



# Kingstown Furniture Limited

## Environmental Policy

### **Overview**

It is the aim of the Directors to constantly acknowledge, and accept full responsibility for any effect that the company could have on the environment, as a direct result of the manufacturing and any related processes conducted by Kingstown Furniture Limited.

To this end, the Company has appointed a responsible person to act on behalf of the Directors and advise them of any issues that relate to this policy or of any issues arising that are in conflict with this policy.

It is the Company's policy to manage and control those activities that could directly pollute land, air or water as a result of its activities and also to manage and control any impacts on the environment by means of using energy and raw materials efficiently and thus reduce waste.

The Company acknowledges the need to contribute to sustainability by the efficient usage of raw materials, the reduction of waste and the recycling of materials wherever reasonably practicable.

The following, outlines the control measures currently adopted, to ensure best practices and best techniques are being used.

### **Raw Material Usage**

Sheet material for product manufacture is optimised before it is cut to ensure that maximum yield is attained.

### **Extraction System**

The investment in a high quality extraction system allows for the recycling of sawdust by burning in a sophisticated, electronically intelligent boiler system to generate heat for the factory and process lines, thus being self sufficient.

Energy, in the form of heating, is further reduced, by the recycling of warm, filtered, clean air back into the factory from the extraction system.

Dust to atmosphere is controlled by the use of the dust extraction system and a daily log is kept of any observations made. Any breakdown in this system that might inadvertently introduce dust to atmosphere is reported immediately to the local Environmental Protection Department under specific Authorisations.

### **Noise Pollution**

In order to keep nuisance noise to a minimum we have a policy of keeping factory doors closed during dusk to dawn hours.

The company also has a philosophy of a machine purchase policy which pays due regard to baffling noise at source with the use of fitted acoustic hoods.

### **Hazardous Waste**

Our nominated person controls all waste that is known to be hazardous, under the Control of Substances Hazardous to Health Regulations. This includes liaising with nominated approved and certified Waste Carriers and the recording of controlled removal from site with the relevant documentation.

All special wastes will be handled and removed from site in accordance with the Carriage of Dangerous Goods (Classification, Packaging and Labelling) Regulations 1996 and the Special Waste Regulations 1996

This policy also includes the removal of clinical waste generated from First Aid activities.

### **Protection of Water Courses.**

Any hazardous waste substances emanating from our manufacturing process will not be disposed of down drains or sewage but will be correctly disposed of under the section 'Hazardous Waste'.

All internal water systems are to be regularly monitored and maintained against Legionella bacteria by the regular inspection, cleaning and testing of any storage tanks or shower heads

### **Contamination of Land**

Any hazardous waste substances emanating from our manufacturing process will not be disposed of on land but will be correctly disposed of under the section 'Hazardous Waste'.

The risk of leakage from any temporarily stored drums of waste has been assessed as low due to its location, storage methods and quantities being kept to a minimum before removal from site.

### **Duty of Care**

The company undertakes to conduct audits of all nominated registered waste carriers to ensure that our waste streams are correctly disposed of and thus satisfy ourselves that none of our waste streams are illegally disposed of.

### **Volatile Organic Compounds**

Under this policy the company undertakes to reduce the emissions to atmosphere of volatile organic compounds by converting materials, where reasonably practicable, from solvent based products to water-based materials.

Cleaning solvents will be recycled on our own premises through the purchase of solvent recycling units.

The company will endeavour by these practices to maintain full compliance with regulating Authorisations as laid down by the Local Environmental Protection Division.

It should be noted that due to consistently low emissions of VOC over a 5 year period, due to best practice in reducing solvent levels in our coating processes, that we have gained exemption from monitoring by the local authority.

Full compliance in terms of VOC emission is via the Mass Balance route.

### **Other Emissions**

Controlled emissions from our boiler system will be regulated and monitored under the guidance of the local Environmental Protection Division and the guidelines as laid down in the relevant Authorisations.

### **Non Hazardous Waste**

All waste streams that are known to be non-hazardous will be segregated by material specific for recovery, recycling. These will include: Cardboard, Metal, Wood, Polythene and PVC. All other non-hazardous waste will be regarded as general waste suitable for landfill. Once segregated, all afore mentioned non-hazardous waste will be removed from site via the local transfer station.

Office waste paper will also be separated from general waste and recycled.

### **Disposal of Confidential Waste**

The disposal of any personal data or business data either stored electronically or in a 'filing system' will be controlled by shredding on site using a contracted industrial shredding machine as a means of complying to the Data Protection Act. Destruction of such data will take place on a monthly basis notwithstanding any legal requirements to retain information for a set period of time.

### **Packaging Waste.**

It is the company's policy to reduce waste at all levels and thus reduce raw material usage. Wherever possible this will be done by product re engineering.

Any packaging waste will be recovered or recycled in compliance with the Producer Responsibility Obligations (Packaging Waste) Regulations 1997 and will be supported by the production of Packaging Recovery Notes as laid down by those Regulations and in conjunction with the Environment Agency.

### **Sustainability**

As we are committed to the principle of a sustainable forestry ecosystem, it is the policy of Kingstown Furniture Limited to endeavour to only use any solid timber or timber derivatives in our production that have been sourced from those forests that are well managed or have been Forestry Steward Council (FSC) or World Wildlife Fund (WWF) accredited, or their equivalent, such that we are satisfied that the lives and livelihoods of indigenous people are not endangered along with rare fauna and flora and wild animals.

We will endeavour to attain a Chain of Custody as far as is possible with existing and new suppliers.

**Waste Electrical and Electronic Equipment (WEEE)**

All electrical and electronic equipment will be disposed of as laid out in the Electrical and Electronic Equipment Regulations 2007 by arrangements with the distributor or via a registered waste carrier for any 'end of life' items.

**Maintenance of this Policy**

It is the Company's intention to review this policy on a bi - annual basis in order to monitor its effectiveness and update as and when necessary to comply with new or amended environmental legislation that may be in force at that time.

**Availability of this Policy**

This policy will be made available throughout all levels of the company and to the public on request.

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Signed on Behalf of the Board of Directors

health&safety/environmentalpolicy/mm/June2003  
Reviewed 2005  
Reviewed 2007  
Addition November 2007 (DPA and WEEE)  
Reviewed 2009