# GLOBAL FIRE SYSTEMS LIMITED

# ENVIRONMENTAL POLICY

**Last Reviewed:-**
**October 2022**

**To Be Reviewed Next:-**
**October 2023**

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## ENVIRONMENTAL MANAGEMENT POLICY

### 1.1 Environmental Policy Statement

The business objectives of Global Fire Systems Ltd are to provide professional, customer-focused services to our clients at optimum cost, with a commitment to complying with all environmental legislation applicable to our aspects and any other requirements that may be imposed upon us.

As part of our corporate and social responsibility agenda, environment is one of our key areas and we strive to improve the positive impacts of our operations upon the environment and work towards the reduction and elimination of the negative aspects wherever possible.  These aspects include:

- Waste management
- Supplier and contractor management
- Use of raw materials
- Use of energy
- Noise management
- Reduction in Fuel Usage

We are committed to the prevention of pollution and will assess all new proposed processes to identify potential impacts upon the  environment  prior  to implementation.

We are committed to the continuous improvement of our Environmental Management System which is fully documented and provides the framework for setting and reviewing environmental objectives and targets. The Environmental Working Party acts as a steering committee for setting and delivering targets against our key impact areas.

As the scope of our operations are Environmentally low impact/risk the decision has been taken by company management not to communicate our significant environmental aspects publicly.

The policy of Global Fire Systems Ltd is that our Environmental  Management System should comply with BS EN ISO 14001:2015. We commit to implement, maintain and communicate this policy to suppliers, customers and any other interested party.

Signed:

**Ian Grantham**
**CEO &**
**Founder**
Date: 04th  October 2022

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## 1.2 LEGAL & OTHER REQUIREMENTS

All requirements imposed upon Global Fire Systems Ltd are detailed on the Register of Legal and Other Requirements within the company records.

Environmental restrictions imposed on us for any project by a client, local authority or any other interested parties are detailed within contract project management system folder.

## 1.3 ENVIRONMENTAL TARGETS & OBJECTIVES

Global Fire Systems Ltd have established the following targets and objectives:

- Continue to Increase recycling Within Offices Driving paper card and plastic recycling Bins to be used in all office areas along with the recycling of toner cartridges inclusive of on-site offices, to be achieved by 90% April 2023
- Reduce noise complaints by 5%, to be achieved by April 2023 to be achieved through continued use of heat mapping sites for engineers' areas and a reduction in size of areas covered by engineers and continued training of on-site staff in the use of their alarm systems, and also phone and dial in assist resolutions.
- Audit the environmental management systems of 5% of strategic partners and 5% of key suppliers April 2023
- 100% of Company vehicles to be emission economical models and begin roll out of Hybrid models to have at least 5 on fleet, to be achieved by June 2022.
- Increase the amount of staff using public transport or cycling to commute to places of work by 15% by April 2023
- Decrease use of paper throughout the business by 15% through use of cloud storage in particular for Archiving materials, Project files stored on the CASH system and issuing O&M's in digital format only.
- 100% of Company vehicles to be emission economical models and begin roll out of Hybrid models/Electric to have at least 12 on fleet, to be achieved by June 2023.

### Action Plan

- Waste Bins specifically for Paper only to be provided in every department, also all printer toner cartridges to be returned to suppliers using the box and bag from the new cartridge, Recycle bins for the cartridges available to all offices (inclusive of site offices).
- Increased engineering resource (4 in London and surrounding areas and 1 Northern Areas) including the use of client site heat mapping to reduce engineer coverage areas to ensure any false alarms are dealt with in a shorter time frame and also increased training for staff on client's site to enable them to deal with any minor false alarms without a need for site attendance again reducing the time any alarm is sounding for.
- Training of 1 member of staff to become Auditors who will carry-out the necessary audits on our strategic partners and key suppliers.
- Improve the insulation of buildings to reduce the amount of time the heating systems is required to be active.
- Ensure all recommended service dates on heating systems are met to ensure

it is working at the optimal level which will reduce our Carbon Emissions.

- Ensure that all equipment is not left on standby when not in use and is turned off.
- Boiler Taps installed to reduce energy wateage of boiling kettles.
- All new company vehicles are low emission ie:-Blue Motion,

  - Eco Drive. The Vans Through Vauxhall Vivaro Eco Flex are also now more efficient, this roll out is should mean that by June 2023 100% of the Global fleet will be emission economical models, also have two electric charging units fitted to our head office to service the 8 current hybrid/Electric vehicles on the fleet.
- Car Sharing were possible when staff travel to same destinations and
- promotion of public transport (set up the Tram season ticket payment scheme) including engineers where possible on sites in London and project engineers on large fixed sites.
- Change out all building lighting to low energy LED in order to reduce energy consumption
- Management and Directorate to instigate actions to achieve agreed objectives for coming year
- Continue review of cloud storage documents to continually reduce hard copy printing and Archiving procedure to be agreed .
- Push Managers to increase the number of car sharing within the engineer workforce to reduce fuel and public transport use by engineers in city Centre environments.

## 1.4 ARRANGEMENTS FOR ENVIRONMENTAL MANAGEMENT OF SIGNIFICANT IMPACTS

**WASTE MANAGEMENT**

In accordance with our Environmental Policy all waste generated from our offices will be, where practicable, segregated and disposed of by utilising registered and licensed waste disposal contractors (Currently this is performed by Nottingham County Council). Transfer notes will be retained by the Project Team, within the PMS Folder, for all waste removed from site.

Any small amounts of Non-hazardous waste created by our scope of works on site will be taken from site by our engineers and taken to our head office/stores for disposal using our separation skips which are collected for disposal by our local authority (GFS are approved Upper Tier Waste Carriers).
We are permitted to make this transfer from site to our head office/stores as we are certified as an upper tier waste carrier with the Environment agency.

Should there be the need to remove hazardous waste, all products will be removed and disposed of in accordance with relevant local enforcing bodies, with all licenses obtained, and transfer notes retained as proof of correct disposal. Where there is more than 200kg of hazardous waste to be removed from site, the premise will be registered with the environmental agency as required by the Hazardous Waste Regulations 2016.

Where site conditions allow two debris skips will be utilised and all waste will be segregated into inert and general waste

All waste carriers will have the appropriate license details of which and will be kept with other statutory documents. All Waste Consignment Notes will be retained, recording the category of waste removed and the destination of the waste.

### ASBESTOS

Global Fire Systems Ltd manages its responsibilities in line with the Control of Asbestos Regulations 2012 (regulation 4).

All engineers complete the UKATA (or similar) Asbestos Awareness course prior to commencing works on any of our client's site's a refresher course is then taken periodically.

Before work commences on any property which may contain ACM'S it is requested that we view the Asbestos register and if this is not available have an Asbestos survey carried out in the area of our works.

Only licensed contractors are used for the removal and disposal of any Asbestos which is encountered on any of our sites.

**NOISE**

Where practicable, Global Fire Systems Ltd will ensure noise generation is reduced to an acceptable level for Contractors on site and the general public in the local vicinity.

All contractors will be reviewed to ensure they use plant & equipment with efficient noise suppression or controls fitted to assist us in attaining reduced noise output levels.

In line with our environmental policy, Global Fire Systems Ltd will work in conjunction with any client to inform adjacent parties or persons likely to be affected by any noisy works during a project.

Global Fire Systems Ltd will work within the requirements of any restrictions imposed on the project works. Furthermore, Global Fire Systems Ltd will manage works in line with any guidelines imposed and ensure the client is fully aware of the requirements imposed on the project.

All complaints concerning noise emissions from our sites are to be reported as stipulated within our Environmental Management System on the necessary forms to maintain a register of complaints. Complaints will be investigated and appropriate corrective and preventive measures taken to prevent reoccurrence.

**Ethical Sourcing**

All suppliers must provide information and evidence that components and materials used in all products supplied to Global Fire systems where practicable have been ethically sourced, this is to be monitored through supplier audits, meetings and product data sheets.
Points of reference:-DEFRA

**EMISSIONS INTO THE ATMOSPHERE AND WATER COURSES**

Emissions into the atmosphere and watercourses are to be controlled by the best available means practicable. Where practicable, environmentally safe products will be used, attempting to minimize the effects of our works on the environment.

| PRODUCT | CONTROL TECHNIQUE |
|---|---|
| Diesel & petrol<br>Accidental spillage | Where possible, generators and fuel powered machinery should be positioned in a bunded area to contain spillage. Ensure bund has the capacity to contain the maximum amount of fuel stored in the machinery plus 10%. |
| Paints; Thinners;  Cleaning Fluids | Suggest utilising water based products negating the need for the use of spirit based products. Prevent products from entering the drainage systems. |
| Hazardous Dusts generated from; | Suggest safer alternative (ply, |

| | |
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| MDF (Dust & Formaldehyde)<br>Gypsum<br>  Cement based products | blockboard, natural timber products. etc).<br>Prepare materials off site to minimise cutting and dust generation.<br>Utilise dust extraction equipment and provide screening to contain dusty atmospheres.<br>Damp down working areas. |
| Smoke | Company policy prohibits the lighting of fires on site.<br>Extinguish accidental fires immediately.<br>Maintain areas clear of combustible materials. |

**EMERGENCY PROCEDURES**

The following areas are considered as needing emergency control procedures. The control procedures are communicated to all persons on site during the induction stage.

**SPILLAGES**

Any spillages that occur on site must be contained and prevented from entering any watercourse and harming the local environment. Global Fire System Ltd will have COSHH information for all substances being stored and used on site and will review the constraints of the substance/material prior to any person handling or coming into physical contact with it.

Spillage kits of appropriate sizes will be available on site, if required, and will be used in accordance with the manufacturer's instructions. For further guidance on suitability of the spillage kit for certain substances, the manufacturer or supplier will be contacted.

**WASTE CONTAMINATION**

Where specific segregated waste storage facilities are cross contaminated, the worst case scenario will be assumed and the waste will be removed as per the most hazardous waste contained within. The requirement for waste segregation where possible will be fully explained during the induction process onto site, therefore reducing the amount cross contamination errors on site.

The site team will ensure information is communicated to relevant site operatives and clear signage is displayed at each waste storage facility.

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## Roles & Responsibilities

### Directors

The Managing Director has overall responsible for environmental issues and the implementation of the company policies and procedures
The projects and operations directors enforce this within their respective areas.

### Environmental Manager

The Environmental manager is responsible for enforcing the policies and procedures from an operational level to ensure compliance.

Also regular management audits will be carried out by the environmental manager along with Quarterly review meetings.

Responsibilities will also include EMS and policy review on an annual basis and also monitoring of the aims and objectives to ensure they are being met or will be met within the stated time frames.

Another key role of the environmental manager is to keep the environmental legal register and library up to date.

### Managers

Are responsible for the day to day actions of the site supervisors and engineers to ensure compliance and understanding of the environmental requirements in line with company policies and procedures. Also to make sure that the on-site weekly Environmental audit sheets where completed and any sub-sequent issues are reported and addressed.

### Supervisors

Have a key role in assisting the day to day management of environmental compliance on site and also complete the weekly on site audits.

### Engineers/ Office Staff

Comply with the company environmental policies and procedures and report any issues which arise within their daily duties.

### Environmental Aspect & Impacts

The environmental aspects and subsequent impacts created through the operations of the business will be recorded in the Environmental Aspects and Impacts register and will be reviewed on an annual basis or when any significant operational changes are made which could create any significant impacts upon the environment.