



Blakes Air Conditioning Ltd Environmental Policy

Version 1

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Managing Director on this page*

Signed _____

Date _____

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Part I - Statement of the Board of Directors Policy

Blakes Air Conditioning recognises and accepts its legal and moral duties and responsibilities in conducting its business in such a way as to minimise harm to the environment and to promote a positive environmentalist culture amongst its own employees and all others with whom it interacts.

Blakes Air Conditioning will take all reasonable practicable steps within its power to meet this responsibility and will ensure that in particular it abides by the Environmental Protection Act 1990 and all other relevant Legislation pertaining to Environmental issues.

The Directors will require all levels to display a positive attitude and commitment towards environmental issues.

Directors and Staff have individual responsibility to ensure, through their respective roles, that methods of working encompass environmental best practice within all Blakes Air Conditioning premises. Each individual should ensure that they are familiar both with their own duties, the steps they should take to remedy any potential environmental hazards and the requirements of the Blakes Air Conditioning Environmental Policy.

Contractors working for Blakes Air Conditioning, whether on the premises or within the community must ensure that their activities cause minimal harm to the environment and that they are in accordance with the spirit of the Blakes Air Conditioning Environmental Policy.

The Directors recognise the importance of the co-operation of employees for the success of its Environmental Policy. It has, therefore, a strong commitment to involving employees in the development and implementation of its Environmental Policy as well as providing adequate facilities and information to enable them to perform this function.

The Directors will provide appropriate resources, training and information for all managers to assist them in implementing the Blakes Air Conditioning Environmental policy and to adhere to the relevant statutory requirements.

_____ Date _____

Antony Ellerker Director

Part II General Statement of Intent

Details of Blakes Air Conditioning Ltd and arrangements for carrying out the Environmental Policy

Planned prevention or reduction of pollution is cheaper than curing damage after the event. It is therefore in the interest of Blakes Air Conditioning to minimise waste and pollution so as to reduce the costs in the long-term.

This Environmental Policy Statement forms a code of ethics against which Blakes Air Conditioning is willing to be judged. It incorporates codes of good practice for all workers in which consideration and mitigation of the environmental impact of each job is implicit. Each worker should have in written form an explanation of the overall company policy and a list of their individual responsibilities within that plan, which should include suggesting ways of improving environmental protection and pollution control.

Blakes Air Conditioning is a part of the local and wider community and, as such has an impact on the environment in the local vicinity of its sites and more widely by bringing in raw materials and energy, distributing its services and discharging emissions and wastes. Hence Blakes Air Conditioning is committed to:

- Minimise any disturbance to the local and global environment and to the quality of life of the local communities in which Blakes Air Conditioning operates.
- Comply fully with all relevant Statutes.
- Take positive steps to conserve resources, particularly those, which are scarce or non-renewable.
- Assess in advance where possible, the environmental effects of any significant new development and adjust its plans accordingly.
- Provide the information necessary to enable Blakes Air Conditioning products to be properly used, stored and disposed of so as to avoid unacceptable effects on man or the environment.
- Provide the necessary information to enable employees to operate properly with minimal effects on man or the environment.
- Keep the public informed of major new projects in their locality.

Every effort will be made to eliminate or reduce at source any emission of fumes, dust, noise smoke or other nuisance effluvia from all work processes in accordance with the requirements of the Environmental Protection Act 1990.

The office of Blakes Air Conditioning Ltd and locations of work will be maintained in an environmentally sensitive way, having regard to protection of natural habitats and preservation of biological diversity.

Staff will undertake training to increase their awareness of the company's environmental responsibilities.

Good housekeeping practices will be enforced to aid recycling and correct disposal of waste.

The Company operates a 'No Smoking' policy with respect to offices and workplaces in consideration of non-smokers and as a commitment to improving the health of all employees.

Suitable arrangements are established at each workplace for the control of infestation including rodents, insects and birds.

The Company is also seeking to:

- Continue to encourage and facilitate modes of transport by staff and suppliers, which minimise environmental impact, and to apply environmentally friendly principles to the operation of company owned vehicles.
- Reduce water consumption.
- Promote a purchasing policy, which will give preference, as far as practicable, to those products and services which cause the least harm to the environment.
- Consider environmental factors in respect of the growth of Blakes, by seeking, as far as is reasonably practicable, to reduce harmful environmental impacts with the company's expansion.
- Work with other local, national and other agencies as appropriate to promote environmental policies.

The overall objective is to develop the business having full regard to the environment and taking into account the views of all affected interests.

Blakes Air Conditioning sets out its environmental strategy in order to achieve the objectives of its environmental policy, which is set out as follows, it will:

- Take into account all activities, including those parts of the operation, which are already considered to be efficient.

- Create a benchmark to enable improvements to be evaluated, determining what Regulations and Standards are relevant and what technological developments have occurred recently.
- Record raw material and energy usage, wastes and emissions, etc.
- Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods of waste disposal.
- Encourage employees to provide suggestions for improvement.
- Explore whether energy and raw material usage and the production of waste could be further reduced.
- Ensure contractors perform to Blakes Air Conditioning satisfaction.
- Set up the means to enable Blakes Air Conditioning to maintain good links with the local and global community, press and the media.
- Monitor performance and review on a regular basis.

Part III - Particulars of the Arrangements to Implement the Policy

The Managing Director has overall responsibility for the implementation of the policy, and should be supported by all employees who should:

- Monitor and review the policy on a regular basis in conjunction with Management to take into account changes in the business of Blakes Air Conditioning and Legislative change or current guidance and best practice.
- Develop an audit process in detail and set environmental performance targets.
- Identify persons within the line management structure and allocate specific responsibilities. Oversee training of such persons in conjunction with the environmental policy.
- Integrate the policy into other strategic plans.
- Integrate the policy with health & safety, security and quality assurance.
- Liaise with employee representatives and include environmental matters in Management and safety committee meetings.
- Run a suggestion scheme.
- Appoint specified persons to environmental roles within their work area/sphere of operations.
- Monitor any required trade effluent consents.

Sub-Contractors

Sub-contractors should be made aware of the Environmental Policy and given a document that summarises it and states what is required of them. Such as:

- That they shall dispose of waste arising in accordance with Blakes Air Conditioning rules.
- That they should not dispose of special/hazardous waste improperly but should seek advice from Blakes Air Conditioning where necessary.
- That their activities should not pollute water or the air unnecessarily.
- That noise or any other statutory nuisance is kept to a minimum.
- That their housekeeping should be to an adequate standard when acting for Blakes Air Conditioning.

Energy Management

- Appointed persons at each site should be given the responsibility to ensure that energy use is minimised by carrying out routine checks on room temperatures, heating, electrical equipment, running water and lighting etc are switched off in unoccupied areas - i.e. to optimise the working environment.

- Purchasing policy should include matters such as replacement of lighting for low-energy bulbs where practicable, use of screen savers, draught excluder's etc.
- Purchasing policy should also include scrutiny of suppliers' environmental policies.
- Maintenance, refurbishment or alterations should include environmental considerations such as insulation and sustainable products.

Waste Management

The persons overseeing environmental concerns at each of Blakes Air Conditioning sites should also oversee all waste licensing arrangements and should act in accordance with the current waste management code of practice, which requires that an audit trail be established for all wastes arising.

In particular the management of trade waste should be optimised in conjunction with the adjacent Local Authority Waste Disposal facility.

- Hardcore and general waste should be disposed of into separate receptacles.
- Metals should be segregated.
- Low-density waste should be compacted before disposal (cardboard boxes etc).
- Packaging waste should be managed in accordance with government guidelines.

Chemical Pollutants

The use of chemicals should be identified. Risk assessments and method statements should be undertaken to ensure safe working practices that are also environmentally friendly. There is a link here to C.O.S.H.H. assessments that are carried out under the health and safety arrangements. Advice should be sought from the health and safety coordinator.

Environmental Emergency Arrangements

Environmental emergencies can occur in a number of conceivable ways, e.g. fire or spillage of pollutants. Environmental risk assessments should be carried out and measures to prevent or reduce the probability of such events formulating. If necessary measures to mitigate the consequences should be put in place (e.g. stocks of absorbent material for chemical spillages).

Waste Disposal

All waste other than special waste must be disposed of in a manner required by the Environmental Protection (Duty of Care) Regulations 1991.

Identify and Describe the Waste

A transfer note must be completed, signed and kept by the parties to the transfer if waste is transferred; this is a requirement of the Environmental Protection(Duty of Care) Regulations 1991, and any breach of those regulations is an offence. This note must state the quantity of waste transferred and how it is packed – whether loose or in a container and, if in a container, the kind of container. There must also be a description of the waste, either separately or combined as a single document with a transfer note. It is good practice to label drums or similar closed containers with a description of the waste. Under the regulations the parties must keep the transfer note and the description for two years. The description should always mention any problems, requirements or knowledge. In addition it should include a combination of:-

- The type of premises or business which the waste comes from;
- The name of the substance or substances;
- The process that produced the waste;
- A chemical and physical analysis.

Containers must only contain the waste described in the transfer note.

Keeping Waste Safely

All waste holders must keep waste safe against:-

- Corrosion or wear of containers;
- Accidental spilling or leaking;
- Accident or weather breaking contained waste open and allowing it to escape;
- Waste blowing away or falling while being stored or transported;
- Scavenging of waste by vandals, thieves, children, trespassers or wild animals.

Transfer of Waste

Waste may only be handed on to authorised persons or to persons for authorised transport purposes.

A copy of the waste carrier's registration normally covers a 3 year period and must be retained.

Special Waste

With reference to the Special Waste Regulations 1996 before any waste leaves the site the appropriate site manager/supervisor must:-

- Parts A & B of a five copy consignment note must be completed.
- Waste must only be transferred to a registered waste carrier.

- Copies of the consignment note must be kept for three years.
- The Environment Agency must be informed at least three clear working days before the waste is moved.

Typical wastes are acids, alkaline solutions, batteries, solvents, waste oil and wood preservatives.

Office Waste








The following initiatives have been implemented to reduce waste as part of the Waste Management plan:

- Company website with electronic downloads and electronic contact us option/ cost information and equipment specification data in a bid to reduce paper communications
- Recycled paper products are used in the day-to-day running of the office
- New photocopiers are networked into the system, allowing staff to scan documents to email rather than printing or faxing. All photocopiers print on both sides of a sheet of paper to minimise paper requirements.
- All materials purchased are high quality durable products with a longer life span
- Reusable or refurbished products are procured over new items where possible
- Incoming envelopes and packaging is reused for internal post to save waste
- Ink cartridges are re-filled saving waste and money
- All batteries used in office equipment/PDA's are rechargeable

Emission Control

- The design, specification, installation and control of company plant shall be regulated to ensure that, so far as is reasonably practicable, the generation of dust, smoke, fumes etc is minimized and effectively controlled to prevent emissions to the atmosphere.
- It is the duty of every employer to ensure that plant or processes are operated so as not to give rise to excessive emissions of smoke, dust, fumes or liquids etc and to report without delay, to management and/or safety representatives, any undue or accidental emissions in order that remedial action can be taken.
- "Emission" shall be understood to include the localised generation of sparks, dust etc, from operations such as welding and grinding. Employees must ensure that appropriate guards and screens are used to prevent danger from airborne particles to other employees and passers-by.

Part IV - Recycling & responsible disposal of waste

Material	Method	Reprocessor
Non Confidential Paper	Recycling bins in offices Removed normal waste bins in offices to promote use of recycling bins	 Viridor - one of the UK's leading recycling, renewable energy and waste management companies
Confidential Papers	Shredded internally and recycled	
Cardboard	Compacted and recycled	
Plastics	Recycling bins in offices to collect recyclable plastics	
Cans	Recycling bins in offices	
Mobile Phones	Mobile phones are recycled for reuse. In most cases they're refurbished and sold to developing countries. If a phone is beyond economic repair it is sent to a recycling plant where it's broken down and valuable metals and components are extracted.	
Electrical items	All old electrical equipment is handled in accordance with the following EU directives:- <ul style="list-style-type: none"> • WEEE - Waste Electrical and Electronic Equipment Directive • RoHS - Restriction of Hazardous Substances Directly. 	

Part V - Relevant Codes and Statutes

- Air Quality Regs 2000
- Chip Regs 1994
- Clean Air Act 1993
- Controlled Waste Regs 1992
- Environmental Protection Act 1990
- Environmental Information Regs 1992
- Environmental Protection (Duty Of Care) 1991
- Environmental And Safety Information Regs 1988
- Environmental Act 1995
- Noise And Statutory Nuisance Act 1993
- Oil Storage Regs 2001
- PPC Regs 2000
- Surface Water Regs
- Special Waste Regs 1996
- Town And County Planning Act 1990
- Trade Effluent Regs 1992
- Water Resources Act 1991
- Water Industry Act 1991
- Waste Management Regs 1994

Summary

Blakes Air Conditioning's environmental policy statement and action plan are not exhaustive by any means. The company is committed to regularly reviewing and implementing a continuous program of improvement and considers it the collective responsibility of the Managers and Supervisors to ensure that we communicate and promote our environmental policy to new and existing employees to help the company achieve its objectives.

As custodians of Blakes Air Conditioning's environmental policy we feel it is ultimately the Directors' responsibility to implement and comply with its contents and lead by example.

Signed _____

Date _____

Antony Ellerker
Director