deliberately destroy a tree, or damage it in a manner likely to destroy it; we could be fined up to £20,000 if convicted in the magistrate's court. We are also aware that we will normally have to plant a replacement tree if the tree was cut down or destroyed.

ETEC Group shall seek permission from the Forestry Commission to fell any growing trees that may be present on any of our sites. We shall not begin felling until we have been issued with a licence or received other permission from the Forestry Commission.

An application form will be obtained from the appropriate Forestry Commission office. It shall be completed and submitted for approval, along with two signed copies of a map of the area showing the location of the trees that we wish to fell. It is estimated that a licence shall be issued within 10 weeks from the receipt of application.

If we ensure as to whether or not a tree is covered by a protection order, we shall visit local planning authority's offices to inspect the details of TPOs in operation within the surrounding area.

#### **4.18 STORAGE AND USE OF CHEMICALS, FUEL/OIL AND OTHER CONSTRUCTION MATERIAL**

Chemicals will be stored in secure designated, (bunded where necessary) storage areas and in accordance with the appropriate regulatory requirements, including the control of Substances Hazardous to Health (Amendment) Regulations 2002 and The Control of Pollution (Oil Storage) (England) Regulations 2001. Refuelling of vehicles and machinery will be undertaken in accordance with a specified procedure that may include the designation of refuelling areas. Spill contingency plans will be drawn up and included in the procedures. Stockpiles of dry materials will be stored in locations that prevent contamination of surface waters.

Oil shall be stored in a container which is of sufficient strength and structural integrity to ensure that it is unlikely to burst or leak in its ordinary use.

#### **4.19 TRAINING**

All employees will be given training in general environmental awareness, task specific procedures and methods that will be used to reduce or minimise the impact to the environment by the undertakings of the company.

#### **4.20 WATER**

The Employees of ETEC Group are aware of the importance to protect the integrity of groundwater, rivers, lakes, and other elements of the water system.

Where necessary to prevent water pollution, drain covers, self-contained water systems and other methods will be used. Detergents and solvents are to be as environmentally friendly as possible and, where not possible, ETEC Group will ensure that the migration of substances does not have an adverse impact on the environment.

#### **4.21 SITE WASTE MANAGEMENT PLANS**

The site Waste Management Plan Regulations 2008 apply to all construction projects in England that have started on or after the 6<sup>th</sup> of April and have an estimated construction value of over £300,000. Projects that are estimated at over £500,000 will require a more detailed SWMP.

The Regulations require that a Site Waste Management Plan (SWMP) is produced, initially by the client prior to construction works commencing and then developed and regularly updated by the Principal Contractor.

ETEC Group will use good practice to ensure compliance with the SWMP in the following areas:

- Purchasing strategies or methods of work aimed at reducing waste.
- The on-site re-use or recycling of site gained materials.
- The responsible disposal of waste.
- Provide relevant information to the Principal Contractor / subcontractors or client on waste types and amounts.

#### **WHO'S RESPONSIBLE FOR THE SWMP?**

If you are the client, you are responsible for:

- Producing the initial SWMP before construction work begins.
- Appointing the principal contractor / subcontractors.
- Passing the SWMP to the principal contractor / subcontractors.

- Updating the SWMP at least every three months if you decide to manage the project yourself.

If ETEC Group is a principal contractor, then responsible for:

- Obtaining relevant information from client.
- Updating the SWMP at least every three months as the project progresses.
- Keeping the SWMP on site during the project.
- Ensuring that other contractors know where the SWMP is kept.
- Allowing other contractors and the client access to the SWMP.
- Handing the completed SWMP back to the client at the end of the project.
- Keeping a copy of the SWMP for two years.

### **WHAT SHOULD THE SWMP CONTAIN?**

The level of detail that your SWMP should contain depends on the estimated build cost, excluding VAT.

For projects estimated at between £300,000 and £500,000 (excluding VAT) the SWMP should contain details of the:

- Types of waste removed from the site.
- Identity of the person who removed the waste.
- The site that the waste is taken to.

For projects estimated at over £500,000 (excluding VAT) the SWMP should contain details of the:

- Types of waste removed from the site.
- Identity of the person who removed the waste and their waste carrier registration number.
- Site that the waste was taken to.
- Environmental permit or exemption held by the site where the material is taken.

At the end of the project, you must review the plan and record the reasons for any differences between the plan and what actually happened.

You must still comply with the duty of care for waste. Because you will need to record all waste movements on one document, having a SWMP will help you to ensure you comply with the duty of care.



**ENVIRONMENTAL INCIDENT ACTION PLAN**

