



Environmental Code of Practice

For

Tradesmen, Contractors and Suppliers

Sustainability and Environmental Management

on our

Job Locations

&

Sites

The Property Crew's aim is to be one of the most energy efficient & sustainable businesses in United Kingdom. We expect all tradesmen and sub-contractors who work with us to play their part role in achieving this aim.

The management of sustainability on job locations is important to ensure legal compliance, minimise the impact on the environment and minimise disturbance to the local community during construction maintenance and repair activities. As we work sustainably will generate environmental, social and economic assets for the local area. This is what The Property Crew strives to achieve.

This Code of Practice for Sustainability Management on our locations establishes the minimum requirements that we must meet by all tradesmen and contractors that work with us. It is designed to bring together all of the requirements of the Property Crew's sustainability policies and management systems in one clear central point of reference, thereby ensuring that clear and consistent standards and practices are implemented across all of The Property Crew's construction job locations and sites.

Section 2. Background

The Property Crew has put in place a strategy to achieve its vision it will be one of the most successful and sustainable businesses in the UK. The strategy is called **"Look Green and Work Green"** and is structured around key action areas where we need to concentrate.

In each of these action areas, The Property Crew has set out a vision for how it will achieve by 2016. The Property Crew implements **"Look Green and Work Green"** through commitments and ambitions in our actions not just our words. Our commitments represent actions we are taking (or targets we have set) to improve our performance in the areas of sustainability and environmental responsibility. Our ambitions are the future steps we will need to take to achieve these goals.

The Property Crew has the following policies in place which describe the key principles that form foundation of our approach to sustainability.

- (1) Sustainability Policy
- (2) Environmental Policy
- (3) Sustainable Procurement Policy
- (4) Vehicle use Policy
- (5) Policy in use of Timber Products
- (6) Policy in Steel recycling
- (7) Our Policy in the use of skips and disposal of packaging

Our **“Look Green and Work Green”** is The Property Crew’s commitment to a greener Sustainable workplace on our sites and locations.

- Instilling a sustainable “Attitude” within our management and staff.
- Complying with all relevant legislation as a minimum standard and working towards best practice in sustainability.
- Minimising the waste we produce through effective on-site and on location management and reducing the amount of waste we send to landfill through the promotion of re-use and recycling. Ensuring the pollutee pays to encourage awareness.
- Measuring our progress in most aspects of work to achieve sector leadership, including registration and collaboration with external bodies such as Considerate Constructors Scheme.
- Managing and preventing pollution.
- Protecting ecology and enhancing biodiversity.
- Improving operational environmental efficiency, including carbon and water reduction.

- Driving Sustainability through our supply chain and procuring sustainable materials and vehicles only.

- Working with charities and local communities.

Section 3. Requirements

3.1 Legal Compliance

As a minimum, The Property Crew requires all tradesmen and contractors to have appraised the environmental risks associated with their work on site and to undertake their works in compliance with all applicable legislation and regulation, in force at the time of execution of the works.

Tradesmen and Contractors shall ensure that any relevant environmental permits, licences, authorisations and exemptions are obtained prior to the works commencing. These may include, but not limited to, authorisations to discharge, abstraction licences, waste carrier licences and exemptions for waste storage, permits etc.

3.2 Management of Sustainability

The Property Crew gives preference to procuring environmentally sustainable materials and services and we encourage our contractors and suppliers to have their own systems in place to manage sustainability risks and impacts such as an environmental/sustainability risks and impacts such as an environmental/sustainability policy and an environmental management system.

Contractors shall comply with any reasonable requests made by The Property Crew to improve the management of their environmental risks and impacts. The Property Crew will assess progress by tradesmen and contractors and compliance with relevant environmental legislation, regulation and with this Code of Practice. Any information required to complete the assessment must be provided to our Company. Any corrective actions identified by the assessment and communicated to the tradesmen/contractor shall be carried out in a timely manner.

3.3 Training and Awareness

The Property Crew and our tradesmen and contractors will ensure that all of our operatives contractors working on site are be given regular training to:

- Communicate the “**Look Green and Work Green**” attitude/policy.
- Understand and manage the environmental risks, legislative and regulatory requirements associated with their work.
- Reduce the environmental impact associated with their work.
- Respond appropriately in the event of an environmental incident.
- Potential ways to manage waste, materials, fuels and chemicals.
- Disposal of packaging in a sustainable way.

As a minimum, training should be provided through toolbox talks covering subjects relevant to achieving the aims above, for example waste segregation, preventing water pollution, spill response and fuel handling procedures. It will be necessary to notify The Property Crew when these have been undertaken. All operatives will also be required to attend a site or office induction which will include key information on sustainability management on site and job locations.

3.4 Water

Contractors shall take reasonable measures to reduce the volume of water used in their site activities, including their construction works, welfare and office activities. This could be achieved by raising awareness to staff, use of efficient plant and equipment or use of more energy efficient construction techniques and practices to fulfil their scope of works, this will be very prevalent to our Landscaping Division.

Contractors shall record their monthly consumption of water on site from the following sources (where applicable) and provide this upon request to The Property Crew in an agreed format:

- Mains water usage in m³ (where not already metered by The Property Crew).
- Abstracted water usage in m³ (including appropriate licence details).
- Estimated or metered water usage from hydrants in m³ (where hydrants are used to provide water to a site for a period of over three months, every effort should be made to fit a check meter to the hydrant. For periods shorter than three months, usage can be estimated).

Should any water discharge take place (e.g. from dewatering activities), appropriate Authorisation should be in place, such as a trade effluent consent from the sewerage provider. The contractor must ensure that all associated conditions are met.

3.5 Energy

Contractors and tradesmen shall take reasonable measures to reduce the carbon footprint of their site activities, including their construction works, welfare and office activities. Consideration should be given to ways of reducing energy use from electricity, gas oil (red diesel), diesel, petrol, LPG and any other fuels used. This could be achieved by raising awareness to staff, use of efficient plant and equipment or use of more energy efficient construction techniques and practices to fulfil their scope of works.

Contractors and tradesmen shall encourage their operatives to travel to work in a sustainable manner, such as by public transport, bicycle or car/van sharing. This could be achieved by providing incentives to staff, awareness raising, or providing staff with information on local public transport routes.

Use of our Scooter's, Smart Cars, Electronic Cars and solar energy equipment is encouraged.

Contractors and tradesmen shall record their monthly consumption of the following energy sources (where used) and provide this upon request to The Property Crew in an agreed format:

- Electricity usage in KWh (where not already metered by The Property Crew).
- Gas usage in KWh (where not already metered by The Property Crew).
- Diesel and Petrol usage in litres (where delivered in containers of 200 litres or more).
- LPG (also called propane and butane) usage in kg.
- Monitoring of performance of our vehicles in miles per gallon to decide if we are minimising the carbon footprint while getting our work done efficiently.

3.6 Waste – “CURED”

The Property Crew requires its contractors to play an appropriate role in helping to be more efficient in the use of materials and minimising the environmental impacts of waste associated with construction activity.

All contractors shall apply the waste management hierarchy to reduce the waste arising from their scope of works:

The waste management hierarchy sets out, in order of priority, the waste management options that should be considered our policy here is called “**CURED**”.

- a. **Curtail**
- b. **Unwrap** in a way that allows recycling
- c. **Recycle** appropriately
- d. **Eliminate** waste “if possible”
- e. **Dispose** appropriately to licensed facilities

All tradesmen and contractors shall comply with our cured policy the following, where applicable to their scope of works:

- Take measures to minimise the use of material resources and the production of waste. This can be achieved through, for example, efficient design, logistics, stock control, the use of prefabricated/pre-sized materials, minimising packaging, correct storage and protection of materials on site, and efficient construction techniques
- Use reclaimed products and materials, and products and materials with a significant recycled content, where feasible or when new set aside the packaging properly
- Maximise the on-site re-use and recycling of site construction, demolition and excavation waste, where feasible
- Dispose of in accordance with a proper Waste Management Plans

3.7 Pollution

Contractors and tradesmen shall actively manage and minimise the pollution risks to air, land and water associated with their works. This includes the risk from the use of chemical substances (e.g. fuels) and risk from noise, heat or light. All works should be undertaken in compliance with the Environment Agency’s Pollution Prevention Guidelines as a minimum.

Facilities for fuel and hazardous substances should be appropriate and include secondary containment. The minimum requirements are as follows:

- Spill kits shall be provided and frequent checks shall be undertaken to confirm their condition

- Ensure fuel storage containers/area (including gas cages and hand pumps) are vandal proof and locked
- All bulk storage tanks must be integrally bunded
- Drip trays/spill pallets should be available for use during refuelling activities, for mobile generators, stationary plant and for the storage of any hazardous liquids when in use on site outside of the dedicated COSHH area
- Further secondary containment measures should be considered (e.g. through the construction of a block bund)

Dust and noise monitors should be installed where very noisy or dusty work is being carried out. Strong effort should be made to reduce noise and dust as a result of activities on location. This could be achieved by raising awareness to staff, selection of appropriate equipment and plant with noise/dust suppression, or use of quieter/less dusty construction techniques and practices to fulfil their scope of works. No burning of any material is permitted on site unless in special circumstances and with prior agreement of The Property Crew site management. The Considerate Contractors Scheme should be used where possible.

3.8 Housekeeping

Contractors shall assist The Property Crew in ensuring that we remain a good neighbour throughout the course of each project.

The Property Crew expects all Contractors to subscribe to the CCS Code of Practice. The Property Crew supports the objectives of the Considerate Constructor's Scheme (CCS).

Contractors shall adhere to the site's consented hours, unless prior consent to carry out work outside of these hours has been granted by the relevant authority. Consideration should be given to reducing nuisance caused by deliveries, traffic and parking. Any arrangements put in place on site by The Property Crew to do the same should be adhered to.

3.9 Material Sourcing

The Property Crew expects contractors to give a preference, where these are proven to be of equal quality and value for money as traditional alternatives, to procuring environmentally sustainable materials and services which:

- Minimise carbon footprint
- Minimise ecological damage, such as loss of habitats and biodiversity
- Minimise the depletion of non-renewable resources
- Can be re-used, recycled, refilled, recharged or reconditioned
- Have a recycled content
- Have a low embodied energy/high Green Guide to Specification rating
- Reduce water use
- Are accredited to a recognised environmental standard (e.g. Forestry Stewardship Council (FSC), EU energy ratings of white goods and ISO14001) when we achieve it.

Preference should also be given to materials and services which are ethically sourced where these are proven to be of equal quality and value for money as traditional alternatives. This shall include checks that the following minimum supply chain labour standards have been met:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and healthy
- Child labour is eliminated
- Living wages are paid
- Working hours are not excessive
- No discrimination is allowed
- Regular employment is provided
- No harsh or inhumane treatment is allowed

The Property Crew expects contractors and suppliers to give a preference to the use of local suppliers and sub-contractors in order to minimise the environmental impact associated with transportation and to support the local economy.

All timber and wood-based products brought to site must be from a legal and sustainable source. The Property Crew has a strong preference for contractors to use timber and wood-based products that have been independently certified by a credible certification scheme. The Property Crew acknowledges that the Forestry Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC) certification schemes are the most credible and extensive certification schemes available and favours timber and wood-based products that meet these standards.

Contractors and suppliers shall provide information to The Property Crew upon request demonstrating that all timber used is from a legal and sustainable source. This may include, but is not limited to, chain of custody certificates, invoices and/or delivery notes and provenance certificates

Contractors and suppliers shall provide The Property Crew with information upon request which demonstrates how any materials procured as part of the contractor's package perform

against The Property Crew Sustainable Procurement Policy, the key requirements of which have been set out above.

3.10 Environmental Incident and Inspection Reporting

Contractors shall inform The Property Crew of any sustainability-related incidents that occur on site. An incident would include any cases of non-compliance with environmental legislation and authorisations, such as contravention of protected species legislation, contravention of discharge licence, contravention of a Section 61 agreement etc. It could include, but is not limited to:

- Fuel spills during refuelling
- Leaking plant or equipment
- Leaks from fuel or chemical containers
- Contaminated water or effluent entering a watercourse or drain
- Wind-blown dust and waste

Only spills and leaks of 5 litres or more need to be reported. A Director of the Property Crew only is permitted to report the contravention of legislation.

Contractors shall immediately report to The Property Crew any visit to the site or verbal or written communication from a regulator such as the Environment Agency,

Local Authority or Sewerage Provider. Full co-operation must be given to any inspector visiting a site and to the carrying out of any corrective action.

3.11 Ecology

Contractors shall comply with all protected species legislation and tree protection orders on construction sites. Adequate protection must also be given to watercourses and other ecological features on or near site, where these are at risk from the contractor's works.

3.12 Being a Good Neighbour

Contractors should comply with any reasonable requests made by The Property Crew to respond to any comments or complaints from the local community relating to their work.

Contractors may be required to assist in making and maintain appropriate contact with the local community. This could include contact with local schools/colleges/university to arrange activities, visits or events, provision of work experience or placements. It could also include having seminars and even appropriate visits to part of sites, The Property Crew will where possible and (all other sustainability criteria being equal) employ their staff with a view to helping those who may not have been as fortunate as some others and we will act in a manner so as to improve the workplace and provide a more sustainable environment in which we are engaged on a daily basis.

Signed: _____

Paul Maguire
Managing Director
Propserv Ltd T/A The Property Crew

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