

Environmental Policy

CONTENTS

Title

1 Environmental Policy

2 Organisation Chart

3 Environmental Arrangements

Relevant Key Legislation

Waste Generation and Management

Resource management, reducing and eliminating waste

Energy efficiency

Purchasing

Vehicle usage

Training

1. ENVIRONMENTAL POLICY

Phoenix Security (Essex) Ltd as a specialist Company having recognised responsibility for environmental matters, places high priority on environmental affairs with regard to company operations and the range of services offered to customers.

The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements and will comply with the directives from the Environmental Agency.

Phoenix Security (Essex) Ltd staff are aware of the environmental sensitivity of the business sector in which the company operates, and seeks to continually develop the company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the company environmental activities, but the following specific objectives form the basis of the company policy.

All Company operations must be carried out with due regard to all appropriate and relevant legislation and regulatory considerations. The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental, legislative responsibilities and related activities.

The Company will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste does not become hazardous to public health or the environment.

The Company recognises that the Control of Pollution Act; Duty of Care Regulations gives the Company the responsibility for all of our waste until it's final disposal site. Any hazardous waste must be disposed of according to the Hazardous Waste Regulations 2005 and the consignment note procedure followed.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriate licensed disposal facilities will satisfy standards required by the Company.

The Company will ensure that all transportation and the disposal of waste is covered by the appropriate documentation to ensure that the Duty of Care (section 34) of the Environmental Protection Act 1990 is fully complied with, regarding controlled waste transfer notes and waste description. The Company will ensure that every effort is made to police the compliance of third parties within the legislation.

The Company co-operates with, and assists to the best of its ability, officers of the waste regulatory authorities in the exercise of their duties.

The Company constantly updates it's knowledge and ability to satisfy the increasing need to obtain positive benefits from volumes of materials which comes under the company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are fully assessed and reviewed.

The Company is committed to ensuring that all emissions from transportation are kept at 0g/km of co2. This means ensuring we only operate a fleet of electric vehicles. The Environmental Policy of Phoenix Security (Essex) Ltd is one of continual review, and is subject therefore to frequent review and development. Its ever-widening customer base, and public, judge the company's continued environmental responsibility in general, while being driven enthusiastically by senior management.



Signed: L Atkinson – Director

Date:27/05/2022.....

2. RESPONSIBILITIES FOR THE ENVIRONMENT

Director Responsible for the Environment

- Overall responsibility for environmental issues within the Company
- Initiate and oversee production and distribution of the Companies policy for the Environment to all employees.
- Communicate this policy to all employees.
- Initiate any changes, developments and amendments to the Policy as and when necessary.
- Sanction the necessary funding for all aspects of the Environment in order to meet the requirements of current legislation, published guidance and the Company Policy.
- Set and monitor targets to improve our environmental performance
- Ensuring procedures are in place for emergency situations as required.
- Ensuring that any incidents required are recorded and that those need to be are reported to the Environment Agency.
- Keeping up to date with the appropriate health and safety legislation

Site Supervisors

- Understand the Company's policy for the Environment.
- Carry out all work in accordance with its requirements and bring to the notice of your Manager any improvements or additions which you feel appropriate.
- Organise any site so that work is carried out to the required standard with the environment in mind.
- Ensure any sub-contractors are aware of the Environmental Policy

Employee Responsibilities

- Read, understand and follow the Company's Policy for the Environment and all arrangements produced under it.
- To comply with us fully as far as is necessary to ensure that we, the Company fulfil our legal duties to you and to others under our employment.
- Use only the equipment that you have been instructed or trained upon to use.
- Always set a good example
- Ensure that you are familiar with the Emergency procedures and comply with its requirement.

3. ENVIRONMENTAL ARRANGEMENTS

The Company recognises it is not possible to prepare in written format every possible environmental rule as circumstances may vary depending upon the nature of the work. However, employees are expected to act in a sensible and responsible manner and adhere to verbal instructions given by management.

Relevant Key legislation

In view of the Companies obligations specific environmental legislation applicable to the company is as follows;

- Environmental Protection Act 1990 -Part 2 & 3
- List of Waste Regulations 2005
- Hazardous Waste Regulations 2005
- The Hazardous waste (Amendment) regulations 2009 (as amended 2016)
- WEEE Regulations 2013 (as amended 2018)
- Environmental Permitting Regulations 2010 (as amended 2018)
- Waste Regulations 2011 (as amended 2014)
- Controlled Waste Regulations 2012

Waste Generation and Management

The Company firmly believes in effective Waste Management and Environmental Sustainability at all levels of the company's operations.

It is the policy of the company for all waste arising to be segregated at source, where practicable and recycled as part of a cost improvement programme, and also to reduce adverse environmental effects.

Types of Waste for Segregation would include;

- **Hazardous Waste;** this would include;
 - fluorescent light tubes, e.g. energy-saving light bulbs
 - Printer and toner cartridges
- **Electrical Waste;** this would include;
 - IT equipment
 - Other electrical items, e.g. fans, condensers etc.
- **Office Waste;** this would include;
 - Plastic drinking cups
 - Paper, newspaper waste
 - General office waste, non-contaminated that is disposed via landfill.
- **Confidential Waste**

- Where waste is considered to be of a confidential nature, it shall be shredded either by Sanctuary Personnel or via a recycling contractor, with a certificate of destruction as proof for shredding.

The storage of waste will be so in suitable containers. Duty of Care under the Environmental Protection Act 1990 requires that waste holders must introduce and maintain such housekeeping measures in order to keep any waste safe from;

- corrosion or wear of waste containers
- accidental spillage or leakage
- accident or weather, breaking contained waste open, and allowing it to escape
- waste blowing away or falling while stored, transported or handled
- scavenging of waste by vandals, thieves, children, trespassers or animals.

All waste that is stored and to be handed on to another person must be in a container. Waste containers must suit the waste placed in them, e.g. plastic sacks are not suited to liquid, jagged or hot waste, and be of sufficient integrity to enable the waste to be safely contained.

The Control of Pollution Act; Duty of Care Regulations gives you responsibility for all your waste until its final disposal site. This requires us to prevent uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds or the spread of waste materials by high winds by netting over waste collection skips). We have a responsibility to ensure our waste is handled by competent, responsible contractors and as such it is important that we only use licensed contractors.

The disposal of waste from the Company will be done so and in accordance with appropriate legislation and through a licensed waste contractor, with associated record retention to verify and confirm this e.g.

- Waste transfer licences of the waste collector
- Waste management license or environmental permit of the site where the waste is going to for segregation or landfill.
- A written waste consignment note to show;
 - Waste transferred
 - Quantity and nature of the waste; loose, sacks etc
 - State the name and address of the producer
 - State the name and address of the carrier, his registration number and issuing authority
 - State the place of transfer
 - State the date and time of transfer
 - Contain signatures of both the produced and carrier

Resource management, reducing and eliminating waste

The Company will review opportunities to reduce the volume of waste generated and to increase the proportion of waste recycled through varying methods throughout our premises and have adopted the motto, 'Reduce, reuse, recycle' wherever possible.

We encourage;

- Use of e-mail or the telephone in preference to letters and faxes wherever possible
- When printing large documents, endeavour to print on both sides of the paper to reduce the amount of paper used
- Dispose of paper waste in the recycling bins available
- Use of recycled products and stationary
- Envelope, packaging and cardboard box re-use.
- Effective purchasing; ordering in multiples rather than singles.
- Mobile phone and electrical equipment recycling.
- Adequate and safe disposal.

Objectives and Targets have been set across the Company to improve our paper usage.

Energy Efficiency

Sanctuary Personnel accepts a share of the UK's commitment to a reduction in carbon dioxide emissions by attaining greater efficiency in total energy consumption. Lighting and electricity are a major cost for the Company, however being in a modern building helps to ensure we maintain this to a reasonable level.

We operate the following;

- Maximum use of daylight, switching off lights that are not needed wherever possible.
- Switching off after hours procedures
- Reporting faulty and flickering lights, a flickering tube uses more electricity and is a contributing factor to 'sick building syndrome'
- Switching off PC's when not in use, operational and at weekends
- Adopting hibernate practices rather than screen savers; although these may save screens, they don't save energy.
- Selecting equipment appropriately considering energy use where possible
- Using only electrical appliances required
- Maintaining air conditioning systems at a comfortable 21C
- Closing windows and doors when in use
- Not cooling when the building is not in use
- Use of thermostats, and timer programmes wherever possible

Purchasing

We shall ensure that the Company procures goods and services and considered environmental responsibility as a factor when procuring.

This is done via;

- Consider buying goods and services that can be manufactured, used and disposed of in an environmentally responsible way
- Where items are of a similar cost, give preference to those that have a high recycled content
- Wherever practical, purchase items that can be recycled or re-used
- Transport – and the use of bulk ordering instead of ordering just one or two

Vehicle usage

The Company is committed to ensuring that all emissions from transportation are kept at 0g/km of co2 and as such we operate a fleet of only electric vehicles. The use of purely these is under continuous review as they may not always be suitable for our ever-widening customer base.

The use of public transport is considered wherever possible for travel in and around the country and we also utilise software packages where video meetings could be utilised with our Customers.

Training

We recognise that training and information in the environment is crucial to ensure our employees and others fully support our environmental policy. All employees of the company will receive our induction training, whereby our policies and improvement programmes are introduced to them to ensure their familiarity and adoption.

This training will also include current recycling and waste practices, and the plans of our waste minimisation programme.