



# Environmental Policy

## Company Statement

Megan Mechanical Services Ltd believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. We will do our utmost to ensure that our work activities do not adversely affect the environment.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods. It is our responsibility to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

The activities and nature of our construction works generate very little waste, in most cases waste is disposed of by the Client or Principal Contractor. Where Megan Mechanical Services Ltd undertake the role of Principal Contractor, we will ensure any waste is disposed of in the appropriate manner.

## Aims and Objectives

- To support and comply with the requirements of current legislation and codes of practice.
- Be accountable to our staff, partners and the public for the environmental impacts made by our work and processes.
- Implement a waste minimization program, to minimize our energy and water usage, vehicles and processes in order to conserve supplies.
- Promote comprehensive energy and water conservation and introduce technology to reduce consumption; e.g., toilets fitted with water saving flush devices.
- Ensure regular maintenance of the workplace is conducted and faults/failures with services are quickly rectified (e.g., there are no leaks left unattended).
- Work towards minimizing our impact on the natural environment and its resources, adopt and implement an environmentally responsible procurement strategy.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Commit to prevention of pollution and continual improvement in all aspects of environmental performance; air, water, noise and light pollution from our premises and reduce impacts from our operations on the environment and local community.
- We will help create a culture where environmental considerations are integrated into all policy decisions and business activities.
- As far as possible; purchase products and services that result in the least damage to the environment and encourage others to do the same.

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- Ensure the responsible and effective disposal or destruction of our waste; inclusive of office waste and site waste; where reuse or recycling is not possible.
- Expand recycling initiatives where it is economical and practical to do so.
- Utilise sustainable management and design principles in all construction, installation and maintenance.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

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- Ensure all subcontractors have completed a subcontractor questionnaire and have provided the necessary evidence to prove they are competent in the works they are contracted to undertake.
- Ensure all subcontractors using refrigerants have the correct and safe handling and disposal of refrigerants in compliance with F Gas regulations and any chemicals used during works conducted.
- All oil and solid waste will be properly handled for recycling or disposal by a Commercial Waste Agent.
- Ensure a detailed Risk Assessment is completed before any works are conducted, specific environmental issues relating to works conducted will be identified as part of the Risk Assessment procedure.
- Ensure a detailed Method Statement is completed before any works are conducted, which will include any work specific actions required to deal with the environmental issues identified.
- Ensure that, wherever practical and compatible with the principles of value, timber, wood products and office supplies are acquired from sources holding a recognised independent certification for good forest management and or recycled logo.
- Encourage continuous improvement in the environmental performance of our suppliers, contractors and consultants.
- Ensure that all employees, subcontractors and supplier understand our Environmental Policy and conform to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned. (see 'see 'Customer Complaints' and 'Customer Care' Policies)
- Monitor and measure our impact on the environment and set appropriate targets for continual improvement.
- Provide information on our environmental performance and communicate openly with all interested parties.
- Provide appropriate Information and training to the workforce on Environmental Aspects relevant to their role to ensure a greater understanding of Environmental impacts and that subsequent controls are understood and implemented.
- Revise/update our Environmental Policy annually in consultation with staff, associates and customers.

### Management Commitment

As a company we understand that we have a direct impact on the environment through our daily consumption of energy and paper resources. We also potentially have an indirect effect on the environment through the provision of our services.

To demonstrate our commitment, Megan Mechanical Services Ltd have adopted this environmental policy.

Specifically, we integrate environmental and social awareness and incorporate it, where appropriate, as part of our daily working life. We will train relevant employees to take responsibility for and implement these policies. We will aim to:

- When possible, conduct meetings to discuss environmental issues within the company.
- Meet all applicable Government Regulations and assist in developing solutions to ensure environmental problems identified and rectified.
- Help to preserve resources by developing and implementing strategies, including reduction of unnecessary and wasteful use of energy and water.
- Reduce depletion of virgin forests by avoiding the use of woods originating from these areas.

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- Make more economical and effective use of materials such as glass, plastic, timber and other similar products.
- Ensure that products specified for use do not contain, ozone depleting substances (such as chlorofluorocarbons, halons, carbon tetrachloride, lead and trichloroethane)
- Ensure only suitably trained and competent personnel are deployed and that they carry out operations in accordance with safe working practices and environmental objectives outlined in this document.
- Provide adequate information and ensure instruction is received by employees to enable them to undertake the relevant work in accordance with the safe working practices and environmental objectives outlined in this document.
- That competent supervision is provided.
- That the removal of waste from the workplace, is only undertaken by the appointed; approved and certificated waste carriers in accordance with the prescribed safe method of working and in compliance with the relevant legislation.

### Roles and Responsibilities

#### Director(s)

The Company Director/s are responsible for the implementation and management of the Environmental Policy throughout the company; ensuring that all requirements of the policy and associated statutory obligations are met by all employees and visitors/contractors to all sites or other premises under the control of the company. The Director/s will:

- Enforce this policy; approve, sign and date the environmental policy and ensure that processes and procedures that relate to the policy are adhered to.
- Set objectives/targets that the company will aim to achieve, sourcing external advice when necessary to ensure the company meets and complies with current legislation and codes of practice.
- Monitor and update any information received from external or internal resources, where applicable.
- Ensure that all applicable areas of liability are covered by insurance.
- Ensure that adequate finances and sufficient resources are in place to meet the aims and objectives outlined in this document.
- Consider environmental impacts of the offices and works conducted, adhering to the hierarchy of control measures.
- Investigate any environmental related accidents, including any complaints made to Megan Mechanical Services Ltd, or ensure the same is completed by the Operations Manager or SHEQ Manager
- Co-ordinate all activities/training/policies; associated to spillages, dusts, noise and related environmental procedures.
- Oversee site and office inspections and act on any outcomes identified, where appropriate.
- Consider and review environmental compliance when attending sites

#### SHEQ Manager

The SHEQ Manager, with the support of Health & Safety Co-Ordinator and The Office Manager must:

- Ensure understanding of key Environmental Legislation and Regulatory requirements applicable to the company

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- Ensure Environmental Aspects and Impacts of the company are identified and subsequent controls implemented to minimise Environmental impacts
- Promote Environmental Friendliness in the business and the activities it undertakes
- Seek Continual Improvement regarding Environmental processes within the company
- Ensure the companies Environmental Policy and associated procedures are reviewed annually as a minimum, or, upon any changes to legislation, improvements to working processes, or incidents which deem review necessary
- Support the Operations and Contracts Manager and Project Managers in understanding and implementation of good Environmental Practice onsite
- Consider and review environmental compliance when attending sites to conduct inspections / audit
- Arrange for necessary training within the workforce to ensure workers are:
  - Aware of their duties and responsibilities regarding Environmental aspects of business
  - Educate the workforce on environmental matters applicable to the business and subsequent activities

### The Office Manager

The Office Manager with the support the Office Administrative:

- Arrangement of training
- Resourcing provisions to aid in recycling and use of sustainable and ethically sourced products
- Assist in development of systems to reduce the environmental footprint regarding office and administrative duties undertaken within the business
- Research into productive ways to reduce waste within the company, including recycling, donations of unused / unwanted products, promotion of more sustainable products etc.
- Regularly update the company Intranet regarding Environmental matters in the company

### Operations Manager and Contracts Manager

The Operations and Contracts Manager are responsible to:

- Ensure Environmental aspects and impacts of each project are considered and implement controls to reduce negative Environmental impacts where possible
- Liaise with the SHEQ Manager and Company Director in Environmental Management within the business
- Ensure Project Mangers are aware of the relevant waste management requirements, as applicable to the nature of each project
- Ensure Plant is Manufacturers away from site to size where possible, to reduce waste offcuts onsite where practicable
- Source approved and certified waste carries in the disposal of site waste
- Consider additional aspects such as travel, consumables and use of Environmentally friendly materials for Project Works
- Consider and review environmental compliance when attending sites
- Promote a positive Environmental Culture in the company and our subsequent duties

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### Project Managers

Directly responsible to the Contracts Manager and Operations Manager for the implementation, operation and management of the Environmental Policy. Project Managers are to:

- Seek the advice of the Contracts or Operations Manager if in doubt on any issues relating to Environmental matters.
- Liaise with the Contracts and Operations Manager regarding Environmental Issues at the planning stage of all contracts.
- Ensure COSHH assessments are completed on all COSHH related substances to be used on site.
- Ensure that any work carried out under their control is affected in accordance with all contract and regulatory requirements, including Method Statements and Risk Assessments and COSHH Assessments.
- Ensure all waste is disposed of in the appropriate manner as specified (e.g., RAMS documents; COSHH Assessments)
- Ensure where disposal of site waste remains the duty of the company, only approved and certified waste carriers are utilised and copies of Waste Carriers licences are held
- Plan and maintain an orderly site to minimise and manage waste at all times.
- Document, report and investigate any environmental issues/hazards and complaints immediately to the Director where immediate and sufficient resolution has not been possible.
- Attend regular meetings and report any failure of the Environmental Policy, processes and procedures.
- Consider and review environmental compliance throughout the duration of the project
- Ensure communication of Environmental Policy, processes and procedures within the workforce and ensure any issues identified are communicated (e.g., through toolbox talks and meetings).
- Identify any hazards associated with the works and put in place control measures and/or procedures; report any findings back to the Director.

### Supervisors

Directly responsible to their relevant line manager for environmental arrangements under their control. In particular, Supervisors are to:

- Be fully conversant with the Environmental Policy and the specific environmental requirements for each site.
- Carry out regular inspections of sites under their authority to ensure the site is meeting the environmental requirements as detailed in site documentation (e.g., RAMS, Construction Phase Plans) and any additional specified requirements from the Client where present; Principal Contractor; in compliance with regulatory requirements.
- Report back through their line Manager any environmental issues/hazards which have not been identified, or adequately managed.
- Conduct regular toolbox talks and include any environmental issues or changes to legislation relating to the site/works identified.
- Ensure that wherever an activity requires use of hazardous materials; operatives are instructed properly, hold the relevant training to use the substance and have been provided with and wearing the appropriate PPE.
- Discuss any additional training needs identified with the line Manager/Director.



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### Operatives

- Be fully conversant with the Environmental Policy and the specific environmental requirements for each site.
- Conduct the works as per instruction and in conjunction with the RAMS.
- Dispose of all waste as instructed for both office premises and site works
- Do Not take unnecessary risks, including those which could cause Environmental harm.
- Immediately report any environmental issues/hazards on site and/or within their work area; or any defect in any office equipment, machinery or plant; to their Supervisor/Line Manager.
- Adhere to all site rules and ensure their work activities do not detrimentally impact the neighbouring community.

Note: Where works take place on site that do not require a Project Manager, the Supervisor will also assume the role of the Project Manager. This will only take place when working under a Principal Contractor who has an existing Site Manager present.

### Environmental Impacts

#### Nuisance

Megan Mechanical Services Ltd will be considerate and put in place the appropriate control measures to reduce any nuisance that could be caused to the local communities or neighbours as a direct result of the works.

Nuisance activities such as works that can create dust, noise, odours, lighting, etc. These will be assessed at the planning stages and will be controlled using appropriate measures.

Where practicable projects that require to have a Site Waste Management Plan/Resource Management Plan completed prior to works commencing, will be completed by the Client or Principal Contractor, or when Megan Mechanical Services Ltd holds the position of Principal Contractor.

#### Climate Change

Megan Mechanical Services Ltd will regularly review the initiatives that are available for small to medium business using internet sites and tools such as NET Regs.

All employees are encouraged to conserve energy and resources, and the company will monitor the energy usage where possible and aim to reduce the Carbon footprint by using local supplies.

#### Sustainability

There are a number of initiatives that are available for businesses. Megan Mechanical Services Ltd seeks to use sustainable materials during their works and resource materials from responsible suppliers.

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In addition to this Megan Mechanical Services Ltd monitor and record:

- Fuel usage
- Vehicle usage
- Electricity bills
- Employee travel

### Waste Management

Megan Mechanical Services Ltd when holding the position of Principal Contractor will ensure all waste management procedures and carriers of waste prevent the escape of waste; and ensure waste is transferred only to authorised persons.

We will ensure appropriate management and disposal of waste; we endeavour to protect the environment in accordance with and where possible exceeding the requirements of legislation.

- We will ensure when using waste carriers; registration documents are inspected and are valid.
  - Copies of waste carriers' licence will be obtained.
  - If we are in doubt about the validity of the carrier's documentation, we will not use their services until enquiries have been made to the waste regulation authority to verify status of the proposed carrier.
- Where industrial or commercial waste is considered to be particularly hazardous to health; for example, materials that contain ozone depleting substances, asbestos, explosive, corrosive, carcinogenic, harmful, toxic or an irritant etc; A competent responsible person with authority to transfer the waste will be deployed to assist in the management of these situations.
- When undertaking works with specific waste disposal requirements for any given project; we will identify and make adequate provisions to enable its correct disposal, through our Site Waste Management Plan/Resource Management Plan.
  - Management shall determine the nature of the waste for disposal and ensure that suitable assessment is undertaken so that appropriate safe working practices are devised, and suitable containment/segregation of the waste confirmed.
  - Copies of waste transfer notes will be obtained unless waste management is being overseen by Principal Contractor/Client provisions.
- When working for Principal Contractors we will dispose of the waste as directed; enforcing requirements for segregation as instructed.
  - We will ensure all waste is being disposed of in the correct manor.

N.B. As from 1 December 2013 construction businesses in England are no longer legally obliged to produce Site Waste Management Plans (SWMPs) for building projects, after the requirement was dropped under the governments drive to reduce red tape.

However, as good practice, where practicable and required Megan Mechanical Services Ltd will request a copy of the Site Waste Management Plan/Resource Management Plan from the Client or Principal Contractor or when holding the positions of Principal Contractor produce a Site Waste Management Plan/ Resource Management Plan when conducting installations projects and practicable to do so.



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We will produce SWMP's on projects that require them to comply with the BRE Environmental assessment Method (BREEAM) certification, which is used to assess the sustainability of buildings.

### Environmental Complaints

We will publicise our complaints procedure for the service we provide and promptly deal with any complaints received.

Any customer wishing to express dissatisfaction or have cause for a complaint regarding any area of our Customer Service and/or relating to a Product or Service that does not meet with their expectations can do so by following our complaints procedure as detailed in our Complaints Policy.

### Implementation

Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Managing Director.

All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it. The Company will inform all existing employees about this policy, its implementation and their role; and will give all new employees notice of the policy on induction.

### Enforcement of the Policy

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

In the unlikely event a member of staff is not adhering to the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.

### Review of the Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews. A formal review of the policy will take place every year.



## Environmental Policy

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

A handwritten signature in black ink, appearing to read 'G. Ley', is positioned above the printed name.

**Gerald Ley**  
**31 March 2026**