

SCC ENVIRONMENTAL GUIDANCE NOTE FOR CONTRACTORS

This note is being sent to all SCC contractors to remind them of the need to comply with statutory legal requirements relating to the environment and as a reminder of good practice. Please forward this information to all sub-contractors and communicate it to your staff. This information is applicable to all contracts. Please consider how this applies to your operation/service provision.

SUFFOLK COUNTY COUNCIL ENVIRONMENTAL POLICY AND PROCEDURES

All contractors are:

- Expected to adhere to Suffolk County Council's environmental policy – see overleaf.
- Expected to meet all relevant environmental legislation associated with the activity that they are engaged in on Suffolk County Council's behalf.
- Expected to minimise their negative impacts on the environment by considering potential pollution risks, minimising waste and resource consumption and protecting Suffolk's environment.

Please read the following note and incorporate relevant actions into your work practices. For further information please contact the EMS Officer on 01473 264301

1. Management of waste

- Contractors should consider waste minimisation as part of their operation.
- Contractors should consider the recycling of materials whenever possible.
- If waste materials are to be stored on site they should be segregated.
- All waste should be disposed of via a licensed waste carrier and waste transfer notes kept.
- Hazardous waste includes; waste chemicals and their containers; anything contaminated with oil/fuel oil (including soil and all wastes generated by spill clean-up), fridges and other electrical goods, lamps, batteries, paints and solvents, wood treated with preservatives.
- If there is any doubt as to whether waste is hazardous or non-hazardous please call Waste Management on 01473 264790.

2. Management of Materials on Site

- All containers of chemicals and oils must be correctly marked to ensure proper use.
- All loading and unloading should take place in areas away from surface water/foul drains or water courses. If not, drains must be covered for the duration of the delivery, and water courses protected.
- Designated storage areas should be identified on sites.
- Bunded tanks/areas/catch trays are advisable for oils, solvents and chemicals.
- All chemicals and materials should be used in a manner that will avoid spillage.

3. Controlling use of raw materials, water and energy.

- Machinery and equipment should be switched off when not in use.
- Hoses/taps should never be left running.
- Raw materials should be handled and stored in such a way to reduce waste, and maximise potential re-use and recycling opportunities.
- All vehicles and plant should be regularly serviced to ensure safety and emission standards are met. When travelling, please consider travelling in an environmentally sensitive manner.
- Please reduce your paper consumption when possible. Think before you print!

4. Dealing With Spillages/Prevention of Pollution

- (Further information is available in the Pollution Prevention Guidelines produced by the Environment Agency).
- If chemicals and oils are to be stored on site, materials/procedures should be in place to clean up and/or contain any spill.
- Any spillage should be cleaned up.
- All materials used for the clean-up must be disposed of as hazardous waste. Hazardous waste can only be collected from hazardous waste registered sites.
- Any drains or water courses at risk from the spill should be protected as far as possible.
- Any land at risk from the spill should be protected as far as possible.
- If a water course or surface water drain has become contaminated or if ground contamination is a threat, the Environment Agency should be contacted.
- If any of the spill enters the foul water drainage system the Water Company (Anglian Water or Essex and Suffolk Water) should be contacted.

Environment Agency Hotline.

The 24 hour emergency hotline number for reporting all environmental incidents relating to air, land and water is 0800 80 70 60.

Essex and Suffolk Water Emergency Hotline
0845 7 820 999 (24 Hours)

Anglian Water Emergency Hotline
0845 7 145 145 (24 Hours)

5. Site Security

- Site security should be maintained to deter unauthorised entry.
- Materials, chemicals, pallets and waste materials shall be stored in such a way that fire risks and vandalism are minimised.

6. Handling Environmental Complaints

- Avoid causing a nuisance to residents or businesses (includes noise, dust, light, litter).
- Record any complaint and pass it onto an officer from Suffolk County Council – preferably to the project/contract manager or report it to the EMS Officer on 01473 264301.

SUFFOLK COUNTY COUNCIL'S ENVIRONMENTAL POLICY

Suffolk County Council is committed to the sustainable management of the local and global environment. We will strive to create Suffolk as the Greenest County by tackling the issue of climate change, reducing our carbon emissions, and protecting and enhancing the natural and historic environment. In delivering our services we are committed to meeting all relevant regulatory, legislative and other requirements, and preventing pollution, and to the continual improvement of our environmental performance. The Environment Panel will develop the Council's environment policies, targets and plans and will oversee the implementation of the Council's Environment Action Plan. We will be explicit about monitoring and measuring our progress towards achieving our plans and targets.

The Council recognises the importance of managing its own direct and indirect environmental impacts and will encourage other members of the community to reduce their negative impacts on the environment. We will seek to demonstrate to the community including businesses, the general public, the voluntary sector and employees, the benefits of improving environmental practices, reducing carbon emissions and managing resources. We will seek to involve these groups in decisions affecting the local and global environment.

The following objectives support the environment policy:

- a) We will manage and improve our own environmental performance through the implementation of an externally audited environmental management system to ISO14001. This will ensure that we undertake the following actions:
 - Prevent environmental pollution and minimise waste.
 - Reduce our carbon emissions.
 - Continually improve our energy efficiency and reduce our use of resources.

- Reduce the impact of vehicle travel by County Council employees
 - Implement sustainable procurement.
 - Minimise the impact on the environment of all existing and planned County Council activities.
 - Enhance biodiversity, conserve distinctive landscapes and protect the historic environment.
- b) We will ensure that sustainable development and design is a fundamental element of our policies and activities.
- c) We will champion environmental awareness and sustainability to staff and Suffolk's communities.
- d) We will involve and consult the public on issues affecting the local and global environment.
- e) We will work in partnership with other organisations and through education, advice and regulation help to bring about environmental protection and enhancement.
- f) We will champion Suffolk's ambition to create the Greenest County and will contribute actively to achievement of this ambition.
- g) We will work with business to develop a greener economy in Suffolk.

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