



Company Systems Manual

Section 4
Environmental

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4.1 Policy

4.1.1 The Environmental policy of CMP Group

To maintain a commitment to continuous improvement of our efforts to protect the environment at all levels through the implementation of an Environmental Management System (EMS)

We will achieve this through adhering to and future evolvement of the following aims and objectives

4.1.2 Objectives:

1.To meet and where ever possible exceed all approved codes of practice, regulatory and legislative requirements as listed in the Environmental Register of Legislation in section 4.6 of the CMS. Ensuring all reasonable precautions are taken to avoid environmental damage at all levels from a localised to global.

2.To be aware and prepared for of in advance of up coming changes and updates to relevant regulations and legislation

3.To ensure that a before, during and after environmental impact desk study Form EN02 is completed to ensure regard to all environmental aspects directly affected due to work awarded to CMP.

4. To ensure adherence to the requirements of the Montreal Protocol.

5.To ensure an ongoing program of education and training for staff. The induction program for all new members of staff will include signing the environmental policy and full understanding of CMP's commitment to the EMS through the Company Systems Manual (CMS)

6.To ensure personnel working with or for the company are working with in requirements of CMP's environmental policy as part of its EMS.

7.To ensure a commitment to greener working practices and to seek to improve the percentage of the company's site and office generated waste that is available for recycling.

8.To ensure monitoring, progress and review of the EMS annually or where ever necessary for example at the end of a contract.



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9.To ensure CMP will seek to complete its contractual obligations with the minimum of disruption to neighbouring residents, businesses and the local community and any other interested parties for example English Heritage.

10.To ensure that the project management stage of any CMP project integrates environmental considerations into the planning of the construction phase and the development of the EMS to ensure effective control will ensure that potential delays or interruptions resulting from the need to rectify effects are minimised.

The implementation of this policy is the responsibility of all personnel however the Managing Director, Nigel Craddock is ultimately responsible for ensuring that personnel and management systems are consistent with the content of this policy.

Signed:

Nigel Craddock
Managing Director

CMP Ltd.



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4.1.3 Good Practice Guides

As part of the CMP's initiative towards working environmentally friendly a set of guidance notes have been produced to be used as reference. These are referred to as GPG 001 for example, and can be found in the appendix 4/2 of this section of the CMS.

4.1.4 Definitions:

'Waste'	Any substance or object which the producer or person in possession of it discards, intends to discard or is required to discard.
'Inactive (inert) Wastes'	materials that do not undergo significant physical, chemical or biological reactions or cause environmental pollution when deposited at a landfill under normal conditions, e.g. Uncontaminated soils and rock, ceramics, concrete, masonry and brick rubble, minerals.
'Active Wastes'	those wastes that are not inactive, including acids, pesticides, wood preservative, oily sludge's, batteries, waste oils, asbestos, timber, plastic, alkaline solutions and bitumen. Some active wastes can also be special wastes. Active wastes are subject to a higher rate of landfill tax than inactive wastes.
'Non-hazardous wastes'	those wastes that can be either active or inactive but are not special wastes as determined in the Special Waste Regulations 1996.
'Special (hazardous) wastes'	those wastes deemed to be dangerous to life. They may be corrosive, explosive, oxidising, carcinogenic flammable, e.g. acids, alkaline solution, oily sludges, waste oils. The criteria to be used to determine whether a waste is a special waste are given in the Special Waste Regulations 1996.
'Duty of Care'	As a Waste Producer it is a duty to take all such measures applicable in this capacity as are reasonable to assure safe and secure storage, transport and disposal of all wastes produced on site. This is in accordance with Section 34 of the Environment Protection Act.
'EMS'	Environmental management System for entire company of CMP
'EMP'	Environment management plan for specific projects
'Environmental' matrix	Matrix create to assess the environmental impacts of any given procedure i.e. bricklaying, piling etc
'Environmental aspects'	A form that must be filled in if there or taken into consideration if already completed of Specific environmental aspects of a particular job to be done



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4.2 Office procedures:

4.2.1 Office Energy:

By implementing energy efficiency measures, CMP aims to motivate our staff by involving them in A 'Get Greener' project and providing feedback on our progress. Also, by setting targets for improvement and review our progress regularly. We will designate responsibility for undertaking energy checks around our premises allowing us to improve on our base line energy consumption

See CMP Good Practice Guide 001 – Office energy saving techniques

And also

See CMP Good Practice Guide 002 – Office and Equipment and Lighting

4.2.2 Office Waste- Paper Saving Techniques

CMP are actively working towards implementing a GREEN Office initiative which includes improving our commitment to saving paper by following the good practice of REDUCE, RECYCLE AND REUSE

See CMP Good Practice Guide 003 – Office waste paper saving techniques

4.2.3 Office Water use

CMP endeavours to continue to develop a good water management program by using water more efficiently through initially assessing our water consumption and wastage and working to towards reducing these results.

See CMP Good Practice Guide 004 – Office water use



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4.3 Site procedures

4.3.1 Environmental Risk Assessments

The following section covers CMP's overall Site procedures and makes reference to CMP's own Environmental Aspects Register (which is located in Appendix 4/2 of this CMS section) of any given particular construction work procedure (such as piling , bricklaying etc).The environmental aspects table can be viewed in appendix 4/1. This will be used to produce an Environmental Risk Assessment as per form EN01.

When CMP is acting as the main contractor a sight specific desk study and then an environmental plan will be created, implemented and audited throughout the duration and at the handover of a project.

When CMP is acting as sub-contractor the responsibilities for environmental permissions and licences are usually the responsibility of the client or main contractor however CMP will ensure the site manager/Contracts manager will implement environmental considerations and assess at ground level environmental impacts as part of the Start Up procedures explained in section 8 of this CMS. This information will be filtered down to all on site employees and subcontractors. The responsibility is shared.

Specific Legal Requirements (for example permits, consents and Licences) will be the responsibility of the relevant tender team manager or project manager. This responsibility does not always apply to CMP- It can be the customers or main contractors responsibility (i.e. DEFRA licence)

4.3.2 Materials Management

CMP will implement procedures for all employees to follow that will result in fewer spillages/contamination of local environment that can arise from incorrect storage or handling of materials

When **ordering and receiving** CMP will endeavor to only use materials that are purchased through approved suppliers to ensure that we do not use banned materials (wood from non sustainable resources).Where applicable order the right quantity & quality of materials just ahead of when they will be used. Supervise all deliveries, inspecting and therefore unloading materials in correct location

When **Handling and Storage**, CMP will use correct equipment for unloading and handling and will follow manufacturers/ suppliers instructions (i.e. protect as required). CMP will store securely and follow manufactures/ supplier's safety data sheets and store away from waste storage containers and vehicle movements. Light weight materials will be secured safely. CMP will especially take due care with potentially polluting materials



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CMP will achieve these targets by: following all legal requirements listed in 4.6

1. Storage of Oil and other materials with Potential hazardous properties

- CMP will initially establish the quantity of oil / fuel that we will need to store on site.
- On sites where CMP stores any kind of oil we will comply with the oil storage regulations: PPG02 Above Ground Oil Storage Tanks
- CMP will follow any 'Material Safety Data Sheet' (gives information on how chemicals should be handled, stored and disposed of) that must accompany any material supplied to us that has potentially hazardous properties. If a Material Safety Data Sheet does not accompany the delivery, CMP will contact the supplier and ask for one

2. Good practice for storage and handling of materials

See CMP Good Practice Guide 005 – Storage and handling of materials

3. Hazardous/ special waste

See CMP Good Practice Guide 006 – Procedure for hazardous/special waste

4.3.3 Pollution control

CMP realizes as well as obvious leakage, evidence of leakage can include discoloration of the bund walls (in the case of un-rendered block/concrete bund walls) or even an oily sheen on any water standing on the ground close to the bund. If the bund is leaking, CMP will take immediate action to prevent contamination of the land and pollution of surface waters and groundwater. Advice will sought from our Environmental Regulator on exactly what action we should take.

See CMP Good Practice Guide 007 – Pollution Control



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4.3.4 Water and Watercourses

1. A large part of the work undertaken by CMP is on or beside controlled waters.

CMP realizes that to ensure that environmental accidents are avoided, it is vital that nearby natural water and controlled water areas are protected, and water use is managed properly on site.

CMP recognizes that the following can be classed as a pollutant when they enter controlled water; Mud, silt, slurry, oils, fuels, chemicals, paints, concrete (including washout), spoil, cement, PFA, litter, waste vegetation, and hot water. Therefore we will endeavor at all avoid our work contributing to or causing any form to pollution by complying legal requirements and following guidelines. If an incident occurs CMP has an emergency response procedure and plan that will be followed (Form EN03).

2. CMP will endeavor to abide by the following Good Practice

See CMP Good Practice Guide 008 – Working around water and watercourses.

4. Emergency Response

CMP has an Environmental Emergency Incident Response Procedure (Form EN03) for dealing with spillages that could enter controlled or natural water areas and use this in conjunction with our drainage plan for any given site. This response plan includes keeping a Spill Kit on every site.

See CMP Good Practice Guide 009 – Spill Response guidance

4.3.5 Noise and Emissions including Vibration and Dust

1. Emissions to Air

CMP recognizes that dust, odour and other emissions can cause annoyance to site neighbours; damage their health and the environment.
CMP will therefore identify all potential emissions associated with a site and control them where possible.

CMP will endeavor at all times to:



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See CMP Good Practice Guide 010 – Emissions to air

2. Noise on site will be initially assessed using HS18

CMP recognizes that it is important both environmental and as an H&S issue that we reduce the levels of noise and vibrations that results from our work.

Legal Requirements

As with dust and emissions Noise and Vibrations are subject to the ‘statutory nuisance Regs’ and guidelines set by the environmental health department.

We will apply to the Local Authority in advance of commencing operations for Consent to proceed with the works (if CMP are the main contractor). In our application we must include contain details of:

- the work to be undertaken;
- the location of our works,
- our proposed working hours;
- the method of work and;
- The steps that we intend to take to minimize the noise created.

CMP is also aware and will communicate to all personnel that:

- The Local Authority must grant our application for Consent if it considers that it would not serve a Prohibition Notice. If the Local Authority gives you Consent and is satisfied that our works are complying with it, then you will have a defense against any contravention of the terms of a Prohibition Notice.
- If we do not comply with the conditions or the statements that you made in your original application for Consent, then the Local Authority can still issue a Prohibition Notice - as if we had not applied for prior consent at all.
- If we do not comply with a Prohibition Notice then we are committing a criminal offence and the courts could seek to impose fines and / or a prison sentence. (We can appeal the Notice to the Magistrates Court in England, Wales and Northern Ireland or the Sheriff Court in Scotland. We have 21 days from the date of receipt of the Prohibition Notice to lodge your appeal.)

Good Practice

See CMP Good Practice Guide 011 – Noise control



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4.3.6 Site Waste

1. CMP will manage site waste by following then “3R’s”

CMP recognizes that proper handle of waste is a legal requirement.

Reduce: Take only what is needed from material store, attempt to use less, be careful not to spill or damage materials during transit. Do the job correctly the first time.

Reuse: Use it more than once if it is safe to do so

Recycle: Metal, aggregate, plastics, glass, and timber can all be recycled. Proper provision for recycling is available on our sites where ever possible.

CMP will follow these guidelines:

Any substance or object that we discard, intend to discard, or are required to discard is waste and as such is subject to a number of regulatory requirements. The term ‘discard’ has a special legal meaning. Even if material is sent for recycling or undergoes treatment in house, it can still be waste. For further information on the law governing waste management see Waste management licensing www.netregs.gov.uk .

Legal Requirements

CMP recognizes that under law we must exercise a ‘duty of care’ when disposing of waste.

Therefore CMP will:

- Establish a procurement procedure to ensure that evidence of the registration of any waste carriers is seen before they start removing waste from site.
- Before work begins, identify sites which can take the types of waste material that we expect to produce. We will ensure that any site where we intend to send waste has an appropriate Waste Management License or exemption under the Waste Management Licensing Regulations or a Pollution Prevention and Control (PPC) Permit.
- Materials for recycling either on our premises or elsewhere are likely to be waste and, if so, will be subject to the requirements of the Waste Management and the Duty of Care regimes. If in any doubt, CMP will seek advice from our local environmental regulator.

2. Duty of care - our waste responsibilities

CMP will ensure that:

- Waste is handled, recovered or disposed of responsibly.
- Waste is only handled, recovered or disposed of by individuals or companies that are authorized to do so.



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- A record is kept of all wastes received or transferred by a system of signed notes. See Waste transfer Note form EN04, Controlled Waste transfer Note .
- Signed 'Waste Transfer Notes' (EN04), should be retained for at least 2 years, or
- If our waste is 'Hazardous Waste' or 'Special Waste' then 'Consignment Notes' should be retained and archived for at least 3 years.
- We realize that if we a sub contractor and the main contractor arrange for the recovery or disposal of waste that we produce; CMP is still responsible for those wastes under the Duty of Care.
- If we are transporting building or demolition waste, even if it is our own waste, we will need to be registered as a waste carrier with your environmental regulator.
- Before using materials that have hazards labels and are controlled by the Control of Substances Hazardous to Health Regulations (COSHH), an assessment of the risks of using that substance for our proposed method of work will be undertaken by a competent person using form HS04.
- **Controlled use of materials with hazardous labels** will be enforced by appointing competent persons to oversee the use of such material and ensure storage correctly. CMP will give operatives training in the hazards and risks associated with the product and they will be given, and use, suitable protective equipment where required. Employees will sign to acknowledge receipt of both the training and the protective equipment on form HS09 & HS14.
- We will deal with any material that we handle that has hazardous properties, as 'Hazardous Waste' or 'Special Waste'. (In England, Northern Ireland and Wales new controls on Hazardous Waste came into force on 16 July 2005. These replace the previous Special Waste regime. For further information, please refer to the section 4.6 of this CMS.

4.3.7 Hazardous Waste in England, Northern Ireland and Wales

In the case of highly flammable substances deal with contaminated containers CMP will deal with it as Hazardous/Special Waste irrespective of the amount of substance remaining. CMP will consult our environmental regulator for further guidance if necessary at time.

As before (noise, emissions vibrations) if concrete, bricks, tiles or other material, are to be crushed at a processing plant on site, CMP must ensure that the crushing plant/site has:

If we produce Hazardous Waste we will need to register our premises with the Environment Agency, unless we meet limited exemption criteria. An implication of not registering is that our waste contractor will not be able to remove hazardous waste from your site.



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1. Hazardous/Special waste

If CMP intends to discard containers, we will make an assessment as to whether they are Hazardous/Special Waste. Containers may be classified as Hazardous/Special Waste if they contain residues of hazardous or dangerous substances/materials. If the residue is 'Hazardous' or 'Special', then the whole container will be Hazardous/Special Waste.

2. Asbestos

If we are required to dispose of Asbestos waste it can be disposed of at hazardous and non-hazardous waste landfills, subject to a site's permit conditions. CMP will need to check that the local landfill operator is allowed to accept this waste.

3. Tyre's

As not all landfill sites can accept used tyres, either whole or shredded. If CMP have tyres to dispose of, we will ask our waste disposal contractor for disposal options in our area.

4. Plaster, Plasterboard and Gypsum

Plaster, plasterboard and other gypsum products contain high levels of sulphate. In England, Northern Ireland and Wales, from 16 July 2005 waste to be land filled that has a sulphate content of 10%* or more must go to a 'high sulphate monocell' specifically designed for sulphate wastes.

CMP will therefore segregate plaster, plasterboard and other gypsum products from our general waste stream.

5. Storage of Waste

Good Practice: Waste including Hazardous/Special waste

See **CMP Good Practice Guide 012 – Site waste control**

4.3.8 Contaminated Land and Ground Contamination

CMP recognize that if contaminated land is not correctly identified there is an increased risk to human health.



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In particular CMP recognized that piling through contaminated ground can create a pathway for pollutants to enter groundwater.

CMP recognized that materials used on site could cause ground contamination if there were allowed to escape. CMP will take steps to prevent contamination caused by our presence in any form.

In addition CMP realizes that material that we excavate on site and are not able to use will most likely be removed from the site. This material will be considered waste and as such must be removed in accordance with the Duty of Care and Hazardous / Special Waste Legislation. One of the requirements of the Duty of Care is that we must provide a full and accurate description of any waste that you remove, for onwards transfer. If we fail to identify contaminated soil on our waste transfer note, we will be in breach of the Duty of Care.

See CMP Good Practice Guide 013 – Working in contaminated ground conditions

Prevention of Contamination:

See CMP Good Practice Guide 014 – Prevention of contaminated ground

4.3.9 Ecology/ Biodiversity

CMP recognizes that it is essential to avoid causing damage to protected species and their habitats.

Before work begins on any site considerations will be taken in the form of a desk study (as main contractor) and information gathered so that CMP is ware of the following:

If there are any animal or plant species protected under European or UK legislation on or near by a site.

Whether a site affects a designated nature conservation site

If evidence is found then full ecology survey will need to be made to develop an approach to managing the works by a specialist ecologist.

Before Work Begins

We will Consider whether there are any Tree Preservation Orders or ‘TPOs’ check with the relevant Planning Authority or the Planning Service in Removing, pruning, cutting down, lopping, topping or ring barking a tree covered by a TPO will require Planning Consent. If our site is in a conservation area the trees will automatically be protected as if a TPO was in place. Failure to obtain consent for these activities is a criminal offence.

Check the working area for evidence of Japanese Knotweed, Giant Hogweed and Himalayan Balsam.

In England and Wales, hedgerows classed as 'important' under the definitions given in the Hedgerow Regulations are legally protected. Before removing any hedgerow, CMP



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will contact the Local Planning Authority. They will be able to tell us whether the hedgerow is protected and will be able to give us further advice.

For further information required at any time on bats, badgers, newts, nesting birds, other protected species and sites, can contact

Natural England

Enquiries Tel. No. 01733 455100

Environment and Heritage Service Northern Ireland – Natural Heritage

Enquiries Tel. No. (028) 9054 6556

Scottish Natural Heritage

Enquiries Tel. No. 0131 447 4784

Countryside Council for Wales

Enquiries Tel. No. 0845 1306229

In addition, local wildlife trusts can be a valuable source of information. CMP can go to the Wildlife Trusts website page to identify our local Wildlife Trust.

Public Rights of Way / Bridleways

CMP will seek consent from the Local Authority before any works commence that may affect footpaths, cycle-ways or bridleways, either permanently or temporarily.

4.3.10 Archaeology/Built Heritage

CMP is aware that in England and Wales, when planning works that will break the ground surface, we should contact the Local Authority Archaeologist to establish whether the area contains listed buildings or known or protected archaeology.

CMP will check with the Client or Main Contractor (if we are not) to establish whether there are archaeologically sensitive areas within the site that will need to be excavated before our works begin or areas of the site that we must not enter. If the working area is subject to an archaeological watching brief we will liaise and co-operate with the archaeological contractor who is to oversee your works. IF we uncover archaeological features during the course of our works, we will stop work and contact the Local Planning Authority and Local Authority Archaeologist immediately.

If we come across human skeletal remains or evidence of a burial ground, we will stop work in that area and contact the client/ main contractor. The main contractor should contact the Police and the Coroner immediately and in England and Wales, the contractor should also contact the Local Authority Archaeologist.

CMP will identify listed buildings in the area surrounding your works. Be aware that building foundations can be susceptible to vibration or ground settlement caused by adjacent deep excavations, tunneling, piling or heavy traffic movements. In England and Wales, contact details for Local (to site) Authority Archaeological Services can be obtained from the Association of Local Government Archaeological Officers web site at www.algoa.org.uk

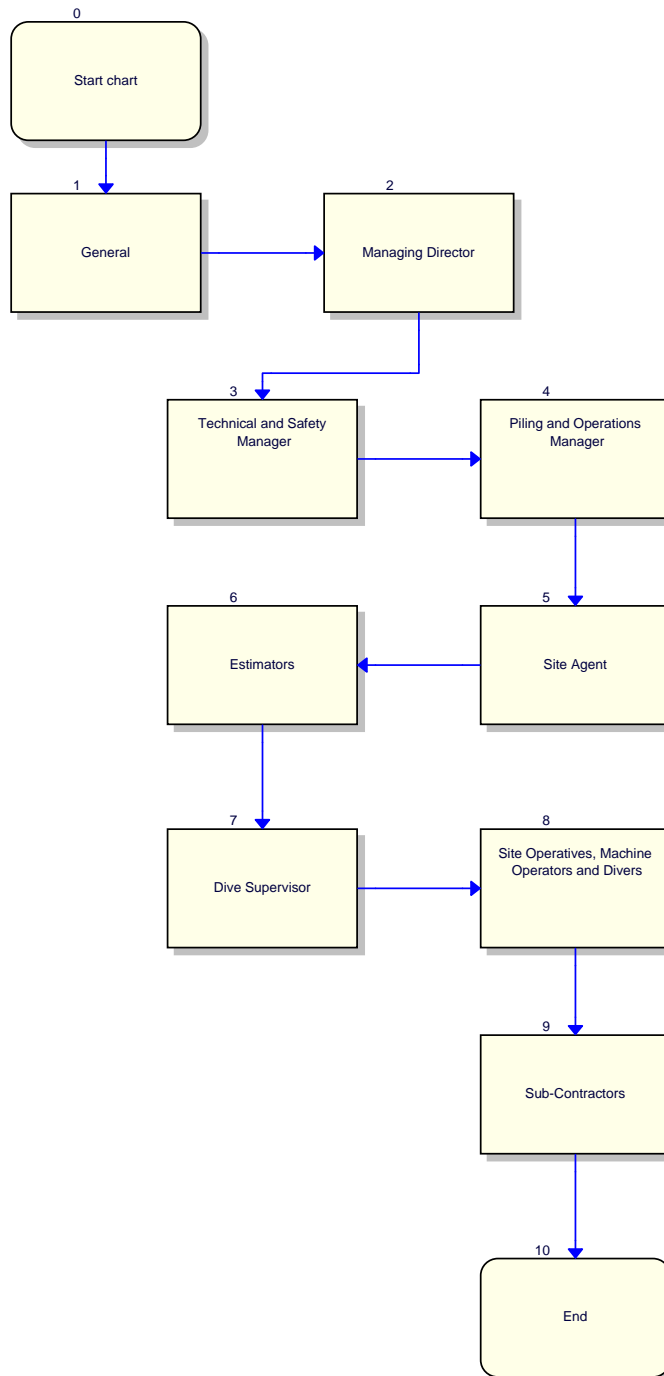


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4.4 Responsibilities and training:

4.4.1 Responsibilities Flow chart





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Process Summary

Start chart

General

4.4.2 All employees have:

- Commitment to the EMS and Environmental improvements
- Statutory responsibilities to take reasonable care to safeguard their own Health and Safety and that of others who may be affected by their actions at work.
- A statutory duty not to intentionally interfere or misuse anything provided in the interests of Health, Safety or welfare.
- A statutory duty to comply with all regulations which affect their work and to report to the appropriate person any defective equipment or hazardous situations.
- To fully co operate with their employer and follow any information or training that is given to them.
- To make full use of environmental systems at work, use any recycling facilities provided and correctly dispose of waste
- A duty to develop a personal concern for environment both locally and globally with respect to CMP'S activities.
- A duty to inform other employees of known hazards and environmental aspects or report to direct manager any work situation that may present an environmental danger.
- A duty to report immediately any accidents that cause that may cause harm to the environment initially to manager or personnel responsible for environmental issues on site or in the office. The incident may have to be reported to the environment agency or local environmental regulator.



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4.4.3 Managing Director

RESPONSIBILITIES OF THE:
MANAGING DIRECTOR

- Lead by example by showing interest, enthusiasm and dedication for Environmental matters and to increase the environmental friendly nature of CMP and its practices
- Make adequate financial arrangements to ensure the adoption and maintenance of proper standards of Health, Safety, Welfare and Environment controls throughout the activities of the Company and to ensure the effectiveness of the Policy
- Ensure Environmental matters are included on all Management meeting agendas and that relevant matters are properly addressed.
- Initiate and maintain a proper reporting structure.
- Ensure that all levels of staff receive adequate and appropriate training through the training Manager
- Set a personal example by understanding the full requirements of this policy and are kept up to date and environmental matters.
- Liaise with internal and external environmental auditors to ISO 14001 is implemented, achieved and maintained
- Liaise with the environmental Advisor and technical manager also appoint experienced Consultants to review environmental performance periodically.
- Review, sign and kept up to date a statement of the company.
- Ensure that full back-up is given by all staff to Managers and Site Managers in their duty to implement the requirements of this policy.

4.4.4 Technical and H&S Manager

Ensure that equipment supplied for use on site is properly maintained and certified as safe for use.

- Attend scheduled EMS review meetings
- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training



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- Ensure that all-statutory tests and examinations have been carried out for lifting appliances and lifting gear.
- Ensure that all the vessels used by the company conform to the requirements of the Marine Safety Agency.
- Make sure that all information regarding the safe use of plant is supplied to site management.
- Set a personal example and champion Environmental issues within their division
- Liaise with the MD and appointed Consultants to ensure an annual review of the environment is undertaken of this Company Systems Manual and its implementation.
- Liaise with project manager and site Manager to complete a Site specific Environmental plan with reference to site specific activities.
- Liaise with Site manager to ensure that relevant information is included in the site start up pack and tool box talks to all site personnel.

4.4.5 Piling and Operations Manager

**RESPONSIBILITIES OF THE:
PILING AND OPERATIONS MANAGER**

- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training
- Ensure that a Site specific environmental management plan and desk study (if main contractor) is prepared reviewed and authorised. Liaise with and assist the Tender team/ estimator before site start up over these matters
- Ensure contract variations are reviewed for environmental issues.
- Ensure all documentation is completed and record retained as archived documents
- Investigate any non conformances raised by Internal Auditor and address issues



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- Advise Site Manager/Manager on all Health, Safety, welfare and Environmental matters
- Carries out site audits where required.
- Ensure that site Manager /Manager receive adequate and appropriate training
- Reprimand any individual failing to discharge their Health, Safety or Environmental responsibilities
- Check working methods and ensure proper Risk Assessments and Method Statements are prepared prior to operations taking place.
- Keep up to date with recommended Codes of Practice and new safety literature
- Set up basic fire precautions.
- Institute proper reporting and investigation of any injury, damage or loss.
- Promote the culture of a clean and tidy site.
- Ensure that the arrangements for first aid comply with statutory requirements.
- See that all-relevant acts, codes of practice and regulations are observed on site.
- Set a personal example,

4.4.6 Site Manager

**RESPONSIBILITIES OF THE:
SITE MANAGER**

- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training
- Ensure all their staff are aware of the EMP, relevant legislation and are able to implement it



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- Issue detailed work or job environmental instructions and ensure that all persons have been thoroughly briefed through site inductions and tool box talks Organise the site so that work can be carried out to the Company standards and without risk to the environment or of injury to anyone or damage to equipment.
- Understand the principles of the Construction Environmental Regulations, any relevant legislation or approved codes of practice and ensure all elements of the above are complied with.
- Coordinate the delivery, storage and stacking of materials to avoid any unnecessary risks to the environmental. Make sure all relevant environmental posters are in place and waste/ recycling containers are clearly labelled.
- Establish and enforce environmental arrangements with subcontractors to avoid any confusion about areas of responsibility.
- Ensure that all machinery, plant and tools are maintained (Inc hand tools) and in good condition and weekly inspections records retained.
- Ensure the correct PPE items are available on site and used so that hazardous substances and waste are handled correctly.
- Relevant Documents are held in the appropriate file for archiving
- Ensure that fire procedures are in place
- Ensure Incident response procedures and poster are in place and that spill kit is on site
- Ensure that company policies displayed on site
- Ensure Public have a clearly usable point of contact (telephone number address and name) if they have any queries of complaints regarding anything including environmental issues
- Set a good personal example with regards to the Environment.

4.4.7 Estimators/ Tender Team

RESPONSIBILITIES OF:
ESTIMATORS/TENDER TEAM



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- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training
- Ensure that all tenders are based on safe methods of working, and that all Environmental controls are considered. If tendering as the main contractor an environmental desk study must be completed as with the tender process. Liaise with Project manger/ operations manager to create a site specific EMP.
- High light and make adequate time and cost allowance for environmental licences to be acquired where necessary. This information should be passed on to the admin department to apply for and obtain licence
- Assess the competence of proposed subcontractors.
- Ensure that any subcontract quotations obtained make adequate allowance for Health, Safety, and the Environment.
- Seek feedback from site with regard to information, which may affect tender allowances.
- Ensure that adequate pre contract Risk Assessment and Method Statements are prepared as part of the estimating process.
- Set a personal example with regards to all matters

4.4.8 Dive Supervisor

RESPONSIBILITIES OF THE:
DIVE SUPERVISOR

- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training
- To ensure that diving operations are carried out from a suitable and safe location.
- All plant and diving equipment to be used in the operation is certified suitable and safe to be used.
- The numbers in the dive team comply with the requirements of current legislation and are adequate for the proposed work.



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- To ensure they remain present on the dive at all times and does not dive himself unless a properly appointed Assistant Diving Supervisor is available
- The qualifications of the divers in the team are in order including logbook, certificate of training, medical and first aid certificates.
- Proper records of the dive are kept in the diver's logbooks and that a 'Daily Dive Record Sheet' Form No DR02 is completed for each dive.
- All relevant Authorities including Harbour Masters, Dock Masters are informed and consulted before diving operations commence.
- Copies of the US Navy Dive tables and appropriate decompression procedures are available on site and followed.
- Stand - by divers are fully dressed, at an immediate state of readiness and their breathing apparatus tested and ready for use.
- Every person employed as a diver has knowledge of the existence of the Diving Operations Manual and complies with its requirements.
- A job file is maintained which contains all the forms and certificates described in the dive manual.

4.4.9 Site Operatives, Machine Operators and Divers

In addition to the responsibilities relating to all personnel Site operatives, Machine operators and Divers shall ensure that:

- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they have signed as recognition of their training
- All works are carried out in a safe manner by ensuring that safe systems of work are adopted and hazards are eliminated whenever possible with relevance to both health and safety and the environment



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- Works carried out under their control do not compromise the safety of others or pose a risk to the environment.
- That others and in particular the site management are advised of hazards or risks outside their direct control.
- Set an example to all other site personnel by using the appropriate personnel protective equipment and ensuring others within their control do the same.
- Make regular inspections of plant, equipment or machinery within their control and be satisfied that appropriate certification exists and personnel are competent to use or operate the plant or equipment.

4.4.10 Sub-Contractors

- Must ensure that the work they carry out is done so in accordance with statutory requirements and this Company's policy.
- Must ensure they have received environmental awareness training and fully understand the CMP environmental policy and their personal responsibilities.
- Must ensure that they attend necessary tool box talks and sign any environmental aspects advice
- That where appropriate a copy of their company's Health & Safety Policy and if applicable Environmental Policy is made available to the Site Manager or Contracts Manager for reference and kept on site during the period of the works.
- Must ensure they appoint a Site Safety Supervisor who shall liaise with CMP's appointed representative on all matters relating to the Environment.
- That appropriate Training, induction courses, site specific work procedures and regular tool box talks are given to all their personnel and appropriate records made available to CMP for our files

4.4.11 Training Manager

To identify training needs with Environmental advisor and specialist consultants

To arrange these identified training needs

To make sure that training records are kept at CMP head office



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4.5 Training and Awareness

CMP recognizes that the effectiveness of any environmental plan depends upon staff
CMP will train all its employees and maintain awareness by the use of effective communication tools such as the employee handbooks, news letters, 'green' notice board, and site posters

CMO also recognizes that the effectiveness of any site incident response plan will depend on staff training.

All staff and contractors working on-site should be made aware of the plan and should know their role if an incident occurs.

Therefore CMP will carry out exercises periodically to familiarize staff with the operation of the incident response plan and to test its effectiveness.

Records of staff training are maintained and retained by personnel

Overall staff Training will ensure that all management and applicable central service staff will receive training on how the EMS operates and how this impacts their activities and roles.

All office based staff will be made fully converse with 'greener office' initiative during their induction and will understand there role within it and responsibilities.

4.5.1 Site Training

All site/ managers will attend a presentation and walk through covering basic environmental legislation. This will enable them to conduct their work within applicable legislative context and contribute experience and knowledge to additional issues arising within CMP in addition to importance of conformation with the Environmental Policy

Site/ project management training will also include the following which will be filtered down to site operative staff:

- Awareness of the potential for harm to both personnel and the environment From the materials held on-site;
- Awareness of the sensitivity of the environment surrounding the facility;
- Use of the correct PPE;
- reporting to the relevant Agency if there is a risk of surface, groundwater or Land contamination;
- reporting to the local sewer provider if a discharge to the foul or combined Sewer is involved;
- clean-up, safe handling and legal disposal of contaminated materials and Wastes resulting from an incident (including arrangements for the use of Specialist contractors and services);



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- The appropriate decontamination or legal disposal of contaminated PPE.

4.5.2 New Employees

When a new member of staff is employed as part of their induction they will be given an employee handbook which includes our environmental policy and the employees own responsibilities.

4.5.3 Site Specific Training:

The Site/Project Manager is responsible for induction all site staff (including sub contractors). Through the induction specific environmental aspects will be raised and any relevant training will be given.

Environmental awareness will also be delivered through tool box talks

All site employees will be aware of:

- Awareness of the potential for harm to both personnel and the environment From the materials held on-site;
- Awareness of the sensitivity of the environment surrounding the facility;
- Use of the correct PPE;
- clean-up, safe handling and legal disposal of contaminated materials and Wastes resulting from an incident (including arrangements for the use of Specialist contractors and services); the incident response procedure, the spillage
- The appropriate decontamination or legal disposal of contaminated PPE

4.6 Register of Legislation:

Waste and Resources:

- Controlled Waste Regulations 1992 (as amended)
- Environmental Protection (Duty of Care) Regulations 1991
Environmental Protection Act Part II,Section 34
- Special Waste Regulations 1996 (as amended)
- The Producer Responsibility Obligations (Packaging Waste)
(No 2) Regulations 1997 (as amended)
- Control of Pollution Act 1974 (as amended 1989)
- Pollution Prevention and Control Act 1999
- Waste Management Licensing Regulations 1994
(as amended)
- Finance Act 1996 (as amended)



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- Landfill Tax Regulations 1999 (as amended)
- The Environmental Protection (Disposal of Polychlorinated Biphenyls and Other Dangerous Substances) Regulations 2000
- The Landfill Regulations (England & Wales) 2002
- Natural Environment and Rural communities act 2006
- Wildlife and Country side Act 1982 (amended 2004)
- The Environmental Act 1995 (Conservations (natural habitats) Regs 2001
- The Environmental Impact Assessment (uncultivated semi natural areas/ England Regs)2001
- Clean Neighborhoods and environment Act 2005

Water Pollution:

- Water Resources Act 1991 (Section 85)
- Water Industry Act 1991, Part 4 (Section 118)
- Water Industry Act 1991 (Section 73)
- The Water Supply (Water Fittings) Regulations 1999 (as amended)
- Control of Pesticides Regulations 1986
- The Anti-Pollution Works Regulations 1999
- Groundwater Regulations 1998
- Salmon and Freshwater Fisheries Act 1975
- Environment Act 1995
- The Control of Pollution (Oil Storage) (England) Regulations 2001

Noise and Emissions:

- Environmental Protection Act 1990, Part III (Statutory Nuisance), Sections 79, 80
- Noise and Statutory Nuisance Act 1993
- Noise Act 1996 in particular: Control of Noise (Codes of Practice) for Construction & Open Sites (England) Order 2001
- Control of Pollution Act 1974 (Sections 60 and 61)
- Construction Plant and Equipment (Harmonization of Noise and Emissions Standards)1985, 1988
- Noise Emission in the Environment by Equipment for use Outdoors Regulations 2001
- British Standard: BS5228 *Noise Control on Construction and Open Sites*

Air:

- Control of Asbestos in Air Regulations 1990
- Environmental Protection (Prescribed Processes and Substances)



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- Regulations 1991 Part B
- Pollution Prevention and Control Regulations 2000
 - The Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regulations 1966
 - Clean Air Act 1993
 - Environmental Protection Act 1990, Part III(Statutory Nuisance) Sections 79,80
 - Road Traffic (Vehicle emissions) Regulations 1997

Contaminated land:

- The Environment Act 1995
- The Contaminated Land (England) Regulations 2000
- Water Resources Act 1991
- Environmental Protection Act 1990
- The Groundwater Regulations 1998
- The Control of Pollution (Oil Storage) (England) Regulations 2001

4.7 Environmental process flow charts

See the following pages for:

Process: Enviro 1; Environmental commitment considerations as estimator

Process: Enviro 2; Environmental commitment considerations at Contract Planning Stage

Process: 7.2 (a); Environmental commitment considerations as Main Contractor

Process: 7.2 (b); Environmental commitment considerations as Sub-Contractor



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4.8 Forms

- EN01 – Environmental Risk Assessment
- EN02 – Environmental desk study
- EN03 – Spillage Procedure
- EN04 – Controlled waste transfer note.
- HS11 – Noise assessment