

# Environmental Management System and Policy

	DATE	PREPARED	REVIEWED	REMARKS
ISSUE 1	01/02/12	MB	JM	
REVISION 1	01/02/13	JM	MB	Review of Policy minor revisions
REVISION 2	03/02/14	MB	JM	Review of Policy
REVISION 3	<b>03/02/15</b>	JM	MB	<b>Change to style and layout</b>
REVISION 4	<b>21/01/16</b>	JM	MB	REVIEWED
Revision 5	<b>03/02/17</b>	MB	JM	Annual Review
Revision 6	<b>01/05/18</b>	JM	MB	Reviewed

DOC033 v2

The Manse, 24 High Street,  
Auchterarder, Perthshire,  
PH3 1DF  
T 01764 660067  
post@heritage-environmental.co.uk  
www.heritage-environmental.co.uk

VAT Registration No. : 683 0029 48  
Registered in Scotland.  
Company No. : SC 174098

## **1 INTRODUCTION**

1.1.1 Heritage Environmental Ltd. (HEL) recognises the importance of environmental issues and sustainability and therefore we consider these matters in all of our business decisions. This Environmental Management System and Policy is an integral part of our quality management process and we believe placing emphasis on this gives the right message to our staff, customers and suppliers, and demonstrates our commitment to the wider community.

1.1.2 We comply with all European law applicable to environmental legislation, regulations, approved codes of practice and other external requirements applicable to our business.

1.1.3 Where practicable, we set internal standards which exceed these requirements. In order to develop our environmental policy, we have adopted a minimum set of standards, concentrating on processes that cut down waste, re-use resources and recycle wherever possible.

## **2 ACTIONS TAKEN**

2.1.1 The actions we implement to make this policy work include:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
- ensuring wherever possible that all products purchased that are derived from natural resources are from sustainable sources
- setting and reviewing annual objectives and establishing, implementing and maintaining programmes in order to achieve these objectives
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account
- where possible reducing the use of company vehicles and regularly monitoring the condition of such vehicles with a view to reducing harmful emissions
- training and encouraging all staff to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all staff and interested parties informed
- endeavouring where possible to ensure that clients, suppliers and contractors with whom we have dealings are likewise environmentally minded in their approach to business
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action

## **3 RESPONSIBILITIES**

3.1.1 Mark Bates (HEL Director of Ecology) is responsible for overseeing environmental issues and ensuring we remain compliant with changing legislation. All HEL managers are responsible for ensuring this policy's successful implementation within their own departments. All employees have a responsibility to adhere to this policy.

## **4 MINIMUM ENVIRONMENTAL STANDARDS**

4.1.1 The points outlined below are the minimum environmental standards which we require and endeavour to achieve. As this policy develops, we expect our standards to continually improve.

### **Waste disposal**

- 4.1.2 We investigate and utilise, wherever possible, environmentally sound waste disposal methods for all waste materials. Any product discharged by us into the drainage system or into the air complies with any legislative requirements.
- 4.1.3 All bottles, jars, tins, unusable scrap paper, reports, newspapers, magazines, batteries, toners etc. are recycled. Employees are therefore requested to dispose of such materials in the receptacles provided. Old company uniforms, protective clothing, mobile phones and other equipment, fluorescent tubes, exhausted batteries, printer cartridges etc. are sent to the appropriate recycling centre. When replacing items of equipment or furniture we aim to recycle or resell the obsolete models.
- 4.1.4 Where possible, the use of plastic packaging materials is minimised.

### **Consumables**

- 4.1.5 We utilise electronic means of working and to cut down on waste. We discourage the keeping of hard copies.
- 4.1.6 Recycled paper is used whenever suitable. All reports, papers and company documents is printed on double-sided paper to decrease paper usage. All staff are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper.
- 4.1.7 We aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergent is used in sinks, toilets etc.

### **Energy efficiency**

- 4.1.8 Within the parameters of health and safety, we minimise the use of energy. Long-life low-energy light bulbs and other energy saving devices are used in all areas. All employees are requested to turn off the lights and/or any fans when leaving their offices unattended, and to turn off the lights and fans in the toilets and other rooms when not in use. Electrical equipment including computers, photocopiers and printers are not left turned on and running when not in use, unless there is particular reason (i.e. terminals left on following request by the IT department in order to undertake essential maintenance outside of normal working hours).

### **Transport and deliveries**

- 4.1.9 The use of electronic mail is encouraged to reduce the use of couriers and mail.
- 4.1.10 All business vehicles use diesel or lead free petrol and are chosen with environmental efficiency in mind. We maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size and driver training. Vehicles are driven, within the parameters of health and safety, with fuel efficiency in mind.