



**SEL ENVIRONMENTAL LTD**

**ENVIRONMENTAL POLICY**

Supported by



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## Review and Revisions

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**Environmental Policy Statement**

SEL Environmental Ltd is a well established company providing a wide range of Environmental Engineering solutions including the installation of Stormwater Management systems, SUDS, Gas Protection membranes to structures and Gas migration barriers together with the supply of all associated materials and the fabrication of bespoke components, and as such we are committed to reducing the impact of its activities on the environment and encouraging the use of sustainable procurement for our manufacturing and site installation works.

We believe that effective environmental management results from a combined team effort and systematic approach which ensures the potential impacts of our activities are identified, assessed and mitigated.

With the support of the directors, SEL Environmental Ltd are committed to pursuing the following objectives;

- Compliance with all relevant environmental legislation
- Identification and management of environmental risks and hazards and prevent pollution to land, air & water
- Reduction of emissions to air resulting from our activities (Carbon Dioxide (CO2), dust, transport)
- Ensure the efficient use of natural resources through waste elimination, minimisation and resource efficiency and where waste production is unavoidable, implement practices to divert waste from landfill, where practicable.
- Encourage the use of sustainable construction principles and raise awareness of these through provision of advice to our clients and subcontractors.
- Liaise with local communities and businesses so that contact can be made at the earliest opportunity to minimise disturbance and social impact
- Promote the co-operation of all our employees through training, consultation and awareness raising
- Monitor our environmental performance and use this as a basis for continual improvement
- Encourage our subcontractors and suppliers to utilise sound environmental practices and sustainable resources

We will actively encourage staff involvement in the implementation of this policy to achieve greater commitment and improved performance.

SEL Environmental Limited shall review this policy on an annual basis, or sooner, should there be any significant changes to legislation, our organisation or operating process.

Signed ..... 

Date ..... 31/08/2023

Position ..... DIRECTOR





## **Sustainability**

The Company is committed in the delivery of its corporate responsibilities. Our vision is to be a highly respected Company in our industry and provide our clients with the highest possible quality of service through sustainable profitable growth.

Through continual review, and to demonstrate to our stakeholders, clients and supply chain SEL Environmental Ltd aims to target each of the areas covered by the three pillars of sustainability; demonstrating our commitment to sustainable development.

### Social

SEL Environmental Ltd aspires to build positive relationships within those communities where our activities take us. We will seek to enhance those relationships by learning to understand the needs of the communities we work in. In addition, we will also seek to develop our own people through:

- Attracting high calibre staff and providing training and development to equip all employees to meet the future needs of the business and individuals.
- Respecting our people and encouraging them to respect others
- Offering equal opportunities to all
- Celebrating a diverse workforce
- Encourage and facilitate a positive work-life balance.
- Continue with our aim of providing high standards of health and safety performance on all our projects and work to reduce accident rates.

### Economic

SEL Environmental Ltd is committed to providing the highest possible quality of service and to delivering sustainable profitable growth, for ourselves and the communities we work with:

- Building relationships with our clients that maximise project value, minimise cost and seek out repeat opportunities.
- Work with our supply chain to provide consistent high-quality solutions at affordable cost.
- Promote sustainability issues as critical elements in reducing whole-life costs.

### Environmental

SEL Environmental Ltd is committed to conducting its business in a manner that is both professional and ethical whilst paying particular attention to its environmental responsibilities. We are committed to the delivery of our environmental policy and improving performance throughout the company. The aims of our environmental policy are to:

- Ensure as a minimum compliance with all relevant environmental legislation
- Minimising the risk of pollution from our activities
- The efficient use of materials
- Reducing waste and diversion from landfill



## Environmental Materials

This document outlines the Environmental Materials Policy of SEL Environmental Ltd and sets out our principles in meeting the companies objectives to minimise the impact of project works and services on the environment.

All manufacturers, materials suppliers and third parties involved in SEL Environmental Ltd supply chains will be expected to provide evidence to demonstrate adherence to the following key policy objectives. Where this is not feasible, SEL Environmental Ltd will require a written explanation setting out reasons why this is so.

### Key Policy Objectives

SEL Environmental Ltd is committed to:

- Using local materials wherever possible.
- Specifying and using responsibly sourced materials.
- Reusing materials wherever feasible.
- Encouraging the use of materials with recycled content and looking to monitor the recycled content of our projects.
- Minimising waste at source and segregating and recycling, where waste production is unavoidable.
- Using non-toxic materials and refrigerants with low global warming potential and ozone depleting properties.
- Using materials with a low embodied energy.
- Using durable materials.
- Working with our supply chain and design teams to help facilitate greater use of environmentally sound materials and to seek continual improvement in this area through improved supply chain integration.



## **Commitment to Environmental Improvement**

SEL Environmental Ltd is committed to improving its environmental performance through implementation of its environmental management system. This will ensure that company activities are continually monitored and reviewed. The results of any audits and inspections will be evaluated as part of the management review process.

Inspections will be carried out to ensure compliance with regulations and legislation. Regular inspections will be completed to ensure compliance at all times. The records of inspections are retained at head office and the resulting evaluation reported on to the board. Inspections focus on:

- Documentation and records
- Waste management
- Oil and fuel storage
- Statutory nuisance
- Utility consumption

Internal auditing will be carried out and will be scheduled and the resulting evaluation reported on to the board.

Audits will focus on:

- Conformity with legal and other requirements
- Competence training and awareness
- Communication
- Documentation
- Emergency preparedness
- Monitoring, measurement and evaluation



## Legal and Other Requirements

The company is committed to meeting and complying with all legal and statutory requirements. The company reviews all relevant environmental legislation using the following services:

- Environment Agency
- [www.netregs.org.uk](http://www.netregs.org.uk) update service

These are online resources used to identify all new relevant changes to environmental legislation and regulation.

The management review meeting attendees ensure that the environmental aspects identified are understood in terms of relevant legislation.





## Communication

SEL Environmental Ltd recognises the importance of communication and is committed to ensuring that clear strategies are in place to ensure that employees and stakeholders benefit from this.

### Objectives

To ensure information about SEL Environmental Ltd:

- Is supplied to all employees and stakeholders
- Delivers a clear strategic message
- Is continually updated and advises on new legislation including changes in policy and procedure
- Uses the most effective way of communicating and to seek continual improvement in the way that we communicate.
- Encourages staff participation.

### Recipients

SEL Environmental Ltd identifies the following as key recipients of important quality information:

- Employees
- Clients
- Consultants
- Regulatory bodies
- Subcontractors
- Supply chain
- Stakeholders

### Techniques

SEL Environmental Ltd has identified the following mediums as some of the effective channels of communication:

- SEL Environmental Ltd website
- Quarterly news letter
- Training/Presentations



## Waste Management

The overall aims of SEL are ultimately to achieve the avoidance of unnecessary waste to landfill and to manage waste in ways that protect human health and the environment.

Objectives:

- Implementing a long term, sustainable waste management strategy
- Minimise waste to landfill
- Responsible handling of waste

The board is committed to optimising the handling of waste produced as a result of its activities. This is achieved through a variety of measures, including:

- Implementation of a Site Environmental Management Plan (SEMP) for all construction sites in order to monitor and improve waste management. This facilitates the responsible handling of waste.
- Segregation of waste where applicable and relevant
- Engagement of the supply chain in the identification of sources of waste and working with our suppliers to help drive out waste through the supply chain.
- Monitoring subcontractors to ensure compliance with SEL Environmental Ltd waste management strategies
- Conducting regular waste audits and tracking the waste that is produced to monitor the total waste recycled by the waste management company.
- Development of a partnership with a specialist waste management company enables a long-term strategic approach to be taken, leading to improved performance. It also means that we can confidently ensure that all legal requirements with regard to duty of care are met and that in disposing of waste, activities conform to environmental and health and safety legislation.
- The adoption of the principles of the waste hierarchy (pictured below) in all SEL Environmental Ltd activities ensures that waste management is optimised and that disposal of waste is only a last resort once other avenues have been exhausted.





- Using a philosophy of 'designing out waste' during the early stages of a project leads to a reduction of materials and waste produced during the course of any installation works.
- The adoption of 'Lean' construction practices means that use of materials on sites is optimised and less waste is produced.
- Staff awareness training will ensure that all staff are up to date with the most relevant issues are practices with regard to waste management activities



## Procurement

The company is committed to ensuring its supply chain understands the principles in meeting the objectives of the company and to minimise the impact of the companies activities on the environment.

The company has developed a strategic process for achieving this.

### Materials and Supply chain

Using local materials wherever possible:

- Developing a network of local suppliers and manufacturers.
- Minimising travel distance from source to processing to site through the supply chain.

Specifying and using responsibly sourced materials:

- Wherever possible our supplier/manufacturers will be selected preferentially where they operate an ISO14001 or equivalent accredited Environmental Management System
- Sourcing timber from sustainable and legal sources and ensure the supplier is FSC accredited
- Designing and specifying materials which are extracted/processed/supplied from a responsible source
- Maintaining relevant records to confirm that suppliers and materials meet these objectives

Reusing materials wherever feasible:

- Exploring options for the reuse of leftover site installation materials through returning to internal stock holdings for assessment for reuse.
- Developing agreements with the supply chain to ensure that all materials not used can be returned for restocking/resale.
- Using recycled materials and those with recycled content
- Designing and specifying recycled materials and those with a recycled content

Using non-toxic materials and refrigerants with low global warming potential and ozone depleting properties:

- Designing and specifying and procuring materials which have low or zero ODP and GWP.
- Maintaining records which confirms the content of materials used by SEL Environmental Ltd and subcontractors
- Using and specifying natural and non-toxic materials where possible, and using materials with the highest possible Green Guide to Specification rating.

Using materials with a low embodied energy:



- Reviewing the embodied energy of materials as part of the design and specification process and specifying those with the highest possible Green Guide to Specification rating in this regard
- Using durable materials
- Using materials and systems which are designed to provide a durable solution to minimise maintenance and repairs.
- Where required specifying materials with a 25+ year guarantee from the manufacturer.
- Following recognised best practice guidelines in specifying materials and constructing the works.

### Subcontractors

To ensure that the subcontractor supply chain is competent to achieve the objectives set out by the Group in minimising its impact on the environment a rigorous pre-qualification process has been established.

Subcontractor selection takes into consideration performance in the following areas;

- An environmental policy statement is in place
- An environmental management system is in place .



## Energy Use

The Group recognise that environmental protection is one of the most important issues facing the world today. Through the continuous commitment of all our staff, SEL Environmental Ltd is determined to identify potential for increased efficiency, implement waste minimisation, monitor and reduce energy consumption and our consequential emissions of harmful greenhouse gases.

The Group is especially committed to supporting staff in pursuance of the above aims by the process of liaison and consultation in order that they understand the value placed on their active involvement.

### Strategic Objectives

- To establish a robust and reliable energy and water consumption monitoring, targeting and reporting system based on accurate meter readings and to embed this system within the management reporting structures of the business.
- To use the above system to:
  - Set annual targets for reduction in consumption.
  - Target energy and water efficiency investment where the investment will produce the most cost effective reductions in KPI's.
  - Monitor the effectiveness of efficiency measures.
  - Meet legal / regulatory requirements.
- To raise staff awareness of the importance of preventing waste of energy and water, and the actions they can take to assist in preventing waste. Reporting of consumption against target will form part of this awareness campaign.
- To investigate and pilot new energy efficiency devices or measures, implementing these where it is cost-effective and appropriate through design.
- Evaluate the carbon impacts of our activities through identification of our carbon footprint
- Develop a carbon management plan to mitigate our carbon impacts through Group activities and our projects



## Carbon Management

The essence of SEL Environmental Ltd Carbon Management Policy is to reduce its climate change impact. In pursuance of this mission, we will comprehensively manage the carbon emissions which result from our activities.

We will operate in ways which ensure the resulting emissions are minimised as far as reasonably practicable. The drive to do so will demonstrate SEL Environmental Ltd culture, structure, systems and strategy. It will guide each of us when we carry out every aspect of our work.

### Specific Elements of the Carbon Management Policy

- Staff awareness and attitudes – We will ensure our staff understand the importance of carbon management and have the skills and commitment necessary for the implementation of this policy.
- Organisation – We will establish job roles with particular responsibility for ensuring that SEL Environmental Ltd implements its carbon management policy. We will establish a system for on-going monitoring and improvement of our performance.
- Decision making – We will ensure that we always take carbon implications into account in all our decision making activity – at strategic and operational levels. There will be a presumption against any decision with high carbon implications unless there are very strong mitigating grounds.
- Legislation, regulation & best practice – We will comply with all relevant legislation and regulation. We will actively pursue understanding of what is best carbon management practice for our activities and seek to set an example for others to follow.
- Operational activity – We will carry out our activities to minimise carbon emissions – always seeking improvements.
- Energy – We will monitor and take steps to minimise our energy use.
- Waste – We will minimise waste by eliminating, reducing, re-using and recycling materials wherever practical.
- Transport – We will seek to reduce the travel related carbon impact of our activities. This includes the business travel of our own staff and also visitors to SEL Environmental Ltd. We accept responsibility for the travel of our staff to and from work and will encourage carbon reduction.
- Supply chains – We accept responsibility for all the carbon used in the supply chains providing goods and services which assist us in our work. In all our supply chain decisions we will give a high weighting to the carbon impact of different options. We will give preference to suppliers who have a strong carbon management policy place.



- Clients and partners – We hope that our mission and the example which we set will encourage all organisations with which we work to implement a carbon management policy. Where the relationship allows we will actively encourage such developments.
- Reporting and communication – We will make available our carbon footprint information to staff and stakeholders and communicate carbon reductions achieved by implementing a Carbon Management Action Plan.





## **Risk assessment and Hazard Identification**

The company recognises that every site installation is different, and as such, the potential environmental impacts for a particular installation are always unique. In order to allow for this, SEL Environmental Ltd ensures that as part of its environmental management plan, site specific environmental hazard identification and risk assessment is carried out.

Hazard Identification is carried out for:

### Sensitive Receptors

- Surface Water
- Groundwater
- Protected Sites
- Trees
- Hedgerows
- Protected Species
- Archaeology

### Activities

- Ground works
- Vegetation removal
- Re-grading of materials
- Site development

### Materials

- Pre-existing materials
- Imported materials

### Work methods

- Excavations
- Working adjacent/over water courses
- Drainage

For all environmental hazards identified during this process, a risk assessment is carried out to identify where the biggest risks lie, and how these risks can be mitigated through the use of method statements.



## **Emergency Preparedness**

The company recognises the importance of preserving the environment and as such is committed to ensuring measures and processes are in place to achieve this.

### Objective

- Reduce the risk of environmental pollution
- Reduce the risk of harm to human health
- Protection of endangered species and habitats

The effect of any leak, spillage or pollution incident can be minimised by having effective emergency response controls in place.

Spillages are classified as either major or minor. Major spills are immediately reported to the Environmental manager and the Environment Agency.

### Measures

- Spill kits appropriate to the potential spill to be deployed at key locations
- Use of correct equipment and resources for re-fuelling including RAMS
- Emergency response procedures displayed and tested.



## Fleet Policy

As part of the overall commitment to reduce its environmental impact, the company endeavours to promote a more efficient and greener fleet. Specific consideration is given to the following areas to demonstrate the benefits to the organisation and staff vehicle users.

- Regularly servicing the vehicles to reduce emissions and fuel consumption.
- Promote safe, economic, and environmentally friendly driver training.
- Effective rental through approved suppliers.
- Specification level
- Purchase of vehicles with low CO2 emissions
- Capturing and analysing data on fuel consumption to promote improved MPG
- Whole Life Cost
- Encourage car sharing
- Use of video – conferencing/ public transport, where appropriate
- Setting limits on the emissions rating for cars available through the “grey” company car scheme.



## **Complaints Procedure**

All complaints received by SEL are taken very seriously any complaints will be followed up and appropriate actions taken to resolve the issue.

SEL strives to ensure that all personnel, customers and contractors are given the best service possible, however when occasionally there is a break down in procedures the company need notifying so that every effort can be made to rectify the situation and produce a satisfactory outcome.

There are a number of ways in which a complaint can be put to SEL:

- Direct verbal contact
- Written Letter
- Emails
- Website

Contact details are available upon request. All of our details are available on the website or site based personnel can provide contact details for the relevant manager.

All complaints are investigated by appropriate staff and any preventative actions are identified. The outcomes of investigations are relayed to all staff and the workforce via toolbox talks as are all other issues relating to environmental management.

All complaints are to be recorded and to be raised at the appropriate meetings and then reported on a monthly basis to the directors. Any significant complaints will be require consideration from a director and if required a review of the procedures and working practices will take place.

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