

Environmental Policy Organisation

Company Structure

Director

Manager

Supervisor

Operative

Where the works do not require a manager and a supervisor, the supervisor will assume the role of manager and supervisor. This will only be where works take place under a principle contractor with an existing site manager on site.

Director responsible for The Environmental Policy

The Director is ultimately responsible for the Implementation of The Environmental Policy. He has overall responsibility for maintaining an organisation that ensures that all requirements of the policy and associated Statutory obligations are met by all employees and visitors/contractors to all sites or other premises under the control of the Company.

Special responsibilities include:

To approve, personally sign and date, to take ownership of the company Environmental policy and ensure that there are procedures in place for the statement to be adhered to.

Setting the targets and objectives that Moving Designs Ltd will work towards. Where required external consultants and specialist advice will be sort, and keeping up to date with health and safety legislation, standards and good practice.

Ensuring 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;

Ensuring that adequate financial resources are made available to relevant departments to ensure sufficient resources to achieve the objectives as set out in the Environment 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 Moving Designs Ltd

Monitoring and updating any information received from internal and external sources Co-ordinating all activities/training/policy related to spillages, dusts, noise and related environmental procedures

Site and Office inspections

We will review health, safety and environmental objectives and targets to promote continual improvement.

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 companies Environmental policy
- Recognise the importance of effective management of the Policy system
- Ensure 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
- Liaise with the Director at the planning stage of contracts.
- Complete the Site Waste Management Plan
- Ensure 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
- Ensure checks on Plant and machinery either hired or owned by the company and 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
- Ensure that Subcontractor information is passed to the Director for approval to the Approved Contractor List.
- Ensure all site personnel are fully competent and trained in the tasks to be undertaken
- Will be responsible with the director to ensure that the Environmental plan, policy, and procedures are implemented.
- will ensure that the human and physical resources are in place for those who will be carrying out the works

- Will meet regularly and feedback any success and failures of any part of the Environmental policy or Environmental Management system.
- Will facilitate communication through all levels of the company, this will be through regular toolbox talks and meetings.
- Will be responsible for the participation of all employees working for the company in the development of the EMS
- Will identify the hazards associated with the works, and put in place control procedures and will report the findings back to the director.

Supervisors

Are directly responsible to the relevant line managers for Environmental arrangements under their control, and include:

- Be conversant with the requirements of the Site Environmental Management Plan
- Carry out regular inspections of plant, equipment, tools and PPE as appropriate.
- bring to the attention of all operatives any information or new legislation which requires to be effectively implemented (toolbox talks)
- Ensure that all personnel are trained in the relevant emergency procedures
- Ensure that wherever an activity is deemed hazardous, and therefore subject to permit-to-work, that all appropriate records are held, and staff receive suitable instruction.
- Discuss any training needs identified with the Director

Employees

- Read and understand the Company Environmental Policy and comply with its requirements, arrangements and safety rules
- Carry out the work in accordance with all relevant risk assessments.
- Comply with all written or verbal instructions given
- Not take unnecessary risks, which could cause Environmental harm
- Observe all laid down safe systems of work; permit to work; and other safety procedures concerning work activities, plant, materials and substances.

- Dress sensibly and safely for the particular work environment or occupation involved in.
- Report any environmental hazard within the work area or defect in any office equipment, machinery, plant to the appropriate Supervisor or Line Manager.
- Always act in an orderly manner in the workplace and refrain from any form of horseplay.
- Will not act in a manner that could detrimentally impact on the neighbouring community
- Will adhere to the site rules on personal conduct.

Environmental Management System (EMS) Arrangements

Environmental Impacts

Nuisance

Moving Designs 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

Moving Designs Ltd will regularly review the initiatives that are available for small to medium business using internet sites and tools such as NET Regs and Business Link. All employees are encouraged to sign up to the 10:10 campaign and the company monitors the energy usage where possible and looks to reduce the Carbon foot printing by using local supplies.

Segregation of Wastes on Site

Moving Designs Ltd will enforce any requirements for segregation as instructed by the Principle contractor, with segregation of wastes considered in the Environmental management plan.

WRAP Plans

Moving Designs Ltd has taken the initiative to complete WRAP plans for the projects. This is an externally written template that assess the predicted waste against the actual waste created during

the projects which assists in accurate tendering and allows reviews of the waste to find reductions which is beneficial to the environment and to the business.

Water Use and Efficiency

Moving Designs 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, the rain water on sites where practicable is saved in butts for wash out. Paint brushes are wrapped instead of washed out every day.

Sustainability

There are a number of initiatives that are available for businesses, Moving Designs Ltd seek to use sustainable materials during their works, and resource materials from responsible suppliers. Our timber is sourced from suppliers that are FSC certified. In addition to this Moving Designs Ltd monitor and record

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

Complaints Procedure

All complaints received by Moving Designs Ltd are taken very seriously and there is a complaints procedure in place. The Environmental Complaints will be followed up and any actions taken. The Environmental Complaints will follow the Superior Roofing and Complaints procedure.

Moving Designs 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 Moving Designs Ltd:

- Direct verbal contact
- Written Letter • Emails
- Website

The contact details are available through our clients were Moving Designs Ltd is the under a Principle Contractor. All of our details are available on the website and verbal face to face contact can be made with any of our employees, managers and supervisors at 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 Direct level and if required a review of the procedures and working practices will take place.