

Environmental Policy

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Churches Fire Security Ltd ("The Company") recognises that our activities have potential implications on the environment in both the short and long term and as such shall endeavour to conduct our activities in a considerate manner minimising our environmental impact today to protect the environment for the future.

The Chief Executive Officer of Churches Fire Security Ltd has ultimate responsibility for the policy & shall delegate the daily implementation to Managers who shall ensure this policy is fully executed.

Churches Fire Security Ltd seek to ensure that suppliers and companies with whom we contract or subcontract have a similar values and will comply with specific client requirements where required.

Churches Fire Security Ltd is committed to a policy of continual improvement by working to improve our knowledge, competency and approach to environmental matters.

The Churches Fire Security Ltd statement of general policy is to:

- Ensure full compliance with all relevant statutory legislations
- Consider environmental impact in present and future decision making
- Provide assistance, information, training and support to improve the company's environmental performance
- Promote personal involvement, responsibility and effort from all employees
- Reduce levels of waste wherever possible
- Reduce levels of packaging materials
- Reduce vehicle emissions
- Encourage the sorting of waste to aid recycling
- Ensure waste is disposed of responsibly and legally
- Manage noise in residential areas
- Investigate any environmental incidents to learn from them and further improve our environmental performance
-

Signed: 

Name: *Natalie Potter – Compliance Dept Manager*

Date: *05 Nov 2021*

Review Date: *05 Nov 2022*

Organisation

Overall and final responsibility for Environmental is that of:

Chief Executive Officer

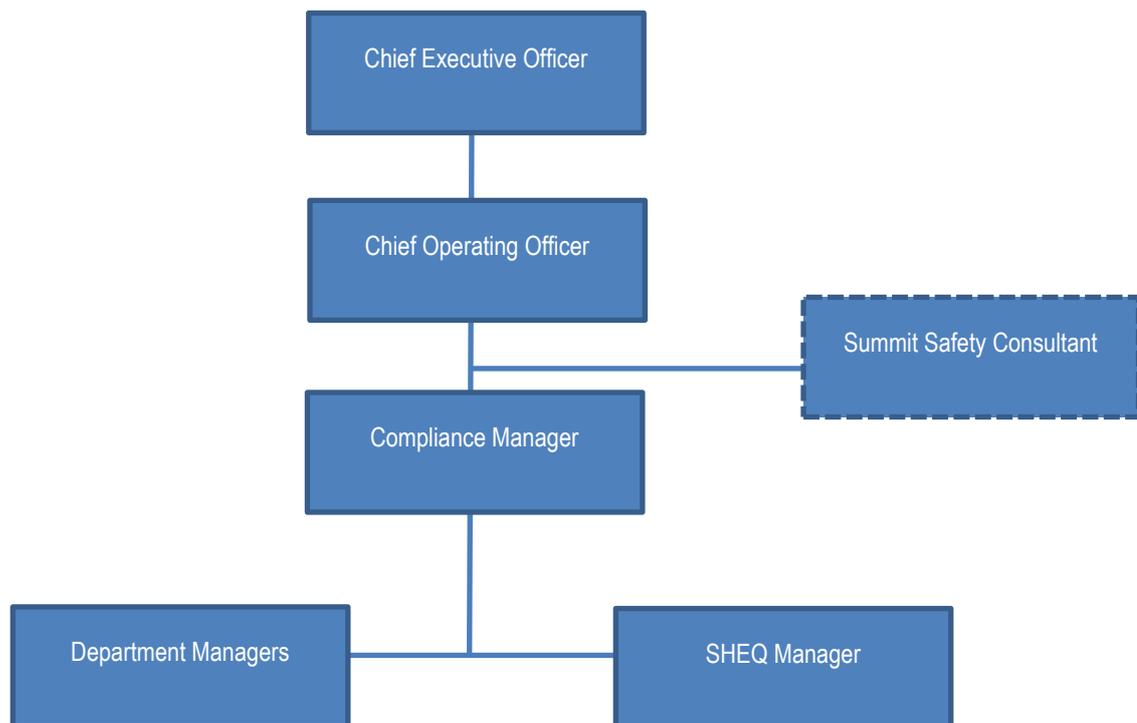
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Chief Operating Officer

To ensure that environmental standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Chief Executive Officer	Strategic implementation and monitoring
Chief Operating Officer	Strategic and operational implementation and monitoring
Compliance Manager	Operational implementation and monitoring
SHEQ Manager	Policy making, implementation and monitoring

Environmental Organisational Chart



To ensure that Environmental standards are maintained and improved, the following people have responsibility in the following areas:

Chief Executive Officer (CEO) Responsibilities

The CEO will champion the Environmental Policy.

He will delegate much of this work to managers but will ensure, by leadership that they take an active interest in environmental matters.

The CEO is responsible for:

- Ensuring that the Policy Statement and Company Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing environmental assistance and, ensuring that those appointed have the time available to fulfill their duties;
- Setting objectives for the reduction of risks to the environment;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- The co-ordination and monitoring of the environmental performance of all Directors;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, including senior managers receive relevant training;
- Establishing a review procedure, so that the progress and performance can be assessed;
- Keeping SLT informed of, and alerted to, Environmental Risk Management Issues.

The Senior Leadership Team's Responsibilities

The Senior Leadership Team (SLT) accepts its collective role in providing environmental leadership within our organisation. The SLT accepts its personal responsibilities and liabilities under environmental law.

The SLT recognises its role in engaging the active participation of workers in improving impacts on the environment. The SLT will ensure that its environmental intentions are reflected in its decisions.

In particular they will:

- Ensure that the Environmental Policy statement, Company Policies and individual responsibilities and duties are understood and implemented by all managers under their control;
- Ensure that plans are prepared and implemented to achieve set objectives for the reduction of risks to the environment;
- Ensure that within their Department the arrangements and resources for reducing environmental impacts are satisfactory;

- Be responsible for ensuring that adequate training is given to employees within their department to ensure compliance with our company environmental standards;
- Be responsible for resolving environmental problems / queries referred to them;
- Ensure that the activities of everyone are well co-ordinated;
- Ensure effective means of involvement, communication and consultation with employees.

Chief Operating Officer Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant Director's responsibilities. The Chief Operating Officer's (COO) Environmental responsibilities are to ensure that arrangements exist to deliver the following:

- Provide positive leadership for the Company on Safety, Health and the Environment issues and promote the adoption of Safety, Health and the Environment best practice;
- Promote an enthusiastic Safety, Health and the Environment culture that delivers positive commitment to and engages all employees in continuous improvement in Safety, Health and the Environment performance;
- Monitor and report on the implementation of the Company Safety, Health and the Environment Management Framework and progress against the Company Safety, Health and the Environment Performance Standards.
- Lead and provide functional management for the Safety, Health and the Environment personnel.
- Provide assistance and advice to the Directors with Safety, Health and the Environment responsibility at operational area, divisional and business unit level as required.
- Recommend annual Safety, Health and the Environment objectives for the Company. Monitor and report on the implementation of the approved objectives.
- Ensure that there are appropriate processes in place for alerting the business to significant environmental incidents and where appropriate be involved in their investigation and ensure that they are adequately reported.
- Review reports of environmental incident investigations, identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- Regularly meet with senior Safety, Health and the Environment personnel in the Company to monitor and review management of the function.
- Keep abreast of developments in Safety, Health and the Environment legislation and, where appropriate, represent the Company's interest in any consultation process.

- Represent the Company through involvement with appropriate external Safety, Health and the Environment forums, networks, industry and regulatory bodies.
- Develop and monitor the implementation of processes for the development of Safety, Health and the Environment personnel in the Company.

SHEQ Manager's Responsibilities

The SHEQ Manager is directly responsible for:

- Working with the management team to introduce, monitor, review and maintain the Environmental Policy;
- Providing advice to management on environmental obligations, legislations and good practice methods;
- Raising awareness within the company and ensuring understanding and compliance with the Environmental Policy.

Department Manager's Responsibilities

The Department Managers are directly responsible for the sound and effective day-to-day management of the Environmental arrangements within their area of responsibility. To satisfy their duty the Department Manager will:

- Ensure that the duties and responsibilities for environmental best practices are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility;
- Budget for adequate resources to fully implement the environmental policy;
- Take responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any environmental impact assessment carried out within their area of responsibility. Where recommendations cannot be actioned, take responsibility for informing the appropriate Manager;
- Ensure that all environmental incidents are reported and investigated to determine if further controls are necessary to prevent a re-occurrence;
- Ensure that environmental training is provided to all new department employees as part of the company's overall training programme;
- Ensure that all employees have been briefed on and understand the Environmental Policy;
- Carry out routine inspections and monitor the activities within their area of responsibility, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

Project Managers and Designers Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant management responsibilities. The Project Manager's Environmental responsibilities are to:

- Ensure all details within policy documents are adhered to on all projects;

- Have an understanding of the environmental obligations specific to the projects they control;
- Purchase all materials and services required for their contract, ensuring materials are not ordered in excess and are from environmentally friendly sources;
- Ensure work is carried out in an environmentally friendly manner including use of first-in first-out policy for materials, minimising waste, planning of orders and deliveries to prevent excessive materials being stored on site;
- Ensure designs are completed with due consideration to environmentally friendly methods and materials;
- Deal with any spillages appropriately and report environmental incidents to the environmental representative on site.

Field Line Managers Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant management responsibilities. The Technician Support Managers Environmental responsibilities are to:

- Appreciate the responsibility allocated to individuals within the operative and management structure;
- Ensure that employees under their control understand the waste management process and this is audited as part of the regular checks of the site and van;
- Set a good example and leadership by working to reduce their environmental impact;
- Ensure that clear instruction and information is given to persons under their control;
- Ensure that employees under their control are given appropriate environmental information as required and that details of control measures from environmental risk assessments are fully explained;
- Ensure that any environmental incident is reported.

Compliance Manager Responsibilities

The Compliance Manager has the responsibility for:-

- Monitoring and evaluating the Company's Environmental Policy on all of the Company's sites;
- Carrying out where necessary an investigation into environmental incidents;
- Ensuring that the Company meets the requirements of Environmental legislation, regulations and approved codes of practice as well as the Company's own codes of practice and procedures;
- Monitoring that the Company's sites are inspected systematically and comply with Environmental legislation and Company procedures;

- Liaising with training for the implementation of training programmes within respective departments;
- Ensuring the waste management procedure is audited by the Purchasing and Logistics department;
- Reviewing the Environmental Policy and Codes of Practice and preparing for new legislation which may affect the Company;
- Liaising with visiting enforcement agencies, e.g. Environmental Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the Company.

Line Managers & Supervisor's Responsibilities

Line Managers and Supervisors can greatly influence company / employee relationships by helping to achieve company environmental policy.

They may call on the help of the appointed competent persons with the responsibility for providing environmental assistance and other specialists to help them in exercising their responsibilities.

They will:

- Ensure that the Company Environmental policy statement and Company Policies are fully implemented;
- Actively seek the cooperation and suggestions for improvements from all employees in relation to our Environmental Policy;
- Promote a high standard of environmental awareness;
- Establish environmentally friendly operating procedures and instructions, for use within their Department;
- Ensure that all employees under their control are fully conversant with, and understand, the Company Environmental policy as it applies to them;
- Maintain the workplace in an environmentally friendly and risk-free condition;
- Ensure that all persons under their control have been briefed on and understood the Environmental Policy, are shown where environmental policy information is held, and receive sufficient training on any emergency procedures relevant to their development;
- Consult and co-operate with the Department Head when matters arise requiring specialist knowledge;
- Ensure high standards of housekeeping are maintained within their area of responsibility.

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the environment around themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any environmental legal requirements, company rules, procedures and instructions necessary;

- Seek advice and instruction from their Line Manager when situations arise, which may negatively impact the environment of themselves or others;
- Assist at all times in maintaining good housekeeping standards;
- Segregate waste and dispose of waste responsibly;
- Not interfere with anything provided to safeguard the environment, e.g. remove or willfully discharge fire extinguishers, etc;
- Report any potential environmental hazard including infectious or other diseases;
- Take reasonable care for their own environmental impact and that of others who may be affected by their actions or omissions at work.

Non-compliance with environmental rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

General Contractor's Responsibilities

Contractors appointed by the Company are obliged to follow all statutory and Company rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

The competence and Environmental performance of the contractors will be checked by seeing their Environmental policies, risk assessments and method statements before the work commences.

Where the Company believes the required standard of safety performance is not being met, the Company has the right to stop any activities, until satisfied the standards have been achieved.

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do complies with Environmental;

- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Environmental;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities:-

- To observe warning signs and notices;
- To behave at all times having regard to the Environmental of themselves and others who may be affected by their acts or omissions;
- To co-operate with the Company to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Environmental;
- In accordance with laid-down procedures all visitors must report to their host:
- Any injury to themselves or others caused by Company activities;
- Any hazards they find, including damage or defect to equipment;
- Any situation, working practice or procedure which is or might become potentially hazardous.
- All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not mis-use such equipment in any way.
- Any defaults/damage must be report to your host immediately.
- All visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and Company instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc will be viewed very seriously.
- All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm.
- All visitors should be reminded that it is a fundamental condition of entry into the Company that they undertake to comply with the above requirements.
- All visitors must ensure they have read and understood the above and ensure they sign the signing in book to reflect this.

Supplier Responsibilities

Suppliers are obliged to follow all statutory and company rules and regulations with regards to the health, safety, welfare, hygiene and environmental procedures.

All company policies and procedures in relation to Environmental practices are regarded as supplementary to this policy.

Management of the environmental policy

Targets

Churches Fire Security Ltd 2021 environmental target remains similar to previous targets whereby we shall continue to monitor the company's environmental performance and identify ways to improve it.

Monitoring and Review

To assess the effectiveness of the Environmental Policy it will be reviewed in line with legislative and company changes and not less than once per year. Updates may be issued throughout the year where appropriate.

Environmental Incidents

An environmental incident is "an adverse impact on the environment wholly or partially resulting from an organisation's activities, products, or services".

Following an Environmental Incident, the priority is to establish a safe situation, following which the incident is to be reported to the Customer/Site Manager/Project Manager.

The management of the incident shall be in line with the Business Continuity Plan which gives details of the command and control structure to ensure all relevant parties are kept informed as necessary.

In the event of an environmental incident occurring, employees shall not divulge any information to any outside source including the media without the express permission of the CEO.

An Incident Investigation may be completed where necessary so that lessons may be learnt and procedures reviewed.

Inspections and Audits

Environmental issues are highlighted during periodic site inspections carried out by the Safety Team or the Project Manager. All personnel are required to report any environmental short-comings or areas for improvements.

Management Review

It is essential that Churches Fire Security Ltd Policies remain effective and as such complaints, non-conforming materials, results of internal audits, effectiveness of waste related documents and the identification of trends and

patterns that may lead to environmental related problems are periodically reviewed by management.

Problems identified as a result of such review shall be processed in accordance with the corrective action system operated by the company.

Procurement

Churches Fire Security Ltd aims to purchase equipment, goods and materials that are responsibly manufactured and can be disposed of in an environmentally sustainable way. The procurement of material, items and services is covered by a Purchase Order or other written means which gives a clear description of the materials/service ordered.

Orders are consolidated to reduce the amount of waste generated via:

- Multiple purchase orders, consignment notes and delivery notes etc
- Excessive packaging materials i.e. one medium size box is preferable to several smaller boxes
- Excessive delivery vehicle mileage i.e. reducing the number of journeys one van does to each lock up helps to reduce carbon emissions and vehicle pollution

Company Vehicles

Churches Fire Security Ltd runs a number of company vehicles for business use. Technician vans are procured from suppliers who have similar environmental interest as our own. Car sharing is encouraged where feasible to reduce the impact of these vehicles and CO2 emissions shall be considered for future purchases.

Water

Where active fire protection systems are installed the overall design of the facility should cater for the collection of fire fighting effluents. Operating sites should have effluent disposal plans in place as part of their emergency plans.

Firefighting run-off may be polluting due to the:

- Actual materials on site
- Combustion of products held on site
- Effluent created from foam and water based fire protection systems

Water is the most commonly used medium for firefighting, as it is cheap, plentiful, and generally effective and in most circumstances non-hazardous. However, when water used for fighting fires is allowed to reach rivers or water courses, it can threaten water supplies and public health.

A containment system may be required to protect both surface and foul water drainage systems.

Legionnaires' disease

The operation of firefighting systems (sprinklers, drenchers and ring mains) may create inhalable water droplets. However, the conditions normally found within well-maintained firefighting systems are not thought able to support the growth of significant populations of legionella. Most people who are exposed to Legionella do not become ill.

The bacterium which causes Legionnaires' disease is widespread in nature and mainly lives in water where it does not cause problems. However, outbreaks can occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria. Water temperatures in the range 20-45°C seem to promote growth but the organisms do not appear to multiply below 20°C and will not survive above 60°C. They can, however remain dormant in cool water and multiply only when water temperatures reach a suitable level

Legionella bacteria also require a supply of nutrients to multiply. Sources include algae, amoebae and other bacteria. The presence of sediment, sludge or scale within the system, together with bio films, are also thought to play an important role in harbouring bacteria and providing favourable conditions in which Legionella may grow.

To reduce the likelihood of Legionella and other water borne health hazards, the interior surfaces of water tanks used are smooth with generous radii to facilitate thorough cleaning and designed to not react with any materials or jointing compounds approved for the use in water supply and storage. Pre-insulated tanks enable stored water to be protected against heat gain, keeping water below the recommended 20°C as protection against Legionella.

The risk of catching Legionella from firefighting systems is considered by the LPC to be negligible in well maintained systems although this risk may increase for private water supplies, for maintenance personnel and in health care establishments. However, as Churches Fire Security Ltd operations include maintenance of firefighting systems, the potential risks must be highlighted.

The likelihood of exposure to water mist from, for example, a discharging sprinkler system is very small; it is more likely that exposure will occur during maintenance/testing work involving sprinklers, hoses and water mist systems.

Extracts taken from Fire Protection Association: LPC Rules for Automatic Sprinkler Installations incorporating BS EN 12845 Part 3 Supplementary Information: Legionella and Fire Fighting Systems.

Suggested control measures:

- Include the firefighting system within any existing legionella monitoring system for a site, not forgetting to test water supplies delivered to hose reels.
- Minimise production of aerosols during testing and maintenance.
- Maintain pipes and water storage tanks at <20°C by shielding from possible heat sources.

- Inspect storage tanks at least once a year to monitor corrosion and deposit build-up, and take appropriate remedial actions.

Carry out periodic monitoring of the water tank¹ bacterial concentration by dip slide, at least once a year and particularly in summer. Total bacterial concentrations above 100,000 colony-forming units per millilitre (105cfu/ml) indicate that there exists a biological contamination problem and that the system needs thorough decontamination.

¹ BS EN 12845: 2003, clause 9.6.2(b) – ‘there shall be no entry [to the tank] for light or foreign matter’ in systems which have what the BS EN describes as ‘Superior water supplies’

Persons at higher risk of infection include:

- Males (who are three times more susceptible than females).
- Adults, particularly those over 50 years (the median age of victims is 55).
- Those with pre-existing respiratory disease.
- Smokers.
- Alcoholics.
- Those with immunosuppressive illnesses, e.g. cancer, diabetes, AIDS or kidney disease.
- Those undergoing immunosuppressive drug therapy, e.g. organ-transplant and chemotherapy patients.

Chemicals

Churches Fire Security Ltd have limited amount of chemicals held on site, most of which are classified as low-medium risk and are non-hazardous. Operatives using these have access to the COSHH assessments and are briefed in emergency procedures.

Noise

Sites where works are being carried out can generate significant noise which can cause problems for workers and surrounding residents. Where practical, silencers, covers, baffles or other noise suppressants techniques should be implemented with noisy equipment located away from personnel and boundaries and where it is less likely to cause a nuisance to others. If the site is near a residential area, working hours may be limited or dictated by the Client.

Dust

Sites where works are being carried out can generate significant air quality problems which can cause a nuisance to surrounding residents as well as lead to the development of respiratory ill-health e.g. occupational asthma. Churches Fire Security Ltd operations generate minimal dust during drilling.

Lighting

Lighting can become a nuisance when the site is near to residential areas. When extra lighting is needed at the perimeter of the work area, they must point inwards.

Site

Materials for each service or installation are calculated to ensure the technician or project manager has the items needed to complete the job and endeavour to order 'just enough' and 'just in-time' to ensure over-ordering is minimised and delivered as needed. Wherever practical on sprinkler installations, pipework is pre-fabricated to minimise waste at installation.

Office

We invest in technology to ensure the reduction of the volume of paper used in the company, but we will ensure that we buy paper and other stationary which maximises recycling and minimises environmental damage throughout its whole life cycle. Furthermore orders and communications are via electronic methods and staff are asked to consider the necessity of printing documents to reduce paper waste.

Waste

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

Churches Fire Security Ltd will only remove waste created in the course of our contracted activity as covered by our lower tier waste carriers license. It is at the point in which that waste is transferred to another carrier that a waste transfer note will be produced and collated by the warehouse team. We will not remove anything from site that we did not create.

Site Waste

Churches Fire Security Ltd operations generate minimal waste on-site which is disposed in line with this company's policies. Waste can only be transferred to authorised persons, who must be a registered waste carrier.

Office Waste

Office waste is primarily paper based which is collected, segregated and recycled by the waste carriers provided by the landlords at both offices.

Environmental Advice

The Company has access to competent Environmental advice. This advice is available from:

Summit Safety Solutions Limited

Tel: 07399 421173

Email: patrick@summitsafetysolutions.co.uk

Qualifications in HSEQ includes:

MSc in Occupational Environmental Management

Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)

Fellow Member of the International Institute of Risk and Safety Management (FIRSM)

Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of **the Environmental Competent Person**. Job specific training and instruction will be identified, arranged and monitored by the **Compliance Manager**.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training of supervisors and managers are:

- The organisation's environmental policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Disciplinary procedure and application;
- Techniques for motivating employees to recognise and respond to organisational goals set from the Environmental policy.

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

The **Compliance Manager** will ensure the following procedure will be followed:

- Arrange for the induction training to be given to all staff;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Environmental practices and on preventative and protective measures;

- Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

Data Protection

The **Compliance Manager** will ensure the Company will comply with the General Data Protection Regulations, when recording environmental incidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Housekeeping

The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily and sort appropriately;
- Report problems.

Workplace inspections will be carried out on a regular basis as arranged by the **Compliance Manager** to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Review

The **CEO** will lead the process of implementing this policy and will keep the policy under continual review.