



**Site Services**

**'Langdale'  
51 Woodham Park Road  
Woodham  
Surrey  
KT15 3TN**

# **Recycling Policy**

**Revised June 2018**

# **CPH Site Services**

## **Recycling Policy**

**Revised June 2016**

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### **Recycling Policy - principles and objectives**

CPH Site Services will make every endeavour to prevent or reduce the amount of waste taken to landfill by means of recycling, re-use or reclamation or any other process with a view of extracting secondary materials.

## **CPH Site Services**

### **Company Recycling Policy**

The name and address of the Company is:

CPH Site Services Ltd  
'Langdale'  
51 Woodham Park Road  
Woodham  
Surrey  
KT15 3TN

Telephone:- 01932-350979

The Company's primary business activity is that of demolition and internal strip out works for both domestic and commercial clients in most instances in the role of Contractor to Principal Contractors within the construction industry.

### **Part 1 – General Policy Statement on Recycling.**

- It is the Company's stated policy to fully recognise and comply in every respect with all relevant sections of the following:
  - A. Environmental Protection Act 1990.
  - B. Environment Act 1995.
  - C. Information on the Waste and Emissions Trading Act 2003.
  - D. The Producer Responsibility Obligations (Packaging Waste) Regulations 2010.
  - E. The Finance Act and Landfill Tax Regulations 1996.
  - F. The Waste Minimisation Act 1998

- It is further the Company's stated Policy to continue, as far as is reasonably practicable, the recycling of materials arising from all aspects of works by providing its' employees with adequate information as they require for such purpose.
- The Company will ensure that first day induction training together with an assessment to training needs will be afforded to each new employee.
- The Company will ensure that each of its contractor's representatives will be made aware of the contents and requirements of this policy in matters relating to recycling.
- This Policy will be kept up to date to take account of any changing circumstances and to ensure this; it will be reviewed annually or in the event of any new revised statutory regulation being implemented.
- The Company's Directors and Senior Managers are committed to the implementation of all of the contents of this Policy and will ensure that adequate resources so to do are made available.
- It is every employees and contractor's responsibility to co-operate fully in the implementation of this Policy and to consider it their duty to the environment.
- The allocation of duties for recycling matters and the particular arrangements, which the Company will make to implement its Policy, are all contained in the following pages.

**A copy of this Policy is to be made available to all employees.**

**A copy of this Policy is to be made available to all contractors.**

**Any part of this document that is not understood by any employee or contractor should immediately be brought to the notice of a Company Director or Manager and a clear explanation sought.**

Signed .....  
(For and on behalf of CPH Site Services Ltd)

Name. Clifford Harley

Date. June 2018

## **Part 2 – Organisation For Implementing The Policy.**

- 2.1 Whilst it is every employees and contractor's duty to work at all times within the framework of the Company's Policy, the specific lines of communication and responsibility are as follows:-

### **Mr C P Harley**

With overall and final responsibility for recycling together with provision of adequate financial resources.

With responsibility for reviewing and updating the Policy and preparation of specific types of recyclable materials arising from certain aspects of works.

### **Mr C P Harley**

With specific responsibility for implementation of the Policy commitments within the environment together with the resource of specialist advice.

### **Site Managers.**

With responsibility for day-to-day implementation of the Policy and for liaison with, and undertaking any specific client requirements, together with control of operatives and domestic contractors.

### **Site operatives and Contractors.**

Responsible for working at all times in accordance with the Policy and any specific client requirements.

## **Part 3 – Arrangements For Recycled Materials**

### **Roof Covering (tiles & slates)**

All salvageable roof coverings will be removed prior to the commencement of any works.

Once removed all salvageable roof coverings will be forwarded onto roofing specialist for re-use on new and existing constructions.

Where not practicable roof coverings will be removed from site via 15m<sup>3</sup> truck to a crushing plant where they will be pulverised to form road base materials etc.

### **Timber**

Where practicable all timber will be removed for re-use in new and existing constructions.

Where not practicable timber will be removed and shredded for re-use in re-constituted boards, such as 'Sterling' board.

### **Bricks and blocks**

Where practicable all bricks and blocks will be removed, cleaned and palletised for re-use in new and existing constructions.

Where not practicable bricks and blocks will be removed from site via 15m<sup>3</sup> truck to a crushing plant where they will be pulverised to form road base materials etc.

Alternatively the bricks and blocks can be crushed on site and re-used at the same location.

### **Metals**

All metals will be segregated into ferrous and non-ferrous metals.

All metals will be transported to a metal recycling facility for re-constitution.

### **Plastics (windows, facias, guttering etc.)**

Where practicable all plastics will be removed to a specialist facility where they will be granulised for re-constitution

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Glass

Where practicable all glass will be removed to a specialist facility where they will be granulised for re-constitution

Hardcore

All hardcore will be removed from site via 15m<sup>3</sup> truck to a crushing plant where it will be pulverised to form road base materials etc.

Alternatively hardcore can be crushed on site and re-used at the same location.

Concrete

All concrete will be removed from site via 15m<sup>3</sup> truck to a crushing plant where it will be pulverised to form road base materials etc.

Alternatively concrete can be crushed on site and re-used at the same location.

**N.B. In the instances where recycling on site is not practical, CPH Site Services will only employ waste disposal companies with suitable recycling facilities and implement their own recycling policy.**

**Target percentages for recycling materials.**

Roof Coverings	80%
Timber	80%
Bricks	80%
Metals	100%
Plastics	50%
Glass	50%
Hardcore	100%
Concrete	100%



#### **Part 4 – Concluding Statement.**

All employees and contractors should in addition to all of the foregoing be aware that they have a legal as well as a moral responsibility to:

- Carry out all instructions given to ensure the Policy reaches its targets.
- Have a broad knowledge of the Regulations and conform to all instructions or advice given by any Manager or other person with a responsibility for recycling.
- Realise that employees and contractors have an environmental obligation to recycling as much as possible to reduce immediate impacts to the environment and thus reduce the amount of waste being deposited in landfill sites.