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## **Environmental Policy**

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## ENVIRONMENTAL POLICY STATEMENT OF REL MALDON LIMITED

This policy applies to all areas and operations of REL Maldon Limited's undertakings.

REL Maldon Limited's principal operations are undertaken within the construction industry for various clients. We recognise that our operations interact with the environment and we are firmly committed to eliminating or reducing adverse impacts from our business activities and promote a positive attitude to the conservation and enhancement of all aspects of our environment. Environmental factors will be taken into consideration in our business planning and decision making.

In particular, REL Maldon Limited will achieve this through our commitment to:

- Employing systems and procedures that ensure the Company's compliance with all relevant environmental legislation, regulations and industry best practices;
- Identify its significant environmental aspects for all activities and put in place control mechanisms to mitigate their affects;
- Minimise the environmental impacts of its activities, prevent pollution and continually improve its environmental performance through setting objectives and targets and developing key performance indicators;
- Promote sustainable development by conserving energy, materials and resources, minimising consumption, maximising efficiency and effectively managing wastes; reducing waste levels and actively recycling waste materials for re-use;
- Promote design improvements to clients to enable the projects long term environmental impact to be minimised;
- Consider alternative installation methodologies to minimise the construction phase environmental impact of projects;
- Identify and manage key risks and have arrangements in place to respond to all foreseeable incidents and emergencies;
- Ensure that all activities are undertaken with minimal impact on local communities and not creating a nuisance to our neighbours;
- Involve Employees and Contractors in our environmental programs and provide training to enable them to discharge their responsibilities;
- Manage our supply chain to encourage their participation to minimise the use of materials, energy or processes which may be harmful to the environment;
- Include Environmental issues in an annual report which will review our performance and make recommendations for the future.

The participation and co-operation of all stakeholders is vital to the success of this policy.

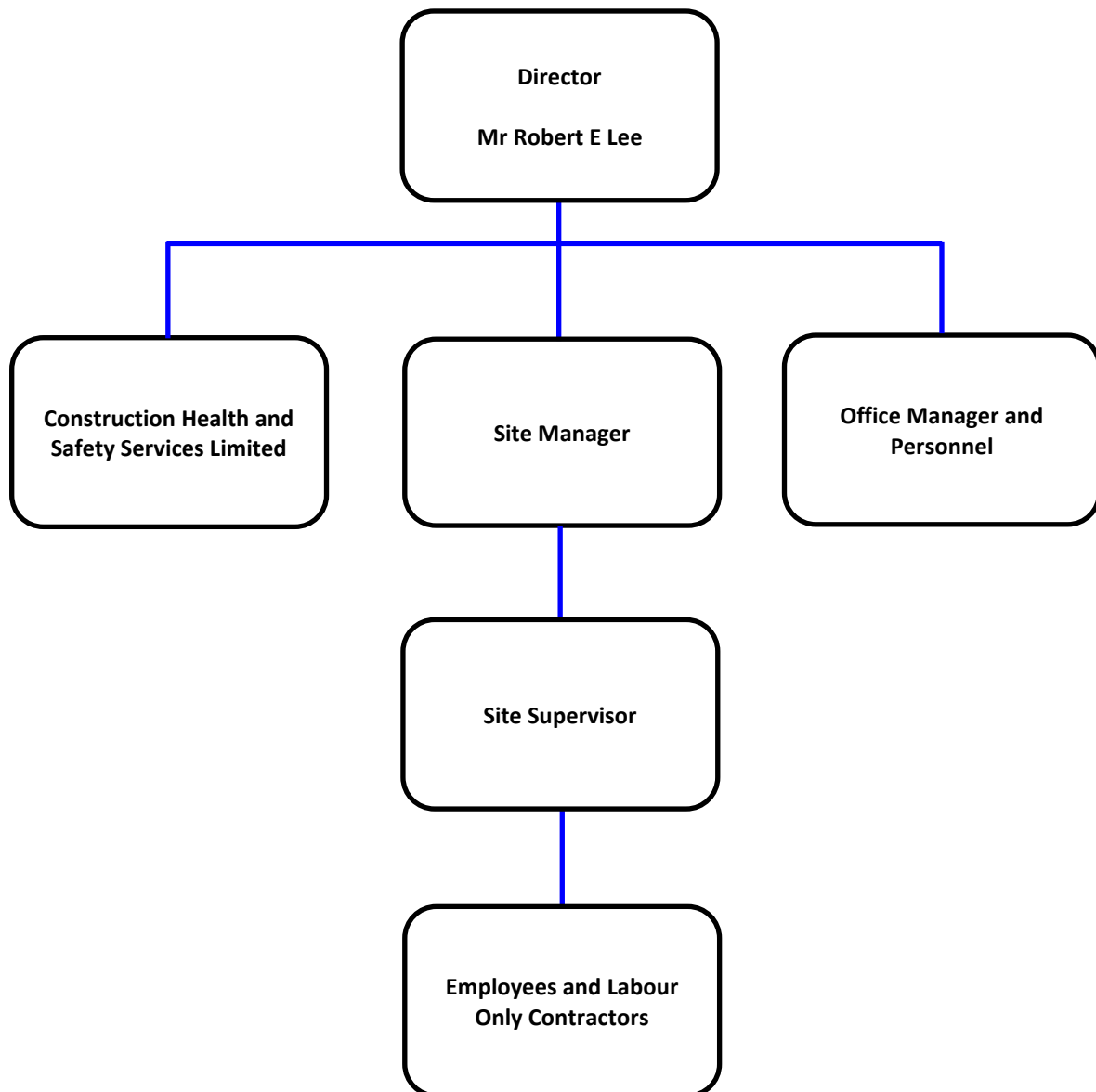
This policy is available to all interested parties upon request.

Signed.....

**Mr Robert E Lee**  
**Director**  
**REL Maldon Limited**

Dated: March 2025

## ENVIRONMENTAL ORGANISATION CHART



— Denotes lines of communication

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### **THE RESPONSIBILITIES OF THE DIRECTOR MR ROBERT E LEE**

Mr Robert E Lee 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 to update and review at regular intervals;
- To ensure that the organisations 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 REL Maldon Limited;
- To develop policy commitments, review action plans and environmental targets;
- To ensure that the organisation 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.

### **THE RESPONSIBILITIES OF THE HEALTH, SAFETY AND ENVIRONMENTAL CONSULTANTS**

- To provide professional advice and support to REL Maldon Limited on environmental issues, aspects and legislation;
- To develop, when requested, environmental procedures, programmes and achievable targets;
- To monitor environmental performance, management procedures and systems within the company;
- To review overall environmental performance, identify weaknesses and make appropriate recommendations to Mr Robert E Lee;
- To inform Mr Robert E Lee of any relevant changes to environmental legislation and industry guidance.

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### **THE RESPONSIBILITIES OF THE MANAGERS AND SUPERVISORS**

- 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 to Mr Robert E Lee data and results of environmental performance.

### **THE RESPONSIBILITIES OF THE EMPLOYEES AND CONTRACTORS**

- To comply with all internal company procedures, work to achieve compliance with environmental legislation and to strive for continual improvement;
- To always 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.
- To use any equipment in a manner that will eliminate or reduce the risk of pollution or contamination.
- To report any contamination you see or suspect is present so that action can be taken promptly.
- To recycle and give consideration to the environment when choosing and using materials.

## ENVIRONMENTAL ARRANGEMENTS SECTION

### ENFORCEMENT

The Environment Agency encourages individuals and businesses to put the environment first and to combine good environmental practices with normal working methods.

The aim of enforcement is to make sure business and industry take appropriate action to protect the environment, make sure regulations which prevent pollution are complied with and secure better outcomes for the environment, people and business.

The Environment Agency may decide to enforce when any of the following occur:

- An incident;
- Breach of the conditions of a permitted activity;
- Non-compliance with legislation.

#### Outcome-based approach

The following enforcement options are available to be used to achieve environmental outcomes and more specifically to:

- Stop offending;
- Restore and/or remediate;
- Bring under regulatory control;
- Punish and/or deter.

#### Enforcement powers

The enforcement powers available include:

- Enforcement notices and works notices (where contravention can be prevented or needs to be remedied);
- Prohibition notices (where there is an imminent risk of serious environmental damage);
- Suspension or revocation of environmental permits and licences;
- Variation of permit conditions;
- Injunctions;
- Carrying out remedial works (where the Environment Agency carry out remedial works they will seek to recover the full costs incurred from those responsible);
- Criminal sanctions, including prosecution;
- Civil sanctions, including financial penalties.

#### Civil Sanctions

Civil Sanctions provide The Environment Agency with new ways to protect the environment. They focus on investment in environmental clean-up rather than paying fines.

Civil sanctions do not replace any of the current enforcement tools. They provide a more flexible range so that the most appropriate enforcement action can be used when an offence occurs.

The Environment Agency will still prosecute serious offenders, but they will be able to use alternative sanctions with legitimate businesses who are trying to do the right thing. Offenders will be able to put right the damage they have done and local communities will see a direct improvement in the environment as a result.

Unlike prosecution, civil sanctions are imposed or accepted by The Environment Agency. There are six types of civil sanctions:

- Compliance notice - a regulator's written notice requiring actions to comply with the law, or to return to compliance, within a specified period;
- Restoration notice - a regulator's written notice requiring steps to be taken, within a stated period, to restore harm caused by non-compliance, so far as possible;

- Fixed monetary penalty - a low-level fine, fixed by legislation, that the regulator may impose for a specified minor offence;
- Enforcement undertaking - an offer, formally accepted by the regulator, to take steps that would make amends for non-compliance and its effects;
- Variable monetary penalty - a proportionate monetary penalty, which the regulator may impose for a more serious offence;
- Stop notice - a written notice which requires an immediate stop to an activity that is causing serious harm or presents a significant risk of causing serious harm.

Civil sanctions are available for offences under the following regulations applicable to our undertakings:

- The Control of Pollution (Oil Storage) (England) Regulations 2001;
- Environment Act 1995;
- Hazardous Waste (England and Wales) Regulations 2005 (as amended);
- The Water Resources Act 1991 (as amended);

An organisation guilty of an offence under The Environment Protection Act 1990 or Environmental Permitting (England and Wales) Regulations 2007 (as amended) shall be liable to a fine:

Maximum	When tried on indictment:	unlimited fine
	When tried summarily:	£50,000 fine

Offence range: £100 fine – £3 million fine

An individual guilty of an offence under The Environment Protection Act 1990 or Environmental Permitting (England and Wales) Regulations 2007 (as amended) shall be liable to:

Maximum	When tried on indictment:	unlimited fine and/or 5 years' custody
	When tried summarily:	£50,000 fine and/or 6 months' custody

Offence range: conditional discharge – 3 years' custody

## AIMS AND OBJECTIVES

The aims and objectives of REL Maldon Limited 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, we will endeavour to reduce or minimise the environmental impact by the use of recycling, waste separation and other techniques.

REL Maldon Limited recognises that an essential management principle is that objectives and targets aim to be "S.M.A.R.T.E.R."

<b>Specific</b>	Objectives and targets should be clear in their intention and results. Specific responsibilities should be assigned to individuals.
<b>Measurable</b>	Performance indicators should be used to assess quantifiable results so that the degree of achievement or failure can be identified.
<b>Agreed</b>	All stakeholders and individuals involved or responsible for environmental aspects and achieving targets should have an opportunity to contribute and comment on it.
<b>Realistic</b>	Targets and objectives should be achievable in relation to resources available and other business priorities, but not too easily reached.
<b>Time-based</b>	Targets and objectives should be achieved in a given and known time frame. If the objective time period is many months or years, monitoring of progress should be undertaken.
<b>Evaluated</b>	and also ethical, enjoyable and engaging
<b>Re-evaluated</b>	the re-evaluation should be searching and be recorded



## AIR

REL Maldon Limited will ensure through its maintenance and purchasing programme that mobile machinery used on its projects meets the emissions of gaseous and particulate pollutant levels outlined in various E.U. Directives and that continuous improvement is achieved.

Dust will be reduced as far as is practicable by the enclosure of working areas and the use of water suppressant where practicable to prevent migration of dust. Where and if possible filtered extraction will be used to collect dust produced by static machinery.

## CLIMATE CHANGE

Climate change adaptation is the process of adjusting to the effects of climate change. These can be both current or expected impacts that affects the atmosphere, the water cycle, the land surface, ice and the living components of Earth.

We hope to reduce the company emissions by 50% in the next ten years by working with clients, suppliers and employees. These include emissions from sources such as vehicles, purchasing of electricity for cooling and heating, business travel.

## COMMUNICATION

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

Communication with Employees will take various forms and Employees are reminded that they may raise any health or safety issue with any member of management in total confidence. Employees are actively encouraged to raise any concerns they may have in relation to environmental aspects.

## COMPLAINTS

Construction work by its very nature, is likely to impact upon the surrounding environment, including neighbouring buildings and their occupants including passers-by and members of the public in general. Our policy is to conduct our activities with due consideration to anyone that may be affected by our work and to reduce any adverse impact of our activities to as low as practicable.

Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party or member of the public offer a complaint, the details will be recorded by the Site Manager and forwarded directly to the company office for the attention of Mr Robert E Lee.

## CONTAMINATION

There is always a chance that a site will contain contaminants that could be dangerous for workers and future occupants. Some contaminants can cause more harm than others, for example:

- Biological hazards include significant threats to human health, such as animal or human faeces, blood or anthrax and discarded needles may be found in areas used by drug addicts;
- Explosives. Extreme care must be taken on a site where explosives have been used, this includes old mine workings or former explosives factories or in locations bombed during World War II, unexploded bombs may be present that can detonate if disturbed during construction works;
- Radiation. There is an additional risk if any work involving radioactive materials or equipment has ever taken place on a site, for example a nuclear site or former healthcare site where radiation equipment has been previously used.

Where necessary, 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 Clients Pre-Construction Information.

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 Principal Designer will be contacted to arrange a decontamination operation or be asked to provide an adequate survey.

## **DRAINAGE**

REL Maldon Limited will undertake to eliminate risk to groundwater systems by identifying underground services before the commencement of a project, and marking all necessary plans and drawings to ensure that all relevant services are identified and marked prior to commencement of works.

We are aware that permission will be required from the local sewerage provider before discharging anything other than clean uncontaminated surface water to any drains.

Drainage will be identified by type, for example, surface water drains, soakaways, land drains foul water and combined sewers. Identification will also extend to protection measures, such as oil separators, interceptors and silt traps.

Drain covers will be marked to identify the type of drain, for example:

- Blue for surface water drains (including land and roof drains) – these discharge to local rivers, streams or soakaways, usually without treatment
- Red for foul water drains (also known as trade effluent drains) – these carry contaminated water to sewage treatment works, storage lagoons or treatment systems

## **DUST**

Dust can come from a range of sources including brick and other material stockpiles, waste trucks and skips, etc.

REL Maldon Limited will take measures to reduce the risk of dust causing a nuisance to the local community by:

- maintaining a high standard of housing-keeping on site;
- covering wagons and skips leaving site;
- where appropriate, ensure wheels are washed before trucks exit onto public roads;
- damping down stockpiles;
- using vacuum systems or water to contain dust at source during cutting operations;
- using sheeting to screen and contain any dust within the curtilage;
- using local screen areas and water sprays to damp down dust at loading or material handling.

If the dust has the potential to contain hazardous substances such as silica (from some concrete aggregates) the protection of the employees must also be considered as well as the protection to the environment.

## **ELECTRICAL AND ELECTRONIC EQUIPMENT**

The Waste Electrical and Electronic Equipment Regulations 2011 (as amended) (WEEE Regulations) introduced new responsibilities for businesses that use electrical and electronic equipment (EEE).

When disposing of any electrical waste REL Maldon Limited will comply with the requirements of our duty of care as detailed in the WEEE Regulations.

The duty of care has no time limit. REL Maldon Limited is specifically responsible for waste from production until we have transferred it to an authorised person.

As with the waste hierarchy, the primary objective of the WEEE Directive 28 is to prevent WEEE being produced in the first place. Where possible, measures should be taken to reduce the amount of WEEE produced. To this end REL Maldon Limited will choose electrical equipment which is proven to have greater longevity than comparable equipment, or replace parts or upgrade software of electrical equipment rather than discarding the whole appliance or unit.

## EMERGENCY PROCEDURES

REL Maldon Limited will investigate all environmental incidents at the earliest opportunity in order to identify the basic causes. Subcontractors will report any environmental incidents immediately to the REL Maldon Limited Site Manager.

REL Maldon Limited is committed to ensuring the protection of the environment and in particular the protection of watercourses from accidental leakage of oil/diesel/brake fluid/petrol from plant and road vehicles.

In the event of oil or any other spillage the following action will be taken:

Immediately advise your Site Supervisor who should advise the Site Manager of the following:

- The exact location of the spillage;
- The substance involved in the spillage;
- An estimate of the quantity involved;
- Details of the vehicle, plant involved;
- Whether any watercourses, protected sites and/or sewers are, or are likely to be, affected;

Spill kits will be available at designated areas around site.

Additionally REL Maldon Limited will:

- Make every effort to contain the spillage with the use of spill kits or other means if available;
- Make suitable arrangements to reduce the risk of spillage at re-fuelling points e.g. drip trays, 'bunded' tanks;
- Ensure Fire Extinguishers, as applicable, will be available to reduce the risk of fire;
- If appropriate, the incident shall be reported to the Environment Agency. This will be done within 12 hours of the incident occurring.

## 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 REL Maldon Limited.

REL Maldon Limited recognises that energy efficient measures can be achieved through the correct selection of 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.

All persons involved at the planning or tendering stage of projects will fully consider all possible areas of energy reduction and conservation.

## ENVIRONMENTAL SUSTAINABILITY

REL Maldon Limited has the responsibility for ensuring on-going 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 environment;
- Monitor and report (i.e. use benchmarks).

Special consideration will be given to 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.

## **LOCAL COMMUNITY ENGAGEMENT**

REL Maldon Limited 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.

If we should receive any complaints about our activities we would respond quickly and record any information so that we can improve our performance.

## **NOISE**

REL Maldon Limited will undertake to work within the parameters outlined by the client or the Local Authority to restrict noisy activities to the time periods requested. All controls will be applied including a rigid maintenance regime, sufficient damping, lagging and other acoustic controls to ensure the reduction of noise.

REL Maldon Limited will undertake to act proactively, to ensure the elimination of unnecessary noise and to reduce 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 or managers when it requires attention.

Best Available Technique Not Entailing Excessive Cost (BATNEEC) will be used to prevent the effect of noise to the limit reasonably practicable having regard to the local conditions and circumstances, to the current state of technical knowledge and to the financial implications.

We shall attempt to achieve a reduction in noise from our vehicles by:

- turning off engines when they are not in use;
- checking the brakes are properly adjusted;
- not revving the engine unnecessarily;
- only using the horn in emergencies;
- replacing exhaust systems as soon as they become noisy;
- replacing vehicles with electric or gas powered alternatives;
- maintaining vehicles in good operation;
- encouraging staff to report unusually high levels of noise to Supervisors.

We will ensure that noise does not cause a nuisance to the community surrounding the place of business or site on which we are working.

## **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. REL Maldon Limited is also promoting the recycling of office waste wherever possible.

This waste reduction is achieved through the use of recycled copy paper, envelopes, the keeping of “hard copies” of information to a minimum and using cups and cutlery etc. that are not of the disposable plastic type.

Employees are instructed to avoid printing documents where possible and to communicate via emails in the first instance rather than with letters.

The use of environmentally friendly cleaning agents is insisted upon when purchased and assurance gained to ensure they do not contain any illegal phosphates or Chlorofluorocarbon (CFC) propellants.

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

## **POLLUTION**

The Employees of are aware of the importance to protect the integrity of groundwater, rivers, lakes, ground and air, and other elements of the eco system. The company recognises duties under the Control of Pollution (Oil Storage) (England) Regulations 2001, The Environmental Permitting (England and Wales) Regulations 2007 (as amended), Anti-Pollution Works Regulations 1999 and The Water Resources Act 1991 (as amended).

Pollution processes, for example releasing any substances that can harm people or animals, plants, soil, water or air; for example, an oil spill, silty water getting into a river or smoke into the air, are prevented by on-going training and awareness of Employees.

Employees of REL Maldon Limited are made aware of the common causes of pollution, such as illegal discharges; burning of waste; pollutants carried by rain water run-off; poor maintenance regimes and accidental spillages or vandalism, and are actively encouraged to report and pro-actively deal with pollution situations as soon as practical.

REL Maldon Limited recognise they have responsibility for preventing pollution on site, and have engaged a 'responsible person' to manage activities and risks including deliveries, oil and chemical storage and placement and maintenance of plant.

Incident response plans will be prepared that consider the different scenarios that could occur on site and provide the safety precautions and arrangements to be followed if something goes wrong.

The topics to be covered within the plan include:

- The location of drainage systems or sewers and the arrangements for the stopping-up of drains that are at risk of becoming contaminated;
- Frequency of evaluations so that the effectiveness of the incident response plan can be checked to demonstrate continuous improvement;
- Training and communication of the plan to ensure all site personnel are made aware of the environmental issues and what actions to take in the event of an incident, via regular communication and training i.e. toolbox talks;
- The location of the spill kits and the name of the person responsible for replenishing after an incident.

REL Maldon Limited will follow the basic principles of responding to an incident: Stop – Contain – Notify – Clean Up. Where used, spill kits and contaminated materials will be disposed of as hazardous waste.

REL Maldon Limited recognise that efficient monitoring of pollution will serve to enhance the company's reputation, reduce nuisance to our neighbours, save us time and delays, avoid fines, help to win future work and protect the environment.

## **PREVENTING FLY TIPPING OF WASTE**

REL Maldon Limited 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 Environment 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. REL Maldon Limited arrange for the removal of waste by a registered waste carrier 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 in the European Waste Catalogue (EWC), 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). REL Maldon Limited 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.

REL Maldon Limited will keep copies of all WTN's for at least two years. Whatever the destination of our business wastes and whichever organisations 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.

## **PROCUREMENT**

REL Maldon Limited will promote goods and services that are environmentally friendly as against those that are less so. Such decisions made can be significant both in expenditure and scale. The effect on suppliers and the environment should be viewed in this light. A key way to influence suppliers is through the specification, in addition to environmental factors, procurement decisions should also always take into account both value for money and fitness for purpose.

The following instances illustrate areas where procurement decisions have been made in favour of environmentally friendly goods and services:

- Purchasing goods, plant and materials, which can be manufactured, used and disposed of in an environmentally responsible way;
- Office cleaning; environmentally friendly cleaning materials have been specified in all cleaning contracts in recent years,
- 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 goods, equipment, plant and materials that conform with the Construction Products Regulations (CE Marking) or UK Conformity Assessed (UKCA).
- Purchasing equipment with due consideration of noise, emissions and vibration produced;
- The negotiation of favourable rates from water, gas and electrical service providers.

## **RECYCLING**

REL Maldon Limited, as a company, is committed to minimising all waste in its operations and works. Where waste may be produced, every effort will be made to recycle such materials, i.e. metals, etc. Waste will be segregated to reduce contamination, enable recycling and avoid being sent to landfill.

REL Maldon Limited will make full use of any recycling facilities provided by the Supplier, Manufacturer, Principal Contractor or Local Authority.

We will consider re-using materials on-site (where possible), which achieves a further cost saving by reducing the amount of new materials that are required.

## **SITE DRAINAGE PLANS**

This shall be a clear diagram of the site showing layout and access details, along with a schematic representation of the site drainage arrangements.

- Use red to mark for foul drainage on the plan and blue for surface water drainage. Indicate the direction of flow clearly.
- Use a similar approach for drain covers on-site. These can also be numbered to assist identification and painted red for foul sewers or blue for surface water; mark a red 'C' on combined sewage systems.
- Mark off-site discharge points for surface water and trade effluent clearly. Also mark the location of any soak ways.
- Identify the sewage treatment works to which sewage and trade effluent discharge; along with the nearest foul sewer pumping station serving the site (the local sewer provider should have this information).
- Show any watercourse, spring, and borehole or well located within or near the site.
- Indicate the direction of flow (or depth for boreholes and wells), surface water outfalls from the site and suitable points for installing pollution control booms or a dam.
- If possible, install permanent boom anchor points at a suitable location, taking into account possible flow conditions.

**A site drainage plan shall show/identify the following:**

- General layout of the buildings.
- Site access routes for emergency services (marked clearly).
- Location of process areas and any on-site treatment facilities for trade effluent or domestic sewage.
- Areas or facilities used for storage of raw materials, products and wastes (include details of tank sizes).
- Any bunded areas together with details of products stored and estimated retention capacity.
- Any potentially sensitive areas of porous or unmade ground.
- Location, depth and construction details of any soak ways receiving surface water discharges.
- Location of the mains water supply stopcock and any sprinkler control valves.
- Location of hydrants, 'fireboxes' and pollution prevention materials (e.g. spill kits).

Facilities such as:

- Inspection points for the detection of pollution.
- Oil separators.
- Retention or balancing tanks.
- Fire water retention ponds.
- Containment tanks and pollution control devices (e.g. shut-off valves in drains).
- Sites suitable for portable storage tanks or for blocking drains.

Provide a brief description of how they operate and ensure such facilities are clearly labelled 'aboveground'. In many cases, additional plans will be required to provide detailed information. These should be attached to the plan and referenced within it.

## **SITE WASTE MANAGEMENT PLANS**

There is no longer a legal requirement to produce a Site Waste Management Plan (SWMP) however, REL Maldon Limited will work with the Client and advise the use of a SWMP as good practice with a waste strategy based upon the following hierarchy.

**Reduce** – To endeavour to only order the amount of materials that we actually need.

**Re-use** – To choose materials that can be broken down in component parts at the end of their life and re-used.

**Recovery** – Including materials recycling, composting and waste-to-energy.

In addition, economic and environmental benefits are achieved using:

- Purchasing strategies or methods of work resulting in reducing waste;
- Giving records on waste types and amounts to the Principal Contractor in order that they can reduce waste in the future,

What information will the SWMP contain?

- Types of waste removed from the site;

- Volumes of the above waste;
- Identity of the organisations that removed the waste and their waste carrier registration number;
- Site that the waste was taken to;

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

## **SPILL CONTROL**

A spill can be defined as the uncontrolled release of a substance sufficient in size and nature to present a threat to the environment and / or people.

The risk of spillage is at its greatest during refuelling of plant. Where feasible, the following arrangements will be in place:

- Refuelling undertaken at a designated area, away from drains or water courses
- An impermeable containment bund in place at the refuelling area;
- Refuelling completed over a drip tray where a designated fuelling area is not available;
- Drip trays to be kept clean, undamaged and without an accumulation of rainwater;
- A suitable spill kit must be present at any fuelling point and where static plant is in use;
- All personnel to be trained in the use of spill kit equipment and how to deal with any waste;
- All fuelling must be undertaken with an attendant present;
- Static plant must be provided with either an integral containment facility or located over a drip tray;
- All plant to be maintained in good order and inspected for any signs of leakage before use each day.

Spill response:

- Only tackle a spillage if it is safe to do so;
- Ensure that the appropriate PPE is worn before taking action;
- Contain the spill using the emergency spill kit;
- Notify a Manager or Supervisor immediately;
- Prevent any run-off of fuel or contaminants from entering drains or nearby watercourses;
- Large spills will be dealt with by specialist contractor and all contamination removed.

The site responsible person will notify the Environment Agency of any significant incidents.

## **SUPPLY CHAIN**

We will endeavour to use suppliers who are willing to take away packaging for re-use or recycling and will consider the environmental impact of any purchases.

We will endeavour to only use sub-contractors and suppliers who comply with our environmental policy and who assist us in our goals to fulfil our Environmental objectives.

## **TIMBER PROCUREMENT**

REL Maldon Limited will only source virgin timber and timber-derived products from legal and sustainable sources which are credibly certified by a third party and hold full chain of custody. This requirement will apply to all timber products used by REL Maldon Limited, including products supplied by contractors. This will guarantee that the timber sourced comes from forests which meet essential principles and will:

- Comply with all relevant national and international legislation relating to the trade in forest products;
- Conserve biological diversity;
- Avoid the use of highly hazardous pesticides.

REL Maldon Limited will follow the recommendation to use timber products certified by the Forest Stewardship Council (FSC); unless it contradicts other REL Maldon Limited's sustainability objectives like minimising transport emissions and favouring local sourcing. REL Maldon Limited will do the following:



- Communicate clearly the requirements to all the supply chain as part of its procurement process and contracts;
- Work closely with its supply chain;
- Provide adequate training to our employees;
- Devise adequate monitoring and audit mechanisms to demonstrate compliance; and
- Report on its performance and review its progress on an annual basis to ensure continuous improvement.

## TRAINING

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

- To ensure all site personnel are made aware of the environmental issues and what actions to take in the event of an incident, via regular communication and training i.e. toolbox talks;
- The location of spill kits and the name of the person responsible for replenishing after an incident.
- To follow the basic principles of responding to an incident i.e. Stop – Contain – Notify – Clean Up. Where used, spill kits and contaminated materials will be disposed of as hazardous waste.

## VEHICLES

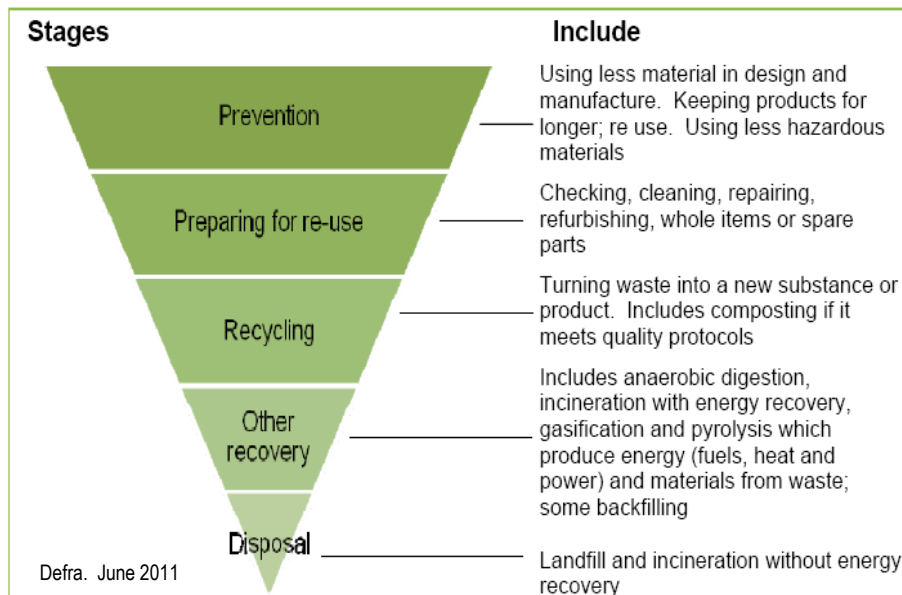
Vehicles within the control of REL Maldon Limited will be serviced regularly to reduce noise and breakdown costs.

Non-renewable resources will be reduced in our operations by:

- Journey planning to ensure that the shortest routes are taken;
- Vehicle sharing to reduce the number of vehicles in use;
- Automatic stop and start when the brake is applied to reduce emissions when at traffic lights or in congestion;
- Turning off engines when they are not in use;
- Checking the brakes are properly adjusted and don't squeal;
- Not revving the engine unnecessarily;
- Only using the horn in emergencies;
- Replacing exhaust systems as soon as they become noisy;
- Replacing vehicles with electric or gas powered alternatives.

## WASTE

REL Maldon Limited will take all such measures as are reasonable in the circumstances to apply The Waste Hierarchy approach to prevent waste, and to apply the hierarchy as a priority order when transferring waste to another person, as outlined below.



REL Maldon Limited recognises its Duty of Care under The Waste (England and Wales) Regulations 2011 (as amended) and other associated statutory provisions. The regulations require that those companies who carry their own waste on a 'normal and regular' basis are to be registered. The regulations set two tiers of registration and as a construction company transporting construction waste REL Maldon Limited have registered as an upper tier carrier and have paid the required fee to appear on the Environmental Agency Public Register. We recognise that registering as a waste carrier also helps the Environmental Agency to clamp down on fly-tipping by illegal operators who harm human health and the environment whilst also undercutting legitimate businesses.

The duty of care with regards to waste aims to protect the environment and human health by making sure that waste is handled safely and only passed to companies authorised to receive it. When REL Maldon Limited passes on its waste to another carrier we will ensure good practice is followed i.e.:

- We will check that the company or person we are transferring the waste to is properly authorised to accept it. E.g. we will check they are a registered waste carrier.
- We will ensure the waste is safely contained and is not able to escape control.
- We will ensure the correct documentation is completed for each transfer of waste and that it correctly describes the waste;
- We will minimise the environmental impact of waste by prioritising waste prevention, re-use, recycling and recovery over disposal. This is known as applying the 'waste hierarchy'.

REL Maldon Limited aims to minimise any adverse impact on the environment from its policies and working practices. To that end we will plan to reduce the amount of waste we generate and pursue methods of disposal in line with this objective. These will include recycling, in contrast for example to collection and incineration.

### Hazardous waste

Hazardous waste is defined by the List of Wastes/European Waste Catalogue where wastes considered to be hazardous are marked with an asterisk. It includes things that you would naturally expect to be hazardous – such as certain sludge's or chemical waste from refining processes but it also includes waste that arises in everyday business activity including construction and demolition. These include:

- Fluorescent tubes (see EA Guidance Note);
- Cathode ray tube televisions and monitors;
- LCD screens and laptops;
- CFC containing fridges and freezers;
- Certain types of batteries;
- Mineral oil or oil soaked rags and cleaners.

Business producing this type of waste cannot put it in the general waste bin and must have it separately collected under Hazardous Waste consignment procedures.

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## WASTE STRATEGY

REL Maldon Limited 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 materials that we actually need.

**Re-use** – We shall endeavour to choose materials that can be broken down in component parts at the end of their life and re-used.

**Recovery** – This includes recycling, composting and waste-to-energy.

Materials will be separated into component parts, ready for re-use.

## WATER

The Employees of are aware of the importance to protect the integrity of groundwater, rivers, lakes and other elements of the water system. The company recognises duties under the Control of Pollution (Oil Storage) (England) Regulations 2001, The Environmental Permitting (England and Wales) Regulations 2007 (as amended), Anti-Pollution Works Regulations 1999 and The Water Resources Act 1991 (as amended).

In particular Section 85 of The Water Resources Act 1991 (as amended) which states that, 'no person shall cause or knowingly permit any poisonous, noxious or toxic material or solid waste to enter a 'controlled water'. 'Causing' means not only deliberately releasing any polluting matter but also causing the pollution accidentally, by being the operator of a plant or process.

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 REL Maldon Limited will ensure that the migration of substances does not adversely impact on the environment.

With regards to domestic water usage measures such as 'Hippo' bags in toilet cisterns will be exploited to reduce the volume of water used per flush, flush controllers on urinals will control the frequency and timing of flushes and when REL Maldon Limited are in a position to make recommendations these can incorporate infrared presence detectors, so that urinals are not flushed when a building is not occupied, e.g. at weekends. Measures to reduce the flow rate of taps will also be considered e.g. by using spray fittings rather than normal taps or by using flow restrictors.

## MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Director, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Environmental, Health and Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## ENVIRONMENTAL POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Environmental Protection Act 1990 our Environmental Policy Statement and Documentation will be reviewed periodically and at least annually.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	NEXT REVIEW DATE
March 2019	M.E.L. (Health & Safety) Consultants Ltd	Initial Policy	March 2020
March 2020	M.E.L. (Health & Safety) Consultants Ltd	<b>Sections Added:</b> Drainage Site Waste Management Plans. <b>Sections Amended:</b> Air; Spill Control	March 2021
March 2021	M.E.L. (Health & Safety) Consultants Ltd	<b>Sections Amended:</b> Enforcement and Pollution <b>Sections Added:</b> Emergency Procedures, Site Drainage, Recycling, Spoil, Timber Procurement and Water	March 2022
March 2022	M.E.L. (Health & Safety) Consultants Ltd	<b>Sections Added:</b> No sections added. <b>Sections Amended:</b> Enforcement, Pollution, and Water.	March 2023
March 2023	Construction Health and Safety Services Limited	<b>Sections Amended:</b> Amended references to legislation to: Enforcement, Pollution, Waste and Water. <b>Section Added:</b> Contamination.	March 2024
March 2024	Construction Health and Safety Services Limited	Reviewed policy in line with current legislation. <b>Section Added:</b> Complaints.	March 2025
March 2025	Construction Health and Safety Services Limited	<b>Sections Amended:</b> Recycling, Procurement, Training and Vehicles <b>Section Added:</b> Climate Change and Waste Strategy.	March 2026