Waste Management Policy

1. Introduction

1.1 This policy applies to Briggs & Forrester (UK) Limited on its own behalf and on the behalf of all its subsidiary companies within the Briggs & Forrester Group Ltd ('the Group'): Briggs & Forrester Engineering Services Ltd, Briggs & Forrester Living Ltd, Briggs & Forrester Special Projects Ltd and Briggs & Forrester (Holdings) Ltd.

1.2 The Group specialises in the design, installation, project management, testing and commissioning of building engineering services.

1.3 Construction processes create a wide variety of wastes, from general office waste which may be reusable and / or recyclable, to hazardous waste which must be disposed of in a safe, efficient, sustainable, and environmentally friendly manner. Waste to landfill is economically and environmentally catastrophic, therefore it is important that better use is made of resources by putting materials to better use and to reduce the environmental impacts.

1.4 The Group operates UK wide on varying sizes of projects including public and private sectors, schools, hospitals, government agencies, local authorities, industrial, commercial, and residential properties.

1.5 This policy has been implemented to ensure all employees are aware of the Group's waste management procedures. This includes the provision of all workers with the opportunity to stop working and report where appropriate, any issues relating to the inappropriate disposal of waste.

2. Commitments

2.1 The Group recognises its duty of care:

- In its production, retention, or disposal of waste material.
- To ensure that if waste is to be disposed of it is disposed of responsibly using approved, registered waste contractors and correct documentation is recorded.

2.2 The Group is fully committed to:

- Reducing its negative impact on the environment by managing its waste in an efficient and sustainable manner.
- Managing waste responsibly – reducing the volume of waste sent to landfill and, wherever possible, avoiding generating waste in the first place, and maximising material reuse and waste recycling.
- Ensuring that waste management is performed in accordance with all waste legislative requirements, including duty of care, and to plan for future legislative revisions.
- Complying with environmental protection legislation.

3. Plans to achieve commitments

3.1 To ensure the achievement of the above commitments the Group will:

Maintain and communicate its Environmental Procedures (EPs) and documentation relating to waste management.

- Minimise waste generation at source and facilitate repair, reuse, and recycling above the option of disposal where it is the best practical environmental option (BPEO)
- Apply the principles of BPEO when dealing with waste produced.

- Apply a waste hierarchical approach to reduce, reuse, recycle, and recover waste products in preference to landfill disposal.
- Secure revenue for recyclable material to reinvest / expand recycling opportunities, where possible.
- Provide clearly defined roles and responsibilities to identify and coordinate each activity within the waste management chain.
- Provide suitable and sufficient waste management training for its staff and stakeholders.
- Appoint competent person(s) to provide waste management advice when required.
- Promote awareness to encourage waste minimisation, reuse, and recycling.
- Ensure safe handling and storage of all wastes produced while carrying out its activities.
- Promote industry waste management best practice.

4. Responsibilities

4.1 Directors and Senior Management will provide the appropriate resources, including the time and financial resources, required to implement this policy.

4.2 Directors / Operational Directors will encourage employees to cooperate with waste management and the hierarchy of waste.

4.3 Managers / Project Managers will be responsible for ensuring that their employees and / or department are compliant with appropriate legislation and that procedures are prepared in accordance with the Group's duty of care.

4.4 Project Managers / Project Management Teams will complete waste management plans, as required by the project's requirements / controls.

4.5 Supervisors will ensure that all Group procedures relating to waste are taken seriously and sufficient resources are made available for all operational personnel (including subcontractors) to adhere to these procedures while undertaking activities for the Group.

5. Communication of this policy

5.1 A full copy of this policy is accessible to all interested parties via the Group website.

5.2 All new direct employees are required to read and understand the requirements of this policy.

5.3 Copies of the Group's Environmental Management System documents are freely accessible internally via the B&F Hub SharePoint and are available externally on request.

5.4 Toolbox Talks are carried out on sites, covering a variety of waste management topics

6. Reviewing and updating of this policy

6.1 This policy is reviewed and updated annually and amended as necessary to reflect any changes to the Group, its management systems, or relevant legislation.

6.2 The Group's Senior Management Team continually monitor this policy's procedures to ensure compliance and continual improvement. All reports, reviews and results of monitoring processes will be recorded, and records retained.

Paul Burton
Group Chairman and Chief Executive