

# Environmental Plan



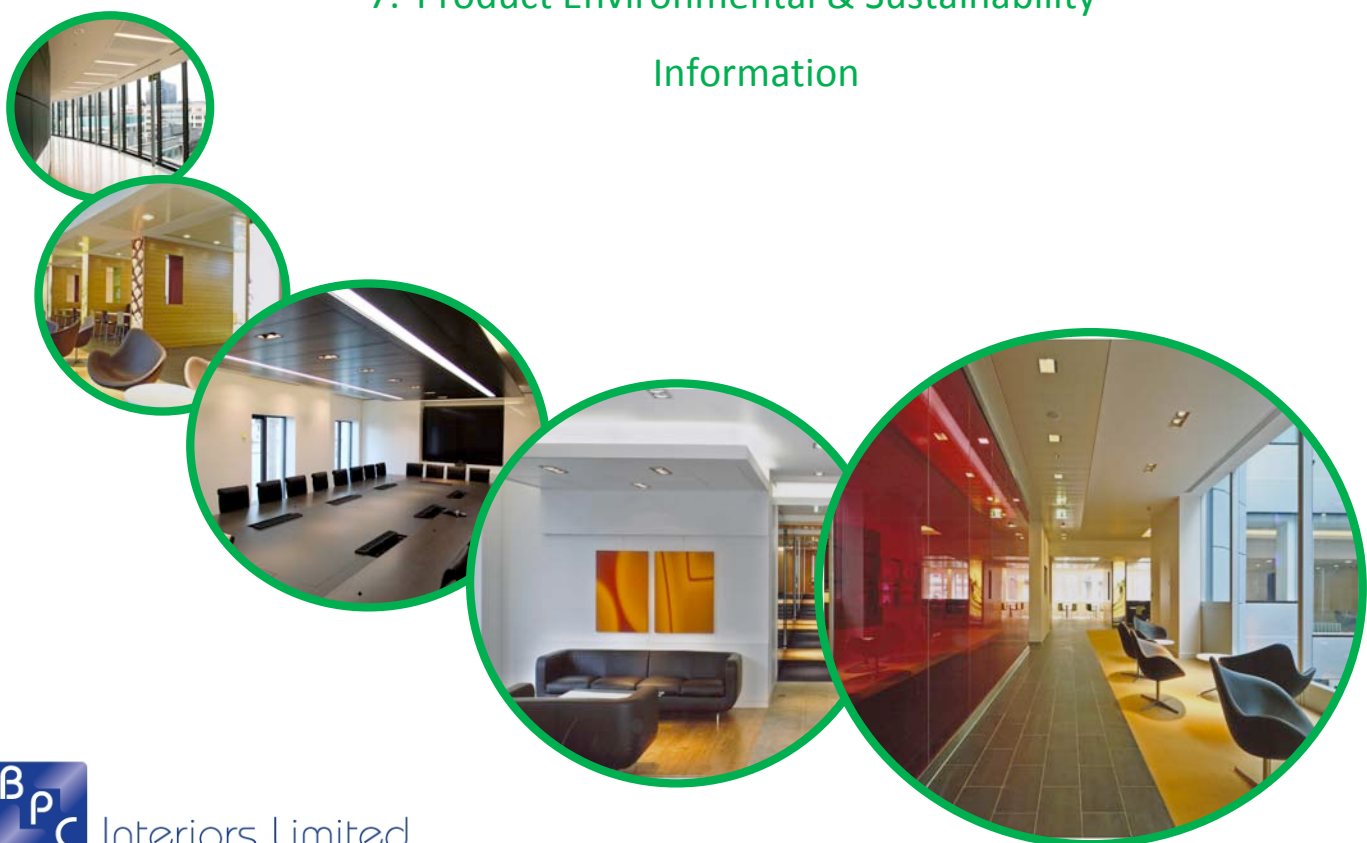
Interiors Limited



“Building a Greener Future.”

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## Environmental Policy

EM 01 – rev 1; April 2011

BPC Interiors Ltd is a specialist ceiling contractor operating mainly on large building projects managed by large main contractors.

It is the company's policy to operate and maintain its operations in a manner that is professional and ethical with due regard to social and environmental responsibilities. This policy applies to all activities undertaken by BPC Interiors Ltd

BPC Interiors is committed to prevent pollution and comply with all applicable legal and other requirements. We will strive to continually improve our environmental performance and meet the following objectives:

- To regular monitor our environmental performance.
- To review regularly our progress towards achieving our goals.
- To support the Considerate Contractors scheme or equivalent initiatives.
- To be a good neighbour and take measures to control noise pollution.
- To minimise the use of utilities and materials.
- To minimise the amount of waste generated by our operations and ensure that materials are reused or recycled where practicable, or disposed of in a responsible manner.
- To work with our main contractors to encourage the design and construction of more sustainable buildings
- To develop selection criteria for our suppliers based on their environmental performance.
- To minimise the emissions to air from vehicles.
- To ensure that all employee's and contractors are made aware of the environmental aspects and give training where required.
- To maintain our environmental management system within the general principles set out in the international standard ISO 14001

Signed.....Director

(Date) .....10/5/2011.....



# Sustainability Policy

EM 02 – rev 1; April 2011

BPC Interiors Ltd affirms its commitment to looking after the environment. We believe that the ability of future generations to meet their own needs should not be compromised. BPC Interiors will carry out its activities in compliance with all relevant environmental regulations. Furthermore, it is committed to continuous, measurable improvement in environmental performances by adopting best practice. BPC will encourage other organisations and individuals who work within our scope of works to adopt environmental policies. Ten principles will be implemented, wherever feasible within existing financial constraints.

**Efficient Use of Energy** - BPC will respond to the national need to reduce CO2 emissions to combat global climate change. It will seek to minimize energy use in every area of its work including transport, heating and lighting. It will continue to improve energy efficiency where possible within all its buildings and to promote renewable energy development.

**Reduction of Transport Impacts** - In order to reduce energy consumption and air pollution, BPC will seek to reduce its dependence on road transport including journeys to work, business mileage and fleet operation.

**Reduction of Water Waste** - BPC will minimize water consumption during building works, where possible. It will seek to implement measures to reduce pollution entering waste water and to recycle water wherever possible.

**Minimisation of Waste** - BPC Interiors will minimize its production of waste by avoiding the purchase of materials which produce excessive waste and by ensuring reuse, repair and recycling. BPC will dispose of its waste in a safe and responsible way.

**Resource-Efficient Information Technology** - BPC will develop a sustainable approach towards future investments. It will not only minimise waste of energy and materials in all aspects of use and replacement, but also identify new roles for which are effective in reducing waste.

**Sustainable Purchasing Policy** - In order to deliver services that minimise adverse environmental impact, BPC will operate purchasing practices in accordance with this policy. Opportunities will be sought for local sourcing to reduce transport impacts. Contractors working on behalf of BPC will be encouraged to adopt an appropriate environmental policy.

**Raising Awareness**- BPC will ensure that that all staff are familiar with this policy and promote awareness of their own responsibilities towards the environment. An introduction to the Sustainable Environmental Policy will be included as part of the induction procedure for all new staff and members. All BPC staff and members will be made aware of all the training opportunities available and be encouraged to attend. Key staff from each department will be identified to receive more specific training and act as 'champions' for their departments.

Signed.....Director

(Date) .....10/5/2011.....



## **Responsibilities & Personnel**

Brian Forth has the overall responsibility for the environmental and sustainability policy implementation. The policies are reviewed quarterly by directors and staff representatives, which incorporates monitoring, implementation and continual improvement of the environment throughout the company. The environmental policy and action plan updates will be communicated to all staff and copies may be made available to customers upon request.

The BPC project manager has the overall responsibility for site activities involving the environment. Site managers and the construction director, Paul Johnson, will help monitor the effectiveness and accuracy of the environmental policies in place.

The company's environmental policy will play a key role in working towards sustainable development, because the health and well being of our environment is crucial for providing us all with a good quality of life, both today and for years to come.

Brian Forth

Environmental Manager  
BPC Interiors Ltd



## Potential Environmental Impacts & Control Measures

### Materials Conservation

- Materials will be reduced where possible and all waste is to be segregated for recycling. Recycled materials will be used where possible.
- Please refer to our waste plan.

### Materials storage

- Very limited storage is available on site so materials will be delivered using Just in Time. Hazardous materials will be segregated and stored in the appropriate manner.

### Air emissions

- Minimize the CO2 from deliveries.
- Noise and dusty kept to a minimum

### Waste

- Waste is to be contained in the wheelie bins and skips segregated on site.
- Please refer to our waste plan.

### Noise, dust and emissions

- BPC will undertake the best possible working practices to avoid high levels of noise or dust. Plant & equipment shall be regularly maintained to ensure emissions are kept to a minimum. Dust suppression measures shall be used to reduce the potential of dust on site.

### Maintenance

- Plant maintenance etc will be carried out by BPC and recorded on site.
- All electrical equipment must be PAT tested every three months and recorded on site.

### Energy

- The unnecessary use of energy is a waste of money and impacts the environment through pollution.
- All electrical equipment is switched off at the end of each shift. BPC will ensure that machinery is well maintained.
- All personnel must not allow taps to run and report any leaking taps that they see.
- Lighting must also be switched off when not in use.

### Transportation

- Please see our logistics plan.
- Planning deliveries and recoding maintenance of vehicles.

### Litter

- The recycle bins are provided on site to be used where possible.
- No eating or drinking is permitted outside of the canteen.



## Legal & Regulatory Compliance

BPC Interiors has identified our legal and regulatory requirements below. We use government and environmental agencies to determine the correct use of this legislation and regulatory requirements.

A review of our legal and regulatory requirements is conducted on an annual basis to ensure that we are compliant with them .

- Environmental Protection Act 1990
  - Prevention of pollution to air, land and water.
  - Management of waste
  
- Environmental Act 1995
  - Control of pollution
  
- Waste Management Licensing Regulations 1994
  - Control of licensed waste carriers.
  
- EC Directive on Waste Electrical and Electrical Equipment
  - Ensure computer and electrical equipment is disposed of correctly.
  
- Control of substances hazardous to health regulations 2002 (COSHH)
  - BPC will ensure COSHH sheets are up to date and available at point of use.
  
- Special waste regulation 1996
  - Disposal of special waste
  
- Health and safety at work act 1974
  - The relationship between health and safety and environmental impact.
  
- Hazardous waste (England and Wales) 2005
  - Rules affecting the collection of hazardous waste.



## Project Environmental Plan

We take our responsibility to the environment very seriously and consistently strive to improve our systems and the way we work in order to reduce our environmental impact as much as possible. BPC Interiors holds regular meetings to review our environmental policy and records are kept regarding monitoring, meeting legislation and details of any accidents.

BPC Interiors will undertake a formal environmental audit every 3 months. If any non-conformance is highlighted the company will record it and take action to eliminate the detected non-conformity or to preclude its original intended use or application. The records of any non-conformities are then highlighted at regular environmental management meetings. These are used to determine the cause and evaluate the need for action to ensure the non-conformities do not recur. Preventative action will be enforced where required.

Objective	Target/ Implementation	Responsibility
Benchmarking & implementation of environmental plans	<ul style="list-style-type: none"> <li>Ensure that BPC benchmarks and regularly reviews the environmental plans put in place on site and to check that the company is consistently complying with the Sustainability Charter.</li> <li>Carry out environmental risk assessments and audits.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Landfill reductions/ reduce waste	<ul style="list-style-type: none"> <li>By ordering accurately sized materials to avoid off-cuts.</li> <li>The MDF and/or Plywood for pattresses will be cut offsite to prevent wastage.</li> <li>Do not over order materials</li> <li>Use just in time deliveries where possible.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Re-use and recycle	<ul style="list-style-type: none"> <li>Re-use materials where possible/appropriate.</li> <li>Re-use timber delivery pallets by operating a pallet return scheme.</li> <li>On site segregation will contribute to a diversion of waste from landfill. Recycling bins should be split into metal, packaging, wood, insulation, plasterboard, mixed waste and hazardous waste.</li> <li>Cans, bottles, glasses etc to be recycled.</li> <li>Encourage recycling to all employees.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives Visitors
Hazardous waste reduction	<ul style="list-style-type: none"> <li>Implement a safe storage area and make sure that COSHH sheets are made available.</li> <li>Identify containers with clear labels.</li> <li>Minimize use of materials which will produce hazardous waste.</li> <li>Ensure any hazardous waste is disposed of in accordance with legal requirements.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Legislation compliance	<ul style="list-style-type: none"> <li>Develop methodology for implementing site waste management plans where they are not implemented</li> </ul>	BPC project manager

	by the main contractor.	BPC site supervisors All BPC operatives
Reducing the use of paper	<ul style="list-style-type: none"> <li>Continue green purchasing practices to ensure paper is from sustainable sources and recycled paper only.</li> <li>Encourage office staff to recycle paper by supplying recycle bins.</li> </ul>	BPC Directors BPC Project manager BPC site supervisors
Reduce Fossil fuels and CO2 emissions	<ul style="list-style-type: none"> <li>Continue good practice for deliveries.</li> <li>Maintain records of vehicle checks.</li> <li>Encourage personnel to use public transport.</li> <li>Minimize deliveries through careful planning and JIT practices.</li> <li>All electrical equipment is switched off when not in use.</li> <li>Work to enforce and improve the company's carbon footprint scheme.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Use of water reduction	<ul style="list-style-type: none"> <li>BPC personnel should turn off any taps after use.</li> <li>All employees should report any leaking taps / pipes etc.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Increase awareness of environmental issues within the company	<ul style="list-style-type: none"> <li>Discuss our environmental procedures, policies and plans with all personnel.</li> <li>Produce information leaflets and signs.</li> <li>Hold regular environmental risk assessments and toolbox talks.</li> <li>Highlight the importance of the environmental plan in the BPC site induction.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Building materials	<ul style="list-style-type: none"> <li>BPC will comply with the aims of the materials requirements.</li> <li>All timber to be FSC, PEFC, CSA or FSI and all timber to be legally sourced and not on the CITES list.</li> <li>Ensure the company fulfils the main contractors BREEAM target in accordance with company policy.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives
Impact on local area and community	<ul style="list-style-type: none"> <li>All work is to be carried out with positive consideration to the need of the local community and general public.</li> <li>Derogatory behavior and bad language should not be tolerated and will be dealt with disciplinary action.</li> <li>Operations and deliveries are to be carried out with consideration for site personnel and the general public.</li> <li>No building site should pose an environmental or health and safety threat to others.</li> </ul>	BPC project manager BPC site supervisors All BPC operatives