



**Environmental Policy**

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	<b>Environmental Policy</b>		<i>Approved By: Colin Stanley</i>

## 1.0 Introduction

Our primary aim is developing and maintaining a first class environmentally responsible culture within Kitchenmaster. This is driven by our goal to minimise pollution incidents which is a key objective within the business.

Kitchenmaster remains focussed on developing a positive and proactive environmental culture, not only for our own people, but also for our suppliers and sub-contractors.

The purpose of this document is intended to provide information to all Kitchenmaster employees of the company's organisation and arrangements for environmental management. Also, to ensure our impacts are minimised and to set out management and employee responsibilities to achieve this, therefore we will aim: -

- To establish an environmental policy that is appropriate to Kitchenmaster.
- To identify the legislative and regulatory requirements relevant to the organisation's environmental compliance.
- To identify the environmental aspects (risks) arising from the company's past, existing or planned activities or services determine the environmental significance of these aspects (risk) and introduce control measures to manage environmental impacts.
- To identify priorities and set appropriate environmental objectives and targets.
- To establish a structure, procedures and programme to implement the policy and achieve the objectives and targets.
- To define responsibilities and provide resources for planning, control, monitoring, corrective action, auditing and review of activities to ensure both that the policy is complied with and that the Environmental Management System remains appropriate.

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## 2.0 Environmental Policy Statement

Kitchenmaster is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Our aim is to monitor and improve on our environmental performance; Kitchenmaster is committed to achieving this by:

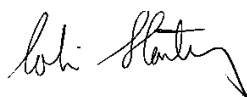
- Complying with all relevant environmental regulations, legislative requirements, codes of company, corporate policies and procedures, as a minimum.
- Co-operating with Environmental Protection Agency (EPA), NIEA, Clients and Local Councils with regards to all aspects that could or have an adverse effect on the environment.
- Prevent pollution to land, air and water *as far as is practicable*.
- Develop and maintain continuous improvement of our environmental performance, specifically addressing:
  - Water (reuse, reduction, recycling, recovery)
  - Energy Use (and miss-use)
- Promoting employee involvement and awareness of environmental issues through in-house training and educational programmes.
- Fully integrate environmental considerations into all aspects of the company's undertakings to minimise any adverse environmental effects, locally and globally, as far as is reasonably practicable

The Directors will ensure that: -

- The Environmental Policy is developed and implemented and is appropriate to the nature, scale and environmental impacts of its activities, products and services
- Commitment to continual improvement and prevention of pollution
- Commitment to comply with applicable legal requirements and with other requirements to which the company subscribes which relate to its environmental aspects
- Provide a framework for setting and reviewing the environmental objectives and targets
- The Policy is not only documented and implemented but is maintained and updated regularly
- The Policy is communicated to all persons working for or on behalf of Kitchen Master.
- The Policy is made available to the public and third parties when requested.

This Environmental Policy Statement will be made known to all our employees/sub-contractors and to members of the public and interested parties upon request.

Signed:



**Colin Stanley, Managing Director**

**Kitchenmaster (NI) Limited**

**Date: 18.10.2023**

**Review Date: 18.10.2024**

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### 3.0 Environmental Considerations

To support our environmental policy and objectives we are committed to responsible business practices in the following environmental areas and as such, are developing programmes and procedures to improve our performance.

**Sustainable procurement policy** - The materials we use in our projects contribute to our environmental performance and as such, we recognise the contribution sustainable materials make to improved environmental performance. We have already contributed significantly to this area by developing and setting objectives to increase the number of recycled materials we use. We will continue to seek to minimise waste materials by setting clear targets to increase the amounts that are diverted from landfill, thereby improving our resource efficiency.

We are also committed to improving the way we procure materials such as fuel, utilities, water and office consumables to ensure they are sourced through responsible organisations that have established processes to validate the materials have demonstrable environmental credentials.

As such we will develop mechanisms to:

- (a) Provide guidance and relevant information to employees to allow them to select sustainable products and services.**
- (b) Give preference to products and services that can give value and can be manufactured, used, and disposed of in an environmentally and socially responsible way.**
- (c) Work with existing and potential suppliers to investigate and introduce responsible processes and products.**
- (d) Ensure that suppliers credentials are considered in the Supplier Approval process.**

### 4.0 Planning

#### 4.1 Environmental aspects

To mitigate negative environmental risks and promote positive environmental impacts, our management system is based on the requirement to identify and evaluate environmental risks and ensure that appropriate controls are implemented.

Corporate environmental risks are reviewed on an annual basis or when new risks are identified by the business. Management, using corporate risk assessment information, produce site specific risk assessments which identify and control environmental risks arising from business activities.

#### 4.2 Legal and other requirements

To ensure we remain compliant with environmental legislation and our customers' requirements we have established Monitoring and Maintenance Procedures. These procedures ensure relevant requirements are identified through a register of legislation, with changes monitored, communicated and implemented.

To ensure compliance, periodic evaluations will be undertaken and recorded by assessing trends from SHEQ inspections, near miss reports, non-conformances and investigations carried out by internal auditors.

Legal requirements are incorporated into the risk evaluation process to ensure that those environmental aspects with legislative controls are considered significant.

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## 5.0 Resources, responsibility and authority

### 5.1 Directors Responsibilities

Directors are responsible for effective environmental management in the organisation

Responsibilities include:

- Regularly reviewing the performance of site personnel and ensuring they discharge their responsibilities.
- Ensure sufficient resources are available to allow the company to fulfil its statutory environmental obligations.
- Ensure adequate personal knowledge and understanding of environmental matters.
- Ensure that internal inspections are undertaken.
- Ensure their attendance at regular meetings with SHEQ Advisor to discuss company performance and possible improvement areas.
- Ensure suitable disciplinary measures are conducted on individuals that fail to discharge satisfactorily their environmental responsibilities.

### 5.2 All Staff and Site Operatives

All persons will be required to:-

- Co-operate with Managers on environmental matters.
- Not interfere with anything provided to protect the environment.
- Report all environmental concerns to an appropriate person.
- Seek further advice from Managers as required.
- Ensure that environmental issues are properly considered for persons under their direct control.
- Contribute to reducing incidents and waste as an integral part of the business process.

### 5.3 Information, instruction and supervision

Information made available to staff, site personnel, sub-contractors and visitors at the workplace will include: -

- Company rules
- Emergency plan and procedures
- Incident reporting contact details and arrangements
- Copy of recent environmental audits and inspections
- Recent alerts or briefings
- Near miss trend analysis

In addition to the above, all Kitchenmaster employees and visitors will receive an induction as a minimum requirement in accordance with the Company Induction Process.

Information / briefings will be provided to ensure that task specific risk assessments, standard procedures and method statements are delivered to those individuals whose activities may impact on the environment.

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#### **5.4 Competence and Training**

Kitchenmaster will ensure that employees possess the appropriate level of competence dependent on their role within the organisation. This will be achieved through a combination of appropriate recruitment, training, selection and development of individuals, backed by advisory support.

#### **5.5 Communication and consultation**

Managers will ensure that their staff and the workforce are informed, instructed and consulted on the environmental aspects of their day-to-day work. Mechanisms for achieving this will be detailed in specific environmental procedures and may include a combination of the following: -

- Company inductions
- Tool Box Talks
- Site rules
- Mandatory Health, Safety and Environmental Instructions
- Risk assessment and method statement briefings
- Audits – Internal and External

To promote environmental awareness and minimise risk of environmental offences, all sites are encouraged and incentivised to report environmental near misses on waste, discharges, spills, air emissions, nuisance and wildlife.

Kitchenmaster requires all staff to “lead by example” and to emphasize the importance of the environment through their visible behaviour.

### **6.0 Operational Control**

Our activities are planned and delivered based on a risk assessment process that defines our significant risks at both a corporate and activity specific level. To ensure our significant risks are controlled, documented procedures and guidance have been developed and must be communicated, implemented and audited to ensure they are effective.

### **7.0 Emergency preparedness and response**

All sites and office are required to prepare an emergency plan detailing potential emergency, site responsibilities, emergency contacts and a site layout plan identifying the location of potential causes of environmental emergencies (e.g. hazardous waste and fuel storage areas) and sensitive areas to be protected in the event of an incident e.g. drains, watercourse, areas of ecological importance. The plan will be communicated at inductions and displayed on notice boards.

### **8.0 Incident reporting**

Where an environmental incident occurs, it will be handled as per the company Incident Investigation and Reporting. Contact must be made as soon as possible with the Managing Director to determine appropriate course of action. Where necessary contact will be made with the relevant regulator to report any incident.

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Where potable water is contaminated and where natural springs provide drinking water, the local water company will be contacted immediately, and the incident reported.

## 9.0 Documentation and records

Full details of the documentation required to maintain the environmental management and the operational controls to ensure good environmental performance are set out in systems procedures.

## 10.0 Checking

A variety of monitoring techniques are used within Kitchenmaster to measure environmental performance.

Internal audits shall be conducted by Management. The scope of internal audit programmes and audits will include the company's environmental procedures and guidance. Environmental non-conformances raised during internal audits shall be evaluated monthly to identify corporate corrective and preventative actions.

## 11.0 Environmental Arrangements

The rules outlined below are **mandatory** within Kitchenmaster unless, due to specific circumstances, a documented risk assessment has shown it to be inappropriate and alternative, effective control measures are in place. Documented evidence must be available to demonstrate control conformance to the identified rules

No work activity with significant risks to health, safety or the environment should commence until a **risk assessment** has been undertaken and the appropriate control measures are in place.

- **Waste** will be managed in accordance with the Waste Management Regulations and other relevant legislation.
- Waste carriers will be engaged in accordance with Kitchenmaster supplier controls and will be appropriately licensed and registered to handle our waste.
- All **fuel and chemicals** shall be stored in accordance with current legislation. Appropriate spill control equipment must be available at all times.
- Kitchenmaster promote recycling and the use of recovered material.
- A number of Kitchenmaster's suppliers are members of REPAK which is the voluntary recycling organisation set up in the Republic of Ireland. Containers that are manufactured from High Density Polyethylene (HDPE) all have the recycling triangle on the base. This allows for ease of material recognition by recyclers of plastics.
- Kitchenmaster have an effective waste management system. We try to minimise all waste but any that is produced is disposed of in an environmental and safe way.
- All pallets that are delivered to Kitchenmaster are reused and recycled either by Kitchenmaster for storing warehouse stock or for deliveries to customers. The general principal of sustainability is to reduce consumption of resources in order to help preserve the world's natural resources and reduce emissions to minimise pollution. Kitchenmaster do what they can in order to be sustainable.
- Kitchenmaster try to order bulk quantities of raw material in a bid to reduce our carbon footprint.