



Environmental Policy

CONTROLLED DOCUMENT	
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1.0 Policy

Description

This policy sets out the intentions and working practises of Aspect Flooring Solutions Ltd in relation to the management, development and consideration of Environmental impact from the undertakings of the Company.

Aspect Flooring Solutions Ltd also recognises and accepts fully without reservation the policy of Contractor's requirements relating to environmental protection.

Objective

The objective of the Company is to help maintain; using reasonably practicable means; a safe environment not only for our employees, but also for all others who are affected by the services we provide.

Philosophy

The Company is committed to meeting or wherever possible exceeding all Government Regulatory and Legislative requirements. Regular Management Meetings take place to discuss where current legislative requirements affects the services we provide and where the Company can reduce its impact on the environment.

Statement of Intent

The Company is committed to ensuring that a System exists for the best reasonable management of good environmental working conditions, equipment that limits noise and pollution and Systems of Work which minimise the impact of the services provided by the Company on the Environment.

The Company will provide such information, instruction and training to employees so they may achieve the Company's aims, at the same time enhance their own working environment.

The Company's Management Team, who has overall responsibility, will appoint a Senior Executive for these matters and this post-holder will ensure that such a system of effective Environmental Management, control, and development exist and is correctly and adequately implemented throughout the Company.

Specific Aims

The Company is committed to maintaining an effective Environmental Policy by ensuring that, where reasonably practicable, sufficient financial and human resources are made available for the management, control and development of Environmental Matters.

These resources will be used to ensure there are sufficient personnel to monitor and audit the Company's activities and, where necessary, recommend changes to existing working practices or materials.

The Company will utilise any one or more of the following categories to achieve these aims.

Reduce energy consumption by the utilisation of energy saving devices where possible.

The use of recyclable materials and packaging wherever possible.

The consideration for use of alternative products which are valued as more environmentally friendly than those currently in use.

The company is aware of the effects of pollution on the environment and in accordance with the health and safety requirements of the Construction, Design and Management Regulations, all of the organisation's plant and equipment is assessed in relation to vibration, noise and dust emissions.

Further reductions or elimination of pollutant releases will be achieved, where practicable, through careful selection and subsequent preventative maintenance of plant and equipment.

The selection of suppliers who themselves have a positive and pro-active Environmental Policy and supporting procedures. As part of our approved contractor process, we request, where applicable, proof of our supplier's own environmental policies and ask if they have certification such as ISO 14001.

All materials, particularly of a hazardous nature, will retain their identification and material-handling instructions, at all times, and will be stored in appropriately designed, designated areas in order to prevent inadvertent use. All chemicals and hazardous substances retain their readily identifiable hazard symbols and are provided with the relevant CoSHH Risk Assessments and Safety Data Sheets.

The strict control of waste discharges and disposal. All hazardous materials are stored in pre-defined quarantine areas, with access restricted to authorized personnel.

All of ASPECT FLOORING SOLUTIONS LTD's services are regularly inspected from initial receipt of materials from a supplier, through installation and until a repair request has been completed. Materials will be inspected for quality and health and safety requirements, in accordance with the procedures. Any quality failures will be rejected and returned to the suppliers.

A system of emergency procedures to deal with any reasonably foreseeable environmental emergency.

The licensing of any process undertaken by the Company that is required by Legislation.

The prompt reporting and respectful observance of archaeological finds.

The limitation of noise; as part of direct service provision by the Company otherwise; for any process or activity under the Company's control.

Adherence to any requirements in respect of Sites of Specific Scientific Interest (SSSIs), wildlife sanctuaries and other wildlife sites.

The strict control of any process that may have an adverse impact on the local flora and fauna.

Monitoring information and actions of external environmental organisations and attending meetings or training where appropriate.

Administration Arrangements

The Managing Director will ensure that an adequate system of documentation exists for the management, supervision and implementation of this Environmental Policy and that the system is reviewed regularly and where necessary revisions or amendments incorporated into the Policy, to ensure the best ongoing environmental practise.

All employees are to be constantly vigilant of the environmental requirements of the company, as well as other parties. Any concerns over any environmental issues felt by any employee must be brought to the immediate attention of their line manager or any other responsible person who may be involved in or around any contract.

The activities and materials used to deliver the company's services will be continually monitored in the form of Supplier Audits and Quality Assurance Questionnaires. This is to enable new, safer and more environmentally friendly working practices to be developed and utilised. This is recognised as being ongoing and therefore a dynamic process.

Frequency

Environmental performance will be monitored firstly in the Site Inspection, which is carried out by the Company Safety Advisor on a monthly basis.

The Company Safety Advisor will audit the company's environmental performance and management of its policy during the bi-annual Company Health Safety and Environment Audit.

Training

The Company will ensure that any employee charged with the responsibility for managing, supervising or taking part in this process to any and all degrees, is adequately trained, sufficiently for and dependent upon their needs.

The company's procedures provide for the identification and provision of the training needs of staff performing activities identified as having an actual or potential environmental impact. Training within the context of the Environmental Management System falls into three categories.

Skills/Knowledge gained by experience

Acquired by "on the job" training (through courses and briefings) and over a period of time under direct supervision or experience.

Certified Environmental Training

Environmental skills that require mandatory training and examination.

Additional Training

Given in the form of bulletins, E-cards, notices etc. where such training/awareness raising will reduce the actual or potential environmental impacts of work performed by company personnel.

Training information will be retained for all staff employed within the company. Records will be updated and reviewed on a yearly basis.

All members of staff are encouraged to be conscious of any energy conservation initiative, no matter how simple, such as turn out lights and heating when leaving unoccupied offices. Office heating systems are temperature controlled.

Financial Provision

The Company will ensure that reasonable, adequate financial provision is made available to fund the management, supervision and implementation of the Environmental issues laid down in this Policy.

Print:

Signed.....

Date