

ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL POLICY

SMEMS001

Revision 1

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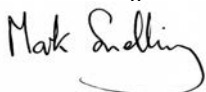
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Draft		15 March 2013	Mark Snelling
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Author: Mark Snelling

Owner & approver Mark Snelling Managing Director
Signature  Date: 8th January 2019

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ENVIRONMENTAL MANAGEMENT SYSTEM

1. ENVIRONMENTAL POLICY STATEMENT

It is the policy of Safetymark Consultancy Services to:

- Identify its significant environmental aspects and put in place control mechanisms to mitigate their affects;
- Minimise the environmental impacts of its activities, prevent pollution and continually improve its environmental performance;
- Employ systems and procedures that ensure the Company's compliance with all relevant legislation and other requirements relating to the environment;
- Promote sustainable development by conserving energy, conserving raw materials, water and other resources, minimising consumption, maximising efficiency and effectively managing wastes;
- Provide training on environmental awareness and potential impacts from operations managed by the use of suitable control measures;
- Manage our supply chain to encourage suppliers to minimise the use of materials, energy or processes which may be harmful to the environment;
- Prevent pollution;
- Measure our performance and make recommendations for the future;
- Set objectives and targets to monitor environmental performance at the management review.

The participation and co-operation of all employees and sub-contractors is vital to the success of this policy.

This Environmental Policy Statement shall be communicated throughout the organisation and will be publicly available to interested parties.

This Policy is reviewed annually



Mark Snelling
Managing Director

8th January 2018

ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ORGANISATION AND RESPONSIBILITY

SMEMS002

Revision 1

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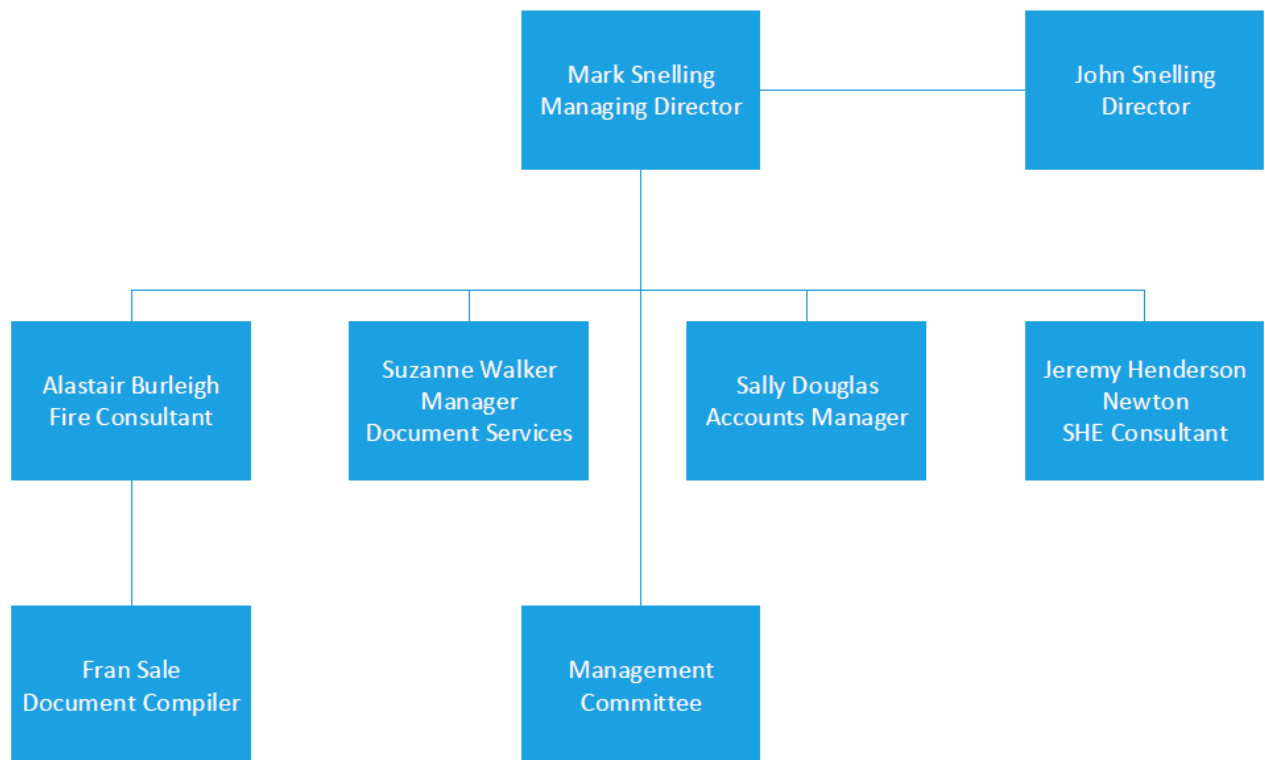
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1. ORGANISATION



2. RESPONSIBILITY

2.1 Responsibility for Safety within the Company

The Managing Director will be responsible for the overall effectiveness of the company's environmental policy.

Whilst the overall responsibility for environmental management rests at the highest level, individuals at every other level will need to accept degrees of responsibility in order to effectively implement the policy.

Every employee is responsible for implementing the policy and it relates to their own jobs.

The following procedures detail the responsibility at each management level in support of implementation of the policy.

2.2 Managing Director

Has overall responsibility for environmental matters within the company.

Shall ensure that the necessary funding is available to fulfil the requirements of this policy and any future environmental requirements in full, in line with his legal and moral duty to do so.

Shall monitor and review the resources necessary to comply with this policy.

Shall ensure that this environmental policy is enforced.

Shall ensure that the company and its employees comply with all legal and other relevant requirements.

Shall review environmental procedures, if comments or recommendations are received at any time from any employee.

Shall ensure that adequate information, instruction and training is given to employees as required by this policy.

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2.3 Management Committee

The company's is a forum where employees are consulted in on matters relating to environmental management and where actions are agreed.

Meetings shall be chaired by the Managing Director. Attendance of all employees and any regular consultants is compulsory. Minutes will be taken and distributed to all employees and consultants.

The agenda for the monthly management review meetings shall be as follows:

- i) Review of Accidents and incidents:
 - involving employees and consultants;
 - on projects where we are acting as CDM-C;
 - accident investigation reports;
 - with environmental impact.
- ii) System and procedural failures;
- iii) Lessons learnt from accidents and failures;
- iv) Report on new safety health and environmental legislation and guidance;
- v) New company policy, procedures, letters and guidance;
- vi) Training and CPD;
- vii) Current active projects;
- viii) Critical and Key Issues
- ix) The next months activities

2.4 Company employees

Shall make themselves familiar with, and conform to this Environmental policy.

Shall observe all environmental rules, and act on all reasonable instructions given by the Managing Director

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ENVIRONMENTAL ASPECTS

SMEMS003

Revision 1

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1. SIGNIFICANCE EVALUATION

Condition C [N = Normal, A = Abnormal, O = Occasional, E = Emergency]

Ref	Activity	C	Aspect	Impacts	Further Information
1	Heating and hot water	N	Consumption of gas CO2 emission	Depletion of natural resources CO2 emissions	Hot water and heating provided by separate boilers. Both are over 15 years old. Hot water stored in large hot water cylinder. Serviced office however MD has influence over supply in separate capacity. Combined boiler installed in 2019
2	Lighting	N	Consumption of electricity	Depletion of natural resources CO2 emissions	Office lighting replaced with LED fittings
3	Computer use	N	Consumption of electricity	Depletion of natural resources CO2 emissions	
4	Printing	N	Consumption of electricity Consumption of paper Consumption of printer ink Creation of waste toner Creation of WEE and consumable component waste	Depletion of natural resources CO2 emissions Creation of waste	Work delivered to specification however have ability to influence specifiers. Focus on benefits of digital delivery over paper. Investment in cloud technology and handheld devices for delivery of manuals
5	Travel to meetings	N	Consumption of diesel CO2 emission	Depletion of natural resources CO2 emissions	Travel by public transport required where ever practicable. Encourage telephone and conference calls for meetings.
6	Document production	N	Consumption of paper and files Disposal of unnecessary paper document	Depletion of natural resources CO2 emissions Creation of waste	Work delivered to specification however have ability to influence specifiers. Focus on benefits of digital delivery over paper. Investment in cloud technology and handheld devices for delivery of manuals
7					
8					

ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL MANAGEMENT LEGAL & OTHER REQUIREMENTS

SMEMS004

Revision 1

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ENVIRONMENTAL MANAGEMENT SYSTEM

1. PROCEDURE FOR LEGAL REGISTER

The Managing Director shall identify relevant environmental legislation and update the companies legal register.

Legislation will only be added to the register where the application and requirements of the legislation identify an offence that relates to the company's undertakings.

The register will be stored in digital format, both in native word format and as a pdf copy, on the company's server [S:\Documents\Safetymark\Environment].

Changes to the register shall only be made by the Managing Director. Whenever a change is made the document revision number and dates will be changed and the document saved in pdf format.

The register will be reviewed every six months and whenever the Managing Director becomes aware of any significant changes to legislation that will affect the company.

Legislative changes will be communicated and reviewed at the quarterly management meeting.

Training will where relevant be provided to all staff required to interpret, enforce or implement requirements of any legislative change.

2. PROCEDURE FOR EVALUATION OF COMPLIANCE

The Managing Director shall evaluate the company's compliance with the requirements of relevant legislation each time the register of legislation is updated. The Managing Director shall evidence is available to verify that all relevant requirements are being complied with.

The evaluation will be recorded with remedial action identified on the evaluation report.

The evaluation report will be stored in digital format, both in native word format and as a pdf copy, on the company's server [S:\Documents\Safetymark\Environment\Data\Year]

All non-conformance will be communicated to and reviewed by the Management Team at the Quarterly Management Meeting, or sooner if the need dictates, and action agreed by the team and taken to remedy the non-conformance.

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3. LEGAL REGISTER

3.1 Air

No current applicable legislation

3.2 Chemicals

Legislation	Regulator	Application to company	Controls in place	Authorisations, licences, consents and records	Responsible person	Training requirements
The Control of Substances Hazardous to Health Regulations 2002	HSE	Avoid the use of hazardous substances and where this is not practicable assess risk, put in place appropriate controls, and provide appropriate information and training	Controls set out in company health and safety policy and arrangements			
The Control of Substances Hazardous to Health (Amendment) Regulations 2004	HSE	Amends previous legislation 2002/2677 by introducing new exposure limits and amending the duty to review control measures.	Controls set out in company health and safety policy and arrangements		Mark Snelling	
The Control of Asbestos Regulations 2012 SI 632	HSE	Revokes SI 2006/2739 Controls asbestos management and requires employers to assess risks and limit employees' exposure. Also requires employers to have the correct licence before working with asbestos and to ensure that their employees have proper training.	Controls set out in company health and safety policy and arrangements	Asbestos Management Survey	Mark Snelling	All CDM Co-ordinators to receive asbestos awareness training

3.3 Conservation

No current applicable legislation

3.4 Energy

No current applicable legislation

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3.5 Environmental permitting

No current applicable legislation

3.6 Land

No current applicable legislation

3.7 Noise and statutory nuisance

No current applicable legislation

3.8 Pesticides

No current applicable legislation

3.9 Radioactive substances

No current applicable legislation

3.10 Waste

Legislation	Regulator	Application to company	Controls in place	Authorisations, licences, consents and records	Responsible person	Training requirements
Environmental Protection Act 1990	Environment Agency and Local Authority	Duty to dispose of waste in accordance with the act	All waste collected by Grundon			
The Waste Electrical and Electronic Equipment Regulations 2013	Environment Agency	Duty to dispose of waste electrical and electronic equipment in accordance with the act	All waste collected by Grundon			

3.11 Water

No current applicable legislation