

# MARIS

# Environmental Policy & Arrangements

Reviewed & Revised on 9 December 2019

**Prepared by**

Health & Safety Team

**Maris Interiors LLP**

The Harlequin Building  
65 Southwark Street  
London SE1 0HR

020 7902 1800  
hello@maris.co.uk

**[www.maris.co.uk](http://www.maris.co.uk)**

Maris Interiors LLP is a limited liability partnership registered in England and Wales. Registered number OC306350. VAT No. GB 873 0633 24.  
A list of members names is available for inspection at the firm's registered office, The Harlequin Building, 65 Southwark Street, London SE1 0HR.

## **MARIS**

### Environmental Policy & Arrangements

---

#### **Contents**

#### **Environmental Policy Statement**

#### **Materials Policy**

#### **Dust Policy**

#### **Responsibilities**

- The Partner Responsible
- Departmental / Operational Managers

#### **Arrangements**

- Operational Details
- Training & Awareness
- Asbestos
- Lead
- Water Pollution
- Air Pollution
- Vapour / Fumes
- Exhaust Emissions
- Release of refrigerant gas
- Noise Pollution
- Waste Materials
- Hazardous Waste

#### **Emergency Procedures**

- Fire - Office
- Fire - Sites
- Exposure To Hazardous Substances
- Spillages Of Fuels & Oils
- Localised Flooding
- Road Traffic Accident
- Environmental Damage
- Health And Safety Incidents

#### **Monitoring**

#### **Hazardous Waste Registration Procedure**

---

**Environmental Policy Statement**

Maris Interiors LLP 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, 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 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 to continually improve the performance of the management system.
- Providing training and awareness programmes to our employees in order to support the implementation of our Environmental Management System.
- Complying with all applicable environmental legal and other requirements.
- Communicating this policy to all sub-contractors and suppliers working on Maris projects and to our clients
- Making this policy available to the public on request.

Endorsed by



**Shaun McGuinness**

Partner appointed by Managing Partners with responsibility for Occupational Health, Safety & Environment

---

## MARIS

### Environmental Policy & Arrangements

---

#### Material Policy

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

Maris Interiors LLP 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.

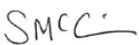
As far as is reasonably practicable the materials within the building will be re-used.

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 by



**Shaun McGuinness**

Partner appointed by Managing Partners with responsibility for Occupational Health, Safety & Environment

---

## MARIS

### Environmental Policy & Arrangements

---

#### Dust Policy

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

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 Dusts

The majority of activities are internal and for this reason the following control measures will be undertaken and incorporated into the contractors 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 by



#### Shaun McGuinness

Partner appointed by Managing Partners with responsibility for Occupational Health, Safety & Environment

---

## **MARIS**

### Environmental Policy & Arrangements

---

#### **Responsibilities**

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 Interiors LLP, but specific duties have been delegated to Cliff Anley and other employees, taking into account their role, experience and training.

#### **The Partner Responsible Shall:**

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

Monitor the effectiveness of implementation of the Maris Interiors Environmental Policy. Ensure that this policy is reviewed on a regular basis, and is updated as necessary. Initiate discussion and consultation with Maris Interiors employees, on environmental issues.

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

#### **Departmental / Operational Managers Shall:**

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

#### **Arrangements**

##### **Operational Details**

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.

---

## **MARIS**

### Environmental Policy & Arrangements

---

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 Interiors and suitable controls developed and implemented.

Principal legislation that may have related environmental implications for Maris Interiors LLP:

- The Clean Air Act 1993
- The Control of Pollution Act 1974
- The Environmental Protection Act 1990
- The Environment Act 1995
- The Water Industry Act 1991
- The Water Resources Act 1991
- The Control of Lead at Work Regulations 2002
- The Control of Asbestos at Work Regulations 2012
- The Environmental Protection (Duty of Care) Regulations 1991
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Hazardous Waste Regulations 2005

### **Training & Awareness**

Maris Interiors, 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**

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.

---

## MARIS

### Environmental Policy & Arrangements

---

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

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

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

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

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

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.

---

## MARIS

### Environmental Policy & Arrangements

---

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 Interiors 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

The Control of Pollution Act 1974 makes particular reference to the controlling of noise on construction and demolition sites, and Maris Interiors 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

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**

Maris Interiors 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 Interiors 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**

Any commercial organisation that carries waste on behalf of Maris Interiors 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**

A waste transfer note must be completed by law for every transaction between Maris Interiors 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**

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.

[European Waste Catalogue](#)

---

## **MARIS**

Environmental Policy & Arrangements

---

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

For Maris Interiors the 2007 SIC Code is **71.11/1** (for controlled waste transfer notes)

The 2003 SIC codes on hazardous waste consignment notes should continue to be used for hazardous wastes, the 2003 SIC code is **74.20/1**

[SIC Code Guidance](#)

### **Recycling Facilities At The Office**

Maris Interiors 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**

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 Interiors 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.

Under the 2005 Hazardous Waste Regulations all construction activities will need to be notified to the Environmental Agency. In order to ensure that all projects undertaken by Maris Interiors LLP are notified to the agency the following procedure has been implemented and shall be adhered to be Technical Directors / Construction Managers. (See back page)

### **Waste Documentation & Records - Hazardous Waste Consignment Notes**

A hazardous waste consignment note should be produced for every transaction between Maris Interiors 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\*)

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.

---

## **MARIS**

### Environmental Policy & Arrangements

---

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

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\*)

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\*)

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)

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.

### **Emergency Procedures**

Maris Interiors 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

- 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

- The Health & Safety Director 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**

All substances marked with a Red Diamond (UK) are considered hazardous.

								
Explosive	Flammable	Oxidising	Corrosive	Acute Toxicity	Hazardous to the Environment	Health Hazard / Hazardous to the Ozone Layer	Serious Health Hazard	Gas Under Pressure

All substances marked with the signage below (EU) are considered hazardous.

								
GHS01	GHS 02	GHS 03	GHS 04	GHS 05	GHS 06	GHS 07	GHS 08	GHS 09

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**

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](#)

## **MARIS**

### Environmental Policy & Arrangements

---

#### **Localised Flooding**

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**

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**

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**

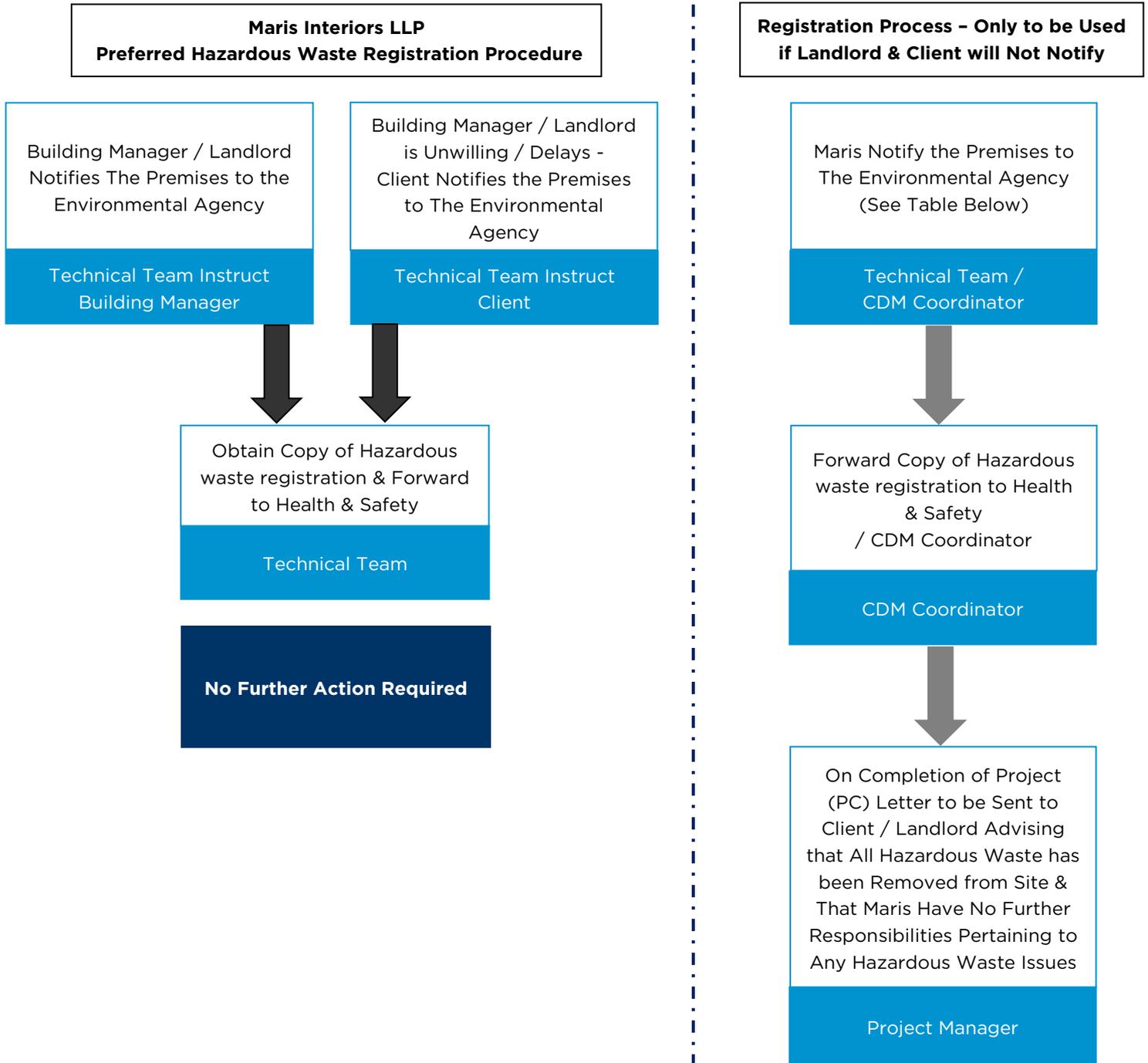
Will be dealt with through the arrangements as laid out in the health and safety arrangements.

#### **Monitoring**

As part of Maris Interiors 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 clauses 4.4.6 and 4.4.7 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
-

**Hazardous Waste Registration Procedure**



Useful Information for Registration via the Environmental Agency web site:

Environmental Agency Web Site Address For Registration:

<https://www.gov.uk/browse/environment-countryside/recycling-waste-management>

SIC CODE (As required during registration): **74.20/1** (Construction Supervision)