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1.0 PURPOSE

This procedure has been established to define the system used by Grimsby Pipework and Engineering Limited to ensure that the organisation must:

- 1.1 Minimise waste
- 1.2 Minimise the consumption of resources (materials, fuel and energy).
- 1.3 Minimise or elimination of environmental pollution.
- 1.4 Minimise environmental effects that could be caused by company activities.
- 1.5 Control of environmental effects caused by raw material resourcing.

2.0 SCOPE

All areas of Company operations.

3.0 RESPONSIBILITIES

3.1 The Company has a legal and moral duty to minimise the effects of company operations on the environment;

3.1.1 Environmental Protection Act 1990 details specifications for limiting emissions and pollution

3.1.2 Environmental Protection Act 1990 to (Duty of Care) Regulations 1991 requires employers to have a specific system of documentation for the disposal of "Controlled Waste" and Only to use licensed waste disposal companies for the disposal of every category of waste.

3.1.3 Minimise the use of raw materials and energy resources


3.2 Site, Workshop, Area Managers and Supervisors are responsible for ensuring that all fuel drums, storage facilities and systems over 210lt are banded.

3.3 Employees are required to comply with Environmental initiatives.

4.0 PROCEDURE

4.1 Waste Reduction and Recycling, The subsection outlines the benefits of establishing a waste reduction programme and outlines the steps necessary to achieve this. Waste in addition to the health, safety and environmental factors is an important aspect of site management.

Waste reduction is an essential part of good management; however, in establishing any waste control or reduction procedures, a sound financial base must be established for such controls or programmes. Therefore, any such programme must have clearly defined objectives firm implementation and review policies.

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4.2 Waste Reduction Objectives, Any waste reduction programme can only be established if the objectives of such a programme are clearly understood. Such objectives should include consideration of:

- 4.2.1 The necessity to comply with legislation
- 4.2.2 The need to restrict the effects of waste disposal on the environment
- 4.2.3 The control of waste management costs
- 4.2.4 The availability of alternatives methods, substances, materials or processes that reduce the amount of waste produced

Additional factors can be included in these objectives, factors that extend the programme to all employees namely the:

- 4.2.5 Emphasis for continuous improvement
- 4.2.6 Incentives of improving performance
- 4.2.7 Monitoring of results of such waste reduction programmes

4.3 Methods and systems for the elimination or minimisation of waste at source or by recycling of materials in use on site must be considered; this will include but not be limited to:


4.3.1 Segregating waste materials and allocation of recycling collection schemes including but not limited to

- Metals
- Wood
- Paper /card
- Plastics
- Glass / bottles
- General site rubbish

4.3.2 Keeping office waste paper separate from general rubbish.

4.3.3 Arranging a collection service for the removal of scrap materials and waste paper. Many opportunities exist for waste reductions; these should be considered in respect of all operational sites as part of the annual assessment procedures. Some examples are the improvement of:

- Housekeeping procedures
- Inventory management
- Maintenance procedures
- Recycling
- Quality control methods
- Operating practices/procedures e.g., introduction of 'clean

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technology'

4.4 Spillage Control and Bunding, Ongoing changes in statutory obligations continue to re-emphasise the need to establish easy to understand and actionable controls that can be taken in the event of any spillages or emergencies involving waste. Should such a spillage or emergency be of a size, type or dimension that it cannot be controlled by local resources, the 'Incident Control Plan' must be enacted see Emergency Procedures and Fire Precautions.

4.4.1 As a minimum all workshop locations and projects sites must have suitable and sufficient provision for dealing with small scale spills. This will normally be the allocation of standard emergency spill kits which will have sufficient capacity for the level of potential incident on site. On the majority of sites this will predominantly be of diesel and oil used for mobile plant and equipment.

4.4.2 All mobile plant and equipment shall be provided with suitable spill / drip tray positioned under the plant to capture any potential fuel / oil spills and leaks. These shall be emptied as soon as practical in the event of a spill / leak. The resultant material must be disposed off through the allocated licensed sub contract waste collection organization.

4.5 Spillage / Emergency Action Procedures, In the event of a major spillage or release of a large quantity of a substance the Branch Manager MUST inform the HSEQ Manager immediately. It is the responsibility of the HSEQ Manager to inform the Environmental Agency of the spillage.


The spillage / emergency actions necessary will vary from site to site dependent up on the work being carried out. Fast, safe and efficient response is essential if the situation is localised and major incidents are to be avoided. Nine simple steps can be identified to enable the Site Manager to develop local rules for dealing with spillages or emergencies namely:

4.5.1 In the event of a spill, all untrained personnel should leave the area immediately. Without the correct training and protective equipment those working in the vicinity could be injured.

4.5.2 Wherever possible those working near the spillage should try to identify what they saw i.e., smoke, fumes, foam etc or perhaps the labels on the containers involved but they should not go back for a second look

4.5.3 The person at the scene should contact the 'Control Centre' for the site or the Supervisor concerned giving details of:

- Location
- What happened e.g. fire, explosion, spillage

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- Materials, substances involved
- Number of casualties

4.5.4 If possible casualties must be removed but untrained personnel must not enter the area.

4.5.5 The area should be sealed off and secured so as to prevent unauthorized entry.

4.5.6 Steps should be taken to identify the hazards. Data sheets and COSHH Database references should be readily available.

4.5.7 The most senior person present should decide on the method for containing spillage. If there is any doubt professional advice and help should be obtained.

4.5.8 Plans must be prepared for cleaning up the spillage/emergency; this should identify hazards, protection required and the availability of trained personnel.

4.5.9 The method of carrying out the clean-up operation and the requirements for the disposal of the waste and clean-up materials.

NB Spills should be contained and removed with absorbent materials or by direct collection (e.g., by specialist tanker). Under no circumstances should spills be washed into drains.


The waste spillage/emergency procedures devised by the Waste Control Officer, based on the above examples, must be made known to all personnel on the site and clearly displayed at approaches to waste storage areas.

4.6 Clean-Up Procedures/Materials, the clean-up procedures should form part of the local rules applicable to the handling of waste products. Such local rules should take into account the processes of the site, the materials and substances used and the necessary clean-up materials.

Adequate stocks of clean-up materials should be retained at readily accessible points on the site. Examples of such materials are:

- Absorbent granules
- Cloth rags
- Synthetic absorbents
- Oil absorbents
- Industrial maintenance absorbents
- Hazardous spill response kits (specialist kits)

Whichever clean-up material is chosen, it must itself be subjected to the control

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procedures for substances and materials (see CoSHH of the HSE Procedures).

4.7 Noise

Suitable controls must be put into place to control the levels of noise produced by any Team activity. Any mobile plant such as welding plant and compressors must be of the “silenced” type, and positioned such that any noise pollution to neighbouring locations is reduced to as low as reasonable practicable. All plant and equipment must be maintained in such a manner to ensure they operate efficiently and that produced noise levels are kept to a minimum. All plant and equipment must have a suitable silencer fitted to the exhaust system (where applicable).

When working inside buildings such as workshops all doors and windows should be closed as far as practicable to reduce the propagation of noise beyond the building.

4.8 Purchasing

All purchasing activities shall be conducted with a view to ensuring environmental considerations are included.

When purchasing materials the possibility of bulk ordering should always be explored to reduce transportation levels. Packaging quantities should also be considered, bulk purchases often incur less packaging.

Plant and equipment should be selected which will use the most environmental friendly fuels, have good fuel consumption figures and wherever possible be of a “silenced” design.


Electrical items should also be selected based upon their efficiency values. Low energy fittings should be specified for all new electrical lighting.

4.9 Environmental review(s) can be carried out on sites where no environmental policy or organisational plans exists. They can also be carried out on sites where both policy and supporting plans do not appear to meet existing requirements or simply in conjunction with the environmental audit to check that the existing policy and plan are of a satisfactory standard.

The management of each site is required as part of TEAM HSE standards to ensure that the environmental policy, its supporting operational plan and controls are subject to both review and audit procedures.

Any review carried out should cover key aspects namely:

- Legislative and regulatory requirements
- The evaluation and registration of significant environmental effects
- The assessment/evaluation of existing environmental practices and procedures

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- The feedback from previous incidents and aspects of non-compliance in all instances, normal and abnormal operation of the site and potential emergency conditions must be considered.

4.10 Review Checklist and Measures; the method taken to carry out reviews should be by using a combination of checklists, questionnaires and result/answers arising from interviews, these aspects together with direct inspection and where applicable measurement, should provided the basis for a constructive review procedure.


- Areas where environmental performance could be improved e.g., noise level reduction, waste reduction
- Environmental aspects of products, services and or by-products e.g. waste
- Resources consumption e.g., fuels energy, materials
- Use of hazardous processes
- Waste minimization/waste recycling
- Use and disposal of hazardous materials and products
- Visual or offensive impacts e.g., noise, odours, plumes etc
- Incorporation of environmental controls in design and operation
- Expected changes in environmental regulations and legislation
- Environmental targets and objective beyond regulatory requirements
- Adequacy or resources
- Environmental cost/benefit analysis
- Environmental training criteria/plans
- Communications on environmental factors from interested parties both external and internal to the site
- Records and complaint review procedures
- Suppliers quality and standards
- Risk assessment reports in respect of environmental emergencies
- Policy in respect of nature conservation
- Other interrelated policies and procedures e.g., the Health and Safety Policy

4.11 Environmental Review Summary;

The following aspects should be considered in developing review procedures namely:

4.11.1 The report produced in respect of any review should include details of problems and deficiencies and a suggested order of priority for dealing with these. Where possible cost, materials, resources and managerial responsibility levels should also be included in the report.

4.11.2 Any chemicals, fuel, solvents or paints required for the project will only be stored in clearly labelled designated areas on the site.

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4.11.3 Bulk fuel will be stored in bunded tanks or bowsers, the bund of which will be capable of holding 110% of the tank capacity. Deflectors should be provided to keep rain water out and regular checks must be made to ensure the bund remains empty.

4.11.4 In the event of any spillage, the principal will be to recover as much spilled material as possible and to keep it away from drains and water courses.

4.11.5 All contaminated spoil shall be removed from site and disposed of in accordance with the Environmental Protection (Duty of Care) Regulations.

5.0 REFERENCES

The Health and Safety at Work Act 1974

Environmental Protection Act

Environmental Protection (Duty of Care) Regulations

Name: Mr Mike Hemsworth

Position: Managing Director

Signed:



Date: 01/04/2025