

# **PHILIP W. SUMNER LIMITED**

**Philip W. Sumner Limited  
17 Chatburn Close  
Great Harwood,  
Blackburn,  
Lancashire  
BB6 7TL**

**Telephone Number:- 01254-884539:  
Fax Number:- 01254-877177:**

**Person Responsible for Health and Safety:**

**Managing Director:  
Contracted Health and Safety Consultant:  
(Site Foreman/Supervisor, On-Site):**

## **ENVIRONMENTAL POLICY STATEMENT FOR PHILIP W. SUMNER LIMITED**

**Responsibility: PHILIP W. SUMNER:**

**Position: Managing Director:**

**Re-Issue Date: 20<sup>th</sup> September 2008:**

**Review Date: 20<sup>th</sup> September 2009: (Or in the event of an accident, or  
change of circumstances occurring):**

# PHILIP W. SUMNER LIMITED

## COMPANY ENVIRONMENTAL POLICY STATEMENT

Philip W. Sumner Limited is a company undertaking all types of interior and exterior decorating operations at Principal Contractor or client/customer premises (domestic and industrial), with the company offices located at Unit , Mill Street, Great Harwood, Blackburn, Lancashire on the outskirts of Great Harwood town centre. We attach great importance to protecting the environment and we aim to continually promote environmental awareness throughout our company and accordingly all employees are issued with this statement upon commencement with our company. Regular premises health and safety and environmental monitoring checks and audits are undertaken to ensure that this statement is adhered to at all time.

- Employees shall at all times be fully aware of the environmental impact of their actions, and consequently are expected to act in a responsible manner.
- The company will endeavour to comply with all applicable environmental legislation, regulations and standards and always work towards environmental best practice in all activities undertaken by the company, having due regard for the companies responsibilities and practices.
- Although the company appreciates that spoil and site debris is inevitable in our industry, all employees are expected to ensure that it is kept to a minimum and removed as soon as possible so that it does not create a potential hazard. All surplus materials should be disposed of in the appropriate skip supplied by the Philip W. Sumner Limited management. It is also fully expected that the premises where work is being undertaken, are to be maintained in as tidy a condition as is reasonably practical, this commitment by all personnel will result in safer and more efficient working practices.
- Waste materials produced from working operations within the company will be monitored and waste materials which can be recycled will be identified and appropriately collected. This will be fully encouraged recycling whenever possible. All generated hazardous waste materials **MUST** be correctly disposed of, in accordance with the Hazardous Waste Disposal Regulations and with Local Authority requirements. **NEVER, UNDER ANY CIRCUMSTANCES WHATSOEVER, ALLOW ANY HAZARDOUS WASTE TO PENETRATE ANY DRAINS, SEWERS OR WATER COURSES:**
- Employees are reminded that they must not trespass on any private land or property, no matter what the circumstances are.
- Any fuels and lubricants used at the premises (if applicable), should be contained safely and should not be allowed to contaminate the ground or any nearby water courses, similarly there should be no fouling (of any description) of water courses, burning of material should not be carried out. A spillage procedure should be formulated in order to deal with any incident involving fuel or any other liquid spillages.
- Employees must fully attempt to avoid causing any damage to any property, inclusive of natural features such as trees and hedgerows.
- Employees must take extreme care not to create a nuisance, in particular extreme care should be taken with regard to the following instances:-
  - A. Avoid creating high noise levels and always use silenced or muffled items of plant, tools etc., wherever it is reasonably practicable.
  - B. Avoid unnecessary emissions such as smoke, dust, exhaust fumes etc., wherever it is reasonably practicable
  - C. Avoid unnecessary obstructions to road users and pedestrians, wherever it is reasonably practicable.

**PHILIP W. SUMNER LIMITED  
COMPANY ENVIRONMENTAL POLICY STATEMENT**

**(Continued)**

- All potentially hazardous material used as part of the working operation at the premises, shall be disposed of in the correct manner, as per current legislation requirements
- Extreme care must be taken, in order not to cross contaminate any reusable material with non-reusable or hazardous waste (if applicable), at all times by all operatives undertaking required working operations on site.
- All equipment in use by the company must be correctly, efficiently and effectively maintained, by a competent person, in order to ensure that no unnecessary pollution is created, at all times.
- The company will ensure, as far as is reasonably practicable that any waste resulting from its premises working operations will be disposed of correctly, in strictly accordance with the environmental protection act 1990, section 34. "The duty care of care –waste management".
- Regular spot checks will be undertaken by senior management and the contracted Health and Safety Consultant, to ensure that this policy is strictly adhered to, at all times by all company personnel, within the premises office accommodation and communal areas for the use of members of the general public and within all surrounding areas of the premises.
- All company employees will be fully trained, by the Contracted Health and Safety Consultant, in order to enhance their awareness of, and commitment to fully maximising the company's environmental performance.
- The company will review this Environmental Policy Statement, on an annually basis, in order to take into account any organisational, legislative and fiscal changes that may occur.

**Name in Print:**      **PHILIP W. SUMNER:**

**Position:**            **Managing Director:**

**Signature:**            \_\_\_\_\_

**Date of Re-Issue:** **20<sup>th</sup> September 2008:**

**Review Date:**        **20<sup>th</sup> September 2009:** (Or on an as and when required basis):

# PHILIP W. SUMNER LIMITED

## This is the Criteria for the Implementation of the Environmental Policy Statement for Philip W. Sumner Limited

### Environmental Control Criteria for the Implementation of The Company Operating Procedures, by ALL Company Personnel:

As stated within the Company Environmental Policy Statement, Environmental control is an integral part of Philip W. Sumner Limited Environmental commitments in accordance with current legislation requirements and the Code of Professional Practice:

The following is an outline of the requirements of **ALL** personnel, for the implementation of the Company Environmental Statement:-

#### 1. Saving Money and Recourses With Regard to the Company Mains Electricity Supply:

- ❖ If it is avoidable, **DO NOT** leave equipment switched on overnight. Not only does this practice vastly increase the electricity bill, it consumes unnecessary electricity and it is also a severe fire risk, due to the equipment not being overseen:
- ❖ Always remove plugs from plug sockets, again this is a possible fire risk:
- ❖ **DO NOT** leave any unnecessary lighting switched on, if it is not required, switch it off and **DO NOT** leave any lighting on overnight when the premises are not occupied, unless it is for security reasons:
- ❖ **DO NOT** use kettles, microwave ovens, toasters etc, unless it is absolutely necessary and always ensure that they are correctly switched off after use and the plugs removed from the plug sockets:
- ❖ **Always think of the cost to your employer and the consumption of electricity, before using any installed electrical equipment:**

#### 2. Saving Money and Recourses With Regard to the Company Mains Water Supply:

- ❖ Sometimes in the summer months, water may become in short supply, due to the fact that reservoirs are low, possibly because of a lack of rainfall during the winter months. **ALL** personnel **MUST** always be thinking of ways to conserve this water supply, at all times:
- ❖ When washing crockery and cutlery, **DO NOT** allow the tap water to run continuously, allow the washing-up bowl or sink to fill with enough heated water to enable the washing up process to be completed and then switch off the taps, use water sparsely:
- ❖ **DO NOT**, under any circumstances whatsoever, put any hazardous substances down the sink plug hole, or into the external drains system. This could pollute the water courses:
- ❖ Report any observed water leakages, on an immediate basis and if possible, switch the water supply of at the main stop valve. Clean up any water spillages, on an immediate basis, in order to control any slip and fall accidents:

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### 3. Saving Money and Recourses With Regard to the Use and Disposal of Waste Paper:

- ❖ When disposing of used waste paper, never mix it with other rubbish, especially rubbish that is not re-cyclable; always use a separate waste paper bin. **DO NOT** allow the waste paper bin to get too full and overflow onto the floor, empty the bin on a regular basis. Waste paper on the floor creates a severe slip and fall hazard, with the possibility of personnel sustaining injuries:
- ❖ If it is possible, attempt to use re-cycled paper for all uses within the company, in order to ensure the safety of the environment, and it is also cheaper:

### 4. Ensuring that the Workplace is Always Maintained in a Clean, Tidy and Hazard Free Condition:

- ❖ Thoroughly inspect the workplace for the presence of any unnecessary trailing electrical wires and cables. Should any be observed, remove them and re-locate the cable to a safer location. Should the wire or cable have to be in that place on a permanent basis, it must be “channelled”, using specific rubber channelling, secured to the floor and diagonal “Yellow/Black” hazard warning tape stuck on top of the channelling. It is always highly recommended that this practice is avoided, wherever it is reasonably practicable:
- ❖ Thoroughly inspect the workplace for the presence of any items obstructing walkways, gangways, corridors, stairways, emergency internal fire doors and external fire exit doors, workstations and any other areas of the premises. This practice will control the causes of trip, slip and fall accidents and injury. Should any obstructions be observed, either remove them, or report them, on an immediate basis. **DO NOT** walk past the obstruction and ignore it and leave it for the next person that comes along, that person may not observe the obstruction, therefore by walking past and ignoring the obstruction, **YOU HAVE CREATED THE POSSIBILITY OF AN ACCIDENT AND INJURY OCCURRING:**
- ❖ Always ensure that kitchenette, rest rooms and designated toilet areas are maintained in a clean and tidy condition, with all items correctly stored away. **DO NOT** leave any food items discarded in kitchenettes and rest rooms, store it within the refrigerator or storage cupboards. **DO NOT** allow the provided waste bin to become too full, dispose of the waste on a regular basis, waste food attracts vermin and also creates an unpleasant smell and does not comply with the Hygiene Regulations:
- ❖ All generated hazardous waste materials **MUST** be correctly disposed of, in accordance with the Hazardous Waste Disposal Regulations and with Local Authority requirements. **NEVER, UNDER ANY CIRCUMSTANCES WHATSOEVER, ALLOW ANY HAZARDOUS WASTE TO PENETRATE ANY DRAINS, SEWERS OR WATER COURSES:**

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In the event of any personnel becoming unsure, with regard to the criteria for the implementation of the Company Environmental Policy Statement, consult with the Managing Director, Contracted Health and Safety Consultant or a member of Company Management, before doing anything:

Philip W. Sumner Limited, Company Managing Director, Contracted Health and Safety Consultant and other Company Management will monitor the implementation of the Company Environmental Policy Statement, in order to ensure that the Environmental Policy Statement of Intent is being fully adhered to, at all times, by all personnel, carrying out periodic internal Environmental Control Compliance Audits.

Signature: \_\_\_\_\_

Date: 20<sup>th</sup> September 2008:

Name In Print: PHILIP W. SUMNER:

Position In Company: Managing Director:

Statement Review Date: 20<sup>th</sup> September 2009:

