



AirFire Control Ltd
Chesterfield, Derbyshire
ENVIRONMENTAL POLICY DOCUMENT

AirFire Control Ltd

**ENVIRONMENTAL MANAGEMENT
POLICY DOCUMENT**

JAN 2008

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PART 1

MISSION STATEMENT

MISSION STATEMENT

The objective of AirFire Control is to establish itself as an industrial leader in environmental protection through all its operations based on the actions and clearly defined policies, which demonstrate total commitment to the continuous improvement of environmental quality and management.

The company will plan, conduct and monitor its operations using best practical means to protect the environment from impairment. The concepts of Best Practical Environmental Option (BPEO) and duty of care will be implemented to establish high standard of operation in all the company operations, for which adherence will be mandatory. These will comply with or exceed regulatory controls or codes of practice where they are available.

The company will achieve this by:

- ❖ Complying fully with all relevant statutory regulations and guidance.
- ❖ Interaction between employees from all departments on environmental issues with the full support, control and encourage from management.
- ❖ Involving all employees by training them to understand their role in achieving environmental targets.
- ❖ Considering the impact on the environment and developing new plans for products and processes.
- ❖ Working closely with suppliers to ensure that the products and services they supply are environmentally acceptable.
- ❖ Building relationships between local authorities and the local community by keeping them informed of company activities and environmental interests.
- ❖ Where practical, recycling all waste materials and packaging
- ❖ Tacking positive steps to conserve energy and natural resources in its operations.



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A handwritten signature in black ink, appearing to be 'J. Smith'.

.....
Director
Jan 2008



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PART 2

INTRODUCTION

INTRODUCTION

A first step in demonstrating environmental responsibility should be to draft an environmental policy statement or code of practice against which the company is willing to be judged. This has to be a worthwhile and practical document and not something that contains platitudes and generalisations.

Planned prevention or reduction of pollution is more cost effective than cleaning up environmental pollution. It is therefore in the interest of any company to minimise the waste and pollution so to reduce costs in the long term.

Consideration would be given to devising codes of practice for all employees, which should include consideration and mitigation of environmental impact of each job. Each employee will receive a copy of this environmental policy, which will identify their responsibilities towards the achieving company's mission statement.

The company's environmental policy should start from the premises that the company is part of the local community and it has impact on the environment in the immediate vicinity of the site and more widely by bringing in raw materials and energy, distributing its products and discharging emissions and waste.

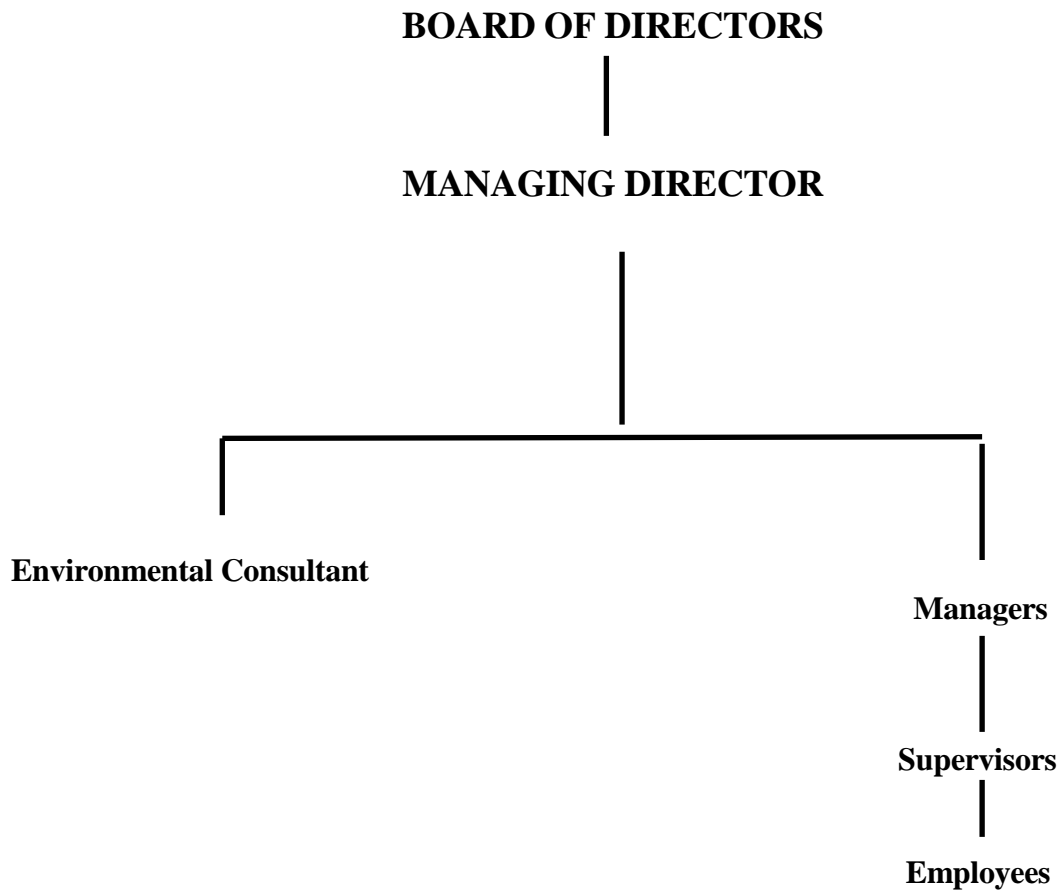


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PART 3

**ORGANISATIONAL
STRUCTURE**

**ORGANISATION STRUCTURE
FOR THE ENVIRONMENTAL MANAGEMENT PLAN**



BOARD OF DIRECTORS

The Board of Directors will ensure insofar as is possible establish and maintain environmental policies for all operations that may have a detrimental effect on the environment. This objective shall be achieved by:

- * The allocation of responsibilities to personnel employed or controlled by the Company.
- * Having available such in-house expertise and external consultants as may be required.
- * Requiring that such training, instruction, monitoring and information is arranged and presented as and when required.
- * Maintaining a Director with special responsibility for the environmental management programme and its implement.

The Board of Directors shall initiate, commission, encourage and support such environmental management initiatives as may be required by change of statutes passed by Parliament.

The Board of Directors shall ensure that adequate and suitable funds are allocated each financial year, to allow those responsible for the environmental management programme to carry out their duties and duty of care without financial hindrance.



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**DIRECTOR WITH SPECIAL RESPONSIBILITY
FOR THE ENVIRONMENTAL MANAGEMENT PROGRAMME**

The Director appointed shall have the full support and commitment from fellow directors, executives, managers and employees. The Director shall report each Quarter to the Board of Directors on matters influencing the environmental management requirements and the standards achieved by the company.

In order to assist the Director with special responsibilities to discharge his duties, the Board of Director shall make available suitable expertise in environmental management. This internal and external specialist shall be required to inform the Director on any standards or developments that may influence the environmental management programme.

ENVIRONMENTAL CONSULTANT

The appointed environmental consultant shall report to the Director with special responsibility for environmental management. He shall also be available to other members of the management team on matters influencing environmental management including:

- * **Keeping himself and management informed of the existing and pending legislation regarding environmental management and their impact on working practices.**
- * **Proposes suitable and adequate continuing environmental training for all employees including environmental inductions for all new starters and sub contractors.**
- * **Maintaining and co-ordinating the environmental management system.**
- * **Investigating environmental incidents that have or may rise to a loss of company resources and reports all statistics causes and results of investigations.**
- * **Liase with the Environmental Agency and other enforcing agencies.**
- * **Assisting environmental risk assessors in carrying out statutory assessments.**
- * **At the request of managers carries out COSHH assessments on new substances, controls.**
- * **Maintaining and improving company emergency procedures.**

MANAGERS

All company managers are responsible for the environmental safety of staff, customers and visitors within their areas of responsibility.

They are also responsible for:

- * Providing procedures and instructions for safe working practices.
- * Ensuring staff under their responsibility are suitably trained and competent for their duties.
- * Assessing for risks to the environment from work activities and working conditions.
- * Monitoring operations regularly to ensure that work continues to be carried out environmentally safely in accordance with procedures and instructions provided.
- * Ensuring that equipment performs correctly and is environmentally safe to operate.
- * Monitoring environmental safety in their areas of supervision by inspection or audit.
- * Ensuring that all environmental damage or near misses are reported and investigated and that investigating results are passed directly onto the operations Director within 24hrs.
- * Ensuring environmental safety is designed into all activities and equipment prior to the commencement of work in order to eliminate or control risks.
- * Ensuring that employees and contractors are aware of the correct procedures for dealing with materials spillage's and disposal of hazardous waste in a manner that is both safe and environmentally responsible.
- * Ensuring that employees are aware of the arrangements and actions required in the event of an environmental incident.
- * Providing adequate staff supervision particularly for young workers, new employee's, contractors, or employees carrying out unfamiliar tasks.

EMPLOYEES

The co-operation of every person employed by the company is essential to the success of the environmental policy.

The company's environmental policy places duties on all employees

These are:

- * To follow the company's environmental rules and procedures**
- * To minimise waste and recycle waste materials wherever practical**
- * To comply with clients environmental requirements when operating on their premises.**

All employees have a duty to comply with all the Company environmental rules, procedures and instructions laid down.

- * They must report promptly to their manager any defects found in vehicles, equipment or any environmental hazard observed.**
- * They must report immediately to their manager any incident involving environmental damage or risk.**
- * Observe all laid down procedures concerning processes, materials and substances used.**
- * Where required, attend as requested any training course designed to further the need of environmental safety**
- * Observe all emergency and evacuation procedures in place.**



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PART 4

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

The company will consult with employees and their representatives through committees, meetings, toolbox talks and other methods where any changes to the operation present an impact on the environment.

All consultations will be recorded and any results or actions identified will be posted on all company notice boards giving the information its widest circulation.

ENVIRONMENTAL IMPLEMENTATION STANDARDS

Each departmental manager shall ensure that a document is prepared covering the environmental aspects of their operations. These documents should identify the hazards within the workplace, which may present risk to the environment. Systems for eliminating or reducing these risks and for the complying with the environmental standards shall be identified along with methods for monitoring the effectiveness of the procedures.

Each document shall include the following items:

- The provision of, instruction and training
- Environmental performance standards
- Environmental incident investigation and reporting
- Auditing procedures
- Environmental improvement programme

Where appropriate, each document shall include an environmental impact assessment.

ENVIRONMENTAL PERFORMANCE

Environmental matters must be properly considered in all new developments and procedures, paying particular attention to the requirements of the Environmental Protection Act 1990.

Methods that have been established for monitoring and recording compliance with legal obligations in respect of routine liquid and gaseous effluent discharges and liquid and solid disposal should be detailed.

Methods used for elimination of waste at source or recycling or reuse of materials should be included, paying particular attention to the possibilities for materials substitution in processes.

ENVIRONMENTAL INCIDENTS

Investigation and reporting all abnormal occurrences with environmental implications should be recorded and investigated along with any complaints from 3rd parties.

Investigations will be carried out by the department manager with assistance from the environmental advisor where required.

All environmental incident reports will be forwarded to the responsible Director for comment and raising at the following Board of directors meeting.

ENVIRONMENTAL AUDITING

The arrangements, format and frequency of all environmental audits shall be documented in line with environmental audit procedures. Such audits will be carried out as necessary or when significant changes to the 1990 Act or significant changes to the company's operations.

Where audits are carried out, a copy shall be forwarded to the responsible Director for comment and or action.

ENVIRONMENTAL IMPROVEMENT PROGRAMME

Each department will prepare annually an environmental improvement programme, which should include plans in each of the following areas

- * **Objectives**
- * **Audit programme**
- * **Training needs**
- * **Review of resources to support the programme**

ENVIRONMENTAL IMPACT ASSESSMENTS

Before the introduction of new plant or processes, a systematic study will be undertaken to ensure that adequate consideration is given to possible environmental hazards as a minimum this will include:

- * **Identification of substances that may cause harm to the environmental.**
- * **Assessments of the techniques available to eliminate, minimise or render harmless releases of such substances as to establish “best environmental techniques” (BAT).**
- * **An assessment of the possible impact of the process on the environment to establish “Best practical environmental option” (BEPEO).**
- * **Where existing installations and processes there is a record of poor environmental performance the process/installation should be assessed and included in the environmental improvement programme.**

RECYCLING

The company will within its environmental management systems identify those materials that are subject to disposal by normal methods and assess if recycling is an option for their disposal.

The company will make the necessary arrangements for the recycling of:

Paper

Cardboard

Metals (Mild steel, Stainless steel, Aluminium, Brass, Copper etc.)

Plastics and Polythenes.

Inert gasses

Any other natural products that can be recycled.

ENERGY

The company will assess and implement methods of conserving energy with its operations by simple practical solutions. The company identify that saving energy is financially the right thing to do as well as environmentally sound.

The company will achieve this by:

The installation of low energy lighting in offices.

The installation of PIR lights in areas where pedestrian traffic is low.

The installation of “energy star” PC’s.

The installation of thermostatic controlled heating and ventilation controls.

Any other cost effective energy reducing controls as required by the company.

OZONE DEPLETING SUBSTANCES

The company are aware of the dangers to the environment presented by ozone depleting substances and will within its operations take the necessary steps to control any accidental discharges when replacing or disposing of such substances.

The company will control this risk by:

Providing written procedures for the dismantling of Halon systems

Requiring contractors used for the disposal of Halons to provide method statements and disposal certificates for the operation.
Ensuring all engineers and contractors are trained in the correct methods of handling and disposal of Halons.

USING CONSULTANTS

Where the company identifies a need for the use of external consultants it will ensure that the appointed consultant provides:

The service that the company requires
Within the price the company requires.
Within the time constraints the company sets.
At the standard the company sets

PROVISION OF INFORMATION, INSTRUCTION AND TRAINING

The company will ensure that the methods by which suitable information, instruction and training will be delivered, is by formal environmental induction training, team talks and standing operational work standards.

The company will make available to employees any statutory instruments, codes of practice and company procedures as required.

Where any training is given the supervising manager will keep suitable records.

VALIDATION

The company will validate this environmental policy and related environmental management procedures by means of regular inspections and audits covering all aspects of environmental management.

Inspections will be carried out for:

- * Regular housekeeping audits.**
- * Energy wastage**
- * Waste products recycling**



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- * **Introduction of new plant, installation or modifications.**
- * **The disposal of waste products.**

PART 5

REVIEW OF THE POLICY STATEMENT



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REVIEW OF THE POLICY STATEMENT

This policy will be reviewed, extended or modified as necessary by the Director with special responsibility for the environmental management policy in consultation with relevant specialists and employees with special responsibilities.

It will be supported and enhanced by the addition of the local procedures and environmental management documentation.