

Environmental Policy Statement

Burbidge & Son Ltd is keen to demonstrate sound environmental performance by controlling the impact of its activities, products and services on the environment and by complying with the relevant environmental laws and regulation.

Burbidge & Son Ltd aims to minimize pollution by the use of environmentally sound processes, practices and materials including efficient use of resources, process changes, control mechanisms and recycling, wherever possible. The significant environmental aspects associated with many Burbidge & Son Ltd activities relate to emissions to air and waste management.

Burbidge & Son Ltd monitors the effect of its activities by objective measurement and/or site audits wherever possible. This monitoring is undertaken by independent specialists in addition to the normal management procedures. Effective monitoring and measurement allows Burbidge & Son Ltd to gauge its environmental performance, identify problem areas where improvements can be made and to quantify the improved performance.

Burbidge & Son Ltd recognizes that to achieve an effective environmental management system it is important that training is given to relevant personnel whose work may have actual or potential impact on the environment.

Burbidge & Son Ltd is moving towards an Environmental Management System based on the EN ISO 14000 series of standards. This includes an environmental policy which states intentions and principles in relation to environmental performance and an environmental target which gives a performance requirement that is quantified where practicable.

The policy shall also include a commitment to continual improvement in an effort to reduce the environmental impact of the activities. Following the guidelines in EN ISO 14001, Burbidge & Son Ltd will consider the implementation of best available technology, where appropriate and where economically viable, in co-operation with the relevant national and local government authorities.

At all times Burbidge & Son Ltd will maintain close links with the local authority environmental officers and will ensure that its employees are informed, instructed and trained in the proper handling and discharge of substances likely to harm the environment.

B.J.Burbidge

Managing Director
7th September 2007

Environmental Policy and Procedure

1. Purpose

This policy outlines the procedures, requirements and responsibilities relating to environmental matters concerning the processes permitted by the local authority under the PPC Regulations.

2. Policy

Burbidge & Son Ltd is committed to compliance with all laws and regulations applicable to the permitted processes and to reducing environmental impacts from these processes. Excellence in environmental management through process improvements, good manufacturing and pollution control practices and employee education is a primary management objective and the responsibility of every employee.

3. Scope

This policy is applicable to both the Burnsall Road and Awson Street sites of Burbidge & Son Ltd.

4. Responsibility

The Operations & Manufacturing Director is responsible for the review and interpretation of environmental laws and regulations, and providing assistance to both sites regarding compliance with local and national requirements.

The Operations & Manufacturing Director also has responsibility for overall administration of planning and compliance with environmental requirements and for providing technical and administration assistance to the manufacturing sites.

Site managers are responsible for the implementation of, and adherence to, this policy and procedure within their sites.

5. Definitions

Regulated Substance- any substance with respect to which employee exposure, storage, use or other handling is controlled by national or local regulation.

Regulated Waste- any waste the disposal of which is controlled by national or local regulation as a “special waste”, “hazardous waste”, toxic waste”, “industrial waste”, or similar term.

Environmental Consultants- external independent consultants experienced in matters connected with the relevant environmental protection, planning and procedures.

6. Procedure

Environmental Assessment

The Operations & Manufacturing Director shall make arrangements for an annual environmental assessment for matters relating to the permitted processes on each site.

This assessment shall include inspection and testing of all facilities which pose a threat of release into the environment of regulated substances or regulated waste.

Environmental Action Plans

The Operations & Manufacturing Director together with the site managers and environmental consultants shall develop and maintain an environmental action plan. This will address:

- All issues identified by the latest environmental assessment
- Emissions and waste reduction efforts
- Any additional risk identification and reduction
- Compliance programmes
- Compliance problems
- Permit renewal

These plans shall be updated every 6 months.

Reporting

An annual report relating to regulated substances on each site shall be prepared when required by the permit by the site manager and environmental consultant.

Additional reporting relating to other aspects e.g. spillage or abnormal emissions, shall be reported by the site manager to the local authority as required in the relevant permit.

Environmental training

The site managers and environmental consultants shall be responsible for recommending and ensuring that adequate and appropriate training is given to employees involved in environmental protection matters.

7. Processes

7.1 Permit PPC/009 WOOD DUST (Burnsall Road)

Burnsall Road operates a dust extraction system to remove all wood waste and dust from the sites machinery. Waste is extracted through sealed pipework into one filter unit, which has filter bags inside. It is then transferred into a 40ft trailer unit which when full is exchanged for an empty one by a contractor.

7.2 Permit PPC/010 WOOD DUST (Awson Street)

Awson St operates a dust extraction system to remove all wood waste and dust from the sites machinery. Waste is extracted through sealed pipework into three filter units, which have filter bags inside. It is then transferred into a 40ft trailer unit which when full is exchanged for an empty one by a contractor.

7.3 Permit PPC/045 COATINGS (Awson Street)

The factory operates an automated paint line, which consists of two denibbing machines; two spray cabs and series of tunnels of heated air and ultra violet lamps for drying. The product can be stained, tinted, primed, base coated and top coated in various different combinations to achieve the required finish. There are also a number of dry booths for hand spray operations, which use filter medium and the product dries in normal air.

8. Management of the processes

8.1 Wood dust permits PPC/090 and PPC/010

To ensure the process is compliant the following procedures are in place.

1. Weekly inspections (see appendix 1) are carried out by the factories Health and Safety team, which check for leaks and any abnormal occurrences. Defects are noted on the inspection sheet and presented to the works manager who in turn will take appropriate counter-measures.
2. Various team leaders monitor the dust trailer. When the indicator windows on the trailer are full this prompts the team leader to inform the manager of the need to change trailers over. An outside contractor is then notified. The trailer will be emptied with the assistance of trained team members in accordance to the change over procedure.
3. Where ever possible leaks to the trailer will be contained /repaired onsite. However in the event of a major leak action will take place in accordance with the dust spill procedure.
4. Maintenance of the system is carried out periodically by team members or with contractors. Filter bags are changed on a four yearly cycle and all records keep in the log book.

8.2 Coatings permit PPC/045

To ensure the process is compliant the following procedures are in place.

1. Paint and solvent usage is monitored on a monthly basis. Suppliers send information to the manager showing quantities bought and various empirical data. This is then tabulated to calculate the VOC figures. Target is a one to one ratio.
2. Waste solvent is handled in two ways. Firstly small quantities are put in the onsite-recycling machine, which is used on a daily basis. Secondly larger quantities are taken off site by a contractor who will recover the solvent for resale.
3. When tins are empty they are put in a crusher and squashed. These items are then bagged and sealed to ensure smells do not escape to atmosphere.
4. Water based cleaning solvent is also used on site.
5. Automated spray cabs are maintained twice daily. Manometers are fitted to help determine when filter media should be changed. These are bagged before disposal.
6. Intensive maintenance is carried out with the aid of authorised contractors or the manufacturers' engineers.
7. Only trained team members are allowed to operate the automated paint line.

8. Hand spray cabs are of the dry backed booth variety and are fitted with manometers. This aids the maintenance of filter media, which is carried out on a weekly basis by trained team members. Results and actions of the maintenance for each booth are recorded on a sheet, which located on the side of each booth.
9. In the case of spillage of paint/solvent the appropriate action will take place.
10. Where necessary any monitoring of emissions is carried out by an authorised person in compliance to standards lay down by various legislation.
11. It is company policy to constantly review all new technology and materials from manufactures and suppliers alike. To this end time is allocated for trials on the two paint processes to further improve compliance. Staff from the company are proactive in visiting shows and exhibitions concerning coatings technology. Visits to laboratories and test centres of numerous manufactures also take place to trial new methods.
12. Periodically the company also has internal audits completed by external bodies such as Environwise. This assists the company to see how improvements can be made, to bench mark against our peers and also pick up on any new techniques or legislation that maybe in the future.