# Environmental Policy

**Director Responsible for The Environmental Policy**

Joe Mallon, Director is ultimately responsible for the Implementation of The Environmental Policy. He has the overall responsibility for maintaining the organisation to make sure that all requirements of the policy and associated Statutory requirements are met by all employees and visitors/contractors to all sites or other premises under the control of Mamo Building Services. The company is dedicated to protecting the Environment and as part of our company's commitment we are registered with the Nvir-O-Cert Scheme which is independently audited by CEF.

The director also has the responsibility of the following:

- To approve, personally sign and date, to take ownership of the company Environmental policy and to make sure that the procedures set out in the statement are followed,
- Setting the targets and objectives that Mamo Building Services will work towards, where required external consultants and specialist advice will be looked for, and keeping up to date with health and safety legislation, standards and good practice
- Making sure that the conditions and requirements of the Environmental Policy are understood and implemented in the respective area or section of control
- Ensuring that all necessary liability is covered by insurance and advising the extents to which risks are acceptable
- Making sure that adequate financial resources are made available to relevant departments to ensure sufficient resources to achieve the objectives that have been set out in the Environmental Plan
- Set an example, including considering the Environmental impacts of the offices, adhering to the hierarchy of control measures
- Assess training needs for the division and arrange for all employees under his control to have suitable safety training on an ongoing basis
- Resourcing and investigating all Environmental related accidents, including any complaints directed at Mamo Building Services
- Monitoring and updating any information received from internal and external sources

- Coordinating all activities/training/policy related to spillages, dusts, noise and related environmental procedures
- Carry out site and office inspections

**Managers (Contract and Site)**

Directly responsible to the Director for the health and safety arrangements on all areas of business under their control, and include:

- Implementation of company's Environmental policy
- To be aware of the importance of effective management of the Policy system
- Make sure that any work carried out under their control is affected in accordance with all contract and regulatory requirements, including method statements and risk assessments
- Seek the advice of the Director, when in doubt, on matters relating to Environmental matters
- To communicate with the Director at the planning stage of contracts
- Complete the Site Waste Management Plan
- Make sure COSHH assessments are completed on all COSHH related substances to be used on site
- Plan and maintain an orderly site
- Supervise arrangements with subcontractors and possible other contractors on site to avoid confusion over areas of responsibility
- Constantly look out for hazards from equipment and materials
- Make sure checks on plant and machinery either hired or owned by the company used within contracts are carried out to ensure that they are safe and in good working order, and maintained accordingly
- Investigate Environmental issues and environmental complaints immediately and report on them to Director as appropriate
- Make sure that Subcontractor information is passed onto the Director for approval to the Approved Contractor List
- Make sure that all site personnel are fully competent and trained in the tasks to be undertaken
- Will be responsible with the director to make sure that the Environmental Plan, policy and procedures are implemented
- Will make sure that human and physical resources needed for the certain contract is in place for the work to be carried out
- Will facilitate communication through all levels of the company, this will be through regular toolbox talks and team meetings
- Will be responsible for the participation of all employees working for the company in the development of the Environmental Policy

- Will identify the hazards associated with the works, and put in place controls procedures and if needed report the findings back to the director of the company

**Employees**

Employees of the company have the following responsibilities:

- To read and make sure that they understand the Environmental Policy and procedures, also they must make sure that they comply with the requirements, arrangements and safety rules set out in the policy,
- To carry out the work in accordance with the policy and the relevant risk assessments
- Fulfil with all written or verbal instructions given
- To minimise any unnecessary risk which has the potential to harm the environment
- To observe all laid down safe systems of work
- Dress appropriately and safely for the work environment or occupation involved in
- Report any environmental hazard within the work area or defect in any office equipment, machinery, plant, materials to the appropriate person
- Always act in an orderly manner in the workplace and refrain from any form of horseplay
- Will adhere to the site rules on personal conduct

**Standards to Protect the Environment**

**Community Relations**

- As registered Considerate Constructor, we will make it a priority to inform residents and businesses about activities that we are carrying out on site to help reduce any concerns they might have and also allow for their participation in any environmental issues that could arise. We will also make sure that our sites will have a point of contact which will allow the public to make contact for enquires or complaints, this will help show we are taking responsibility for our actions and are aware of the surrounding community.
- In case of an emergency on site, we will display a 24-hour contact number.
- We will try to make sure that any work that could cause noise problems is carried out between 8am - 5pm, Monday to Friday and 9am - 1pm Saturdays.
- When work is being carried out at any especially sensitive buildings such as residential property, hospitals, schools and businesses, we will especially take measures to reduce any environmental impacts such as dust and noise.

**Setting Site**

- We will make sure that no temporary structures cover up utilities covers (such as gas, water or electricity covers) or any street gullies.
- All temporary structures to be kept in a safe and well - maintained condition at all times, and they must display an information board with the relevant contact details for the particular site.

**Air Pollution and Dust**

- Will carry out environmental risk assessments so to identify construction activities likely to cause pollution problems and help to minimise these problems.
- Use screening and hoardings.
- Cover skips and loaded lorries.
- Will make sure to use the most modern and also the least polluting mechanical and electrical plant wherever it is possible to.
- Make sure to maintain plant engines and exhaust systems.
- Site plant exhausts sited to avoid public areas and air outlets on adjoining buildings

**Materials, Handling, Storage, Stockpiles, Spillage and Disposal**

- Use a silo or covered storage for cement and any other powdered materials.
- Use sheeting for friable board and building blocks.
- To carry out regular site inspections for any spillage of cement and any other powdered materials.
- Make sure that no bonfires are lit on site for any purpose.
- All equipment will be properly maintained and switched off when not in use so this will help reduce fumes.
- Not to over rev equipment and vehicles when in use.
- Take the necessary actions to minimise the amount of fumes being produced by stored fuel oils.
- Carry out regular monitoring where there is evidence of fumes and dust becoming airborne. Have a contingency plans in place in cases of accidental release.

**Waste Disposal and the "Duty of Care"**

- All materials are disposed of as per the SWMP to an appropriately licensed or exempt waste management.
- of safe working practices.

# Asbestos Management Policy

## 1.0 Purpose

1.1 This policy and associated procedures specify the company's responsibilities for the effective management of asbestos and asbestos related issues within the company's operations

## 2.0 Policy

2.1 Mamo Building Services (MBS) are committed to taking all reasonable steps to ensure the health, safety and welfare of all persons associated with the company

2.2 MBS will take all reasonable practical steps to reduce exposure to asbestos airborne fibres to the lowest level detectable

2.3 No persons will be knowingly exposed to airborne fibres in excess of detectable levels

2.4 This policy should be read in conjunction with the Control of Asbestos Regulations (NI) 2012

## 3.0 Scope

3.1 This policy and associated procedures apply to all persons associated with MBS and its activities.

## 4.0 Background

4.1 From the late 1950s to the late 1970s, asbestos was used extensively in a wide range of applications/ In 1984 legislation was introduced banning the importation of asbestos in recognition of medical evidence that inhalation of the asbestos fibres can lead to serious illness

4.2 Legislation requires employers and building owners/ occupiers to introduce management procedures to identify any asbestos within workplaces, to render it safe and subsequently to review its continuing safety or else remove it, under strict guidelines as specified in current Health and Safety Executive Regulations.

## 5.0 Definitions

5.1 Asbestos

The fibrous form of mineral silicates that belong to the serpentine or amphibole groups of rock forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos) and tremolite or any combination of two or more of these.

For the purpose of this policy and Policy and associated procedures, asbestos includes any product understood to contain asbestos material.

5.2 Friable Asbestos Containing Materials

(1) Non banded asbestos fabric or

(2) Material that contains more than 1% asbestos by weight and in which the asbestos fibres are bonded by cement, vinyl, resin and other similar materials

5.3 Non-friable asbestos

Material that contains more than 1% asbestos by weight and in which the asbestos fibres are bonded by cement, vinyl, resin or other similar materials

Non-friable asbestos containing materials such as asbestos cement sheet or vinyl asbestos tiles, present negligible asbestos hazard unless asbestos is released into the air by pulverizing, grinding or cutting the material.

5.4 Asbestos Work

Any work where, in the course of that work, exposure to asbestos (or any material that consists or contains asbestos) may occur

## 6.0 Legislative Requirements

6.1 The company's responsibilities in respect of managing asbestos related issues are described in -

- Control of Asbestos Regulations (NI) 2012
- Health and Safety at Work (NI) Order 1978
- Management of Health and Safety at work regulations (NI) 2000

## 7.0 Responsibilities

7.1 Managing Director (MD)

7.1.1 The MD is the responsible officer under current health and safety legislation and is ultimately responsible for ensuring that the company meets its obligations in respect of the management of asbestos

7.1.2 The MD will ensure that the company has

(1) Has an asbestos management plan

(2) That adequate human, financial and physical resources are made available to meet legislative requirements and policy objectives

7.2 Health and Safety Officer (HSO)

7.2.1 The HSO is responsible for the development, implementation and ongoing management of the Board's Asbestos Management Plan and for the management of asbestos related issues across the company's work

7.2.2 The HSO will be directly responsible for the development of relevant policies and procedures for the management of ACMs in buildings.

This includes the training and education of personnel who are engaged in carrying out property surveys.

7.2.3 The HSO will assist the company to develop and document safe systems of work for those people who are required to work with asbestos, ACMs or in the vicinity of asbestos.

7.3 Employees

7.3.1 Mamo employees are responsible for ensuring that they are aware of and comply with the requirements of the asbestos policy and any procedures developed to ensure that the company effectively manage asbestos and asbestos related issues.

7.3.2 All employees must be advised of the results of the asbestos identification surveys in relation to asbestos, and are to be briefed on the location and type of asbestos that is present. Individual staff are required to comply with all instructions issued for their health and safety.

7.3.3 Managers are required to ensure that all maintenance and structural work is carried out by competent contractors who will be shown the Asbestos register which indicates the location and type of ACMs present.

**8.0 Procedures**

Procedures relating to the management of asbestos for the company will be documented and maintained through the Health and Safety Office and can be accessed through the HSO.

**<u>Standards to Protect the Environment: the Site</u>**

**Site**

The impacts that the construction work would have on the environment will be considered in the early stages of the construction process and that a site waste management plan will be drawn up as well. With the identifying of the environmental impacts' measures will be taken to avoid or reduce the risk of these impacts from the early stages of the project. We will ensure that in our meetings that there will be discussions on ways to reduce emissions on site and that these are acted upon.

**Noise**

There will be efforts to make sure that all noise produced on site will be reduced to a minimum. Ensure that all machinery on site is maintained with an engine cover. Any plant and machinery on site will be switched off when it is practical to do so and any idling plant and machinery shall be stood away from residential and business premises

whenever it is possible.  Noise on site will be reduced as much as possible to protect the workers' health and safety as well as the wider community.

**Water**

Site run - off and wastewater that is produced on site through construction activities, will have to be disposed in line with the requirements that are set out by the Environment Agency and there should also be enough protection in place to ensure that any dangerous materials that are used on site are not disposed of in the site run - off and wastewater.  There will also be ways to reuse the water that is usually wasted during the construction process, and this could be through collection, storage and re - use water that collects on site for lower - grade uses.

**Storage**

Petrol and diesel shall be stored in approved containers and shall be locked away in the vehicles that they came in.

**Waste**

All scrap/waste materials shall be recycled either on or off site as in the site waste minimisation plan.  All soil, and hardcore is to be recycled.

**Recycling**

At Mamo Building Services we are keen to promote the positive use of any surplus or waste materials which should help in the reducing the effect on the environment and the costs of disposing of them.  Any materials that have been produced from demolition or construction work to be re - used wherever it is possible or skip companies that recycle to be used.

**Procedures to Protect the Environment: Office, Workshop, Stores and Company Vehicles**

We have identified the following environmental impacts:

- Office Waste
- Workshop Waste
- Electrical Good Waste
- Energy Waste
- Hazardous Chemicals
- Vehicle Emissions

**Active Management**

**Office Waste**

- Recycling paper, cartons, cardboard etc.
- Empty printer cartridges collected and recycled by local charity
- Encouragement of suppliers and clients to send and receive electronic statements and payments rather than paper
- Double sided printing and electronic invoices and communication

**Workshop Waste**

- Recycling wood waste and sawdust
- Maintenance of machines to improve efficiency
- Low energy lighting
- High use of natural lighting

**Electrical Good Waste**

- Electrical waste in the forms of mobiles sent to charities
- All spent batteries placed in recycling bags and sent to the appropriate charities
- Redundant computer equipment managed by charities

**Energy Waste**

- By making sure that all workstations and lights are turned when not in use
- By making sure all thermostats are set at the correct temperature or turned down by 1°C
- By making sure all radiator temperature valves are working and turned down to zero when room not in use
- By making sure all doors are draught free
- By making sure water thermostat is not higher than 60°C
- No appliances, mobile charges are left on standby and appliances not charged unnecessarily
- Water to be boiled as needed
- Make sure no leaking taps and always fully turned off
- All lighting to be energy saving lights

**Hazardous Chemicals**

Make sure all products that contain hazardous waste could be replaced with safer green products if it is possible.

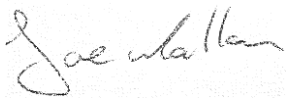
**Vehicle Emissions**

- All site visits will have clear directions to prevent waste Plan Routes
- Planned and measured site visits and vehicle sharing
- All new company vehicles will be ordered based on their fuel efficiency and emissions
- Discourage use of private vehicles if fuel inefficient and or with high co2 emissions
- Encourage drivers to adopt an eco - driving style, which would help the environment with driving more efficiently and hence produce less co2 emission

By active encouragement of the workforce to follow the steps below the fleet impact on the environment will be reduced:

- Check revs - change up before 2,500rpm (petrol) and 2,000 (diesel)
- Anticipate road conditions and drive smoothly, avoiding sharp acceleration and heavy braking. This saves fuel and reduces accident rates.
- Use air conditioning sparingly as it significantly increases fuel consumption
- The most efficient speed depends upon the car in question, but it is typically around 55-65mph, faster speed will greatly increase fuel consumption
- Drive away instantly when starting from cold - idling to heat the engine wastes fuel and causes rapid engine wear
- Accessories such as roof racks, bike carriers, and roof boxes have a significant effect on the cars aerodynamics and reduce fuel efficiency
- Avoid short journeys - a cold engine uses almost twice as much fuel and catalytic converters can take five miles to become effective
- Check tyre pressures regularly - under - inflated tyres are dangerous and can increase fuel consumption by up to 3%
- Stuck in jam procedures: - switch the engine off if expected to be there for more than a minute or two. By cutting the engine this will help save fuel and reduce emissions.

Senior Management will review this policy annually and establish environmental objectives and targets that are consistent with the businesses' current policy commitments.

Signed:  Dated: 5th January 2026

Joe Mallon (Managing Director) Mamo Building Services Ltd.