

ENVIRONMENTAL POLICY

It is the policy of Westend Flooring Ltd to conduct our business in a manner which is professional, ethical and reduces or eliminates any adverse effect on environment. We recognise:

- The importance of conducting our operations in a way that ensures the protection of the environment.
- That effective management of our work environment makes good business sense and will be a fundamental and integral part of our business strategy.
- The need to improve our workplace arrangements for the control of pollution and care for the local environment.

Our “reduce, re-use and recycle” philosophy focuses on the following areas:

- Reducing existing energy consumption.
- Minimising waste and increasing recycling.
- Raising employee awareness.
- Considering renewable energy generation.
- Sustainable procurement.

To achieve these standards, we will:

- Comply with our legal responsibilities and play our part in influencing future legislation where possible.
- Maintain awareness of how our activities affect the environment and adopt good environmental practices in our day-to-day operations.
- Respond to the environmental concerns of our neighbours and communities in which we operate, and respect the policies and procedures of our clients.
- Adopt environmental objectives to continually improve our environmental performance and monitor progress.
- Require our suppliers and subcontractors to have a proper regard for our environmental policy in respect of the goods and services that they supply.
- Minimise any adverse effects of activities by means of the best available, cost effective techniques and by implementing energy saving technologies and initiatives wherever possible.
- Consider the environmental impact of new equipment or new methods of work and assess accordingly.
- Communicate this policy and our environmental performance to all our staff, suppliers and clients and seek their help with its implementation.
- Manage waste per our duty of care and minimise volumes going to landfill, by waste separation, recycling or re-use wherever possible.
- Wherever possible, purchase supplies which are recycled and recyclable, and whose production and use minimises the consumption of natural resources.
- Conserve resources by ensuring that plant and equipment are properly maintained and reflect appropriate eco guidance.

Our Environmental Policy will also include the following practical objectives:

- A general reduction in air, land and water pollution via staff training, work processes and adequate planning and preparation prior to commencing work.
- Prior to commencement of the works, if applicable, we will notify residents of working hours/times and likely duration of the impending work. If the work is of long duration and involves complex or large scale construction activity, residents are kept regularly informed of progress.
- The conservation of resources, particularly those which are scarce or non-renewable which includes: the avoidance or reduction of waste by re-using and recycling materials; the preservation, restoration and enhancement of the built and natural heritage; encouraging the sustainable use of land based resources and certified timber and wood products.
- Consideration, at the planning stage to ensure that the work is carried out with the least damage to the environment and the maintenance of aspects of local natural beauty. Protection will be erected around trees, flower beds, public walkways, existing footpaths etc. We will provide protection to ensure water courses and ponds are not polluted, dirtied or obstructed during the work.
- Ensuring that all vehicles and machines meet emission standards, where possible, using unleaded fuel. Diesel and fuel storage tanks will be adequately protected with bund walls or be contained within proprietary double-skinned bunded containers. Biodegradable oil will be used within plant when working adjacent to or over water.
- All plant and machinery shall be maintained in good and efficient working order on a regular schedule to ensure it is working effectively. Drip trays will be placed under plant and machinery to minimise the effects of any oil/fuel leaks. Spill kits appropriate to the nature of the work will be provided on site to minimise the effects of spillages.
- Adopting strategies to minimise the environmental impacts of business travel and reduce, where practicable, the need for any unnecessary travel and for the transportation of staff or equipment in the most efficient manner possible.
- The use of registered waste disposal companies for removal of all waste streams.
- Using utilities in a responsible and economic way to minimise negative impacts on the environment and encourage energy savings throughout the company by ensuring that all power appliances and equipment is switched off when not in use.
- Consistent monitoring of our energy consumption to highlight potential and achieved reductions in energy usage. Continue to invest in renewable energy projects to reduce our dependency on fossil fuels. Reduce consumption of fossil fuels through improvements to energy efficiency and substitute with renewable energy resources.
- Re-use of parts and components where possible and encourage re-use of stationary items such as files, folders and office stationary until unserviceable. All glass, paper and plastic is recycled within our welfare facilities.
- Avoid use, wherever possible of environmentally damaging substances, materials and processes. The burning of rubbish is not permitted at any time.
- Promote the environmental policy to employees and customers and ensure that all new staff are given an environmental induction on our aims and objectives.
- Aim to select contractors/suppliers demonstrating an environmental commitment to the continuous improvement of environmental performance and the management and prevention of pollution from the activities they undertake.
- Use energy saving light bulbs throughout our buildings wherever possible. Switching off plant, equipment and lights when not in use.
- Utilise the internet/email to distribute information such as newsletters, brochures and letters.
- Use eco-friendly powders and green chemicals to wash all towels & dishcloths etc.

- Noise pollution will be minimised by controlling the times that noisy works can be carried out. All compressors shall be "sound reduced" models fitted with properly-lined and sealed acoustic covers which shall be kept closed whenever the machines are in use, and all ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of a type recommended by the manufacturers. Machines in intermittent use shall be shut down during the periods between work or, where this is impractical, shall be throttled to a minimum. Stationary plant will be sited away from any noise-sensitive areas, wherever practicable, and any plant known to emit noise strongly in one direction shall be orientated so that the noise is directed away from such areas. Plant will not be left running outside the normal working hours without the prior consent from the client.
- Dust pollution will be kept to the absolute minimum by the following measures. We will provide, fix and maintain suitable screens or awnings to screen work areas to minimise dust and debris from falling or being blown over boundaries. Provide, maintain and use a supply of water and means of dispensing it, to dampen dust to minimise its emission from the premises. We will not permit the sweeping of any dust or dusty material without effectively treating it with water or other substances to minimise emissions.
- All skips used for the storage of waste shall be kept covered so far as is reasonably practicable. We will provide and use suitably covered skips and enclosed chutes, or take other suitable measures to minimise dust emission to the atmosphere when materials and waste are removed. Segregated skips will be used to separate rubble, metal, glazing etc.
- Special consideration will be given when dealing with asbestos. Licensed contractors will be employed to remove all types of asbestos, except asbestos sheet cement. This will be removed in strict accordance with HSE guidelines, including dampening down the area, removal of whole sheets, not using power tools for cutting, double wrapping of waste, labelling and disposal at licensed sites. Details of licensed sites will be sourced prior to commencing work.

This policy will be reviewed by the managing director on an annual basis.

Name:

Signed:

Date:

Job Title:

