

Project: **Audemars Piguet Townhouse** **Manchester**

Environmental **Management Plan**

FILENAME: Audemars Piguet Townhouse, Manchester.

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Prepared by:	Jack McStay
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Environmental Policy Statement

Portview's purpose is to deliver client vision into reality with sustainability and innovation at our core. Portview is a world class company. We deliver beautiful interior fit-out projects for the world's top brands, combining style and substance to achieve The Perfect Fit.

Through the implementation of our Integrated Management System inclusive of ISO 14001 we strive to achieve continual, environmental improvement and prevent any adverse effects on the environment. Our Environmental Policy sets out a framework for improving environmental performance and establishes our environmental objectives.

We recognise that our activities have an impact on the environment. We are committed to the objectives of the UN Sustainable Development Goals (Goal 12: Responsible Consumption and Production, Goal 13: Climate Action), striving to protect the environment and achieve continual environmental improvement and prevent pollution.

We also recognise that in support of the UN mission statement "to achieve a better and more sustainable future for all people and the world by 2030", our EMS protects the creation of employment opportunities for all to end poverty, hunger, and gender inequality, guides sustainable development through creativity and innovation, promotes responsible, sustainable, material sourcing, resourcing, and conservation, to minimise waste generation and harm to the as-built, land, and marine environments, improving health and well-being, to deliver on education, clean water, clean energy, climate action, fair trade, and provide decent work and economic growth.

Through the implementation of an Environmental Management System (EMS) to ISO 14001:2015 standard we will work to:

- Ensure that we are fully compliant with all applicable environmental legislation and other requirements.
- Develop objectives, targets, and action plans to help us improve our environmental performance.
- Assess the environmental risks of our activities and prevent pollution from our activities.
- Increase the environmental awareness of our staff through training and instruction.
- Monitor and check our environmental performance on an on-going basis and work to continually improve it.

This policy will be reviewed annually and communicated to all relevant parties as required.

Signature:



Paul Scullion, Managing Director

2nd January 2024.



Environmental Management Plan

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1. Introduction and Purpose

The purpose of this Environmental Management Plan is to ensure all activities are performed in an agreed and controlled way through the establishment, management, control, and maintenance, of Portview's work related activities.

This Environmental Management Plan is a controlled document and is held electronically on Portview's internal document management system. Hard copies are therefore treated as uncontrolled.

1.1 Project Description

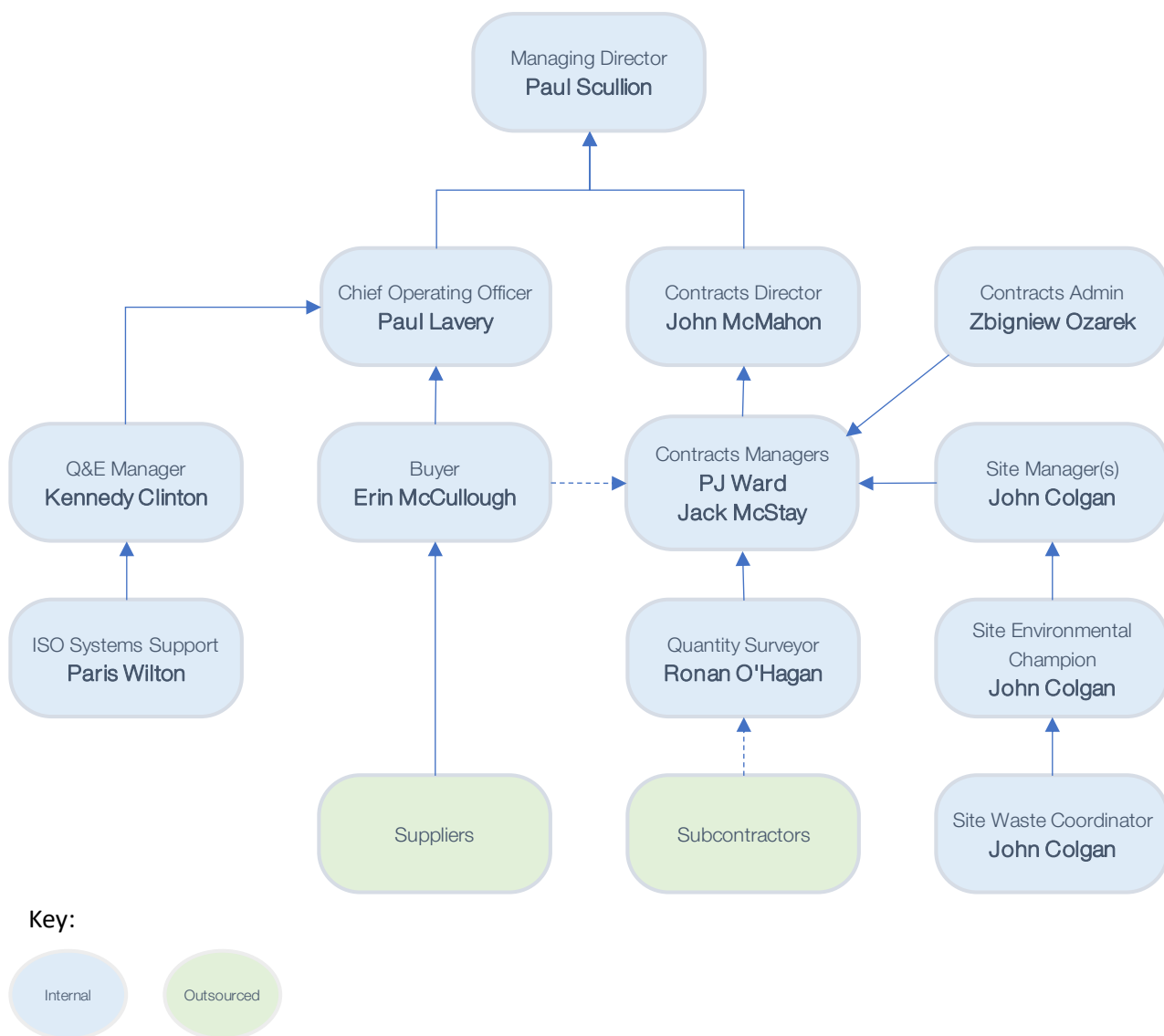
Fit out of high-quality refurbishment retail unit

1.2 Scope of Works

Works will include but not be limited to:

- Installation of hoarding
- Structural and building works including new steel and lateral restrain tie beams.
- Lift refurbishment works
- Roof terrace structural works, acoustic screens including landscaping
- Internal partitions
- Electrical alterations/installations
- Lighting alterations/installations
- Fire alarm alterations
- Mechanical alterations
- BWIC (builders work in connection – coordination of services)
- Window refurbishment by specialist as high heritage value with secondary glazing to ground floor of King Street facade
- Signage installation
- Rainwater goods
- Pergola installation
- Joinery/ Doors & ironmongery
- Plumbing
- Floor coverings
- Decorations
- Security system

2. Management Structure



3. Roles And Responsibilities

Position	Activities	Project Contact Details
Managing Director / Chief Operating Officer / Contracts Director	Provide resource for staffing and site. Policy strategy and development. Legislative compliance. Visible felt leadership. Management review. Adapt, reduce, reuse, and recycle.	Contracts Director – John McMahon M. 07980 560 508 E. john.mcmahon@portview.co.uk
Quality & Environmental Manager / Site Environmental Manager	Promote a culture of continuous improvement. Implement the company's Quality and Environmental Strategy. Ensure compliance with ISO 14001:2015, legislative requirements, and industry best practice. Project environmental aspect and risk assessment review. Implement new recommendations or corrective action requirements from internal and external audits. Prepare and deliver training / toolbox talks to promote environmental awareness. Investigate and report on accidents, incidents, near miss, and dangerous occurrences should they occur in relation to the Environment. Support Site waste management plan development. Visible felt leadership. Air quality, noise, light, energy, water, ecology, and waste compliance. Workplace audits and inspections. Monitor legislation compliance. Completion of Aspects and Impacts Register review. Monitoring of Waste Transfer Notes / Consignment Notes. Monitoring and measurement of site waste statistical information.	Kennedy Clinton M. 07590 773 944 E. kennedy.clinton@portview.co.uk
Contracts / Project Manager	Develop and maintain project environmental management plan with supporting plans and documentation. Develop and Develop site delivery traffic and waste management plans. Produce project environmental aspect and risk assessment. Visible felt leadership. Manage the safe, compliant installation of services and utilities, both temporary and permanent, as required by the project, and ensure the safe, compliant, and controlled interface and interconnection with existing services. Air quality, noise, light, energy, water, ecology, and waste compliance.	PJ Ward M. 07968 155 309 E. PJ.Ward@portview.co.uk Jack McStay M. 07894 412 121 E. Jack.McStay@portview.co.uk

Position	Activities	Project Contact Details
Site Managers	Implement project environmental management plan. Plan, coordinate, and monitor site delivery traffic and waste management plans. Visible felt leadership through daily walkabouts. Monitor for environmental aspect and risk assessment compliance. Air quality, noise, light, energy, water, ecology, and waste compliance. Adapt, reduce, reuse, and recycle implementation. Waste segregation; ensure hazardous waste management and compliance. Ensure waste dockets are signed and forwarded to ISO Systems Support.	John Colgan M. 07730 664 085 E. John.Colgan@portview.co.uk
Sub-Contractors	Legislative compliance. Provide RAMS in support of their activities. Work to Environmental Management Plan requirements. Adapt, reduce, reuse, and recycle. Follow waste segregation rules; ensure hazardous waste management and compliance. Comply with site management team instructions.	Note: Subcontractors will be detailed in further revisions of the document when procurement starts to progress
Buying Department	Obtain bids to realise maximum value in the purchase of materials and services. Coordinate the purchase of materials and services. Develop preferred list for sustainable suppliers. Maintain liaisons with suppliers. Assist in locating substitute, sustainable, materials. Protect the Company against unfair or unethical trade practices and unrealistic or exorbitant price increases. Expedite when requested and warranted the delivery of goods and services. Identify closed-loop recycling opportunities. Organise waste collection services (if required).	Erin McCullough M. 07595 204 935 E. erin.mccullough@portview.co.uk

4. Aspects And Impacts

The “EMS Aspects and Impacts Register” provides a schedule of Portview’s Aspects highlighting the significant environmental impacts derived from company operations (aspects) as a whole. This Register considers and details significant aspects for all our associated works from a corporate overview and includes worst-case perspectives (abnormal and emergency conditions).

The following Environmental Aspects and Impacts assessment has been prepared for this site in accordance with our EMS and the International Standard 14001:2015. It acts as a subset of the “EMS Aspects and Impacts Register” and focuses on those aspects and impacts of the project deemed to require specific recognition and control under normal conditions. Categorised according to the corporate register, aspects have been assessed and recorded once against the prevailing category of interest.



Template Guidance:

- In the tables below, identify and tick all Aspects applicable to this project/site.
- For identified Aspects, rate the 'Environmental Effect' using the following scale:

LOW: LOW	Environmental damage of minor local significance being caused (<i>by default</i>).
MED: MEDIUM	Environmental damage of major local significance being caused.

Notes:

The rating scale definitions are taken from the Significance criteria for Environmental Effect established by the corporate "EMS Aspects and Impacts Register" and the default 'LOW' applied.

An unticked Aspect implies 'Of no significant effect' on this project.

There is no HIGH significance under normal operating conditions as these would invoke corporate procedures.

Aspect - Element of an organisation's activities, products, or services, that can interact with the environment.

Impact - The impact on the environment created by an industry, service, plan, or project.

4.1 Emissions to Air

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☐	LOW	1.02	Normal	Burning oil.	CO ₂ , NO _x and particulate emissions.	Releases nitrogen oxides (NO _x), sulphur dioxide, hydrocarbons, carbon monoxide (CO), and particulate matter to atmosphere causing air pollution harmful to human health.
☐	LOW	1.03	Normal	Work-related driving.	CO ₂ , NO _x and particulate emissions.	Releases nitrogen oxides (NO _x), hydrocarbons, carbon monoxide (CO), carbon dioxide (CO ₂) and particulate matter to atmosphere causing air pollution harmful to human health. Contributes to inner-city, traffic congestion for project duration.
☒	LOW	1.06	Normal	Dust emissions during construction work.	Respiratory illness.	Releases particulate matter (graded PM10 or larger) causing localised surface soiling and air pollution which if inhaled over time (many years) can lead to silicosis. If sufficiently airborne and without containment, settlement on neighbouring premises leads to irritation, annoyance, and potential complaints.
☐	LOW	1.07	Normal	Use of pressurised air and gas.	Human injury, particulate.	May cause high speed particle displacement in turn causing human injury or damage to property.

4.2 Discharges to Water

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	2.01	Normal	Domestic foul waters.	Unpleasant odour; Ground seepage.	Requires treatment facilities which may be of a temporary nature which can lead to unpleasant odour or leakage.
☒	LOW	2.02	Normal	Surface waters contracting.	Watercourse pollution.	Requires adequate drainage or preventative containment measures to prevent pollution of nearby watercourses. Standing water requires removal or agitation to prevent spawning of biological agents harmful to human health.

4.3 Land Contamination

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☐	LOW	3.03	Normal	Previous land use.	Land contamination.	Requires remediation activities to restore land for designated purpose or otherwise, to remove contaminated material for treatment by a competent, approved, processor.

4.4 Waste Management

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	4.01	Normal	General domestic waste / mixed construction waste.	Landfill.	Requires site access and egress route provision for removal vehicles. Requires space for location of suitable receptacles to recycle materials for further processing by approved waste carriers. Residual materials to be diverted from landfill by means of incineration to produce energy. Requires office provision with retained, available and accessible WTNs for all wastes (waste transfer notes).
☒	LOW	4.02	Normal	Packaging waste.	Plastic pollution.	Requires space for location of suitable receptacles to recycle materials for further processing by approved waste carriers. Where practicable, residual materials to be diverted from landfill by means of incineration to produce energy.
☐	LOW	4.03	Normal	Fluorescent tubes.	Mercury poisoning.	Requires space for location of suitable receptacle to collect material safely and securely for further processing by an approved electrical waste carrier.
☒	LOW	4.06	Normal	Chemicals and other hazardous waste.	Chemical poisoning.	Requires space for location of suitable receptacle to collect material safely and securely for further processing by an approved waste carrier. Requires office provision with retained, available and accessible waste Consignment Notes.

4.5 Use of Resources

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	5.01	Normal	Construction materials.	CO ₂ emissions from embodied carbon; Landfill; Toxins; Unsustainable consumption; Depletion of virgin materials.	Requires site access and egress route provision for delivery vehicles. Requires space for storage prior to use. Creates extraordinary buildings for human endeavour, employment, and enjoyment. Creates wealth and social cohesion and interaction. Supports mining industries, processing factories, manufacturing facilities, utility consumption, haulage, and transportation. Generates waste, causes emissions, depletes resources, removes natural habitats.
☒	LOW	5.03	Normal	Electricity	CO ₂ , NO _x and particulate emissions.	Non-renewable component generates 'greenhouse gases' such as nitrogen oxide (NO _x) and carbon dioxide (CO ₂) besides particulate matter to atmosphere causing climate change. Renewable component supports wind farms, solar farms, and other similar infrastructure. Can be noisy or unsightly.
☐	LOW	5.05	Normal	Water	Water scarcity.	London-based projects are located in an area of net water consumption which results in depleted reservoirs during protracted periods of no rainfall.
☒	LOW	5.07	Normal	People at work.	Physical, emotional, harm. Damage to property.	Requires office provision with safe access and egress, to support human welfare and management, providing utilities (water, electricity, light, heating and ventilation), information technology resources, equipment and materials, and waste collection or processing facilities.

4.6 Local Environmental and Community

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	6.01	Normal	Noise	Disturbance and nuisance.	Creates distraction, annoyance, and irritation to persons and animals on adjacent premises for activity duration.
☐	LOW	6.03	Normal	Effect on ecosystems.	Destruction of habitat.	Refurbishment and landscaping (if applicable) comply with the client's requirements to benefit human occupation.
☒	LOW	6.04	Normal	Transport / Traffic Movements.	CO ₂ , NO _x and particulate emissions; Traffic congestion.	Releases nitrogen oxides (NO _x), hydrocarbons, carbon monoxide (CO), carbon dioxide (CO ₂) and particulate matter to atmosphere causing air pollution harmful to human health. Contributes to inner-city, traffic congestion for project duration.

4.7 Indirect Effects

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	7.01	Normal	Sub-contractors	Scope 3 GHG emissions; Fouling storm drains; Spillages; Unsegregated waste; Wasteful of resources; Failure to recycle; Insensitive to local community needs; Congestion.	Generates economic activity and wealth. Requires built environment, transport infrastructure and logistics. Requires site setup to support human welfare and management, material supply, and provision for waste processing. Interferes with local community activities for project duration.

4.8 Raw Material Acquisition

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☐	LOW	8.03	Normal	Storage of raw materials on entry (chemicals, fuels etc.).	Land contamination; Chemical poisoning; Ecological harm.	Requires site setup to support safe, secure materials management, bunded and ventilated storage for COSSH materials, including nearby provision of spill kits, fire suppression equipment, and first aid supplies. Requires office provision with retained, available and accessible MSDS (material safety data sheets). supply, and provision for waste processing.

4.9 Transport and Delivery

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	9.01	Normal	Transportation of goods to and from site.	CO ₂ , NO _x and particulate emissions; Traffic congestion; Respiratory illness; Other illness.	Requires roads infrastructure. Releases nitrogen oxides (NO _x), hydrocarbons, carbon monoxide (CO), carbon dioxide (CO ₂) and particulate matter to atmosphere causing air pollution harmful to human health. Contributes to inner-city, traffic congestion for project duration.



Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	9.06	Normal	Travel of employees to and from site.	Scope 1,3 GHG emissions; CO ₂ , NO _x and particulate emissions; Traffic congestion; Atmospheric pollution; Respiratory illness; Other illness.	Requires transport infrastructure including public transport nodes, sea, and air travel, and accommodation. Creates economic activity, service industries. Connects people. Causes passenger congestion, litter, food waste leading to pollution of ecosystems. Displaces natural habitats.
☒	LOW	9.14	Normal	Waste collection from site.	CO ₂ , NO _x and particulate emissions; Traffic congestion; Unpleasant odour; Landfill; Incineration emissions.	Requires roads infrastructure. Requires site access and egress route provision. Releases unpleasant odours, nitrogen oxides (NO _x), hydrocarbons, carbon monoxide (CO), carbon dioxide (CO ₂) and particulate matter to atmosphere causing air pollution harmful to human health. Contributes to inner-city, traffic congestion for project duration. Requires waste processing facilities (reprocessing, recycling, incineration, landfill) often unwanted by locally affected communities in relation to traffic, viewing pleasure, odour, noise, and risk of localised pollution.

4.10 Use and End of Life Treatment

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	10.01	Normal	Analysis of product intended use.	Embodied carbon; GHG emissions; Landfill; Unsustainable consumption; Depletion of virgin materials.	Creates extraordinary buildings for human endeavour, employment, and enjoyment. Creates wealth and social cohesion and interaction. Consumes and depletes resources, generates waste. If 'green field' site, destroys vegetation and habitats, displaces wildlife; reduces biodiversity.
☒	LOW	10.03	Normal	Products used and how they will impact the longevity of use of the product.	Unsustainable consumption; Depletion of virgin materials.	Supports building use and maintenance to deliver intended purpose. Requires materials management, utilities, supporting resources, equipment, and waste provision. Consumes and depletes resources, generates waste.
☒	LOW	10.05	Normal	Recyclability of end product.	Unsustainable consumption; Depletion of virgin materials.	Creates future regeneration and innovation opportunities subject to current client requirements. May promote local community engagement, well-being, and satisfaction. Requires building use and maintenance to intended purpose with associated materials management, utilities, supporting resources, equipment, and waste provision. Consumes and depletes resources, generates waste. Creates future technical problems with reprocessing and recycling subject to current client requirements. May contribute to future demolition waste, associated outputs, and public discontent.



4.11 Final Disposal

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	11.01	Normal	Assessment of environmental impact of final disposal of product.	Embodied carbon; GHG emissions; Landfill; Noise; Odour; Visual amenity.	Creates future regeneration and innovation opportunities subject to current client requirements. May promote local community engagement, well-being, and satisfaction. Requires building use and maintenance to intended purpose with associated materials management, utilities, supporting resources, equipment, and waste provision. Consumes and depletes resources, generates waste. Creates future technical problems with reprocessing, recycling, or biodegradation subject to current client requirements. May contribute to future demolition waste, associated outputs, and public discontent.

4.12 Design and Production

Tick	Effect	Code	Condition	Aspect: an activity, product or service that can interact with the environment.	Risk: the potential for adverse change or threat to the environment.	Description of Impact: the change to the environment, adverse or beneficial, wholly or partially, resulting from an environmental aspect.
☒	LOW	12.04	Normal	Product life-cycle design and energy use.	GHG emissions; Unsustainable consumption; Depletion of virgin materials.	Creates extraordinary buildings for human endeavour, employment, and enjoyment. Creates wealth and social cohesion and interaction. Consumes and depletes resources, generates waste. If 'green field' site, destroys vegetation and habitats, displaces wildlife; reduces biodiversity.

5. Related Documentation

Tick to indicate below additional documentation required.	
☐	Indoor Air Quality Plan (IAQP)
☒	Site Waste Management Plan (SWMP)
☐	Transport Management Plan
☐	Water Management Plan

5.1 Environmental Reports

The Principal Designer has provided the Pre-Construction Information (PCI) information. The Pre-Construction Information Pack was issued by Tristan Moseley of Daniel Connal Partnership on 7th of May 2024.

Environmental reports/surveys commissioned for project:

- Asbestos Refurbishment Survey Ref: N-45889 by Acorn Analytical Services Limited dated 11th December 2023.
- Lead Paint Survey Inspection Report: 5123-1123 by Sysco Environmental Ltd dated 22nd of December 2023.

6. Legal Register

Portview employ a third-party consulting company (SHEQ Point Limited) to provide legal registers on a yearly basis which informs our in-house Legal Compliance Register. This ensures that we are up to date with all our environmental, legal, and regulatory requirements as part of our Integrated Management System (IMS). Copies of the legal registers by jurisdiction are saved on Procore.

6.1 Project Specific Legal and Contractual Requirements

A Section 61 Application under the “Control of Pollution Act 1974” is required.

7. Objectives And Targets

“We seek to protect our environment by exploring all possible alternatives to promote sustainable design and the use of recyclable products and renewable energy”.



We have developed objectives and targets to help us improve our environmental performance which is linked to the Environmental Aspects and Impacts Register. The register has assessed the environmental risks and described sustainability/environmental impacts arising from our activities, processes, or products used and provided, as part of our service. We will strive to prevent/reduce any pollution as a result.

Please refer to Appendix 1; Portview's ISO 14001:2015 certificate.

No.	Objective	Responsibility	Evaluation Criteria	Target
1	Legal compliance, zero incidents and zero enforcement actions.	Project Manager All staff Supply Chain	Annual ISO 14001 audit. Environmental inspections. Monthly incident reports.	0
2	Contribute to BREEAM or LEED certification.	BREEAM In-House Assessor	BREEAM project compliance and implementation toolkit w/Assessor validation.	N/A
3	%Waste to Landfill.	Waste Carrier	Landfill(T) / Waste (T)	< 1%

8. Sustainability & Recycling

Portview is aware of the impact of all our activities on the environment and on communities and seeks to manage and mitigate these impacts. The company's activities impact on the environment and communities through its:

- Supply chains' employment conditions,
- Direct and indirect use of non-renewable carbon fuels in its buildings and for passenger and freight transport via road and air,
- Use of scarce/non-renewable raw materials in the supply chains of the items it purchases,
- Use of harmful materials or high energy consuming processes in the production of the items it purchases,
- Disposal of waste products,
- Relationships with local communities where activities take place,
- Welfare of staff, visitors, neighbours, and other stakeholders.

Portview will follow the principles of adapt, reduce, reuse, repair and recycle in managing its environmental impacts to minimise these. We will also comply with all relevant legislation.

8.1 Supply Chain Employment Conditions

Portview will use the tools within its Supplier Pre-Qualification process to monitor and influence supply chain employment conditions. We will take reasonable steps to assess suppliers' policies and practices and will not purchase goods or services from a supplier if supply chain employment conditions are found to be, or suspected to be, unacceptable.

It is a requirement of our pre-qualification process for sub-contractors to understand and sign-up to our Anti-Slavery & Human Trafficking policy. We have processes and KPI's in place to track adherence.

Actions:

- Pre-qualify subcontractors prior to appointment.



- Monthly review of prequalification process performance via IMS Dashboard.

8.2 Use of Energy in Portview's Operations

Portview seeks to reduce the amount of energy used within our operations. Our largest energy stream is electricity used for lighting and computers. We actively encourage staff participation with simple measures such as switching lights and equipment off when not needed which can have significant impact on energy use. We promote the use of low-voltage, battery-operated tools for site works from both electrical safety and environmental impact perspectives.

We aim to buy and use energy in the most cost-effective, efficient, and environmentally responsible way possible. Our goal is to:

- Improve energy efficiency continuously by implementing effective energy management programs that support all operations and customer satisfaction while providing a safe and comfortable work environment.
- Raise awareness to all of our employees so that they may gain an understanding of the Company's energy performance and targets.

Actions:

- Promote an open culture where site staff collaborate to identify and reduce energy waste.

8.3 Transport

8.3.1 Transport Management Plan

This Environmental Management Plan is supported by a separate "Transport Management Plan" which defines requirements for the delivery and collection of materials, by-products, and waste arisings generated by the activities on site.

8.3.2 Staff Transport

By raising staff awareness of emissions caused by business related commuting and air travel, restricting travel to necessity trips only and using alternatives such as video/telephone conferencing, we can make savings in CO₂ emissions and money. We aim to implement travel arrangements that are of necessity, cost effective, and time managed. To achieve this, we will:

- Facilitate car-sharing where employees are planning to visit the same locations within a similar timescale.
- Encourage staff to avail of our Cycle to Work Policy incentives.
- Promote use of public transport where available and practical.
- Review journey necessity, by asking can the business objectives be achieved via e-mail, telephone, teleconferencing, or video conferencing?
- Plan flight and boat journey's well in advance of date of travel, when practicable so that cancellations may be avoided / used by others.

Actions:

- Monitor and measure Scope 3 GHG emissions via IMS Dashboard.



8.4 Procurement and Use of Materials

Our Buying Team will, where practical, investigate the materials and processes used to manufacture products. Where uses of scarce/non-renewable raw materials, harmful materials or high-energy consuming processes are evident they will refrain from purchasing those products wherever possible. If no cost-effective alternatives can be found the **Reduce, Reuse, Repair, Recycle**, principles will be applied. Materials to be avoided include timber from non-managed forests, asbestos, VOCs, and PVC. Portview will discourage suppliers from using excess packaging.

The goal of our procurement policy is to ensure that products and services purchased or contracted conform with the aims of our company's environmental policy. We will strive where feasible, to purchase environmentally preferable and sustainable products and services to meet the company's office and operational needs.

Wherever possible, purchasing decisions shall favour:

- Products that are from sustainable sources.
- Products that reduce greenhouse gas emissions or are made with renewable energy.
- Products that reduce the use of toxins hazardous to the environment, employee, and public health.
- Products that contain the highest possible percentage of post-consumer-recycled content.
- Products that reduce air and water pollution.
- Products that reduce waste.
- Suppliers who provide environmentally preferable products, and who can document the supply chain impacts of their efforts.
- Reusable products.
- Products that serve several functions (e.g., copier/printers) and reduce the overall number of products purchased.

Environmentally preferable products and services that are comparable in quality and price to their standard counterparts will receive a purchasing preference. In situations where the most environmentally preferable product is unavailable or impractical, secondary considerations will include production methods and the environmentally and consideration of the socially responsible, management practices, of suppliers and producers.

The purchase of environmentally sustainable products is part of our long-term commitment to the environment.

Actions:

- Perform quarterly supplier delivery and environmental performance appraisals.
- Ensure timber is FSC (Forestry Stewardship Council) certified or equivalent.
- Maintain as necessary, an EPD (European Product Declaration) register (BREEAM requirement).

8.5 Disposal of Waste, Re-Use and Recycling

See also section "16. Site Waste Management Plan (SWMP)".

Portview will only appoint and use Waste Contractors who have the relevant waste removal licences, and who with partnership experience, prioritise and support the **Reuse and Recycling** of waste products to mitigate disposal to landfill. We will implement waste-stream segregation and ensure hazardous and electrical waste streams are managed in compliance with our EMS requirements.

Our Buying Team and Quantity Surveyors will endeavour to give preference to products that can be disassembled



and recycled.

Portview have a waste carriers' licence for both GB & NI. All our waste contractors track our waste from each of our sites, reporting this to us via monthly waste reports. Copies of our waste contractors' licences and waste reports can be found on our internal management system Procore.

Actions:

- Ensure and monitor for legal compliance.
- Maintain register of Waste Carrier Licenses.
- Maintain register of Waste Transfer Notes received.
- Obtain monthly Waste Analysis reports from service providers.
- Obtain Consignment Notes for COSHH waste collections.

8.6 Relationships With Local Communities

Portview will endeavour to foster good relationships with local communities wherever it operates. This may include using local labour and materials. We will be pro-active to avoid causing nuisance e.g. noise, light, traffic, or other pollution to our neighbours and encourage communication between staff and local communities.

Actions:

- Letter informing neighbours about building works on site and potential disturbance and noise around the area.

9. Toolbox Talks, Training and Awareness

The development and maintenance of a safe working culture and an environmentally friendly workplace can only be effective if everyone is included and actively involved. The use of “toolbox talks” is an invaluable means of involving those most at risk - the employees, sub-contractors, and self-employed, without incurring any significant time or financial penalty.

Portview have produced a selection of “Toolbox Talks” to assist contracts managers, site managers, foremen, chargehands, etc, to implement an efficient system of conducting regular toolbox talks with minimum effort whilst hopefully achieving maximum gain.

9.1 Toolbox Talks – Environmental

Dust & Air Quality	Waste Hierarchy
Cement	Segregation of Waste
Segregation of Waste	Storage of Petrol/Fuel/Oils
Spill Control	Trees
Waste Management	Water Use Discharge
Washing Down Plant & Machinery	Nuisance



Waste Storage	Plants & Animals
Contaminated Land	Energy & Fuel Efficiency
Good Neighbours	Fuel & Oil

Actions:

- Deliver Environmental toolbox talks in consultation with Daily Activity Briefings.

10. Emergency Preparedness and Response

Through the Corporate Environmental Aspect's evaluation process, Portview has identified measures to mitigate, to prevent, and to respond to environmental emergency situations.

Each Portview van has been equipped with a spill kit and spill kits are installed as part of site set-up and environmental management arrangements.

A project-specific emergency response is detailed in the Construction Phase Plan.

11. Lighting

The provision of suitable and adequate lighting in support of Portview operations will be at lumen levels and for durations subject to any applicable local government regulations, client and/or project constraints including working time requirements, and thoughtful consideration of potential adverse impact on local communities and their known activities:

- Site Office: Should be suitably and sufficiently lit for the works taking place.
- Task Lighting: Should be installed into darkened areas providing suitable and sufficient lighting for the works taking place.
- Site Lighting: All walkways and workplaces should be sufficiently lit.

12. Noise

There is a statutory duty to control noise and protect workers and other persons from its effects. Excessive noise can cause permanent damage to the hearing of those exposed to it. Portview will implement practical steps to minimise noise exposure through:

- Silencers
- Use of suitable equipment
- Screens or absorption walls
- Reduction of noise at source
- Isolation of workers or wearing of PPE
- Damping – using insulating floor mounting.
- Warnings and Signage - marking of noisy areas as ear protection zones.



- Enclosure – surrounding the source with a good insulator.
- Changing the process, equipment, or location of the equipment
- Reduction of timeframes and noisy works

Portview will carry out works in accordance with the clients and or project rules, applicable regulations, guidelines, or constraints, and working time requirements, and give thoughtful consideration of potential adverse impacts on local communities and their known activities.

Our sub-contractors will be required to measure the amount of noise generated from their works if known to have the potential for causing short-term, excessive levels of disturbance, if otherwise unavoidable and ensure that noise reduction is implemented whenever possible.

Actions:

- Monitor noise as deemed necessary.
- Submit Section 61 Application under the “Control of Pollution Act 1974 as necessary.

13. Heating And Ventilation

The provision of heating and ventilation for the comfort and welfare of all staff will be in harmony with our health and safety and environmental goals to minimise energy consumption, from renewable sources where available, and meet our goals for lighting, energy, and noise control.

14. Dust And Fumes

This Environmental Management Plan is supported by a separate “Indoor Air Quality Plan” which defines requirements for:

- removal, dilution, and control of contaminate sources.
- pre-occupancy flush out.
- protection of HVAC systems from sources of pollution during fit-out.
- protecting indoor air quality of areas outside of the refurbishment.
- identifying and implementing third party testing.
- maintaining indoor air quality in-use.

Dust and fumes will be kept to a minimum while carrying out the works on site. All sub-contractor's works shall be risk assessed with suitable and sufficient control measures put in place. Portview's Site Manager shall carry out Daily Workplace Inspections and apply further control measures if required.

Actions:

- Perform Environmental Inspection at monthly intervals.



15. Water And Ecology

This Environmental Management Plan is supported by a separate “Water Management Plan” which defines requirements for the prevention of unlawful discharges or pollution of water courses situate adjacent to or near these works.

The project site is situated in Manchester City Centre within 5 minutes’ walk to Parsonage Gardens and 8 minutes’ walk to Piccadilly Gardens and River Irwell.

We are committed to the objectives of the UN Sustainable Development Goals (Goal 6: Clean Water and Sanitation, Goal 12 Responsible Consumption and Production), striving to protect the environment, achieve continual environmental improvement, and prevent pollution. We recognise that in support of the UN mission statement “to achieve a better and more sustainable future for all people and the world by 2030”, our EMS must guide sustainable development through creativity and innovation, promote responsible, sustainable, use of resources, to minimise waste generation and harm, to conserve and deliver on clean water.

Portview will consider the protection of all water courses situate adjacent to or near works. We will ensure that we protect the water quality and waterways during the construction and fit-out of premises in accordance with The Environment Agency and Canal and Rivers Trust. When appropriate we will review the optimum way to manage water as a resource to ensure that preventative measures are put in place to control any potential sources of pollution by:

- Developing a Water Management Plan (if required).
- Identifying potential sources of pollution.
- Providing welfare facilities which reflect, respect, and protect workplace diversity from approved service providers.
- Assessing the pollution risks to surface water which arise from the storage of oils, fuels, and other chemicals on site during construction activities.
- Establishing regular inspections to monitor the implementation of procedures, raise awareness, check for leakage, and to maintain the integrity of protective infrastructure.
- Defining construction activities with the potential to impact water.
- Complying with applicable regulations in relation to discharge to surface waters, groundwater abstraction, cement storage, onsite waste management.
- Completing a Water Directive Framework (WDF) assessment for works within 16 metres of a watercourse.

When applicable, protection measures will address:

- Erosion and sediment control
- Prevention of pollution
- Storage of materials
- Treatment of water prior to discharge using approved service providers
- Monitoring and reporting of water protection arrangements.

15.1 Surface Water

The project site is situated within Manchester City Centre. There is suitable, adequate drainage in place to capture rainwater and prevent surface water run-off onto adjacent premises.



Actions:

- Maintain site drainage infrastructure and guttering.
- Record any incidence of flooding.
- Perform Environmental Inspection at monthly intervals.

15.2 Legionella

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, a potentially fatal form of pneumonia and everyone is susceptible to infection. The bacterium are common in natural water sources and can be found in purpose-built water systems, cooling towers, evaporative condensers, hot and cold water systems and spa pools.

A Legionella Survey is required for this site.

16. Site Waste Management Plan (SWMP)

Waste management at Portview will comply with Environmental Procedure "EN Waste Management".

This Environmental Management Plan is supported by a separate "Site Waste Management Plan" which defines requirements for:

- legal compliance.
- the prevention of pollution.
- the segregation of waste.
- the management of COSHH waste.
- the collection and further processing of waste.
- the retention of required documentation.

Portview will ensure legal compliance and gives assurance that all requirements will be maintained on site during all phases of our fit-out works. To ensure site waste is disposed of correctly and safely, we will appoint an Environmental Champion to deliver on all waste targets, be the point of call on site for our sub-contractors and ensure conformance with all waste management rules and procedures.

Actions:

- Appoint Environmental Champion
- Produce SWMP.



Appendix 1: ISO Environmental Management System Certificate

  0012 	 Proud to be part of  CERTIFICATE OF REGISTRATION This is to certify that Portview Fit-Out Ltd 46 Florenceville Avenue Belfast Northern Ireland BT7 3GZ has been audited and found to meet the requirements of standard ISO 14001:2015 Environmental Management System Scope of certification Construction Fit-Out  Vicki Howlett General Manager - Certification UK Certificate number: 2613 Issue number: 2023-01 Certificate effective date: 9 May 2023 Certificate expiry date: 15 May 2026 Date of initial certification: 16 May 2014 Issuing Office: Warringtonfire Testing and Certification Limited t/a BM TRADA Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK Registered Office: Warringtonfire Testing and Certification Limited, 3rd Floor, Davidson Building, 5 Southampton Street, London, WC2E 7HA, UK Reg No. 11371436. This certificate remains the property of BM TRADA. This certificate and all copies or reproductions of the certificate shall be returned to BM TRADA or destroyed if requested. Further clarification regarding the scope of this certificate and verification of the certificate is available through BM TRADA or at the above address or at www.bmtrada.com/certified-companies/check-a-certificate The use of the UKAS accreditation mark indicates accreditation in respect of those activities covered by the accreditation certification number 012. For further information on bmtrada activities covered by UKAS accreditation please go to: http://www.ukas.com/search-accredited-organisation
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