



GREEN BOOK



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HG CONSTRUCTION IS COMMITTED TO SUSTAINABILITY

HG Construction's business is delivered both locally and nationally and is centred broadly on the provision of the built environment for society at large. As such, the company and its activities have a significant influence over, and potential impact upon, the environmental and social well-being of the communities in which it operates. By recognising, addressing and embracing these issues as a fundamental part of maintaining a sustainable business today, HG Construction is committed to meeting its corporate responsibilities for the sake of future generations.

As a company, as teams and as individuals, we can all make a tangible contribution to the delivery of the HG Construction corporate responsibility for sustainable development. This strategy document contains both the broad aspirations (aims) and commitments of the organisation towards sustainability in our business. It provides a framework within which each of us can identify ways, processes or systems by which we can play our part.

Recognising the inherent importance of economic, environmental and social sustainability to our business, we encourage all our stakeholders, from our own staff to our suppliers and subcontractors, as well as our customers, to respect these ambitions. We will endeavour to demonstrate to our existing and potential shareholders the value which we place upon sustainable development and our corporate responsibilities.

HG Construction is committed to sustainability as part of its overall vision and core values.

A handwritten signature in blue ink, appearing to read 'CF Benham'.

CF Benham
Managing Director

STRATEGY FOR SUSTAINABILITY

Our vision is to be one of the most highly respected companies in the industry by providing our client with the highest possible quality of service and through sustainable, profitable growth.

We will strive to continue to build on our strengths and further develop our areas of expertise for the benefit of all associated with the company.

HG Construction is committed to addressing sustainability through a responsible approach to economic, environmental and social issues.

AIMS

- To increase profitability by making more efficient use of resources, including labour, materials, water and energy.
- To minimise, where we have responsibility or can influence the design on a project, any negative environmental impact of our operations through effective waste management, appropriate choice of materials and careful consideration of design.
- To provide leadership and raise awareness of sustainability in our workforce, our supply chain, our clients and other stakeholders and to encourage participation in meeting our goals.
- To continue to support local communities through opportunities for employment, interaction with schools, liaison and support for local wellbeing.
- To continue to develop and train all our employees to raise their aspirations and to meet the future demands of the business and individuals.





SUSTAINABILITY POLICY STATEMENT

HG Construction is a medium-sized regional contractor working with many leading organisations. We recognise the contribution we can make to Sustainable Development through the completed buildings we construct, through the ways in which we conduct our business and how we construct the buildings.

At HG Construction we understand that Sustainable Development needs to be embedded in our business strategies and working practices at all levels, to ensure long term and future success.

While our most significant environmental impact is a positive one as new buildings are more efficient than old ones, we recognise that our own construction practices can have an adverse effect on the environment. Our Sustainable Policy is to minimise the negative environmental impact.

This policy is implemented through:

- Adding value for our Clients, including identifying through our experiences areas of potential energy reduction.
- Using effective lines of communication throughout our supply chain, up to our Clients and down to our Suppliers.
- Complying with legislation, regulations and other applicable requirements.
- Conducting our business on site as Considerate Constructors.
- Maintaining a safe working environment on all our sites at all stages of the construction process.
- Implementing applicable training schemes to all our staff and where possible our Clients and Suppliers.
- Detailed review of all designs prior to their incorporation in construction to assess their buildability, economic and sustainability effects. Then communicating with the appropriate parties proposed alterations or adaption's, for either inclusion in the works or for procurement.
- Minimising waste in all its forms including materials, packaging, transport, time, reworked items, duplication or resources, introduction of inappropriate or non-standard components, energy and fuels.
- Encouraging the involvement of all employees and project teams in sustainable initiatives.
- Communicating this Sustainability Policy to all employees, project teams and all other interested parties.
- Continual and regular review of the implementation of this policy on all sites and working environments.
- Operating our business in a socially and ethically responsible manner.
- Using all suitable opportunities to influence our Clients, Partners, Suppliers and Subcontractors to improve their own environmental performance.

This Policy is part of a Company-wide philosophy to continually improve our performance particularly from learning by our experiences, being open to new ideas and by wanting to deliver a product in excess of our Clients' expectations.

HG Construction is committed to conducting its business in a manner that is both professional and ethical whilst paying particular attention to its environmental responsibilities. These responsibilities will be discharged by implementing the following:

AIMS

- The identification and compliance with the letter and intent of all relevant statutory and other requirements.
- The organisation of our operations in order to minimize pollution and disturbance to our neighbours and the general public.
- Protection of flora & fauna and their habitats at our offices and on sites where we hold responsibility or can influence those that do.
- The efficient use of materials and resources with particular regard to the long-term sustainability of consumable items.
- Minimising the need to travel but where travel is unavoidable, consider the least environmentally damaging solutions.
- The establishment and maintenance of management structures within our company with specific responsibility for the implementation of environmental policy.
- The establishment of targets to measure the continuous improvement in our environmental management systems and performance in key areas, including energy use, water usage and waste.
- Regular management reviews of the content and implementation of the environmental policy with the objective of achieving continuous improvement in performance through the adoption of best practice, training and awareness.
- The introduction of environmental criteria to assess the commitment to sustainable procurement of our supply chain.

ENVIRONMENTAL ISSUES



COMMITMENT

We are committed to our environmental policy (see following page) and improving performance. The policy will be implemented in all that we do via the aims stated in this document.

The aims and objectives set out in this policy require full cooperation of our staff, our clients and all those with whom we interact.



ENVIRONMENTAL POLICY STATEMENT

HG Construction Limited (Hereafter called the Company) recognises the responsibilities placed on them by the Environmental Protection Act 1990 and as such are committed to operating in such a way that work activities do not have a negative effect on the environment.

The Company will be proactive in environmental control and to self-regulation rather than being reactive after the event. We are aware of how our activities impact upon the environment and seek to minimise adverse effects by means of the best available techniques not entailing excessive cost, through a policy of environmental improvement at the workplace, control of pollution and care for the environment.

An essential feature of the Environmental Management System is a commitment to continually improve our environmental performance. This is achieved by setting annual environmental improvement objectives and targets, which are regularly monitored and reviewed.

In order to ensure the achievement of our environmental commitments, the organisation will implement and Environmental Management System that satisfies the requirements of ISO 14001.

Wherever possible in purchasing its materials, equipment and consumable items the Company will give preference to purchasing items which do least environmental harm, which are not supplied with excessive packaging, and which are benign or at least harmless in their effect on the environment. The company will also encourage the use of sustainable land based resources and certified timber products.

We will actively encourage our suppliers and contractors to have a proper regard for our Environmental Policy with respect to the goods and services they provide for us.

Taking into account the nature of work the Company will seek to minimise the generation of wastes, by introducing recycling initiatives for materials, equipment and consumables where reasonably practicable, in order to help protect the environment and make better use of resources.

Working to current legislation and regulatory standards are deemed to be the minimum requirements, but the Company objective is to surpass this minimum standard. This philosophy is accepted and implemented from the Board of Directors and throughout the workforce

WASTE DISPOSAL

The Company is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials, which result from our work. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements. These arrangements will be regularly reviewed.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes at least on an annual basis.



As a construction company, our work involves considerable use of materials as well as potentially generating large amounts of waste. It is our belief that intelligent management of natural resources within the broader global context is vital, and with their costs continually rising it also makes sound business sense.

HG Construction optimises opportunities to design out waste and reuse and recycle materials for our clients. We are members of the BRE **SmartWaste** scheme, and as such are also committed to the WRAP “**Halving Construction to Waste Landfill**” initiative; we have achieved over 95% waste recovery across our project portfolio.



By being members of the **SmartWaste** scheme we are able to benchmark our waste management performance against the industry norm dependant on the type and size of project being undertaken.





WASTE MANAGEMENT POLICY STATEMENT

Projects procured in geographical close proximity and being constructed concurrently can be advantageous in terms of waste management. Consideration will be made in terms of management time, procurement gains for larger quantities and actual waste will be considered for either recycling or single type specialist removal.

Product repetitions in terms of either 'whole' type, e.g. house type or product type, ensure that the defects management will be more effective in terms of down time and learning curve.

We would carry out a detailed Site Waste Management Policy. This would include, but is not limited to, the following:-

- Trees and shrubbery removed will be mulched and incorporated within the landscaping scheme on site.
- Any clean excavated soil and subsoil will be removed to designated areas on site or within the confines of the site.
- Any concrete or brick broken out, if sufficient quantity deems this viable, will be crushed on site and re-used under any new hard paving or ground floor slabs.
- During the construction of the works, where either packaging material or waste products are generated, these will be divided into separate containers to suit our requirements for re-use or the Local Authority's recycling programme or commercial disposal, i.e.



- Dependent upon the timing of the works when waste is produced, certain products can be re-used, e.g. broken brick and masonry as backfill for some drainage trenches etc, organic materials to landscaping.
- On a wider scale, consideration is given to selection of subcontractors and suppliers – their anticipated travelling distances, modes of transport and availability. Where possible local suppliers and subcontractors are used, to reduce travel times, fuel emissions etc.
- With regard to selection of permanent materials for the works, materials are used for longevity and ecological economy in terms of cost in use, replacement, potential alternatives etc.

Increasing energy costs, coupled with both National and Governmental needs for energy conservation, has resulted in “Energy Management” being regarded as an important task in all of the work activities undertaken or managed by HG Construction.

HG Construction recognises that energy efficient measures can be achieved the correct selection of appropriate plant and equipment.

Energy saving requirements may also involve such things as ensuring a piece of plant has completed all necessary tasks before being withdrawn from a project as its return to site at a later date will result in poor logistic management and addition pollution.

All persons involved at the planning or tendering stage of a project will fully consider all possible areas of energy reduction and conservation.

SMARTER

By being members of the BRE **SmartWaste** scheme, HG Construction also have access to BRE’s **SmartER** tool, which allows for the capturing, monitoring and benchmarking of energy consumption (electricity, gas, fuel), water consumption and the procurement of certified timber on a project.

SmartER also provides the ability to target energy and water consumption on site in line with BREEAM and the code for Sustainable Homes (CSH) requirements. **SmartER** also summarises each sites CO₂ footprint based on the energy consumed.





ENERGY CONSUMPTION POLICY STATEMENT

The Site Manager will monitor monthly the measurement of energy consumption (electricity, gas and fuel) on the site.

These measurements will be recorded and displayed on site.

HG Construction will set target levels of energy consumption and try to achieve a lower usage level on a monthly basis.

Monitoring will be by either the checking of meters (where installed) and or fixed size containers; whereby volumes used will be recorded and enumerated.

We will then display in the site office consumption over the project duration, and how this compares to the target set.

The Site manager will collect and present the data.



WATER CONSUMPTION POLICY STATEMENT

The Site Manager will monitor monthly the measurement of water consumption on the site.

These measurements will be recorded and displayed on site.

HG Construction will set target levels of water consumption and try to achieve a lower usage level on a monthly basis.

Monitoring will be by either the checking of meters (where installed) and or fixed size containers; whereby volumes used will be recorded and enumerated.

We will then display in the site office consumption over the project duration, and how this compares to the target set.

The Site manager will collect and present the data.

As a responsible company HG Construction recognises how the supply chain for all major building components can impact on the environment and is committed to reducing any negative consequences by;

- Complying with all applicable environmental legislation and other applicable requirements.
- Procuring off-site manufacturing methods at all opportunities.
- Only source timber products from certified forests and bearing the **FSC** or **PEFC** marks
- Include aspects of environmental performance in all procurement decisions.
- Specifically consider the reduction of packaging on the goods delivered to site.
- Maintain Procurement Policies which through effective stewardship encourage our suppliers to match our own aspirations.



We instil within our staff the philosophy of potential savings. The Senior Management regard this as lean thinking.

Successful lean construction techniques depend on good pre-planning following the establishment and understanding of a clear brief. This must be regarded in terms of quality, quantity and time.

Economies of scale can be achieved; in procurement by off-site prefabrication, and pre-finishing. All our contracts are programmed using Power Project and consequently schedules are produced defining specific dates for Information required, procurement actions and activity commencements on site. Consequently our procurement department can operate a “**just in time**” approach for deliveries. This means savings can be made; as materials are delivered to point of use, thus minimising double handling and potential damage.

The use of prefinished or prefabricated components reduces on site waste and possible snagging and / or reworking of items.

We have and are continuing to refine our supply chain to install the ethos of the requirements of production. This can only be maintained if there is continuity of supply and we can control our planned flow of work.

Projects procured in geographical close proximity and being constructed concurrently can be advantageous in terms of waste management. Consideration should be made in terms of management time, procurement gains for larger quantities and actual waste can be considered for either recycling or single type specialist removal.

MINIMISING NEGATIVE IMPACTS

Construction projects can obviously have a destructive impact where species-rich land is replaced, but it can also increase biodiversity where, for example, true industrial brownfield land is replaced with homes which include gardens or public amenities such as parks.

HG Construction aims to minimise ecological damage as far as possible by protecting wildlife and plants and, where we can, utilising of our projects to enhance biodiversity.

Environmental issues and biodiversity considerations are assessed and incorporated into our construction plans for every project. We identify the protected trees and wildlife on site as well as taking into account the ecological requirements of our clients and stakeholders.

ENSURING RESPONSIBILITY



The Project Team Leader will assume the role of “**Biodiversity Champion**” to make sure the appropriate method statements are produced, that licences and permits are obtained where environmentally sensitive works are planned. Site Management will promote biodiversity awareness on site using toolbox talks, other site meetings and the notice board.

We also work hard to ensure that we stop pollution, minimising risk through best-practice site procedures and ensuring all our employees are appropriately trained in order to protect local habitats from degradation and damage.

TRANSPORT & MOBILITY



Material transport and the transport of site personnel have a significant factor contributing to our carbon footprint, noise and Green House Gas pollution levels.

HG Construction strive to mitigate the effects of transporting materials and people by creating transport plans that address the issues and highlight the transport alternatives available to get to site.

Wherever feasible, we select lower carbon transport alternatives, recycle waste on site and seek to employ and source locally.

POLLUTION CONTROL



HG Construction acknowledges its responsibility for complying with environmental regulations and for preventing pollution of air, land and water. Nationally, many thousands of pollution incidents occur each year, originating from factories, farms, transport activities and even homes. Each incident is an offence and can result in prosecution as well as environmental damage.

However, most cases are avoidable, given careful planning of operations, responsible waste management and suitable facilities to reduce the risk of spillage - along with simple precautions to deal with any spillages, in case they occur.

Responsible waste management ensures that we comply with the relevant regulations, while minimising waste can reduce the amount of waste produced, which in turn cuts the risk of environmental damage and the costs of waste disposal.

ENVIRONMENTAL AWARENESS



HG Construction acknowledges its environmental responsibilities and to ensure compliance with statutory requirements, strives to raise awareness of the issues with our employees and stakeholders.

HG Construction has a suite of environmental Tool – Box – Talks, which cover a broad range of topics. These are presented to all site operatives on a regular basis to ensure the relevant issues are considered at all times during the construction process.

All employees receive the Environmental Handbook as part of their induction at the commencement of their employment.

Along with Health & Safety, Environmental issues feature on the agenda of client and site progress meetings.

TOOL BOX TALK – 35 – SPILL CONTROL

WHAT?
Accidental releases of oils and chemicals from construction sites make up a large number of pollution incidents that occur each year.
Many spillages can be prevented. It is important that everyone on site knows how to control a spill to minimise its impact. Would you know what to do?

WHY?

- **MINIMISE POTENTIAL HARM:** Spills spread very quickly and lead to fines and clean up costs can be expensive.
- **AVOID PROSECUTION:** Avoid negative publicity for the company and workload.
- **PUBLIC RELATIONS:**

DO's

- ✓ **STOP WORK** immediately
- ✓ If spillage is flammable, extinguish all possible ignitions
- ✓ **IDENTIFY** the source of pollution and rectify the problem
- ✓ **CONTAIN** the spillage – on land use earth/bund to construct a bund around the spill to stop it spreading. Use booms to contain oil spills that have already entered a watercourse
- ✓ **CONTACT** your Line Manager
- ✓ **DO** put on appropriate PPE – typically rubber gloves
- ✓ **DO PROTECT** sensitive areas (e.g. watercourses or surface water drains – use drain covers or use earth/bund to construct a bund)
- ✓ **CLEAN UP** the spill. Use absorbent granules/bags to mop up spills. Large pools of oil or spills which cannot be absorbed should be removed by pipework
- ✓ **DISPOSE** of all contaminated materials (soil/absorbent material correctly – those containing hazardous waste such as oil, diesel or paint will be hazardous waste. Ensure any contaminated water is taken to an appropriately licensed disposal site
- ✓ **DO NOTIFY** your line manager of actions taken

DON'Ts

- ✗ **DON'T** ignore it
- ✗ **DON'T** take the spillage to the site
- ✗ **DON'T** take the spillage to the site
- ✗ **DON'T** ever hose down
- ✗ **DON'T** ever hose down

DO NOT ignore it – REPORT IT

TOOL BOX TALK – 36 – WATER POLLUTION

WHAT?
A large number of oil related water pollution incidents occur each year.
Discharging fuel, oil or water containing fuel or oil into drains or watercourses is illegal.
You as an individual can be prosecuted for causing water pollution. You are required to put control measures in place to prevent pollution to watercourses including fish kills. Oil spreads rapidly - one gallon of oil can pollute 100,000 gallons of water. This can be avoided by following simple guidelines.

DON'Ts

- ✗ **DON'T** refuel or store oil within 10m of watercourses or surface water drains
- ✗ **DON'T** leave bunds and drip trays to overflow
- ✗ **DON'T** leave refuelling hoses outside of bunds after use
- ✗ **DON'T** use high pressure delivery systems when filling small containers
- ✗ **DON'T** hose down spills
- ✗ **DON'T** ignore spillages

DO NOT ignore it – REPORT IT



ENVIRONMENTAL MANAGEMENT HANDBOOK




KEY PERFORMANCE INDICATORS



The purpose of the Key Performance Indicators (KPIs) is to help achieve continual improvement of on-site environmental performance by enabling companywide objectives and targets to be identified annually, and individual site performance to be measured, monitored, and targeted for improvement on a monthly basis.

The following KPIs are collected in-line with Constructing Excellence guidelines:

KPI 1 – Impact on the Environment – Construction Process (Client Rating)

KPI 2 – Energy Use – Construction Process (kgCO₂/£100k)

KPI 3 – Mains Water Use – Construction Process (m³/£100k)

KPI 4 – Waste – Construction Process (Tonne/£100k)

KPI 5 – Waste to Landfill – Construction Process (Tonne/£100k)

KPI 6 – Impact on the Biodiversity – Construction Process (Client Rating)

ENVIRONMENTAL ACCREDITATION



HG Construction operates an Environmental Management System, which meets the requirements of and is certified to **BS EN ISO 14001: 2004**



