



ENVIRONMENTAL POLICY

SECTION 1: PURPOSE

The company shall actively support and deploy bench mark Environmental policies and processes. It shall produce an Environmental Policy Statement (Appendix 1 of this document) which shall be reviewed on an annual basis. This policy will be cascaded to, and debated with, the workforce and shall be displayed in a prominent position within the building(s) operated and/or controlled by the company.

In implementing this policy, the company recognises that its operations affect its employees, contractors and others. The company believes every employee, contractor and others can, and should, make a contribution to the successful implementation of this policy.

Copies of the policy statement shall be displayed at all properties owned/controlled by the company

SECTION 2: SCOPE

This Policy shall apply to all properties occupied and/or controlled by the company and all staff employed by the company

SECTION 3: REFERENCES

The main Acts and Regulations bearing on company policy are:

- *The Environmental Act 1995*
- *The Hazardous Waste (England and Wales) Regulations 2005*

SECTION 4: PERSONNEL

The following personnel are responsible for carrying out the activities defined in this process procedure

The Managing Director bears ultimate responsibility for environmental matters within the company and has established a Health and Safety Committee vested with the authority for the development and implementation of this policy. The Health and Safety Committee will meet in respect of all health and safety and environmental matters, including the monitoring and periodic review of this policy.

The Management Team and Workforce will ensure compliance with the defined processes/practices employed throughout the business

SECTION 5: PROCEDURES

5.1 Implementation

In implementing this policy, the Managing Director shall make appropriate provision for environmental issues that will ensure:

- Clear lines of management responsibility and accountability.
- Sufficient resource in terms of money, time and personnel.
- Defined standards for monitoring and reviewing performance.
- The initiation of improvement programmes.
- Sufficient communication and training.

A formal environmental policy statement shall be produced (Appendix 1 to this policy) and shall be reviewed annually

5. 2 Reporting and Recording

The company requires all relevant information regarding its environmental practices to be recorded accurately and effectively. This will ensure that:

- All incidents can be investigated thoroughly and promptly
- Individual welfare is ensured
- Measures to correct faults can be implemented
- The company is protected from legal and civil actions

In order to assist staff in controlling a spillage with potential environmental impact, 'spillage control' a 'spillage incident report' sheets have been produced and posted for use by the relevant staff (Appendix 2 to this policy) Data from these records will be reviewed at the Health and Safety Committee meetings

In order to assist staff in reporting to the correct authority an Emergency Contact List shall be produced and posted for use by the relevant staff (Appendix 3 to this policy) and shall be reviewed annually