ENVIRONMENTAL POLICY

Purpose, Scope and Impact

This policy document establishes the processes through which **Talbot Design (Seale) Ltd, trading as Talbot Construction who's head office is at 52 Victoria Road, Aldershot, Hants, GU11 1SS**, the "Organisation", shall manage and control the impact it has on the environment in all it's activities.

The policy applies to all staff regardless of position or seniority, as well as to all approved and designated sub-contractors engaged by the Organisation.

ENVIRONMENTAL POLICY DECLARATION

It is the intention of Talbot Design (Seale) Limited to ensure that, whilst planning and undertaking our business activities we will protect the environment in which we are working in every way possible and in doing so ensure a safe and healthy place to work.

To this end the company will;

- Apply strictly to current environmental legislative requirements and codes of practice.
- Comply with our customers' environmental requirements.
- Ensure that tenders are reviewed to identify where possible environmental improvement opportunities.
- Set, and continually monitor, objectives for continuous improvement in our environmental performance.
- Ensure that the Company's supply chain is fully conversant with our Environmental Policy and that they operate within these principles when providing services and products.
- Provide appropriate training to our employees to facilitate the delivery of our Environmental Objectives.

Implementation of the Environmental Policy is the responsibility of the Managing Director, with the detailed implementation the joint responsibility of the Contracts Director and Contracts Managers for each individual project.

C J Talbot
Managing Director

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Talbot Design positions Environmental Protection as a priority in its operations. Our key objectives are:

- To influence, where possible, clients and designers, to improve the environmental performance of the projects in which we are involved.
- Promote high standards of energy management
- Elimination of all pollutants arising from our operations where practicable, and where this is not currently achievable, the intermediate goal is reduction.
- Undertake waste management programmes, where appropriate, under the following hierarchical guidelines
    - Prevent
    - Minimise
    - Re-Use
    - Re-Cycle
    - Safe disposal
- Minimise nuisance, physical and visual, to the public.

ENVIRONMENTAL PLAN

1.1) Talbot Design (Seale) Ltd recognises our responsibilities for managing site operations in a way which will protect the Health & Safety of employees and others on its premises and sites, and will minimise any harmful effects on the environment.

1.2) This is to be achieved by empowering Managers to take the appropriate measures required to eliminate or control pollution of the air, land and water using the concept of Best Practical Environmental Option (BPEO) and to care for the local environment according to statutory requirements.

1.3) The Company requires this policy to be brought to the attention of all managers, employees and our supply chain so that they can make note of their responsibilities for its implementation.

1.4) The policy will be implemented by:

- All employees at all levels will consider environmental issues when making decisions on how work will be carried out, where it will be done and what materials will be used. Recycled products will be used whenever possible.
- Information, instruction and training for employees and our supply chain to play their part by using resources as economically as possible and dealing with waste in an appropriate way.
- Disposing of waste through authorised authorities and trade effluent as required by legislation through consents from the appropriate Inspectorate.

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- Minimising the effects of noise, atmosphere emissions and other disturbance on the local community.

- Carefully maintaining the buildings and grounds for which Talbot Design Limited is responsible so that they accord with the local surroundings. For any new developments an assessment on the environment will be carried out.

- Ensuring supply chain Sub-Contractors and suppliers are aware of Talbot Design (Seale) Limited environmental policy and that they take it into account when carrying out work on site.

1.5) The Environmental Plan and Policy shall be reviewed on no less than an annual basis to ensure its compliance with legislation and industry best practices.

OPERATIONAL ADMINISTRATION

1) ENERGY CONSERVATION

1.1) Switch off all electrical equipment when not in use.

1.2) Never leave lights or heaters on if not required.

1.3) Avoid using vehicles when not essential.

1.4) Ensure all water taps are properly turned off and not dripping.

2) CHEMICALS

2.1) Always dispose of unused or unwanted chemicals through authorised waste disposal carrier.

2.2) **NEVER** pour away down drains, in soak or open ground.

2.3) Always ensure any spillage is cleaned up using absorbent material and the subsequent waste disposed of as above.

3) CFC's

3.1) Avoid the use of any container using CFC's if at all possible by using viable alternatives.

3.2) Do not dispose of any object containing CFC's except through the authorised waste carrier.

All such waste created will be considered as controlled waste under the Regulations and disposed of by an authorised carrier.

On site the Company will comply with the environmental policy of the Client and ensure that all operatives are aware of the regulations applying to them.