

ENVIRONMENTAL MANAGEMENT POLICY

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1.0 GENERAL

Our organisation is increasingly concerned to achieve and demonstrate sound environmental performance. We do so in the context of increasingly stringent legislation, the development of economic and other measures to foster environmental protection and a general growth of concern about environmental issues.

We are proposing to undertake an environmental 'review' to assess our environmental performance. On its own, however, a review cannot provide an organisation with the assurance that its performance not only meets, but will continue to meet, legislative and policy requirement. To be effective, it needs to be conducted within a structured management system, integrated with overall management activity and address significant environmental affects. This we are proposing to put into effect.

The International Standard specifies the elements of such an environmental management system, intended to apply to all types of organisation. It should be noted that many of the stages may be addressed concurrently or revisited at any time. The success of the system depends on commitment from all levels, especially from the highest levels of management. A system of this kind enables an organisation to establish and assess the effectiveness of procedures, to set an environmental policy and objectives, to achieve compliance with them and demonstrate such compliance to others. The standard is also intended to support certification schemes. Environmental management audits and environmental management reviews are inherent, but separate parts of the system. Audits assess both the effectiveness of the environmental management system and the achievement of the environmental objectives. Reviews check the continuing relevance of the environmental policy, update the evaluation of environmental effects and check the efficiency of audits and follow-up actions.

In order to be successful, all our staff and sub-contract personnel will need to demonstrate a commitment to sound environmental practices and a willingness or even 'eagerness' to consider the impact our daily tasks will have on the environment and thus on the quality of our own existence and that of future generations.



Signed:.....

Date: 1st May 2003

Michael P Bellière
Managing Director

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1.0 THE SYSTEM MECHANICS

1.1 THE ENVIRONMENTAL MANAGEMENT SYSTEM

The environmental management system will be designed to enable the organization to maximize its beneficial affects and to minimize its adverse affects. (In this context, the concepts of 'beneficial' and 'adverse' are to be regarded as relative, with reference to the current state of the environment.) In the case of adverse affects emphasis should be placed on prevention, rather than on detection after occurrence (this could mean - clean up of oil spills, liming of acidified waters, or treatment of contaminated land etc.) The system should:-

- ◆ identify and evaluate the environmental affects arising from the organization's existing or proposed activities, products or services, to determine those of significance.
- ◆ identify and evaluate the environmental affects arising from incidents, accidents and potential emergency situations
- ◆ identify the relevant legislative and regulatory requirements
- ◆ enable priorities to be identified and pertinent environmental objectives and targets to be set.
- ◆ facilitate planning, control monitoring, corrective action, auditing and review activities to ensure both that the policy is complied with and that it remains relevant.
- ◆ be capable of evolution to suit changing requirements

1.2 PREPARATORY ENVIRONMENTAL REVIEW

- ◆ areas where environmental performance could be improved
- ◆ views of relevant interested parties
- ◆ expected changes in regulations and legislation
- ◆ adequacy of resources
- ◆ environmental aspects of products and services
- ◆ resource consumption (energy, fuels, materials)
- ◆ waste minimisation, recycling initiatives
- ◆ use of hazardous processes
- ◆ use and disposal of hazardous materials and products
- ◆ transport policy
- ◆ visual impact, noise and odours

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1.3 ENVIRONMENTAL POLICY – CONTD

BSW Heating will pursue a policy of responsible environmental concern, actively supported by management at the highest level. We will continually strive to meet or exceed relevant regulatory and legislative requirements. Our initial environmental objectives are as follows:-

- ◆ To actively encourage clients to pursue fuel efficient system designs, e.g. condensing boilers
- ◆ To stress to clients the importance of effective insulation
- ◆ To ensure the proper disposal of waste products and the safe disposal of hazardous waste products
- ◆ To reduce consumption of fuel at Mansfield House by introduction of fuel saving equipment
- ◆ To minimise nuisance and noise pollution on contract works by means of management directives and supervision
- ◆ To change fleet vehicles to diesel fuel wherever practicable

1.4 ENVIRONMENTAL EFFECTS

An evaluation will be undertaken to assess the environmental effects our operation may have on the environment both direct and indirect. Direct effects will be such as disposal/release of solid, liquid or gas wastes, usage of fuels, energy and material in all functions of the organization and affects of transport practices etc. Indirect effects will be, such as depletion of finite resources and the environmental probity of other organization with whom we deal.

1.5 ENVIRONMENTAL OBJECTIVES AND TARGETS

Our environmental objectives as detailed under our environmental policy above will be assessed and varied regularly with a commitment to continual year on year improvement in overall performance. Emphasis will be placed in areas where the greatest impact on the environment can be achieved.

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1.6 ENVIRONMENTAL MANAGEMENT PROGRAMME

A general programme designed to minimize the company's adverse affects and maximize the beneficial affects on the environment will be instituted. This will cover all stages of our operation from feasibility studies through to planning and design, to construction, commissioning, operation and eventual de-commissioning.

The company shall establish and maintain a programme for achieving the objectives and targets. It shall include:

- ◆ designation of responsibility for achieving targets at each relevant function and level of the organisation
- ◆ the means by which they are to be achieved

Separate programmes shall be established in respect of the environmental management of projects to define:

- ◆ designation of responsibility for achieving targets at each relevant function and level of the organisation
- ◆ the mechanisms for their achievement
- ◆ the procedures for dealing with changes and modifications as projects proceed
- ◆ the corrective mechanisms that will be employed should the need arise, how they will be activated and how their adequacy will be measured in any particular situation in which they are applied

1.7 ENVIRONMENTAL MANAGEMENT MANUAL & DOCUMENTATION

This manual is the environmental overview of the company for issue to staff and operatives but also for passing on to other interested parties, if requested.

Individual documents may be issued covering specific functions and will make clear the company's instructions relating to particular matters concerning the environment.

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1.8 OPERATIONAL CONTROL

Control systems will be put in place to ensure that the company environmental policy is implemented. An environmental checklist will be completed by supervisors or contract managers detailing any environmental impact our operations may have. Incidents of non-compliance will be investigated to establish cause or deficiency and a report will be prepared which will include measures to ensure:

- ◆ preventing recurrence
- ◆ evaluating and mitigating any adverse environmental affects
- ◆ ensuring satisfactory interaction with other components of the management system such as occupational health & safety, and quality
- ◆ assessing the effectiveness of the above measures

The implementation of the corrective action should not be deemed to have been completed until the effectiveness of all above has been demonstrated and the necessary changes made in the procedures, documentation and records. Where corrective action may involve the initiation of a project over a significant time scale this should form part of the management process.

1.9 ENVIRONMENTAL MANAGEMENT RECORDS

Records are the evidence of the ongoing operation of the environmental management and should include:

- ◆ details of any failures to comply with policy and of corrective actions taken
- ◆ details of any incidents and follow-up action taken
- ◆ details of any complaints and follow-up action taken
- ◆ environmental training records

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1.10 ENVIRONMENTAL MANAGEMENT AUDITS

The company shall establish and maintain procedures for audits to be carried out in order to determine:

- ◆ whether or not environmental management activities conform to the environmental manual, management manual, programme, procedures and work instructions, and are implemented effectively
- ◆ the effectiveness of the environmental management system in fulfilling the company Environmental Policy

Following audit a report will be prepared for distribution and action as appropriate.

1.11 ENVIRONMENTAL MANAGEMENT POLICY

The company's management shall, at pre-set intervals, review the environmental management system adopted to satisfy the requirements of this standard, to ensure its continuing suitability and effectiveness. This review shall be documented. The environmental management review shall also address the possible need for changes to the policy and objectives in the light of changing circumstances and the commitment to continual improvement.