

SAFELEC ENVIRONMENTAL REVIEW

Contents

1. Version Control	2
2. Definitions	2
3. Introduction	3
4. The Issue Status	3
5. Environmental and Sustainability Policy	4
6. Environmental Aspects/Impacts Matrix / Overview	6
7. Environmental Action Plan & Targets /Overview.....	7
8. Emergency Preparedness & Response Procedure.....	8
9. Environmental Internal Audits	9
9.1. Example Audit Report.....	10
10. Management Responsibility.....	11
11. Register of Legal Requirements / Introduction.....	12

1. Version Control

Version	Date	Changed by	Comments on Change
1	14 January 2014	David Bromage	Version 1
1	Reviewed 14/5/15	No change	N/A
2	Company name change	D Bromage	Version 2 10/6/15
2	Reviewed 23//5/16	No change	Review 23/5/18
2	Reviewed 28/11/18	No change	Review 29/11/19
2	Reviewed 22/10/19	No change	Review 23/10/20
2	Reviewed 23/10/20	No change	Review 24/10/21

2. Definitions

The following definitions apply to this document:

EMS – Environmental Management System

Aspects – Issues which affect the environment (e.g. energy conservation)

Impacts – Activities which affect the Aspects (e.g. lighting a work space)

Significance – The potential level of effect on the environment

Environmental Objectives – Aims linked to the management and control of the organisations adverse affect on the environment

Environmental Targets – Measures established to monitor the achievement of Environmental Objectives

Legal Requirements – Statutory requirements linked to the environment

Environmental Committee – In-house group responsible for the EMS

EAP – Environmental Action Plan

3. Introduction

This document is the Environmental Review of Safelec . This document is the property of Safelec and will be updated as necessary to reflect procedural changes and amendments.

The purpose of this review document is to describe the Environmental Management System (EMS) of Safelec 's head office site and to outline our plans and responsibilities for identifying and addressing our environmental issues.

The review is designed to show all our identified environmental Aspects and Impacts and their Legal Requirements. The methodology we have adopted for determining the significance of the Aspects/Impacts, our Environmental Objectives and our defined and measurable Environmental Targets.

Where 'live' documents are maintained, we have explained the content and where these are kept within our control of records system.

We have an Environmental Committee, which is responsible for reporting to our Board and making recommendations based on the ongoing management of our EMS.

The scope of this review relates to the following activities:

- Travel
- Head office administration
- Catering facilities and staff areas
- Purchasing
- Buildings

4. The Issue Status

The issue status is indicated by the version number of this document. It identifies the issue status of this Environmental Review.

The Environmental Review can be fully revised and re-issued at the discretion of the Board.

Please note that our policy for the **Control of Records** means that this Environmental Review is updated as necessary and is, therefore, only valid on the day of printing.

5. Environmental and Sustainability Policy

5.1 Aims and Objectives

Based on legal requirements, which are listed as part of section 10 / maintained within our electronic filing system , Safelec is committed to maintaining and improving the economic and social wellbeing of all its staff. It is also committed to contributing towards a sustainable safe and high quality environment in the areas where project sites are based.

This commitment is firmly grounded in Safelec 's environmental policy statement that sets out the aims and objectives for improving the environment.

The policy's overall aims are to:

- Pursue and encourage environmental sustainability
- Meet our legal obligations
- Work in partnership with relevant suppliers and parts of the community to promote environmental sustainability.

To do this Safelec will focus on reviewing and improving the following areas or activities:

5.2 Safelec 's Contribution

Air

Reduce its own emissions of air pollution.

Resources

Reduce the consumption on non-renewable resources and encourage their replacement with renewable resources.

Water

Reduce the amount of water used and encourage water economy at all our project sites.

Waste

Use safe and economic services for recycling, refuse collection, cleansing and waste disposal. Promote waste minimisation at all Safelec sites including re-use, repair and recycling.

Energy

In conjunction with the Landlords to maximise energy efficiency in the design, maintenance and operation of Safelec sites.

5.3 How will it be achieved?

Include environmental considerations in policy development, strategies and business plan at all levels of the organisation. Promote knowledge and understanding of the global and local environment and our impact on it by:

- training and raising awareness of Safelec staff
- use purchasing power to promote environmental sustainability.

5.4 Value for Money Considerations

Ensuring 'value for money' involves considering 'life cycle' financial costs i.e. with respect to energy savings, durability, reduced maintenance, and waste reduction, and therefore reducing environmental risks.

By making a commitment to this policy, Safelec will help to conserve energy and resources, and reduce waste and pollution.

- Energy consumptions savings
- Waste disposal savings
- Savings from reduced resource consumption
- Reduced risk and administration costs through easier compliance with environmental legislation

5.5 Environmental Impact

Safelec will take all reasonable opportunities to improve environmental impacts:

- Only buy supplies when necessary and minimise the amount of materials i.e. stationery, office equipment, furniture consumed.
- Buy products that are made from recycled material and/or are recyclable, and have minimal packaging. Furthermore, specify that the supplier of the product should operate or subscribe to a take-back scheme for packaging and equipment which can be re-used or recycled.
- Select the more environmentally-friendly option for cleaning, pest control and garden use.
- Buy energy efficient appliances and equipment.

5.6 Policy Framework

To improve the policy and its implementation, Safelec will:

- Inform all relevant suppliers of goods and services of this policy and Safelec's environmental commitment.
- Seek information from relevant suppliers about the environmental effects of products and services that they supply.
- Put in place systems to ensure that the policy is effectively implemented by all staff.
- Review this policy every year or as and when necessary.

6. Environmental Aspects/Impacts Matrix

We have conducted a full review of all potential environmental aspects, their potential impact on the environment and discussed at management level how these might be addressed.

The aspects and potential impacts identified were then assessed for 'Significance' within our work environment. Our methodology for determining Significance is detailed below:

Scale	Description	Criteria
1	Negligible	Very small effect
2	Minor	Effect and probability of occurrence are both small.
3	Significant	Effect and probability of occurrence are moderate.
4	Major	Effect is extensive.

We have awarded each of our Aspects a rating based on an assessment made according to our Significance Scale. Finally we reviewed our potential Environmental Impacts and applied appropriate controls within our objectives and targets program.

This document – '**Identification and Significance Determination of Environmental Aspects and Setting Objectives and Targets**' is a 'live' record of activity and maintained outside of this Environmental Review and is filed within our system.

(See section 7 for further information on this review document)

7. Environmental Action Plan & Targets

Having identified our Environmental Aspects and Objectives, we have reviewed the actions that we need to take in order to effectively manage our EMS.

The responsibility for our EMS is shared by all employees and is overseen by our Environmental Committee, which reviews our Environmental Actions on a regular basis and reports to our Management Board.

Our action plan '**Identification and Significance Determination of Environmental Aspects and Setting Objectives and Targets**' is a 'live' document and is separate to the Review document. It is updated following management review and version controlled by date of last revision. Each old version is then archived.

The action plan is reviewed at least quarterly and internal audits are conducted in line with this review. The audits themselves are scheduled, conducted regularly and recorded using the template listed as part of section 8.1.

For ease of control, we have combined our aspects / impacts / and significance levels and our action plan with objectives and targets in one document.

This document is a 'live' record of activity and maintained outside of this Environmental Review and is filed within our system.

8. Emergency Preparedness & Response Procedure

Safelec has established a risk assessment process to enable the organisation to identify sources of potential environmental harm and the following list of actions illustrates our approach.

A list of potential emergency/accident situations is maintained.

The list of potential emergency/accident situations is developed in accordance with the identified significant aspects in the ER.

The response to emergency/accident situations may include any of the following:

1. Description of Hazard
2. Description of Potential Situation
3. Containment Action
4. On-Site Evacuation Details
5. Neighbour Evacuation Details
6. Emergency Contact Numbers
7. Actions to Minimise Impact

The emergency/accident situation & response information will be communicated to staff.

The relevant staff will be trained for emergency situation response (where considered practicable).

Where an emergency situation does occur, the response actions will be implemented.

Post emergency/accident situation activities will include a full management review.

Emergency response arrangements will be tested every six months where practicable.

Results of periodic tests will be recorded.

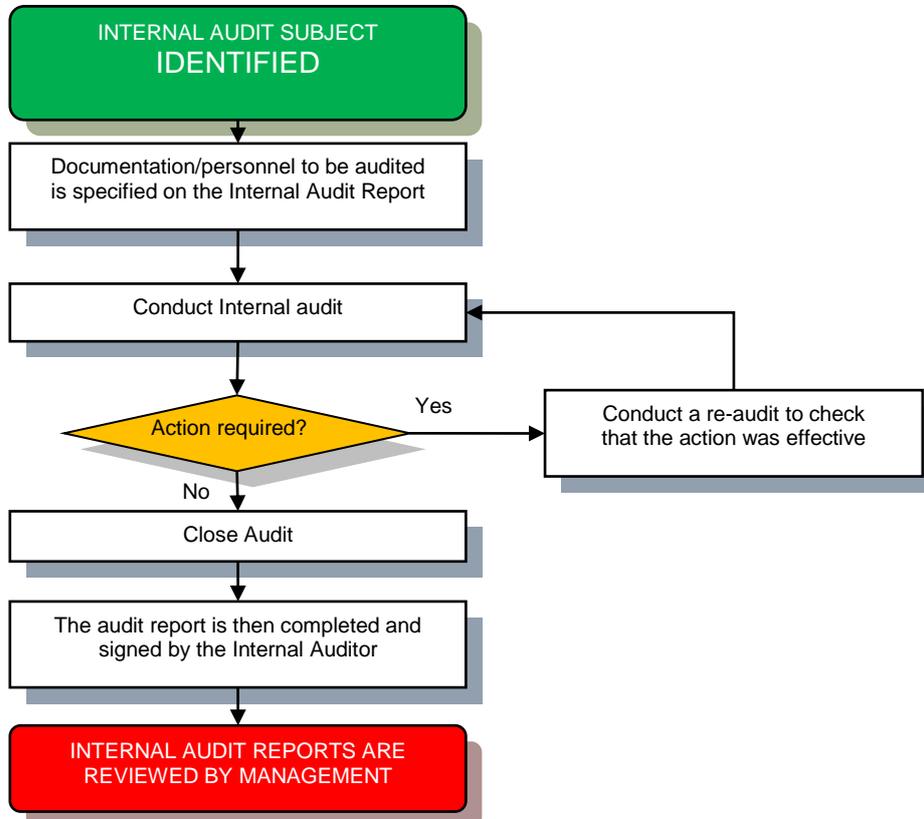
Records of all incidents will be maintained in our Incident / action log.

The responsibility for all the above procedures remains with the Management Team.

9. Environmental Internal Audits

Internal audits are carried out regularly as part of the responsibilities of our Environmental Committee and are used to verify our performance against our Environmental Targets.

The audit process is as follows:



Management agrees the audit schedule and feedback on each audit is reviewed.

Senior Management reviews these audits when receiving the results and minutes the discussions and decisions as part of their SMT meeting procedures.

In addition to this the Administration/Operations department reminds all staff to implement the recommendations that are recorded as part of our audits and be mindful of our environmental responsibilities.

Safelec's Environmental Committee, staff updates and our internal newsletter are all vehicles to communicate updates and news.

9.1. Example Audit Report

INTERNAL AUDIT REPORT (ISO14001:2004)		FORM NO.
Date:		
Audit:	Open <input type="checkbox"/>	Closed <input type="checkbox"/>
Area/Procedure to be audited:		
Auditor:		
Documentation Reference:		
Department Personnel:		
Part A: Observations		
Part B: Discrepancy		
Part C: Proposed Corrective Action		
To be completed:		
Corrective Action Verified as Effective:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed (Auditor):		

10. Management Responsibility

Introduction

Safelec accepts that it has a responsibility to the principles of sustainability and environmental awareness as summarised by the ISO 14001:2004 standard.

Policy Statement

Safelec recognises the social and economic importance of protecting the environment; that its commitment to this must encompass all activities and that it should be prepared to lead by example in promoting a sensitive, considered attitude to the environment. Our approach to managing our environmental issues is compliant to ISO 14001:2004.

Aims

- To achieve good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste.
- To make economic use of energy, water and transport usage to minimise waste in all aspects of the business function.
- To regularly assess the environmental impact resulting from business operations and to remain fully informed of recognised best practices.
- To communicate this Environmental Policy and Action Plan updates to all interested parties including customers, suppliers and employees, encouraging their active involvement in environmental issues.

Responsibility

The Managing Director has the overall and final responsibility for the Environmental Policy with the Environmental Committee in charge of the co-ordination, implementation and monitoring of the policy throughout the organisation. The Environmental Policy and Action Plan update will be communicated to all staff and a copy will be displayed on the staff notice board. Each staff member takes responsibility for their own work area. Copies may be made available to customers on request. The policy will be reviewed quarterly at Board Meetings and any updates cascaded throughout the company.

11. Register of Legal Requirements

Introduction

Safelec accepts that not only does it have a responsibility to identify its environmental aspects; it also is required to comply with all applicable environmental laws.

In order to identify these requirements, the relevant piece of legal requirement is listed within our '**Identification and Significance Determination of Environmental Aspects and Setting Objectives and Targets**' document which is filed within our system.

We also maintain a separate '**Register of Legal & Other Requirements**' which has three sections and these are:

1 : Legal and Other Requirements - This is a list of Environmental and Health and Safety Legislation including 'Other Documents and Requirements'.

2 : Evaluation of requirements and implications against our activities – this lists the legal or other requirement, duty imposed, relevance to the company's activities and a compliance rating.

3 : Special Sites (Environmental Conservation) – we do not normally operate in areas of special interest.

Our '**Register of Legal & Other Requirements**' document is filed within our system.