

Environmental, Waste Management (including Sustainability) Policy

eventhireGroup

Purpose

The purpose of this document is to outline the requirements for a sound environmental and waste management system, relating to the activities undertaken by Event Hire Group. This is to ensure conformance and compliance with the standards expected by Event Hire Group's management system. In addition to any applicable industry standards and legislation.

Scope

This document is applicable to all personnel undertaking activities on behalf of Event Hire Group. Any local or specific client requirements that result in a deviation from these instructions will not be the company's responsibility, and therefore to be considered outside the scope of this document.

Information

Environmental and waste management is an area that has seen an increase in legislation across the country and regions in which Event Hire Group operate; sustainability naturally sits inside this topic. Event Hire Group will in certain countries that we operate within, experience challenges in implementing the standards it requires and aims to achieve due to local issues. These will be accounted for within the relevant Environmental Register and HSE Plan, although in these countries Event Hire Group will always meet local legal requirements as a minimum standard.

Event Hire Group operates from various locations and bases in which the life support and working facilities are provided by the client. This can limit the ability of Event Hire Group to manage or directly influence any environment and waste risks/issues.

Typical environmental management measures expected to be taken by Event Hire Group within its current operations undertaken (list not exhaustive):

- a. Setting environmental objectives as part of the overall HSE Strategy and development of HSE plans.
- b. Training and awareness for employees on environmental matters.
- c. Identifying waste streams for management (see below).
- d. Correct storage facilities, handling and transport procedures for substances or articles which can cause environmental damage or pollution.

Waste Management

Waste management relates to the production, handling, safe storage, transport, collection and disposal of waste. Dependent upon the activity that is conducted, product used, or the type of waste produced, the waste could fall into a number of categories including controlled or hazardous waste.

Typical waste streams that are expected to be produced by Event Hire Group within the conduct of our business are (list not exhaustive):

- a. Paper, Cardboard and Packaging (e.g. general office waste).
- b. Electrical Equipment (e.g., Redundant IT equipment).

Environmental, Waste Management (including Sustainability) Policy

- c. Hazardous Waste (e.g., waste oils from vehicles, batteries).
- d. Wastewater from accommodation areas and offices (Grey / Black water).

Sustainability

Sustainability attracts many different opinions into what it represents and how it is defined. In Event Hire Group we are looking specifically looking at conserving an ecological balance by avoiding environmental impacts through the work we conduct and maintaining a limited impact throughout the life of our projects/operations.

Responsibilities

Managers and Team Leaders

Managers and Team Leaders are responsible for ensuring that employees or consultants under their control have been provided with suitable training regarding environmental and waste management. This includes the controls/risk mitigation measures to which they are expected to contribute to.

Managers and Team Leaders are responsible for ensuring that employees or consultants do not conduct work that can pose a risk to the environment without the relevant assessment of the aspects and impacts in place. The assessment should also account for the risks to employees or consultants in conducting the tasks with standing operating procedures in place that covers the task employees or agency staff.

All employees or temp staff of Event Hire Group are to ensure that they follow the relevant environmental aspects and impacts register, risk assessment and standing operating procedure for any task that they undertake. This includes using any identified equipment or techniques and following the provided instruction, information and training provided by Event Hire Group.

All persons employed or hired by Event Hire Group are to ensure they make themselves aware of the relevant standard operating instructions and standing operating procedures that are applicable to their tasks. Adherence to the requirements laid out in these documents is required at all times.

Requirements

Ensuring good environmental and waste management practice requires many areas to be considered and certain requirements to be followed successfully. The sub sections below relate to areas that when followed will allow for good standards of management and performance relating to the environment to be achieved.

Environmental Aspects

Before we manage our environmental responsibilities, we need to understand initially what environmental aspects apply to our operations. This is the natural first step in the process and is to be conducted before starting to look into the management options.

Duty of Care

In the United Kingdom and other European countries, legislation specifically makes note of a duty of care owed by an employer/company in ensuring that good environmental management is conducted. By adopting these main principles laid out below, Event Hire Group can ensure a compliant environmental management system and thus achieve an excellent environmental performance.

Environmental, Waste Management (including Sustainability) Policy

The general duty of care principles focusses on the following points:

- a. **Responsibility** – Being responsible for the management of waste from the moment it is produced until it is transferred (see Waste Transfer information later in this SOI) to a waste collection facility or company.
- b. **Storage** – Ensuring that waste is stored correctly and securely and that any substances that pose a risk to the environment are managed when in storage accordingly.
- c. **Transport** – If transporting waste or substances that pose a risk to the environment, ensuring this is to be done correctly with the right information and equipment made available (see Transport section below).
- d. **Monitor service providers** – Checking that any waste service providers are removing and managing the waste correctly. In the UK these providers will need to be authorised and licensed by governmental bodies
- e. **Monitoring waste produced** – Monitoring the waste produced through maintaining & completing a waste register.

Pollution Prevention

When examining the way that we manage our environmental risks and waste, we need to ensure that we mitigate against the risk of pollution. The best way in which to establish this is to prevent the pollution from initially occurring. Examples (list not exhaustive) of typical pollution prevention measures that can be incorporated by projects include:

- **Suitable Storage** – Suitable storage includes ensuring that containment systems are in place. This could include bunding or drip trays and the use of storage locations which are planned to prevent accidental collision e.g. from vehicles. In addition to the containment and prevention of collision, using the correct specification of containers will help to prevent leaks.
- **Identification of Drainage** – Identifying drainage or areas in which any substances can enter freely into drains or general watercourses. Any risk mitigation measures need to be identified in line with the risk e.g. the need for an interceptor in areas with a risk of oil leaks that may potentially enter the drainage system.
- **Maintenance Activities** – Maintenance of equipment provided for pollution prevention is essential to ensure it is in suitable working order.
- **Good Waste Management** – Ensuring that good waste management is in place could simply be through the regular emptying of bins to prevent overflowing (overflowing could lead to materials leaving the receptacle and causing pollution). Ensuring that the waste management system that is in place is easy to manage will increase the likelihood of employees adhering to the requirements.
- **Planning of activities that could pose a risk of pollution** – good planning of activities that could pose a risk of pollution and ensuring good management of the risk is in place are both essential. An example is identifying the need to refuel and therefore establishing a refuelling point at the work location in which vehicles can refuel and top up oil levels. This area would be set up to prevent pollution i.e. non-permeable material laid down for vehicles to drive on to before refuelling takes place.

Environmental, Waste Management (including Sustainability) Policy

- **Emergency Response Plans** - Emergency response plans can help to prevent pollution by ensuring that a sufficient response is in place for when an incident takes place to reduce the risk of serious damage being caused. At the very least emergency response plans may not prevent pollution initially but can provide a way of preventing it from escalating into more serious damage or provide a means in which to remediate the damage.

Energy and Resource Management

Environmental management needs to not only focus on the production of waste or hazardous substances but the use of energy and resources, areas of which can affect the environment. Examples:

- a. Use of electricity within buildings.
- b. Use of vehicles and generators.
- c. Supply of goods e.g., packaging, stationary products.
- d. Water consumption.

Simple objectives and ways of managing this aspect include for example:

1. The monitoring of the usage of fuels, electricity and water etc. and the setting targets in which to reduce energy and resource use e.g. ensuring equipment is switched off when not in use, chargers are unplugged, and equipment is not left on standby.
2. The installation of timer switches to ensure items not required to be on in non-office hours are automatically switched off. Especially useful if you have oil filled radiators or similar portable heating that is left on to keep a room warm for the next day, this way you can switch it on an hour before entering the office.
3. The use of technological advances may also help through the purchasing of energy saving equipment and by ensuring peak performance through the adequate maintenance and servicing of current equipment. This even includes the swift maintenance of leaking pipe to see to any leaks or drips.
4. Maintenance of vehicles to keep them running efficiently and ensuring engines are not left running needlessly.
5. Installation of water reduction equipment to showers, taps and toilet systems, for example water efficient aerators.
6. Self-closures on doors to ensure they are kept closed when air conditioning or heating is used to reduce the loss of heat or from the loss of the chilled air.
7. Promoting the reduced need to print documents unless necessary.
8. If laundry & cleaning facilities are used, washing clothes and equipment at 30 degrees Celsius will save energy. In addition, optimization and a full load policy will save on water consumption.
9. The adjustment of air conditioning by setting it one degree higher or setting heating at one degree less will help to save energy.

General Waste Management and Hierarchy

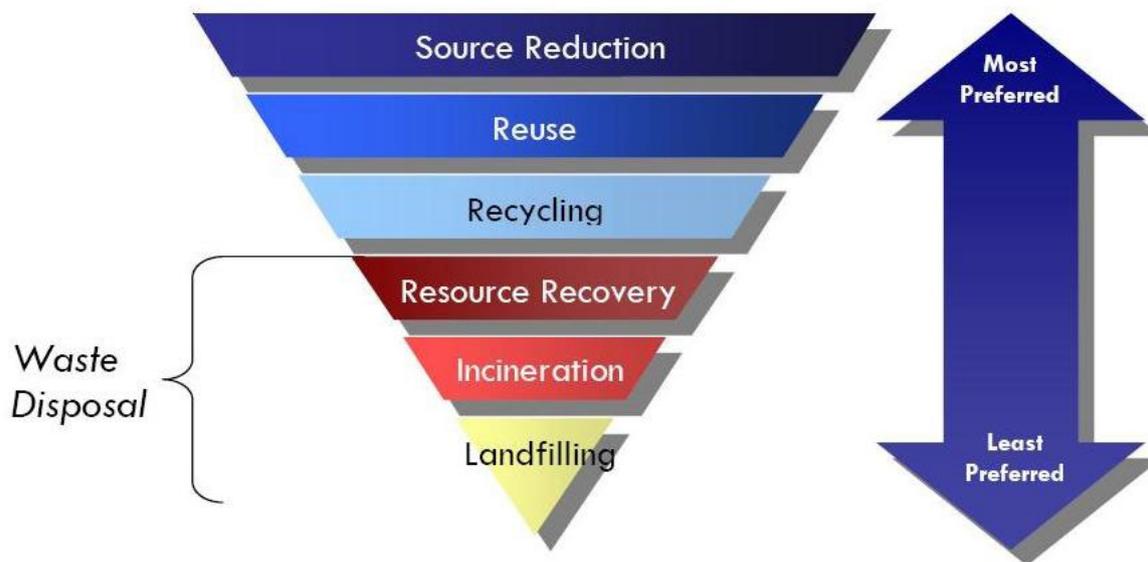
The following Event Hire Group waste management principles apply to all contracts:

- a. Event Hire Group does not own or assume ownership of wastes generated on behalf of or by other parties unless expressly indicated within hire agreements.

Environmental, Waste Management (including Sustainability) Policy

- b. It is expected that the Client or supplier will take full for the “cradle to grave” management and financial burdens of the handling, transporting, and disposal of waste generated on their project or site.
- c. Only when Event Hire Group is the owner or lessee of a facility will we assume the ownership of the waste it generates and will then subcontract and manage waste using approved vendors for the handling, transportation, and disposition of materials.

When managing our waste, the emphasis needs to be on the planning and management of the waste streams produced or dealt with by Event Hire Group. As part of this process the hierarchy of waste management (as pictured below) should be followed when looking at each individual waste stream.



- a. **Source Reduction** - Reducing the waste at source which can be achieved through the promotion of schemes such as avoiding unnecessary printing of emails and documents.
- b. **Reuse** - Is there a use for the article instead of sending it straight into a waste stream, garden waste turned into compost, grey water (sink / shower waste) utilised to flush the toilet systems are examples of reuse.
- c. **Recycling** - Involves articles not being reused in their current form but being utilised elsewhere such as plastic bottles that will be melted and remoulded for other uses and production.
- d. **Resource Recovery** - The collecting and separating of certain waste materials for processing into new forms, which will ultimately be marketed as raw materials for new products.
- e. **Landfilling** - Once other options have been exhausted the final option is to place the item into landfill as a final means of disposal.

Hazardous Waste Management

Hazardous waste is any waste product that by its very nature has hazardous properties. Hazardous waste is subject to legislative requirements in the UK, in which only licensed operators can handle and dispose of such waste.

Environmental, Waste Management (including Sustainability) Policy

Hazardous wastes and non-hazardous wastes must not be mixed and should be both segregated and stored in appropriate containers. It is the responsibility of the waste producer to identify whether the material is hazardous/non-hazardous and to dispose of this correctly.

The handling of hazardous waste can pose a risk to employee's health and safety. Therefore, an assessment of the risks from handling such waste must be conducted before activities are undertaken.

Waste Management Plans

The site-specific environmental plan will identify if Event Hire Group is the owner and responsible party for waste management of its operations.

This waste management plan will allow for Event Hire Group to establish a suitable framework in which to manage its environmental responsibilities. The waste management plan looks at different aspects of waste management to help management identify any reduction or environmental improvements that can be made to the waste streams. The specific elements of the waste management plan should include:

- a. Waste stream
- b. Waste type
- c. Expected amount to be produced over the year
- d. How the waste is collected and stored
- e. Management and control of waste stream, specifically
 - Source reduction
 - Re-Use & Recycling
 - Waste disposal

Waste Removal and Transportation

When waste is being removed (known generally as waste transfer) from a location of which Event Hire Group is responsible for the management of the waste then this must be recorded.

On completion of every waste transfer the signed transfer/consignment note must be completed, filed and then the waste register completed.

Any waste that is being transported needs to be fastened securely within the collection vehicle e.g. nets or sheeting over the top of the waste to prevent falling materials when in transit. This will help to prevent the risk of pollution and also objects interfering with the driving of vehicles e.g. cardboard blocking view of a driver when falling onto a vehicle and help to ensure road safety of the other road users.

Transport arrangement for the waste should fall into line with the identified standards in the hazardous substances standard operating instruction.

Environmental, Waste Management (including Sustainability) Policy

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Sustainability

Through the implementation of these ISO 14001 compliant best practices, Event Hire Group demonstrates its commitment to being an environmentally friendly company and achieving the highest standards possible. Thus, showing a commitment to ensuring sustainability through its business operations.

Identifying impacts on the environment

- a. Climate change implications.
- b. Depletion of resources.
- c. Environmental aspects associated with maintenance, disposal, and decommissioning.

Purchasing and operational management

When purchasing goods and equipment, the buyer must consider any environmental issues, and endeavour to procure from a sustainable and reputable source. In the event hire industry, challenges are posed by the fact that a lot of the products and services we need to utilise are specialised and not readily available. The maintenance of equipment, correct asset control and reassigning of equipment ensures a longer life span and more sustainable practices.

Training and Awareness

All staff should be made aware of their responsibilities through the environmental awareness training. The following are types of training that could be provided by Event Hire Group:

- a. All employees will receive an induction that will cover, amongst other issues, their environmental roles and responsibilities.
- b. Toolbox talks will be used to provide controls to site/operational centres on key issues, typically these will focus on spillage controls and waste issues.



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