

Environmental Policy and Management Manual

1. Environmental Policy

1.1 Greenberg Ltd is a privately owned company.

1.2 Services provided include **providing a 24/7 boarding up and glass replacement service along with the provision of contract glazing and new build glazing services**

1.3 The Directors of Greenberg Ltd recognise their environmental responsibilities. Although the environmental impact of our operations is low compared to other sectors of industry, we strive to reduce any impact that our operations may have to a minimum.

1.4 To this end our environmental objectives are as follows:

- Liaising with our suppliers and customers to promote the best possible environmental practice in the selection use and distribution of the products passing through our trading branches
- Reducing our consumption of energy and using energy wisely
- Controlling waste through good working practices and monitoring strategies and identifying opportunities for the minimisation, re-use or recycling of waste materials. Where hazardous wastes and effluents are concerned these will be disposed of in a safe and responsible manner
- Observing and wherever possible exceeding the standards set by relevant environmental legislation
- Encouraging the development of good environmental practice by our employees at all levels within the organisation
- Regularly reviewing our progress against the above strategic objectives and adjusting our targets and actions in the light of such reviews.

1.4. This policy has the endorsement of the Directors, Greenberg Ltd and will be periodically reviewed by the Director, to ensure its continuing relevance to our business.

John Askew
Director

Ben Askew
Director

Date: 25 February 2009

2. Responsibilities

2.1. Directors – Greenberg Ltd

2.1.1. The Directors of Greenberg Ltd have overall responsibility for the Environmental Management System of the company. In particular the Directors will:

- review the environmental policy and procedures adopted by the company to ensure their continuing relevance to the company operations
- review the requirements of forthcoming legislation and amend the procedures to ensure continuing legislative requirements
- review any reports of complaints, incidents or action by enforcing authorities and make any changes to the procedures necessary to prevent recurrence

2.1.2. The Directors shall from time to time instruct others to carry out audits or surveillance visits of the activities undertaken by the company in order to assess the effectiveness of these procedures and will maintain the records of such audit or surveillance activity.

2.1.3 The directors will nominate for each project a Project Manager who shall have overall responsibility for implementation of this policy during all onsite works

2.2. Project Managers

2.2.1. Project Managers have overall responsibility for overseeing that each project undertaken by the company is undertaken in a way that meets the Environmental Policy requirements of the Company and for ensuring that each project is effectively carried out. They may delegate some or all of the activities to other personnel but retain the overall responsibility.

2.2.2. It is the responsibility of the Project Manager to ensure that anyone given delegated responsibility for aspects of the environmental management of any project is adequately trained and experienced to carry out the work.

3. The Environmental Management System

3.1. Scope

- 3.1.1. The office activities of the company are of relatively low environmental impact. Nevertheless the company strives to minimise the environmental impact of its activities by re-using or recycling materials wherever possible and seeks to minimise its use of office materials such as paper by offering its clients the opportunity of receiving proposals and final reports by electronic means.
- 3.1.2. The on-site activities of the company may present a higher level of environmental impact. However in order to minimise any potential impact a project specific environmental impact assessment is undertaken before each project is undertaken. The Project Manager is responsible for undertaking this assessment prior to the commencement of the on-site work of each project
- 3.1.3. A review of legislative requirements has been undertaken which has identified the following activities as being covered by environmental legislative requirements:
- disposal of controlled waste
 - disposal of special waste
 - discharge of waters to controlled waters
 - discharge of waters to foul sewer
 - prevention of nuisance

In addition certain site-specific restrictions or requirements may be included in the project specific environmental impact assessment.

3.2. Project Specific Environmental Impact Assessment

- 3.2.1. When the company is invited to tender for a particular project it is the responsibility of the Project Manager to identify any significant impacts associated with the on-site work to be undertaken by Greenberg Ltd and to ensure that suitable and sufficient control measures are defined in relation to how the work will be carried out on site. The procedure for undertaking the Project Specific Environmental Impact Assessment is described in Environmental Procedure [EP 01](#).

3.3. Site monitoring

- 3.3.1. Where a project is likely to extend over a period of several weeks it is the responsibility of the Project Manager, on basis of the Project Specific Environmental Impact Assessment, to produce a monitoring programme to ensure that the work is undertaken in accordance with the control measures defined for the project. The ways in which the monitoring is carried out and documented is given in Environmental Procedure [EP 02](#) associated with this manual.

3.4. Feedback

- 3.4.1 Procedures are associated with this manual for documentation of any contacts with enforcing authorities and the documentation of any complaints, comments and commendations received from the public or other interested parties. Copies of all such documentation must be faxed to the Director to allow him to review the effectiveness of this management system.