

Safety, Health & Environment

# Environmental Policy & Arrangements

Version

1.3

Annual review date October 2023

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## Change History Record

Version	Description of Change	Approval	Date of Issue
1.0	Creation of Policy	SMG	Oct 2021
1.1	Update of names and dates.	RS	Oct 2022
1.2	Updates of names & dates.	RS	Oct 2023
<b>1.3</b>	Updates of Names	RS	March 2024

## Environmental Policy

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Maris are the UK's leading office designers and workplace experts. We specialise in office design, office fit-out, office refurbishment and office relocation and create world class workplace environments for occupiers in London and throughout the UK and continental Europe.

Our teams of workplace consultants (WPB), office designers and office fitting-out experts have extensive and in-depth knowledge of how good office design and fit-out can substantially reduce real estate costs, improve your business performance and profitability, and help retain and attract key people.

We call it workplace optimisation.

Since 1977 much of our success has stemmed from obtaining a clear understanding of our Clients' businesses and working with them to create the perfect workplace for their business and budget and to enhance their brand.

The purpose of our Environmental Policy is to ensure we achieve our objectives by:

- Monitoring our projects from an environmental perspective and managing those aspects which have the potential to impact the environment. Where possible we will quantify this impact.
- Creating, implementing, and operating our management systems to ensure the protection of the environment, prevention of pollution and for the management control and reduction of our most significant impacts:
  - Specification of materials and products
  - Waste management
  - Control of asbestos
  - Delivery of materials to site
- Setting objectives, targets, and improvement programmes for the operation of our management system, review policy and progress, report on performance on a regular basis and strive towards continual improvement of the environmental management system in order to enhance our environmental performance.
- Providing training and awareness programmes to our employees in order to support the implementation of our Environmental Management System
- Making a commitment to fulfil all relevant compliance obligations as they apply to Maris
- Communication this policy to all sub-contractors and suppliers working on Maris projects and to our clients
- Making this policy available to our interested parties on request

Endorsed by:



Shaun McGuinness – Head of Projects, Member of the Board

October 2023

## Materials Policy

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It is the intention of Maris to ensure that all work activities are carried out in accordance with the Materials Policy and all relevant statutory provisions.

Maris will provide sufficient resources and take appropriate measures, including equipment, information, instruction, training and supervision for Employees and Contractors, to ensure that their work activities do not cause pollution or harm to the environment.

Likewise, all Sub-contractors and suppliers working under our auspices will be expected to provide appropriate resources and take sufficient measures to enable them to comply with this Materials Policy and all relevant existing statutory requirements and industry best practice.

The Contractors and Suppliers selected shall be made aware of the Materials Policy and shall undertake the following; The Contractors and Suppliers shall be instructed to source local materials so far as reasonably practicable.

All materials shall be selected from responsible sources that are sympathetic to the environment. As far as is reasonably practicable the materials within the building will be re-used.

The Contractors shall select and purchase materials with a high recycled content. Waste shall be minimised by the following;

- The correct ordering of materials
- The correct storage of materials
- The correct packaging of materials to avoid damage
- The selection of Contractors that have provided good past performance with respect to minimising waste
- The design of elements to reduce the need to create waste
- The selection of trained personnel and the implementation of best practice with respect to installation, to avoid waste such as large off cuts, mis-measured items etc
- Using robust materials to ensure longevity
- As far as is reasonably practicable the designers and contractors shall specify non-toxic materials and refrigerants with a high global warming content
- Materials with a low embodied impact shall be sourced by the

Contractors Signed:

October 2023



Shaun McGuinness – Head of Projects, Member of the Board

October 2023

## **Dust Policy**

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It is the intention of Maris to ensure that all work activities are carried out in accordance with the Dust Policy and all relevant statutory provisions.

Maris will provide sufficient resources and take appropriate measures, including equipment, information, instruction, training and supervision for Employees and Contractors, to ensure that their work activities do not cause pollution or harm to the environment.

Likewise, all Sub-contractors and Suppliers working under our auspices will be expected to provide appropriate resources and take sufficient measures to enable them to comply with this Dust Policy and all relevant existing statutory requirements and industry best practice.

## **Silica Dusts**

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Construction activities may produce high quantities of silica dust, which is dust containing "sand".

Silica dust can contain large particles that can be seen, and a dust mask can reduce personal exposure. There are also very fine silica particles produced, that are very difficult to see and are of a size that are easily breathed in, and this is called respirable silica dust and can create serious ill health in those exposed to it.

Clouds of dust do not restrict themselves to the construction site itself but may migrate and contaminate the local environment around the site. Such pollution may cause problems for local food processing companies, restaurants, cafes, schools, hospitals, and general living accommodation.

Where water suppression techniques are used, on systems such as grit blasting, respirable silica may be breathed in with the water spray. Workers are therefore advised to use suitable respiratory protection, as well as using such suppression techniques.

## **General Dust**

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The majority of activities are internal and for this reason the following control measures will be undertaken and incorporated into the contractor's risk assessments and method statements;

- Dust sheets shall be used to protect existing finishes and contain the dust for removal
- Where appropriate water spray shall be used to dampen down areas affected by dust. This shall only be undertaken where there is no risk of the water affecting floors below or any electrical systems
- All cutting of timber shall be undertaken using dust extraction equipment
- All cutting of tiles shall be undertaken using table top disc cutters with a water system that is cleaned on a regular basis
- General cleaning will be undertaken using a vacuum rather than a broom and the vacuum shall contain a high efficiency filter
- All occupied areas shall be segregated by the existing partitions or temporary floor to ceiling polythene partitions shall be erected, any penetrations shall be sealed to stop the spread of dust
- Any waste shall be placed in sealed bags to minimise the spread of dust and be of a sufficient grade to prevent splitting
- In situations where skips are used the skip shall be covered to prevent the spread of dust
- Vehicles collecting the waste shall be secure to prevent the spread of dust
- Any partitions to be dismantled shall be done in strict accordance with the method statement and be undertaken by cutting into manageable sections with waste materials placed directly into wheelie bins or bags
- A high standard of housekeeping shall be maintained throughout the contract period.

Signed: October 2023



Shaun McGuinness – Head of Projects, Member of the Board

October 2023

### Roles, Responsibility, Accountability & Authority

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Ultimate accountability and responsibility for Safety Health & Environmental lies with the Managing Partners and Board of Maris Interiors LLP & WPB, but advisory duties have been delegated to the Group SHEQ Director. The following chart depicts the hierarchy of Health & Safety reporting and communication within the organisation:



\* Simon Vaughan (Managing Director – Furniture Solutions) has been appointed as the Managing Director Responsible for Health, Safety & Environment within Furniture Solutions – who operate as a subsidiary company of Maris Interiors LLP and work directly in accordance with our overall Health & Safety Policy. He shall report to Shaun McGuinness with respect to the overall implementation and development of this Policy document.

Effective implementation of this policy is dependent upon the people who are responsible for ensuring that all aspects of work, whether in the office or on a worksite, are carried out with due consideration for environmental issues.

Ultimate responsibility lies with the Management Committee of Maris, but specific duties have been delegated to Amelia Christie and other employees, taking into account their role, experience and training.

### **The Partner Responsibilities shall**

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Promote an interest and enthusiasm for environmental matters throughout Maris and foster an understanding that environmental issues are an integral part of business and operational efficiency.

Monitor the effectiveness of implementation of the Maris & WPB Environmental Policy. Ensure that this policy is reviewed on a regular basis and is updated as necessary.

Initiate discussion and consultation with Maris employees, on environmental issues.

Report to the Management Committee of Maris, on a regular basis, information regarding the implementation of this Policy and its procedures and ensure it is recorded.

### **Departmental / Operational Managers**

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Be required to know of the detailed requirements of the appropriate statutory provisions, as listed, affecting the range of Maris operations.

Read and understand this Policy and procedures and ensure that construction work is carried out in accordance with its requirements and ensure that this policy is brought to the attention of all Employees.

Ensure the Maris policy and procedures are implemented on a daily basis on company activities and monitor at regular intervals compliance with this policy.

Ensure that all plant or equipment owned or hired by Maris, or its Sub-contractors, is of adequate design and specification to carry out the work for which it is to be used, and with due regard to the environment within which it is to be used.

### **Partner Responsible for Environmental management**

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The Board and Managing Partners have appointed Shaun McGuinness as the Partner with overall Responsibility for Health, Safety & Environment.

### **The Partner Responsible for Environmental Management shall**

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Provide leadership and take a proactive interest with respect to the implementation of the Maris Interiors LLP Environmental Policy. Read and understand the Maris Interiors LLP Health & Safety Policy and carry out work in accordance with its requirements. Ensure the Partnership's policy and procedures are implemented on a daily basis.

Provide encouragement and support, including appropriate resources to enable the Director of Health & Safety to fulfil his duties as the appointed 'competent' person (Regulation 7 – Management of Health & Safety At Work Regulations 1999).

Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily. Attend prescribed Environmental Management training programmes relevant to her position and responsibility. Set a personal example by participating in Environmental initiatives.



1.2

Promote an interest and enthusiasm for Environmental Management matters throughout the Partnership. Monitor, with the assistance of the Group SHEQ and Compliance Director, the effectiveness of implementation of the policy throughout the Partnership's operations.

Oversee and ensure that adequate procedures are in place to report all incidents affecting the Environment and Health & Safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a reoccurrence.

Report to the Management Committee on a regular basis, information regarding the implementation of this Environmental Policy and its procedures and ensure it is recorded in the minutes. Chair any QHSE committee meetings and actively encourage employee feedback and cooperation.

### **Managing Director Responsible for Environmental Management – Furniture Solutions Ltd (FSL)**

#### **The Managing Director (FSL) Responsible for Environmental Management shall**

Comply with the general requirements as detailed for the Senior Partner with overall responsibility for Environmental Management. Additionally, they shall provide pro-active leadership with respect to Environmental Management within the FSL warehouse and all related undertakings. They shall consult and cooperate with the Partner Responsible for Health, Safety & Environment with respect to the overall management and implementation of the partnerships Environmental Policy.

#### **Group SHEQ Director**

The Partners have appointed Royston Somerfield as Group SHEQ Director. His role shall be to provide encouragement, assistance and support to all Employees. He will also endeavour to promote genuine enthusiasm and attention to HSE matters at all levels within the organisation, including an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.

#### **Group SHEQ Director shall:**

Monitor, in conjunction with the Managing Partner Responsible for Environmental Management, the effectiveness of the implementation of this policy and the related Environmental Management performance of Maris Interiors LLP. Act as Management Representative for the Environmental Management system to ensure management system is established, implemented and maintained in accordance with the ISO 14001:2015 standard, and to ensure that this policy is reviewed regularly and updated as necessary.

Reprimand or discipline any person who fails to discharge assigned Environmental responsibilities satisfactorily. Identify Environmental Management training requirements for all Employees (including himself) and make recommendations regarding resourcing and arranging of suitable training programmes. Group SHEQ and Compliance Director will undertake in house Environmental Management training as required.

Oversee and advise and / or instruct as required with respect to the notification of accidents or incidents to the Environment Agency or relevant enforcing authority and also ensure that the Managing Partner Responsible for Environmental Management is made aware of such an event. Oversee and advise upon the implementation of Sub-Contractor approval / authorisation process.

Know the requirements of the appropriate environmental safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by the Partnership. Attend relevant seminars, meetings (HSE) and obtain / read suitable publications so as to ensure that he remains up to date with any changes to Environmental law / recommended practice etc.

Advise upon and comment upon the suitability and adequacy of project related documentation – i.e. the Project Safety Plan including the Construction Phase Plan.

Where Maris Interiors LLP are appointed as the Design Director, Principle Designer and / or Principal Contractor (Construction {Design and Management} Regulations) advise and comment upon our level of compliance with the respective duties that are placed upon these parties. Report on the performance of the HSE management system to top management. The reports to be used as a basis for improvement of the HSE management system. This involves the creation of regular HSE Review to an agreed template to allow the partners to discuss HSE at the Board Meetings.

### Senior Partners & Project Directors

#### Senior Partners and Operations Directors shall

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In conjunction with the Managing Partners and Board provide leadership and take a proactive interest with respect to the implementation of the Maris Interiors LLP Environmental Policy.

Read and understand the Maris Interiors LLP Environmental Policy and carry out work in accordance with its requirements. Ensure the Partnership policy and procedures are implemented on a daily basis.

Where appropriate ensure that the Technical Directors obtain adequate and sufficient pre-construction information pertaining to all construction projects. Ensure that Technical Directors liaise and communicate effectively with Design Directors and Construction Management. If Maris Interiors LLP is appointed as Principal Designer, ensure the role is efficiently and professionally undertaken. Ensure that Clients / potential Clients are informed as to the importance of giving due consideration to environmental management when planning for / and arranging for construction projects to be undertaken.

To provide potential Clients / Clients with information regarding the revised duties and roles that a Client (CDM) must discharge. Ensure that Technical Directors make allowances for sufficient programme time / provision of adequate resources appertaining to project environmental management when negotiating with Clients.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties. Attend prescribed Environmental Management training programmes relevant to his position and responsibility. Reprimand any member of Staff or Contractor who fails to discharge environmental management responsibilities satisfactorily. Set a personal example by wearing appropriate protective clothing on site.

### Design Directors (Including FSL)

#### Design Directors shall:

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Read and understand the Maris Interiors LLP Environmental Policy and carry out work in accordance with its requirements. Ensure the Partnership policy and procedures are implemented on a daily basis with special respect to design criteria and elements relating to our undertakings.

In conjunction with the Maris Interiors LLP Technical Directors, undertake design considerations with respect to their designs and eliminate hazards (so far as is reasonably practicable) and where this is not possible provide sufficient information regarding the design to allow respective contractors to undertake the installation / construction / maintenance / removal without excessive risk to themselves or others.

Identify and implement adequate measures into designs, so as to minimise the risk to the Environment. Ensure that all due consideration is given to these issues during the design and planning stages of a project's development.

Coordinate the day-to-day management of Environmental considerations in design, and liaise with Clients, other Designers, Consultants and Contractors. Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties. Attend prescribed Environmental management training programmes relevant to their undertakings and position within the organisation. Cooperate and communicate regularly with the Technical and Construction Management teams and ensure that delays in preparing designs and / or providing relevant information are avoided. Follow the design process for all contracts and ensure full cooperation is provided to the Principal Designer Set a personal example by wearing appropriate protective clothing on site.

### **Technical Directors (Including FSL) Technical Directors shall**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

Undertake the lead role of Principle Designer until the letter of intent is issued and then pass on relevant information to the design and HSE Team. Ensure that Information for the Project Safety Plan, including provision of detailed and site specific pre-construction information is prepared in good time for all projects and coordinated with the design team.

Ensure the client notify the Health and Safety Executive (HSE) of all projects using form F10 – and ensure that the Client signs and returns the declaration on the F10 in good time prior to the start of construction works.

Ensure that Clients (CDM) are made fully aware of their duties with specific regard to allowing sufficient time for Maris Interiors LLP to plan and undertake construction works.

Arrange for any information pertaining to asbestos / asbestos surveys to be made available and / or undertaken in good time prior to 'hand over' to the Construction Managers.

Where appointed, ensure that the role of Principle Designer is efficiently undertaken. Reprimand any Member of Staff or Contractor who fails to discharge environmental safety responsibilities satisfactorily. Cooperate with and support the HSE team whilst undertaking their duties.

Attend prescribed Environmental management training programmes relevant to their undertakings and position within the organisation. Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily.

In the absence of The Appointed Principal Designer arrange for a waste removal licence to be obtained from the Environmental Agency prior to the project commencing (See Environmental Policy / waste registration procedure).

### **Construction Managers (Including FSL)**

#### **Construction Managers shall:**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

Develop the Project Safety Plan, specifically the Construction Phase Plan and related arrangements as detailed within.

Where appropriate during the construction phase of the project fulfil the role of Principle Designer and monitor design work with respect to any unforeseen risks / significant risks that may arise. Not allow construction works to commence on site unless the Construction Phase Plan has been sufficiently developed. Forward the pre-construction information pack to relevant Contractors.

1.2

Prepare the Health & Safety File including Environmental Arrangements for the Client and forward this to the Principal Designer for checking.

When attending site, take note of and comment on accordingly regarding the standards of Environmental compliance and performance as seen.

Ensure that the Group SHEQ and Compliance Director is advised of any (RIDDOR) accidents / incidents that occur.

Ensure that all Project Environmental Management documentation / accident records etc. are returned to the main office upon completion of site operations and copies forwarded to the HSE Team.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties.

Attend prescribed Environmental Management training programmes relevant to their undertakings and position within the organisation.

Reprimand any Member of Staff or Contractor who fails to discharge environmental safety responsibilities satisfactorily.

When based on site undertake the duties of Site Manager.

Set a personal example by wearing appropriate protective clothing on site.

### **Site Managers / Foremen / FSL Supervisors**

#### **Site Managers shall:**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

Ensure that all persons attending sites to work receive a site-specific induction, prior to their works commencing.

Manage construction works on site to ensure that work is carried out to the required standards and in accordance with this policy, environmental management plans, Site Managers Manual, safety rules, procedures and permits to work.

Manage and coordinate works on site, so as to avoid confusion about areas of responsibility for environmental management.

Plan for and maintain a tidy site and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to the environment as well as health and safety of persons.

Ensure that the Project Safety Plan is maintained and updated as the project develops – and advise the HSE team in the event that any short falls or failings become apparent with respect to Maris Interiors LLP management of the project.

Undertake regular inspections of the workplace, access equipment, plant, emergency arrangements etc.

Review Sub-contractors Method Statements and Risk Assessments/COSHH prior to commencing works on site. Ensure copies of plans and procedures are available on site and that statutory notices are prominently displayed.

1.2

Ensure that all plant and equipment to be used on site has been adequately maintained, tested and inspected, and that operators, drivers etc have been adequately trained and are competent.

Ensure that where applicable, any registers, records and reports are properly completed and maintained by Sub- contractors / Maris Interiors LLP.

Notify the HSE Team of any accidents or incidents involving Employees, Contractors, and Occupiers of premises and / or Members of the Public. Ensure that all Project Environmental Management documentation / accident records etc. are returned to the main office upon completion of site operations.

Liaise and cooperate with any adjacent duty holders (CDM).

Be a qualified First Aider (HSE approved 4 day course) and attend Health & Safety training courses as directed.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties and immediately notify him if an Environmental Agency inspector visits.

Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Set a personal example by wearing appropriate protective and corporate clothing on site.

### **Office Manager / Warehouse Manager (Maris Interiors LLP / FSL)**

#### **The Office Manager shall:**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements. Ensure this policy and procedures are implemented in his area of control, on a daily basis.

Ensure that statutory notices / documentation / certification and insurances etc are displayed in a prominent place / notice board and updated regularly.

Organise activities to ensure that work is carried out to the required standards and in accordance with the Partnership policy, environmental/safety rules and procedures, thus reducing the risks to the environment and Health & Safety of workers or other persons who may be affected.

Ensure that location and task specific Risk Assessments are undertaken for all relevant office hazards and related risks. Ensure that this information is passed to all workers and contractors as necessary.

Ensure there is adequate equipment to ensure safe access to high-level storage areas.

Plan for and maintain a tidy workplace and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials and equipment are stored and secured in such ways as to minimise the risk to the environment.

Arrange for regular maintenance of safety critical equipment including fire extinguishers.

Ensure that emergency arrangements and evacuation procedures are prepared and implemented / coordinated with other Building Occupants / Landlord etc.

1.2

Arrange for periodic inspection and servicing of electrical equipment, including portable appliances / electrical equipment in risers etc.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties.

Attend prescribed Environmental Management training programmes relevant to his undertakings and position within the organisation.

Ensure that all registers, records and reports are properly completed and maintained. Ensure copies of procedures and regulations are available on the premises, and those statutory notices are prominently displayed.

Additionally The Warehouse Manager Shall:

Undertake regular inspections of the warehouse and racking / forklift and lifting apparatus as well as any fuel cells, cylinders and canisters.

Ensure that all persons operating the forklift truck are competent and trained and authorised to do so. Prevent unauthorised access into the warehouse loading areas.

### **Sub-Contractors & Self-Employed Persons**

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Maris Interiors LLP may be liable for the actions of any contractors who adversely affect Environmental management whilst working on Partnership premises or projects. To minimise the risk of this occurrence, all Contractors will be assessed for their competence in Environmental issues prior to their appointment, and they must accept and follow our procedures.

### **Sub-Contractors & Self-Employed Persons shall:**

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Adhere to all relevant statutory requirements applying to the work they are carrying out.

Ensure that work is adequately discussed with the Maris Interiors LLP representatives to identify potential hazards and risks to the Environment, Occupiers of premises, Contractors' Employees, Partners, Employees or Members of the Public from the work being undertaken.

Provide detailed methods of working, sequence of operations and their Risk Assessments for the specific projects.

Brief their own Employees or Sub-contractors on site environmental issues, Method Statements and procedures. Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties.

Cooperate with any person giving environmental related instructions or information.

Provide suitable and adequate protective clothing to their Employees - e.g. gloves, spill kits, masks etc. Wear the corporate clothing provided for identification and security purposes.

Provide suitably skilled Managers and Supervisors, who are competent to ensure the work is carried out correctly and in compliance with Partnership rules and procedures, and the above-mentioned legal requirements.

Liaise with the Construction / Site Manager at the start, during and on completion of the work.

All portable electrical equipment will run off 110-volt or less and tested on a 3 monthly basis. All Chemical substances on site will be appropriately contained and accompanied by relevant COSHH /method statements.

Sub-contractors and Self Employed Persons shall also comply with the following general project rules:

Alcoholic beverages and drugs, other than those correctly prescribed, must not be brought onto site, consumed on site or personnel are under their influence whilst on site.

Smoking is prohibited in all areas.

All equipment brought onto and / or used on site, must be to an appropriate standard, correctly maintained, in good and safe condition and with all relevant test and inspection certificates and suitably labelled.

All Health & Safety and other relevant signs must be obeyed.

Children under the minimum school leaving age are not permitted on site.

### **Maris Interiors LLP Site Labourer / Gangers**

#### **Maris Interiors LLP Site Labourers / Gangers shall (in addition to the general duties assigned to operatives) shall:**

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Attend a site induction with their respective site manager on starting work at each new project.

Undertake their activities in accordance with this Risk Assessment and the instructions provided by the Maris Interiors LLP Site Manager.

Set a good example to other persons on site by their behaviour and attention to site rules and regulations.

Notify the Site Manager as to any Contractors' Labourers whom he may believe are behaving in such a manner as to give rise to an unsafe condition / action that might lead to the occurrence of an accident or incident.

Pay specific attention to the standard of housekeeping on site – and take appropriate action where standards appear to fall below those expected by Maris Interiors LLP.

Ensure that site welfare areas and toilet / washing facilities are maintained in a clean and orderly fashion.

Ensure that during demolition and strip out works any environmental hazards such as dust and noise are managed appropriately.

Oversee and assist with removal of debris and site waste in bins – and ensure that the bins are not overloaded so as to give rise to an environmental safety risk.

Wear safety shoes and any other prescribed safety equipment as directed by the Site Manager.

Use any tools / plant or access equipment as directed by the Site Manager and in accordance with the Risk Assessment undertaken.

Report any accident / near miss to the Site Manager – or in the event that he is unavailable, the Construction Manager / HSE team or Contracts Director.

1.2

Ensure that they are familiar with the emergency arrangements on site and assist the Site Manager during any emergency drill or evacuation.

During periods when the Site Manager is temporarily absent from the site to act as 'Site Supervisor' in accordance with the temporary site cover procedure.

Wear a Maris Interiors LLP t-shirt / tabard at all times working on site.

If qualified as an appointed first aider to undertake the role of first aider in accordance with the site temporary cover procedure.

### Site Operatives / Labourers

#### Site Operatives shall:

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Assist the Site Construction Managers in the implementation of Maris Interiors LLP Environmental policy and procedures for minimising risk to Environmental management.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Environmental safety of the project works.

Not do anything recklessly, interfere or misuse anything / contribute to endangering the Environmental safety or Safety of any persons who could be affected by the works.

Ensure that all materials stored on site are kept in a manner that will not cause harm to persons and are adequately secured against interference by unauthorised persons, especially children.

Make the Site Manager aware of any defects or concerns over Environmental breaches on site, or where changes in procedures may facilitate a healthier or safer work environment.

Report immediately to the Site Manager any defects noted which might jeopardize Environmental Safety and or cause any detrimental circumstances to the work operations.

Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.

If involved in an accident, personal injury, or occupational ill health, no matter how slight, report it immediately to the Site Manager, who will ensure that it is logged on the accident report sheet.

Notify their Site Manager immediately if an Inspector of the Environment Agency, Health & Safety Executive (HSE) or Local Authority (EHO) comes to site.

Employees must cooperate with their Employer and the Principal Contractor and wear any protective clothing, identification clothing, or equipment provided, as failure to do so may jeopardize Environmental Safety.



**Warehouse & Furniture Installation Operatives (Maris Interiors LLP / FSL)****Warehouse Operatives shall:**

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Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Environmental management of the warehouse operations – specifically the Warehouse Manager.

Not do anything recklessly, interfere or misuse anything / contribute to endangering the Environmental safety or Safety of any persons who could be affected by the workings of the warehouse.

Ensure that all materials stored within the warehouse are kept in a manner that will not cause harm to persons and are adequately secured against interference by any unauthorised persons, persons visiting or moving through the warehouse.

Make the Warehouse Manager of any defects or concerns over Environmental Safety within the warehouse, or where changes in procedures may facilitate a healthier or safer work environment.

Report immediately to the Warehouse Manager any defects noted which might jeopardise the Environment or Health or Safety of any person and or cause any detrimental circumstances to the work operations.

Ensure that they are fully aware of the site arrangements in the event of fire or other emergencies.

If involved in an accident, personal injury, or occupational ill health, no matter how slight, report it immediately to the Warehouse or Office Manager, who will ensure that it is logged in the accident report sheet.

Never attempt to use the fork lift truck if not trained or authorised to do so. When working on construction sites:  
Report to the person in charge / Maris Interiors LLP Site Manager prior to attempting to enter onto the site working area.

Not attempt to start work on site unless they have been inducted and fully understand the precautions to be adhered to as detailed in their Risk Assessment.

Make use of all mechanical lifting aids provided and use all plant and equipment as instructed. Report any accidents or unsafe conditions to the Site Manager / person in charge

**Office & Support Staff (Including FSL)****Office and Support Staff shall:**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

Not attempt to repair or maintain any office equipment or machinery for which they have not been adequately trained.

Report any defects in office chemicals storage, equipment or machinery immediately to their Line Manager. Find out from their manager the position of the first aid kit and the names of the First Aiders.

Ensure they are fully aware of the emergency preparedness and response arrangements in event of emergencies.

Attend prescribed Environmental training programmes relevant to their undertakings and position within the organisation.

1.2

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties.

Suggest ways of eliminating hazards and improving working methods. Warn new Employees, particularly young people, of known hazards.

Not to enter the FSL warehouse unless given specific authorisation to do so by the Warehouse Manager.

### **Principle Designer**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

The Principle Designer shall be appointed following the letter of intent and shall liaise with the Technical Director to obtain the relevant information on the particular contract.

The Principle Designer shall discharge his duties to comply with the CDM Regulations :

Advise and assist the Client with his / her duties by attending meetings where necessary and providing relevant information and training.

Notify the HSE on behalf of the client on the Form F10 and ensuring the Client signs the declaration prior to starting work on site. Notify the Environment Agency where necessary.

Coordinate Environmental aspects of design work and cooperate with others involved with the project. This shall be achieved by checking the design process has been followed and the design considerations completed to an acceptable standard.

Facilitate good communication between Client, Design Directors and Contractors. Liaise, when necessary with the Construction Managers regarding ongoing design.

Identify, collect and pass on pre construction information. This shall be undertaken by preparing the yellow Health & Safety Folder (Part 1) and including the Pre-Construction Information Pack within the Project Folder on the I drive.

Check the Environmental Arrangements prior to delivery to the Client (prepared by Construction Managers).

### **Head of Construction**

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Read and understand Maris Interiors LLP Environmental Policy and procedures and carry out work in accordance with its requirements.

Ensure the Environmental Plan and related Environmental documentation is completed in accordance with the procedures for projects under their control.

Oversee and ensure that adequate procedures are in place to report all incidents to the HSE Team to enable accident investigations to be undertaken, when necessary.

Ensuring that the Environmental management system is established, implemented and maintained in accordance with the ISO14001 standard.

Ensuring that management review reports on the performance of the Environmental management system are presented to top management for review and used as a basis for improvement of the OH&S management system.

1.2

Attend the Project Meetings, when appropriate, to provide Environmental management support to the Construction Team.

Cooperate with and support the Group SHEQ and Compliance Director whilst undertaking his duties.

Attend prescribed Environmental management training programmes relevant to their undertakings and position within the organisation.

Ensure the Construction Managers undertake their Environmental management responsibilities. Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Promote Environmental Management and ensure its importance is put forward at meetings and site visits. Set a personal example by wearing appropriate protective clothing on site.

When attending site, take note of and comment on accordingly regarding the standards of Environmental compliance and performance as seen.

### **Health and Safety Manager / HSE Team**

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Review the Environmental Policy and suggest improvements to comply with current legislation and best practice. Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily.

Identify Environmental Management Training requirements for all Employees (including herself) and make recommendations regarding resourcing and arranging of suitable training programmes. Where appropriate competencies are held, the HSE Team will undertake in-house Environmental Management training including inductions, tool box talks and other procedural related training.

Advise and / or instruct as required with respect to the notification of accidents or incidents to the Environment Agency, HSE or relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and also ensure that the Head of Construction, responsible for Health & Safety is made aware of such an event. In addition undertake accident investigations in accordance with the Environmental Policy and compile the accidents statistics on a regular basis.

Oversee and advise upon the implementation of Sub-Contractor approval / authorisation process.

Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by the Partnership.

Attend relevant seminars, meetings (Environmental Management) and obtain / read suitable publications so as to ensure that he remains up to date with any changes to Environmental law / recommended best practice etc.

Advise upon and comment upon the suitability and adequacy of project related documentation – i.e. the Construction Phase Plan and produce these upon request.

Produce Environmental Management information to the Group SHEQ and Compliance Director to allow the quarterly HSE Board report to be produced.

Undertake site inspections to an agreed schedule and liaise with Contractors and Staff to put forward improvements.

Undertake inspections for Furniture Solutions and provide Environmental Management assistance for the sites and the regional office.

Undertake Environmental audits for the site activities and the office locations.

Oversee the Work Station Assessments and provide advice and assistance within the office environment. Attend HSE Committee Meetings and meeting with Contractors to promote Environmental Management.

Liaise with the external Environmental Advisors and if appointed, undertake joint inspections when necessary to ensure a consistent approach is applied to all sites.

Complete the Client's Environmental Management Questionnaires and prepare the requested Environmental Management Documentation.

Set a good personal example at all times.

When planning or undertaking construction works, consideration must be given to the environmental impact of the work operations, processes or products used.

Serious damage can be caused to the local eco-system due to the run-off of chemicals getting into watercourses, poor storage of products and / or lack of equipment for dealing with spillages etc.

The Control of Pollution Act imposes restrictions on work activities, which may create an adverse effect to the condition of the ground, air or water.

Construction work activities could also create other forms of pollution, which may cause a nuisance to other persons in residence or using the area. Again these issues are to be considered during planning e.g. noise emissions, dust or chemical pollution, especially if food is prepared in the area, and suitable controls put in place.

During the planning stage of work, the environmental impact will be assessed by Maris and suitable controls developed and implemented.

Principal legislation (and their subsequent amendments) that may have related environmental implications for Maris:

- The Hazardous Waste Regulations
- The Clean Air Act
- The Control of Pollution Act
- The Environmental Protection Act
- The Environment Act
- The Water Industry Act
- The Water Resources Act
- The Control of Lead at Work Regulations
- The Control of Asbestos at Work Regulations
- The Environmental Protection (Duty of Care) Regulations
- The Management of Health and Safety at Work Regulations
- The Control of Substances Hazardous to Health Regulations

## **Training & Awareness**

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Maris, as part of their overall training strategy, will provide necessary training in order to make persons working for it or on its behalf aware of:

- The importance of conformity with the environmental policy and procedures and with the requirements of the environmental management system;
- The significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance;
- Their roles and responsibilities in achieving conformity with the requirements of the environmental management system;
- The potential consequences of departure from specified procedures.:
- Increase awareness of environmental issues and encourage cooperation with others regarding the environment.

## **Asbestos**

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Where there is any possibility of asbestos containing materials, existing in project sites or office premises, the Building Manager's survey will be consulted, or if no information is available, a detailed survey will be required before any construction, maintenance or repair works commence.

Any staff member discovering a substance that they suspect may be asbestos, or the identity of which is not known, will cease work immediately in that area, and notify their manager.

If required by the Client, a specialist Contractor will be appointed to identify and remove any asbestos or other hazardous materials. The Regulations require that all persons working with materials containing asbestos products, (i.e. cutting, drilling, demolition of buildings, structures, installations or the removal of insulation materials), should minimise the possibility of creating airborne asbestos fibre emissions, therefore not causing significant environmental pollution. They should:

- Take care not to disturb any fibres or residues of asbestos
- Apply chemical surfactant to contain fibres and prevent release
- Wear full protective clothing with an approved respirator
- Undertake background, re-assurance, personal monitoring in accordance with the Control of Asbestos at Work Regulations 2012 and undertake a four stage clearance test at the end of asbestos removal operations
- Ensure the asbestos waste is double bagged, stored, transported and removed to a licensed site with a consignment note, in accordance with the regulations.

## **Lead**

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Work causing exposure to lead is regulated by the requirements of the Control of Lead at Work Regulations 2002. See also the sub-section on ground contamination. Work activities may yield high concentrations of lead dust or fumes, such as abrading, cutting, welding, or the burning of materials containing, or painted with, products containing lead. Persons within a building may also breathe in lead fumes where external burning off is undertaken, and therefore such exposure should be minimised.

Full protective clothing and suitable approved respirators must be worn when dealing with lead residues, and strong plastic bags should be provided to carry any contaminated protective clothing to specialist cleaners. Health surveillance checks should be carried out on Employees where necessary.

## **Water Pollution**

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The Employers of the persons undertaking work activities with hazardous products or chemicals, are to provide:

- Material Safety Data Sheets (MSDS) and COSHH risk assessments for all hazardous substances
- Suitable and sufficient bunded storage areas
- Suitable and sufficient spillage control kits for the materials in use
- Suitable protective clothing and equipment as identified in MSDS and COSHH risk assessments
- Suitable washing and welfare facilities
- Training in the reasons why and the procedures to be adopted in emergency situations.

## **Air Pollution**

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During the planning phase of a project all steps will be taken to minimise the risk of environmental air pollution from the following causes:

### **Vapours / Fumes**

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Many materials or products, when used in a work location, may release vapours or fumes that can damage the environment and be hazardous to the health of workers or other persons who may be affected. The likelihood of such hazards will be assessed, and adequate control measures designed and implemented. The controls should eliminate risk where possible, or otherwise minimise it.

### **Exhaust Emissions**

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Because of the fuel they burn, motor vehicles or other internal combustion engines, generators, compressors etc, are one of the largest sources of airborne pollution, with their production increasing steadily as the use of vehicles increases. Amongst the elements that pollute the environment from exhaust emissions are:

- Carbon monoxide
- Hydrocarbons
- Nitrogen oxides
- Lead
- Carbon dioxide
- Particulate matter (smoke).

To minimise the extent of pollution, Maris will:

- Use engines and fuels designed to cause less pollution
- Limit the use of road vehicles or other internal combustion engines
- Maintain and or modify existing engines so they minimise the degree of pollution.

### **Noise Pollution**

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The Control of Pollution Act 1974 makes particular reference to the controlling of noise on construction and demolition sites, and Maris will minimise the risk of noise pollution by:

- Selecting the type of plant or machinery which may, or may not, be used
- Controlling the working hours when noise may be made
- Minimising the levels of noise which may be emitted from any particular point
- Detailing procedures for any change in circumstances

**Accidental Release of Refrigerant Gas**

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Only contractors who can demonstrate competency to handle refrigerants will be allowed to work on air conditioning systems and other systems containing fluorinated gases.

Logs must be maintained of any top up of gas stating Kg's of refrigerant used.

Any accidental release of refrigerant gas must be reported to the health and Safety Manager who will treat the release as an environmental non-conformity.

**Waste Management**

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Maris recognize that various types of waste are produced as a by-product of our activities and operations. Materials, which may damage the environment, or be a risk to persons in the future, must be disposed of in accordance with all applicable UK waste legislation.

Following the introduction of the Waste Regulations 2011, Maris apply the waste hierarchy with the aim of eliminating waste where possible.



Only in cases where wastes cannot be avoided, minimized, reused, recycled or recovered for energy generation will they be disposed of using the processes detailed below.

**Appointment of Waste Carriers**

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Any commercial organisation that carries waste on behalf of Maris or our contractors must by law be licensed as a waste carrier. The Health and Safety Manager is responsible for ensuring that all waste carriers are able to provide evidence that they have a valid waste carriers licence and have the appropriate environmental permit (formerly known as a site waste management licence) to receive the waste being transferred.

It is possible to check waste carriers licenses and environmental permits via the EA public register if the waste carrier is not forthcoming with the information required. EA Public Registers.

## **Waste Documentation & Records – Controlled Waste Transfer Notes**

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A waste transfer note must be completed by law for every transaction between Maris and any waste carriers. An exception to this may occur when the waste is consistent in its nature and the organisation removing the waste supplies an annual waste transfer note. All transfers using an Annual Transfer Note must be:

- the same category of waste
- to the same Waste Carrier
- transferred at the same location

It is a legal requirement to retain controlled waste transfer notes as records for a period of not less than 2 years. Waste transfer notes should contain the following information:

- A description of the waste
- Any processes the waste has been through
- How the waste is contained or packaged
- The quantity of the waste
- The place, date and time of transfer
- The name and address of both parties
- Details of the permit, licence or exemption of the person receiving the waste
- The appropriate European Waste Catalogue (EWC) code for the waste
- A declaration that the waste management hierarchy has been applied
- The 2007 Standard Industrial Classification (SIC) code of the person transferring the waste

## **European Waste Catalogue (EWC) Codes**

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All waste transfer notes and consignment notes for wastes being removed must be identifiable with the appropriate EWC code. This is a six digit code (e.g. 20-03-01) which identifies the waste type and can also be checked against the waste management license of the site receiving the waste to ensure that they are licensed to handle the waste in question.

EWC codes marked with an asterisk (\*) are deemed hazardous and must be disposed of in conjunction with hazardous waste arrangements.

## **Standard Industry Classification (SIC) Codes**

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For Maris the 2007 SIC Code is 71.11/1 for ALL waste transfer note types. SIC Code Guidance. 41201

## **Recycling Facilities at the Office**

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Maris aims to divert 100% of our waste away from landfill sites. Recycling facilities are provided by our landlord who will recycle the following:

- Paper
- Plastics
- Tins / cans
- General waste



## Hazardous Waste

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Hazardous waste is industrial or commercial waste material that is considered to be particularly hazardous.

The classifications of hazardous waste are quite extensive but examples of some special waste are: materials containing asbestos, flammable, explosive, corrosive, carcinogenic, harmful, toxic, irritant etc.

It is therefore the policy of Maris that the carriage of all such waste products will be either via our landlord under the arrangements of our lease agreement for hazardous wastes produced at the office or where this is not possible via a specialist Contractor for our sites.

**Following changes to law in April 2016 there is no longer a requirement to register sites under the 2005 Hazardous Waste Regulations.**

## Waste Documentation & Records – Hazardous Waste Consignment Notes

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A hazardous waste consignment note should be produced for every transaction between Maris and waste carriers.

It is a legal requirement to retain Hazardous waste consignment notes as records for a period of not less than 3 years. The return to producer (Part E of the consignment note) section of the consignment note in particular should also be retained for three years; these are records of what has happened to the waste. Other specific arrangements for hazardous waste arising from our activities include:

### Fluorescent Light Tubes (20-01-21\*)

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Spent fluorescent light tubes are classed as hazardous and should be stored in safe conditions where they will not be subject to breakage. Disposal of light tubes should be arranged either through the landlord or contractor with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

### Lead Batteries (16-06-01\*)

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Spent batteries from large items of plant and equipment (e.g. UPS) are removed and disposed of either through the landlord or appointed contractor. There are occasional spent lead batteries from, clocks, hand held devices etc, these are recycled via local battery recycling facilities.

### Printer Cartridges & Toner (08-03-17\*)

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Spent toners and ink cartridges from printers are stored and recycled. Disposal of spent toner and ink cartridges should be arranged either through the landlord or with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

### Waste Electrical & Electronic Equipment (WEEE) (20-01-35\*)

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Spent electronic equipment such as printers, PC's and monitors are recycled. Disposal of WEEE should be arranged either through the landlord or with a company licensed to carry and dispose of hazardous waste. A Hazardous waste consignment note should be completed for every transaction and retained for at least 3 years.

### Clinical Waste (18-01-04)

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Clinical waste is disposed of via annual contract arrangements with approved clinical waste carriers. Transfer notes should be retained as records for at least three years.

Maris has identified identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them. General procedures to respond to identified emergency situations are detailed below, During the preparation of project plans any further specific risks to the environment will be assessed where the arrangements below are considered to be insufficient during environmental aspects assessments.

**Fire – Office**

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The landlord maintains a fire risk assessment for the London office; this will be reviewed periodically to ensure it remains suitable and sufficient.

Fire systems are tested by the landlord on a weekly basis; records of fire alarm tests are retained for 3 years. Fire extinguishers are positioned on each floor and are serviced on an annual basis.

Fire systems are maintained on an annual basis, records of fire system maintenance are retained by the landlord.

**Fire – Sites**

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The Health and Safety Manager maintains a fire risk assessment for the site; this will be reviewed periodically to ensure it remains suitable and sufficient.

Fire systems as identified by the fire risk assessment will be tested on a set frequency; records of fire alarm tests and evacuation testing are retained for 3 years.

Fire extinguishers will be provided as identified on each floor and are serviced on an annual basis and will be periodically inspected to ensure they remain suitable for use.

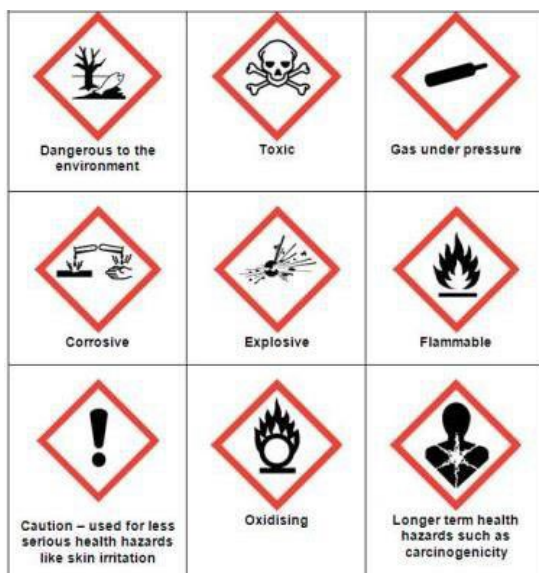
**Exposure to Hazardous Substances**

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All substances marked with the signage (right) are considered to be hazardous.

All hazardous substances retained at the office and our sites will be accompanied by Material safety data sheets (MSDS). Following receipt of the MSDS a COSHH risk assessment will be undertaken and retained at the point of use by the contractor.

Hazardous substances should be stored in secure, lockable locations and will only be made accessible to persons who are competent and trained to use them.



## Spillages & Leaks of fuels & oils

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Minor spillages should be dealt with via local arrangements using mops, buckets and absorbent materials as necessary to ensure that a slip hazard is not created.

If the spillage or leak is of a more serious nature, then the Site Manager and/or Health and Safety Manager should be contacted immediately. If necessary, the Environment Agency will be contacted if the spillage is likely to cause a pollution incident.

Spill kits will be provided when identified in aspects and impacts assessments to contain spillages and prevent the spillage entering drains and watercourses. Instructions for the use of spill kits are contained within the kits.

All residues from spillages should be dealt with as hazardous waste.

If a major spillage occurs that might affect groundwater quality, then the Environment Agency should be contacted immediately using the following number

**Environment Agency Emergency Number: 0800 80 70 60**

Further guidance on underground storage of fuel is available at: DEFRA Groundwater Protection Code

## Localised Flooding

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Increasingly in the UK we are experiencing severe weather events. This can happen any time of the year. In the event of localised flash flooding the Site Manager in conjunction with the Health and Safety Manager will make a decision to either:

- Temporarily stop work and close the site – Ensuring that:
  - The potential for leaks and spillages of fuels, oils and other liquids are minimised
  - Site staff and contractors can be safely evacuated to agreed muster points
  - Rain water can be safely released to drains without causing a pollution incident
  - All fixed and portable electrical equipment is made safe
- Continue to work ensuring that the additional risks to health, safety and the environment have been assessed and mitigated prior to continuing work.

## Road Traffic Accidents

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Maris Staff who may be involved in road traffic accidents are required (if able) to notify the relevant emergency services and also report the incident immediately to the Health and Safety Manager who will be able to offer guidance and advice.

Any environmental issues arising from a road traffic accident such as fire, spillage of fuels or oils should be addressed and mitigated directly by the emergency services.

Under no circumstances should Maris staff attempt to return to the accident scene if there is a likelihood of fire or fuel or oils are leaking from the vehicle.

## Environmental Damage

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In the event that Maris causes environmental damage to land, water or air, the Health and Safety Manager and Contracts Director must be notified. Depending on the severity of the damage the Health and Safety Manager will decide to involve the relevant authorities using the emergency number stated above. Serious incidents will be dealt with as a non-conformity and will be investigated using the corrective and preventive action procedures.

**Health & Safety Accidents & Incidents**

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Will be dealt with through the arrangements as laid out in the health and safety arrangement. As part of Maris monitoring of company operational performance, Partners / Managers are required to undertake environmental monitoring. The monitoring activities will comprise:

- Evaluations of compliance with legal and other requirements as determined by the Maris Legal register and contractual requirements.
- Site inspections by the Health and Safety Manager and/or Contracts Director. This shall be undertaken on a fortnightly basis by the Health & Safety Advisor using the Health & Safety Inspection Sheet.
- Periodic internal audits of the stage 4 process, including operational control and emergency preparedness as determined in the operational clauses 8.1 and 8.2 of ISO14001 undertaken as part of our annual internal audit schedule.
- Monitoring of contractor's compliance with Maris Environmental policy and procedures for control of contractors.
- Reviewing feedback and complaints from clients, contractors and any other interested parties who may be affected by our activities.