

MANILVA | CONTRACTS

Contractor's Environmental Management System (CEMS)

Date prepared: 16th April 2026

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Introduction

An environmental management system (EMS) is a process for managing potential environmental impacts from an organisation's activities. Although there is no legal requirement to have an EMS system, we recognise that there are several benefits of implementing such a system, including: -

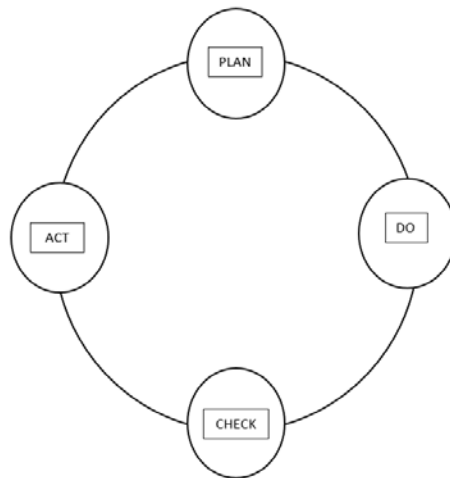
- Reducing the likelihood of fines for non compliance to environmental legislation.
- The development of efficient business processes by minimising and controlling, materials and equipment bought and used, waste generated and the associated disposal charges.
- Reducing energy costs.
- Improvement of the working physical environment.
- Supporting tender and pre-qualification questionnaire submissions, where required.
- Demonstrates commitment to environmental management.

Development of an EMS includes Manilva: -

- Assessing our activities, products, processes that might affect the environment (known as "**environmental aspects**") and creating a list of "**environmental impacts**" (how the environment is affected).
- Developing objectives to reduce, minimise and control our environmental impacts.
- Creating a policy statement and procedures to reduce, minimise and control environmental impacts.
- Assigning responsibilities to manage and implement environmental procedures.
- Providing supervision, information, instruction and training to employees.
- Reviewing and monitoring the EMS on a regular basis to ensure continual compliance and improvement.

This policy covers the management of environmental issues relating to our own premises and whilst working on third party sites.

A copy of the policy which outlines our environmental arrangements and organisational structure, is held at our main place of business and is communicated to all our employees and other persons/third parties, where required.



The cycle above provides a pictorial representation of good environmental management practices we follow and includes: -

Environmental Review: involves inspecting our premises/site activities and relevant documentation and requires the completion of an Environmental assessment (risk) sheet (and other forms - see Stationery forms). This process identifies any relevant: -

Environmental impacts.

Existing control measures in place.

Environmental legal compliance.

Environmental objectives/action plans to be achieved within reasonable timescales.

EMS documentation required.

Plan – we commit to adhering to the policy arrangements and implementation of working practices (using the Environmental management action plan and performance record form and Environmental assessment (risk) sheet, where necessary).

DO – our organisation's structure is provided together with our environmental responsibilities. Management leading by example is essential to foster a positive culture towards the environment

Check – active monitoring of our organisation's goals, objectives and practices will provide a status of our achievement and will identify where efforts need to be concentrated. The environmental policy will be regularly monitored by management and reviewed at least annually. As part of this process, the Environmental management action plan and performance record form, will be updated regularly, where necessary, to ensure objectives are being met and that the environmental performance of our organisation is improved.

Act - Policy – developed and implemented by us. The Environmental Statement within this policy is signed and dated by the person with overall responsibility for the environment within our organisation.

Environmental Policy Statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- (a) Minimise the use of energy, water and natural resources.
- (b) Minimise waste through prevention, re-use and recycling where possible.
- (c) Dispose of waste safely and legally.
- (d) Avoid the use of hazardous materials, where practical.
- (e) Work with environmentally responsible suppliers.
- (f) Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

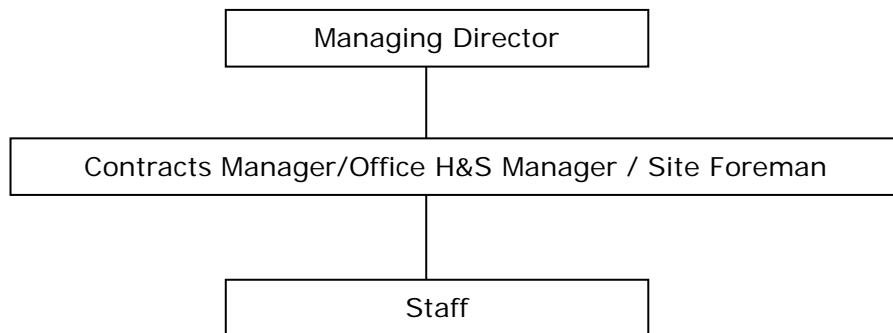
This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

Signature: Steve Falzon Date: 15.04.26

Position: MANAGING DIRECTOR Review: 15.04.26

Organisation and environmental responsibilities

Organisation Structure



Environmental responsibilities

Overall and ultimate responsibility for Environmental Management is that of:

Steve Falzon, Managing Director

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Ann Vieira Office Manager/H&S Manager who is responsible for:

- Implementing the environmental policy statement, procedures and objectives.
- Regularly updating the Environmental management action plan and performance record form (at least annually) and setting objectives for the environmental management system.
- Ensuring that the risks from environmental aspects are assessed and that suitable control procedures are implemented to eliminate or minimise environmental impacts.
- Assigning responsibilities to manage and implement the environmental procedures.
- Providing supervision, information, instruction and training to employees.
- Maintaining the list of contacts and environmental advisors (see key environmental contacts/advisors register) to provide support and advice on environmental issues.
- Assessing the need for obtaining any environmental permits, licences, exemptions, registrations, etc. and maintain suitable records (see List of environmental licenses, registrations, exemptions, permits register).
- Keeping up to date with current environmental legislation via the key environmental contacts/advisors and make amendments to the system, where relevant.
- Reporting the organisation's environmental performance to senior management.
- Dealing with any complaints regarding environmental issues and reporting these to senior management.
- Ensuring that the management system is monitored, inspected and reviewed on a regular basis to ensure continual compliance and improvement.

Employees are responsible for:

- Assisting and co-operating with management and any other person to ensure all aspects of our environmental arrangements and relevant environmental legislation are adhered to.
- Reporting to management any conditions or activities that may cause an environmental impact using the environmental impacts report, where relevant.
- Only performing work that they are competent and authorised to undertake.
- Following any training, information, guidance and instruction given for checking and inspection of working practices.

Environmental arrangements

The following table sets out our general arrangements for dealing with potential environmental issues/impacts.

Environmental issues/impacts	Current procedures
Air emissions	<ul style="list-style-type: none"> • Use of vehicles for work contributes to air emissions so we: <ul style="list-style-type: none"> - Plan journeys to reduce journey time and distance. - Use low fuel consumption/low emission company vehicles, where possible. - Regularly check tyre pressures. - Arrange regular vehicle servicing and maintenance. • The potential risks from air emissions generated by the current or proposed activities are assessed (using the Environmental assessment sheet).
Energy, gas, water and fuel usage	<p>This arrangement includes our systems to reduce environmental impacts from energy, water and fuel usage.</p> <p>Heating/cooling:</p> <ul style="list-style-type: none"> • Buildings, including windows, cavity walls doors, lofts and pipes are insulated. • Windows and doors are kept closed in cold weather, where possible. • Natural ventilation is used in preference to air conditioning where possible. • Use of electric heaters is minimised. <p>Lighting:</p> <ul style="list-style-type: none"> • Natural light is maximised. • Lights are switched off in areas or rooms not being

	<p>used.</p> <ul style="list-style-type: none">• Light fittings are regularly cleaned and maintained.• Low energy light bulbs are used. <p>Equipment:</p> <ul style="list-style-type: none">• Environmental impacts of equipment are evaluated prior to the purchase of equipment by considering, e.g. energy consumption, replacement parts, consumables used during life span of equipment and frequency of maintenance, etc.• The maximum energy efficient equipment is purchased, where possible.• Equipment displays a CE conformity mark.• Energy consumption levels are regularly monitored.• Equipment is regularly maintained and serviced at intervals recommended by the manufacturer. <p>Vehicle Fuel:</p> <ul style="list-style-type: none">• Journeys are planned to reduce journey time and distance.• Low fuel consumption vehicles with low emissions are purchased, leased or hired where possible.• Through regular servicing, the fuel settings are optimised.• Tyre pressures are regularly checked. <p>Water:</p> <ul style="list-style-type: none">• Leaking pipes and taps are repaired promptly.• Water meters are regularly monitored to detect usage and leaks.• Pipes are well insulated to protect against frost damage.• Use of water is minimised.• Water usage is reviewed on an annual basis.• Staff are regularly reminded to minimise use of water.
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<p>Nuisance,</p> <ul style="list-style-type: none"> • Noise. • Vibration. • Smoke. • Odour, gases, steam. • Vehicle exhaust. • Dust. • Vermin, insects, animals. • Poor condition of premises. • Artificial lighting. 	<ul style="list-style-type: none"> • Nuisance issues are negligible from our main premises but if there is a risk during proposed site work activities we will detail procedures on the Environmental Assessment Sheet. • Work is conducted during day time hours, where possible. • Nuisance incidents, complaints, procedural non-compliances will be investigated and procedures will be developed and implemented, where necessary, to prevent recurrence. • Records of complaints will be maintained. • Information, instruction and training is provided to staff and other workers to avoid creating an environmental nuisance.
<p>Storage of chemicals/materials</p>	<p>See the inventory of substances stored/used.</p> <ul style="list-style-type: none"> • Manufacturers or supplier's recommendations for storage of products received are followed. • Products are stored, where possible, in the containers originally supplied and stored to ensure that they are unlikely to burst or leak in the working environment. Storage of products is kept to a minimum. • Products are stored in designated secure areas, away from drains and watercourses and are protected against hazardous work activities, vehicular movement, theft, arson and vandalism. • Labels are displayed on all containers with details of the contents including any information on the hazardous properties. • Regular inspections are made of storage facilities using the Environmental Inspection sheet. • Products are stored on an impermeable base, bund or drip tray, where possible. • Employees are instructed in the correct storage, handling and transporting of products. • Where substances are transported or handled to/on a site suitable arrangements and equipment will be provided to deal with emergencies. • Workers are provided with information, instruction and training on spill response. • Waste produced is disposed of in accordance with our/ the client's waste procedures and local environmental authority rules.

<p>Water and land pollution</p>	<ul style="list-style-type: none"> • The potential risks of contaminating surface waters, groundwater and land by our current activities will be assessed on a site by site basis. Suitable control measures will be documented in the Environmental Assessment Sheet. • Equipment, plant and vehicles used are checked to ensure they are fit for purpose and are suitable for the conditions to which they will be exposed and reassessed on a project by project basis. • Systems will be implemented to prevent any liquids, solids and powders stored and handled from entering drainage systems, surface water, groundwater and land. • Materials that could contaminate water/land will be stored in suitable clearly labelled containers or as directed by the supplier or as per the safety data sheet. • Suitable equipment, e.g. absorbent materials, containment equipment, personal protective equipment will be available for the type, quantity and location of potential spills. • Pollution incidents will be reported to management by staff. • Employees who are likely to be involved with or affected are provided with information, instruction, training and supervision in dealing with handling and storage of materials and emergency procedures.
<p>Waste (general/hazardous/other)</p>	<ul style="list-style-type: none"> • Refer to our 'Waste procedures form' and 'List of environmental licenses, registrations, exemptions, permits'. • All waste generated is identified, classified and suitably stored where appropriate prior to removal from the premises or site. • Waste is removed regularly. • Suitable waste collection receptacles are provided, dependent upon the waste to be disposed of, and where required, have labels or signs to easily identify the waste type and assuring no cross contamination or mixing of incompatible wastes. • Good housekeeping practices are maintained in storage areas. • All employees are instructed in the correct procedures for disposal of waste. • Records of instruction and training provided are

	<p>maintained.</p> <ul style="list-style-type: none"> • Suitable equipment and personal protective equipment is supplied for handling waste. • Copies of signed waste transfer notes are kept for a minimum of two years.
Waste recycling, reduction/reuse	<ul style="list-style-type: none"> • Refer to our 'Waste procedures form' and 'List of environmental licenses, registrations, exemptions, permits'. • Waste transfer notes are completed and signed for non-hazardous waste removed from site for recycling and records of waste transfer notes kept for two years. • Consignment notes are checked where materials are classified as hazardous/special that leave site for recycling and these notes are kept for at least three years from the date of issue. • Where construction or demolition waste is produced and taken to waste recovery sites, it is registered with the local transporting waste environmental regulator. • All employees are instructed in the correct methods of reducing waste, its segregation and handling of waste. Records of instructions and training provided are kept.
Waste Electrical and Electronic Equipment (WEEE)	<ul style="list-style-type: none"> • A register of electrical and electronic equipment including any household items is kept on the premises. • Manufacturer's guidance is followed for disposal procedures. • Only registered waste carriers or approved persons are permitted to remove waste from the premises or site and that waste transfer notes or hazardous waste consignment notes are completed.
Emergency planning	<ul style="list-style-type: none"> • Emergency plans will be developed for our own premises and for each site work project. <ul style="list-style-type: none"> ▪ Suitable equipment, e.g. absorbent materials, containment equipment, personal protective equipment are available for the type, quantity and location of potential spills. ▪ Pollution incidents will be reported immediately to management by staff and the Environmental impact report will be completed. ▪ Employees are given information, instruction and training on emergency planning and records kept.
	<ul style="list-style-type: none"> • Regular checks of environmental legislation updates are

Environmental legislation updates	undertaken (see key environmental contacts/advisors register).
Monitoring, inspection and review	<p>The following is undertaken to ensure continual compliance and environmental management development:</p> <ul style="list-style-type: none"> • We regularly monitor and review our Environmental Policy, environmental arrangements and working procedures. • Work equipment is inspected, tested (as required) and record kept. • The workplace and activities are regularly inspected and documented. • Workers competence is regularly checked and documented. • Sub-contractors/self employed personnel are made aware of the organisation's environmental policy and rules, including their environmental responsibilities. • All work undertaken is monitored. • The Environmental inspection sheet, or similar, is completed as necessary.
Complaints procedure	<ul style="list-style-type: none"> • Staff will report any environmental impacts immediately to management/supervisors and the Environmental impacts report will be completed. • Environmental complaints will be recorded on the Environmental impacts report, discussed by management and appropriate actions taken.
Controlling contractors	<ul style="list-style-type: none"> • To ensure that competent contractors are appointed, we will scrutinise all sub-contracted companies who undertake work on our behalf by checking references, method statements, risk assessments, etc. before any work commences. When this action has been completed the contractors will be placed on an approved list for future consideration. Where contractors are used for work, their environmental performance will be monitored.
Other environmental issues	

Environmental assessment (risk) sheet



This form is for use during initial assessment of the organisation's environmental aspects and impacts. Alternatively, it can be used to assess the organisation's potential environmental impact for undertaking work on third party sites.

Ref: Number: _____ **Assessment compiled by:** _____
Company: _____ **Signature:** _____
Task & Location: _____ **Position:** _____
Date of assessment: _____ **Assessment review date:** _____

Select which environmental aspects/impacts are applicable to your business

Environmental aspect	tick	Description	Environmental aspect	tick	Description
Waste			Water usage		
Air emissions			Nuisance noise, dust etc		
Water pollution			Smoke nuisance		
Land contamination			Storage of materials		
Recycling			Packaging		
Fuel usage			Use of sustainable materials		
Gas usage					
Electricity usage			Other		

Environmental assessment (risk) sheet ctd.

	 Environmental Aspects	Environmental Impacts	 Procedures to minimise environmental impacts
1			
2			
3			
4			
5			
<p>Actions: List any actions to control the environmental impacts further (also state when actions will be completed and by whom)</p>			

Environmental impacts report

To be completed for all identified environmental impacts or complaints.

Report Number

1. Report.

To be completed by person identifying environmental impacts or receiving a complaint.

Name _____

Date _____ Time _____

Reported to _____ Verbally Yes No Written Yes No

Description of environmental impact/complaint. *(Details of leaks, spillages, pollution incident/ equipment involved, location, etc.)*

Has any action been taken to eliminate the impact Yes No

Signed _____ Position _____

2. Action.

To be completed by Department Manager / Supervisor.

Hazard verified Yes No

Date _____ Time _____

Action to be taken to eliminate the impact. (State changes in systems of work etc.)
(Interim Precautions.)

Action taken by _____ Completion date _____

Signed _____ Position _____

3. Financial Approval. *To be completed by Senior Management where costs exceed departmental authority.*

The necessary expenditure is approved Yes No

Signed _____ Position _____

4. Completion. *The remedial action described above is completed.*

Completed by _____ Date _____

Signature of person verifying work has been completed satisfactorily _____

Environmental inspection sheet

Site/ Location.....

Inspected by.....Time.....

Signature.....Date.....

No	Items to be checked	Acceptable controls in place		
		Yes	No	N/A
1.	Air emissions			
2.	Water pollution			
3.	Land contamination			
4.	Spills /leaks			
5.	Suitability of equipment			
6.	Suitability of storage equipment and arrangements			
7.	Electrical /overhead lines			
8.	Compliance to environment permits, licences, authorisations			
9.	Water usage			
10.	Electricity usage			
11.	Gas usage			
12.	Waste storage/disposal			
13.	Recycling			
14.	Nuisance (e.g. noise, smoke, dust, particulates)			
15.	Fuel usage for vehicles			
16.				
17.				
18.				

Inspection comments/important notes: -

No	Action required	By whom	Date due	Date complete

Environmental training/induction register

Employee:	Occupation:
Department:	Start date:

Type of training and level	Date	Training organisation or in-house instructor	Employee signature	Trainer signature

Register of environmental licenses, registrations, exemptions, permits held

Details of licenses, registrations, exemptions, permits, etc	Reference numbers (where applicable)	Start date	Expiry date	Comments

Waste procedures form - EXAMPLE

Waste disposal

	Description
Location of waste generated:	
What waste is disposed of? <i>List, opposite relevant waste</i> <u>Office waste, e.g. waste paper, packaging, empty printer cartridges, computers, fluorescent tubes.</u> <u>Construction site waste, e.g. building waste, soil, building materials, chemicals, packaging, sharps.</u> <u>Industrial waste, e.g. packaging, defective products, scrap metal, chemicals.</u>	
Who removes and disposes of waste?	
Are all waste carriers appropriately licensed?	yes/no
Waste is contained in (type):	
Where is waste stored?	
When is waste removed?	
Other comments.	

Also see Register of environmental licenses, registrations, exemptions, permits.

Waste recycling/reduction/reuse - EXAMPLE

	Description
Location:	
Recycled waste includes: <i>List, opposite applicable recycled waste</i>	
Who removes and disposes of waste?	
Are all waste carriers appropriately licensed?	yes/no
Recycled waste is contained in (type):	
Where is recycled waste stored?	
When is recycled waste removed?	
Procedures for waste reduction or use (state how waste is reduced and /or reused):	

Also see Register of environmental licenses, registrations, exemptions, permits.

Environmental management action plan and performance record

Environmental management system Objectives/Targets/Actions	Name of person(s) responsible	Target date	Completion Date	Comments on performance