



## Environmental Policy



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## ENVIRONMENTAL POLICY STATEMENT

Dave Sheridan, Executive Chairman of Ilke Homes Ltd, declares that the policy for the organisation is committed to protecting the local and global environment of the Earth. In order to minimise environmental impacts concerning our activities products and services

The organization shall:

- Comply with applicable legal obligations and other related requirements to which the company subscribes which relate to its environmental aspects.
- To include the consideration of its environmental issues in all business strategies and initiatives
- Ilke homes senior management are committed to ensure that the protection of the environment is firmly embedded in both the company's and all employees culture and will endeavor to influence its suppliers and customers in a similar strategic environmental manner.
- Prevent pollution, reduce waste and minimise the consumption of resources.
- Consider the wider global impact of all our activities including those of our suppliers' customers and stakeholders
- Continually drive improvement of the environmental management system.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner and maintain a continuous professional development strategy which remains core to Ilkes business goals
- Encourage environmental protection amongst suppliers and subcontractors
- To investigate the feasibility of influencing its suppliers' customers and third parties with consideration to life cycle impacts of the aspects and activities.
- Encourage and enhance biodiversity and ecology
- Ensure the policy is communicated to employees and relevant third parties. The organisation requires and expects all persons who are employed by the organisation including contractors and visitors to co-operate with and conform to this Policy.
- Ensure that all staff, contractors and others have access to this policy.

The policy will be reviewed at least annually and revised as required to meet the changing needs of the organisation, technical innovation and legislative developments.

Signed:



Date: 24<sup>th</sup> May 2021

Dave Sheridan

Executive Chairman

## Section 2

### Organisation & Responsibilities

#### ORGANISATION

The effectiveness of our Environmental policy is dependent on the people who are responsible for ensuring that all aspects of work, whether on Ilke or third-party premises, are carried out with due consideration for safety and with minimum risk to the environment.

Ultimate responsibility lies with the Chief Executive Officer, but specific duties are delegated to others according to their experience and training.

The Executive and Senior management, both individually and collectively, shall ensure that this policy is applied throughout the whole company and that those employed by Ilke Homes are kept fully informed of its content.

Each individual person has a duty of minimizing environmental impacts where possible.

Ilke Homes will employ suitable qualified Health Safety & Environment professionals to help in fulfilling its duties and obligations.

#### RESPONSIBILITIES

##### Executive Chairman

The responsibilities of the Executive Chairman include:

- Knowing the appropriate statutory requirements affecting Ilke Homes operations.
- Knowing and promoting the Ilke Homes Environmental Policy and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Ensuring that adequate financial resource is afforded as appropriate for Environmental matters.
- Insisting that environmental due diligence is adopted throughout Ilke Homes, as laid down within approved codes of practice, and that work is planned and carried out in accordance with the statutory provisions.
- Arranging for regular meetings with the appropriate personnel to discuss company environmental incident prevention, internal performance, environmental objectives and opportunity for improvement.
- Reporting all environmental incidents and where appropriate taking part in any subsequent investigation.

- Ensuring that suitable equipment is provided to protect employees and the environment in the event of an environmental incident.
- Ensuring all staff are inducted.
- Ensuring all equipment is maintained.

## **The Executive, Senior Managers and Managers**

The responsibilities of the Managers are:

- Understanding the Ilke Environmental Policy and ensuring that it is brought to the notice of all employees, particularly new starters.
- Knowing the requirements of the relevant regulations and any other relevant legislation and ensure that they are observed on.
- Ensuring work is carried out to the required standard with minimum risk to the environment.
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Referring regularly to the prepared written risk assessments / procedures as required which include;
  1. Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
  2. Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Planning and maintaining a tidy working environment
- Arranging for the delivery and safe storage of materials and ensuring that off-loading and stacking is carried out in a safe manner.
- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person or the environment.
- Ensuring all plant and equipment is tested at the statutory intervals.
- Setting a personal example by exhibiting environmental due diligence.
- Ensure that any incident which may influence the environment is reported in accordance with company policy.

- Accompanying any regulatory inspector (Health and Safety Executive, Environment agency etc.) on and acting on his recommendations. In the case of the inspector issuing a notice, (prohibition or improvement), contact the **EA** immediately after complying with any requirements to stop work.
- Liaising when necessary with the Fire Brigade on fire prevention.
- Ensuring all company vehicles (including vehicles paid for via a car allowance) are used correctly, maintained and where applicable, covered by business insurance.

### **Employees (Including Labour Only Contractors and Sub-Contractors)**

The responsibilities of all employees, including labour only contractors and sub-contractors, are;

- Read and understand the Ilke Homes Environmental Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools and equipment in good condition.
- Ensure company vehicles are kept in a good condition any gas bottles are adequately secured.
- Warn other employees, particularly new employees, of particular known environmental hazards or scenarios in which an environmental incident could be triggered.
- Do not use plant or equipment unless you are competent to do so.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Report any spills immediately.
- Ensure all company vehicles (including vehicles paid for via a car allowance) are used correctly, maintained and where applicable, covered by business insurance.