



## Environmental Policy Statement of Intent

### LMAC Group Ltd

LMAC Group Ltd is committed to ensuring that all supply activities undertaken by the company are carried out with due regard for any potential environmental impact.

In recognising that environmental issues are an integral part of the supply chain process, all LMAC Group Ltd employees are required to act with due care and consideration for the environment when undertaking all tasks and duties.

LMAC Group Ltd recognises that works cannot be undertaken without impacting on the environment both positively & negatively, every effort will be taken to minimise the adverse impacts and reduce LMAC Group Ltd's environmental footprint. LMAC Group Ltd is dedicated to the principles of waste recycling and believes that waste disposal should be avoided so far as possible. Pollution prevention is a continual priority. If there is any spillage of products, LMAC Group Ltd will endeavor to neutralise any negative impact to the environment.

LMAC Group Ltd is dedicated to the process of continual environmental improvement and responsibility.

The impacts LMAC Group Ltd has on the environment through its operations will be continually monitored by reviewing their activities on a regular basis.

LMAC Group Ltd will continually monitor and adhere to all relevant regulations, codes of practice and customer requirements.

We will maintain and continually update environmental systems and procedures to ensure that LMAC Group Ltd complies with legislation and other requirements.

The environmental systems will be monitored by senior management who are advised and supported by our health, safety & environmental consultants; this will be communicated throughout LMAC Group Ltd, via company notice boards, toolbox talks and via LMAC Group Ltd induction process.

LMAC Group Ltd will undertake through management, supervision, instruction, practical example and in-house training to ensure that the environmental policy is upheld throughout the organisation and that each employee recognises and agrees to comply with our environmental management policy.

Signed:

Lee McDowell  
LMAC Group Ltd  
2020

## RESPONSIBILITIES

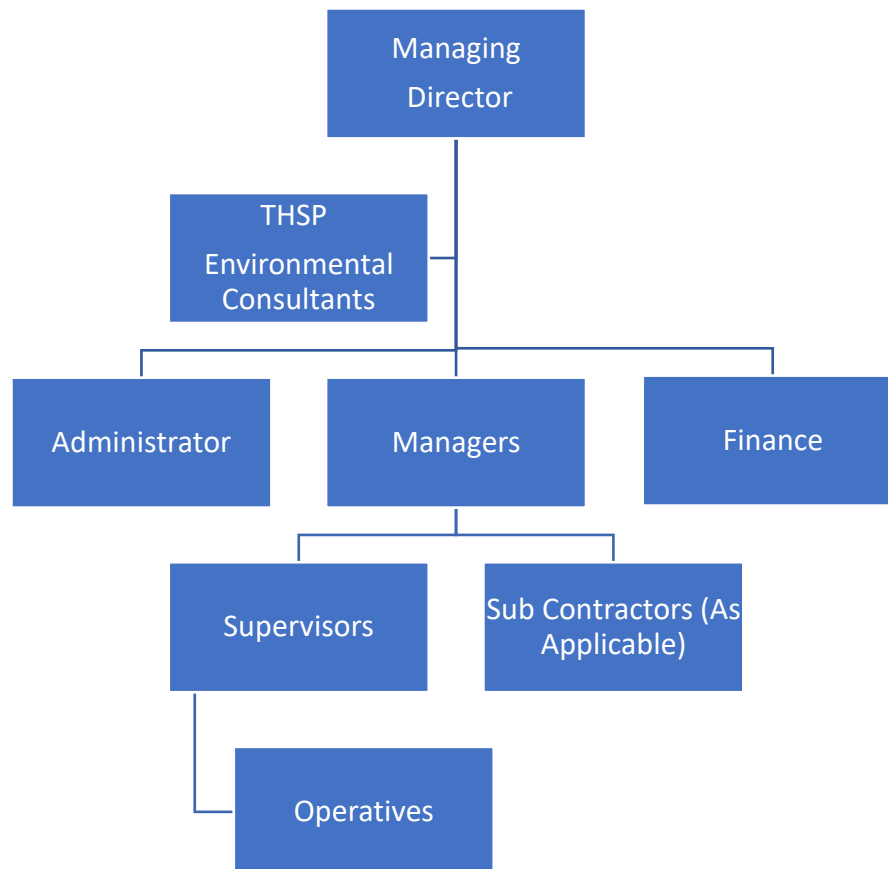
Environmental matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore be with:

- Lee McDowell – Managing Director

In practice, certain duties must be delegated, and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated environmental responsibilities to individual members of staff to ensure that the company environmental management is effective. We have also identified the responsibilities that we all hold as employees and the rules that we must adhere to.

These responsibilities are detailed next in this section.

### Company Organisational Chart for Environmental Management



NB: Some roles are combined due to the size of the organisation.

## Individual Responsibilities

### Directors

The Directors environmental responsibilities are to ensure that: -

- That the policy and arrangements are followed and maintained and that all works are undertaken with due consideration for all legal and other requirements.
- The policy is effectively implemented, monitored, developed and communicated to all staff and that any necessary alterations are made to the policy to reflect changes in legislation or company development.
- Suitable & sufficient funds, people & equipment are made available to meet the requirements of the environmental policy.
- The appropriate insurance cover is provided & maintained.
- Procedures are put in place to ensure effective management of all environmental aspects and impacts associated with the company work activities.
- All levels of management & employees understand their responsibilities for environmental management placed upon them by this policy.
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
- Environmental objectives are set, and their achievement is measured and reported in an annual report.
- All environmental related incidents including complaints are investigated for effective controls to be implemented to help prevent them recurring.



## **Managers and Supervisors**

The Managers and Supervisors environmental responsibilities are to ensure that: -

- They understand LMAC Group Ltd's environmental policy and understand their responsibilities.
- They actively lead the implementation of the environmental policy.
- They communicate & consult with staff on issues of environmental management and encourage staff to report any environmental concerns.
- Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential environmental hazards and to implement suitable and sufficient environmental risk controls.
- All site and company rules are followed with regard to storage of materials, spill control, disposal of waste, recycling, conservation of resources and pollution.
- All plant & equipment within the workplace is maintained in a safe condition, guarded in line with legislation and has the statutory certificates of inspection or examination as may be required.
- All reportable incidents are reported to the relevant enforcing authority and other interested parties.
- All environmental related incidents and other issues concerning environmental management are recorded and investigated to ensure effective controls can be implemented to help prevent reoccurrence.
- Environmental training requirements are identified for all members of staff under their control to ensure that they are competent to undertake their work in a safe manner.
- They set a good personal example by following company environmental procedures whilst at work.



## Employees

The employees' environmental responsibilities are to ensure they:

- Understand LMAC Group Ltd's environmental policy and understand their responsibilities and comply with the requirements.
- Carry out their duties in line with relevant risk assessment and safe systems of work and environmental risk controls within.
- Adhere to site rules with regard to storage of materials, pollution, spill control and waste disposal.
- Co-operate with LMAC Group Ltd on all aspects of environmental management.
- Do not act in a manner that could detrimentally impact on the neighbouring community.
- Report all environmental incidents so that action can be taken to prevent any recurrence.
- Actively seek to reduce, reuse, and recycle.



## **Contractors and Visitors**

All contractors and visitor's environmental responsibilities are to ensure they:

- Understand LMAC Group Ltd's environmental policy and understand their responsibilities and comply with the requirements.
- Carry out their duties in line with relevant risk assessment and safe systems of work and environmental risk controls within.
- Adhere to site rules with regard to storage of materials, pollution, spill control and waste disposal.
- Co-operate with LMAC Group Ltd on all aspects of environmental management.
- Report all environmental incidents so that action can be taken to prevent any recurrence.
- Where removing waste from site, it is done so in line with LMAC Group Ltd's environmental policy and regulatory requirements, with records provided to LMAC Group Ltd to ensure compliance.
- Actively seek to reduce, reuse, and recycle.
- Do not act in a manner that could detrimentally impact on the neighbouring community.
- Report all environmental incidents so that action can be taken to prevent any recurrence.

## **Arrangements**

### **Environmental Impacts**

#### **Nuisance**

PK Maintenance Ltd will be considerate and put in place the appropriate control measures to reduce any nuisance that could be caused to the local communities or neighbours as a direct result of the works. The nuisance activities such as works that can create dusts and noise will be assessed at the planning stages and will be controlled using appropriate measures. All projects are required to have an Environmental Management Plan completed prior to works commencing.

#### **Climate Change**

PK Maintenance Ltd will regularly review the initiatives that are available for small to medium businesses, monitor energy usage where possible and look to reduce the company carbon foot print by using local supplies and labour.

#### **Waste**

At present PK Maintenance Ltd do not transport any waste materials as the contracts are for Principle Contractors who provide the skips on a static site with no requirements for transportation on the public highway. This will be reviewed for each individual contract as part of the Environmental Plan. If the requirement to transport waste on the public highway arises then the PK Maintenance Ltd will apply for a Waste Carriers Licence from the Environment Agency.

#### **Segregation of Wastes on Site**

PK Maintenance Ltd will enforce any requirements for segregation as instructed by the Principle Contractor, with segregation of waste considered in the Environmental management plan.

#### **Water Use and Efficiency**

PK Maintenance Ltd understands that using less water is not only good for the Environment but also makes good business sense. In the offices there is a maintenance programme in place to ensure that there are no leaks that are left unattended. The toilets are fitted with water saving flush devices.

#### **Sustainability**

There are a number of initiatives that are available for businesses, PK Maintenance Ltd seek to use sustainable materials during their works, and resource materials from responsible suppliers. In addition to this PK Maintenance Ltd monitor and record:

- Fuel usage
- Vehicle usage
- Electricity bills (for offices only at the moment)
- Employee travel



## **Complaints Procedure**

All complaints received by PK Maintenance Ltd are taken very seriously and there is a complaints procedure in place. All Environmental Complaints will be followed up and any actions taken.

PK Maintenance Ltd strives to ensure that all of customers and contractors are given the best service possible, however when occasionally there is a break down in the procedures the Company would like to know so that every effort can be made to rectify the situation and produce a satisfactory outcome.

There are a number of ways in which a complaint can be put to PK Maintenance Ltd:

- Direct verbal contact
- Written Letter
- Emails

The contact details are available through our clients where PK Maintenance Ltd is the under a Principle Contractor. Verbal face to face contact can be made with any of our employees, managers and supervisors on site.

Any complaint will firstly try to be resolved in the first instance, by direct communication. Where this cannot happen then the direct line manager will be asked to help with finding an amicable solution.

All complaints are to be recorded and to be raised at the appropriate meetings and then reported on a monthly basis to the direct line manager. Any significant complaints will be raised at Director level and if required a review of the procedures and working practices will take place.

## **Training**

All training is undertaken in line with the company training procedure. All training undertaken is logged on the company skills matrix to allow ease of review and gap identification.

Regular environmental training is undertaken through monthly onsite toolbox talks and formalised training courses where necessary.

## **Subcontractor Approval**

All subcontractors working on behalf of the company are subject to the company Subcontractor Approval Process, where policies and SSOW are reviewed to ensure compliance with PK Maintenance Ltd's environmental policy and regulatory requirements. Where works are subcontracted to smaller legal entities which may not have in place its own environmental policy, a copy this policy will be provided for review by the subcontractor and written confirmation of acceptance and adherence requested.

## **Monitoring**

Compliance with this policy will be monitored at an operational level by way of Work in Progress inspections where items such as waste, material storage, noise and dust production are reviewed. Any nonconformities will be highlighted within the inspection form and corrective actions set. The company environmental policy and procedures are reviewed annually by senior management to ensure their effectiveness and compliance.



## Environmental Complaints Procedure

