

APPENDIX 1: Environmental Guidance

This Environmental Guidance is a summary of the information provided to Shaftesbury's staff, managing agents and consultants as to the environmental issues which they must address to comply with the Corporate Responsibility Policy.

A. Legislative Compliance

The Company's consultants, managing agents and sub-contractors are required to have regard to all current UK environmental and health & safety legislation. A register of legal requirements is updated and reviewed and issued annually to all the above.

B. Planning Application

When Shaftesbury makes planning applications to restore buildings or to change uses, the Company and its consultants should engage with all relevant statutory bodies including as a minimum English Heritage, the Local Authority and local community groups.

C. Pre-purchase Environmental Audit

Prior to the refurbishment and especially prior to purchase of a proposed property acquisition the Company should consider and where appropriate commission an environmental audit of the site and/or building. The following issues should be addressed, as a minimum:

- Past uses of the site and potential ground contamination.
- Presence of hazardous substances e.g. asbestos, lead piping.
- Issues of local culture and heritage.
- Presence of sensitive local land use e.g. schools, hospitals.
- Ecology.
- Archaeology.
- Overshadowing and the effects on rights of light.
- Noise emission and vibration.
- Proximity of watercourses.
- Risks from climate change, flooding, rising water tables and localised flooding that might apply to the property.

D. Design/Refurbishment

In the design of developments and during refurbishment, Shaftesbury issues detailed checklists to its project teams and expects its managers and consultants to consider the following:

1. Energy

1.1 General: Detailed consideration at design stage of optimising natural light, orientation, passive design, thermal response and control strategies.

1.2 Heating: Avoiding over-specification and consider fuel sources, temperature controls, types and positions of heat emitters.

1.3 Lighting: Making best use of daylight, selecting efficient fittings and bulbs, installing time clocks and switches and avoiding excessive use of lighting in unoccupied areas.

1.4 Cooling & Ventilation: Maximising natural ventilation, install time clocks, temperature controls and humidity controls.

1.5 Insulation: Minimising air gaps to windows and doors, insulating roof voids, cavities and solid slabs. Avoid excessive glazing and consider secondary glazing and use of low emissivity glass.

1.6 Controls: Install efficient control systems generally and apply minimum settings commensurate with work.

2. Water

2.1 Storage: Assessing requirements for efficient storage and include options for rainwater and greywater systems.

2.2 Efficiency: Selecting water-efficient appliances such as taps, showers, WC's and urinals, etc.

2.3 Meters: Ensure effective water meters are installed to allow monitoring and leak detection systems are included within the design.

3. Materials

3.1 Refurbishment: Preferable alternative to new build where relevant and feasible.

3.2 Demolition: Consider recycling and disposal of demolition and other waste as well as salvage and re-use of materials, in particular timber.

3.3 Construction: Avoid inefficient construction techniques.

3.4 Specification: Use reputable materials specification guide for timber and timber products (source from certified sustainable sources), blocks and bricks, plasterboards, paints and varnishes, floor finishes and other building products.

3.5 Environmental Impact: Obtain impact data from manufacturers and suppliers on extraction, - manufacturing, processing, transport and in-use performance.

3.6 Waste: Minimise material wastage at both design (by selecting standard modules, etc) and construction stages.

4. Health & Comfort

4.1 General: Ensuring adequate comfort levels in lighting, heating and ventilation installations.

4.2 Noise: Minimising noise levels during construction and applying noise level criteria during construction and occupation.

4.3 Pollution: Minimising air, water and ground pollution and nuisance during construction.

Note Considerate Contractors Scheme.

4.4 CDM Issues: Ensure that CDM issues are properly integrated at all stages of design and construction.

4.5 Sick Buildings: Review 'sick building' factors - e.g. legionella.

4.6 Service: Routes Design access to aid maintenance and cleaning.

APPENDIX 2 Contractor's Regulations

The following are to be followed by all contractors working for Shaftesbury plc.

Scaffold

- a) No scaffold to be erected without prior notice and only between the hours of 8:00 am and 12 noon Monday to Friday.
- b) At least 14 days notice to be given to Contract Administrator before scaffold is erected.
- c) All scaffolds to be alarmed. Alarm to cover top lift and bottom lift including outside the scaffold at first lift level, and ends.
- d) The scaffold alarms are to be linked to a monitoring station and the contractor is to make their own arrangement in respect of any call outs.
- e) All scaffold to be lit in accordance with Westminster's requirements. Additional lights shall be provided as agreed with Contract Administrator.
- f) Scaffold standards are to be painted white and are generally not to be boxed in, except where stated by the Contract Administrator.
- g) Signage shall be provided for the tenants as agreed with Contract Administrator.
- h) All scaffolds to be safe and secure at the end of each day even if only part complete. Any incomplete scaffold shall be adequately signed as such. Scaffold to be alarmed by the end of day one before leaving site.
- i) No scaffold poles, clips or boards are to be left in the street.
- j) Scaffolding structures should be erected immediately prior to commencement of work and dismantled immediately on completion.
- k) All ladders and climbing aids must be removed nightly from the scaffold structure and securely locked away, or if this is not possible they should be chained and locked in horizontal position, covered by alarm.
- l) If a licence is required for the scaffold a copy of the licence and conditions shall be kept on site and must be shown on demand to council officials or police.
- m) Scaffold is only to be erected in accordance with Contract Administrator's plans and elevations to be incorporated in every tender document. Any variation from this is to only be by prior agreement with Contract Administrator. Prior agreement to be at least fourteen days prior to erection.

General

- a) The contractor shall show consideration to occupiers of neighbouring properties and local communities.
- b) No vehicles in pedestrianised streets after 11am.
- c) All rubbish and debris to be removed only between 8am and 11am.
- d) No skips shall be permitted.
- e) The street outside the site and common parts shall be cleaned each night.
- f) Shopfronts to be washed down on regular basis.

- g) Contractors signboards shall not be permitted.
- h) Rubbish/debris shall not be stored on the street or common parts but shall be loaded directly from the site or scaffold.
- i) At least 48 hours notice shall be given to the Contract Administrator of any disruptive work. This includes noisy and dirty works. This is to allow adjacent tenants to be notified accordingly.
- j) Operations on site shall be confined only to the contract area.
- k) The contractor shall keep a full register of visitors to the site and insist on the use of hard helmets and appropriate safety equipment.
- l) The contractor shall comply with any other additional requirements set out in the tender documents or pre-tender health and safety plan.

Exceptions

The above rules shall be complied with at all times except where health and safety of operatives and/or occupiers and other persons may be jeopardised.

If the contractor in other circumstances wishes to carry out works not in accordance with the above regulations at least 48 hours notice shall be given to the Contract Administrator giving full reasons and an alternative method of working.