



# Environmental Policy

## Scope

**The scope is ISO 14001 as relates to the provision of Security Guarding incorporating the requirements of BS7499 and BS7858**

**Date of Review 1<sup>st</sup> April 2011**

**Next Date of Review 1<sup>st</sup> April 2012**

## **Environmental Policy**

### General Statement(4.1,4.2,4.31,4.3.2,4.3.3

This policy has been produced by Senior Management with reference to the services and procedures that operate throughout The Company. It is our aim to develop and improve the EMS as required appropriate as we develop as a business.

By commencing our Environmental Policy we are committed to the prevention of pollution and the adherence to all appropriate environmental laws and regulations together with a commitment to comply with any voluntary requirements agreed with organisations or partners. We shall establish and maintain a procedure to identify and have access to legal requirements. Year on year we will strive for continual improvement in all matters relating to the prevention of pollution.

We will form a working party and support that unit both in its' aims and with resource to establish and develop our Environmental Objectives. Those objectives will be set after consideration of the environmental aspects our organisation has and the impacts on the environment.

From time to time those aspects will change and therefore our objectives will be reviewed. We shall establish and maintain documented environmental objectives and targets both overall and at each relevant function and level.

Our environmental policy shall be available to the public.

#### Environmental Management programme(4.3.4.)

Our Environmental Management programme shall establish and maintain programmes for achieving objectives and targets and these will include designation of responsibility and the means and time frame of achievements. When necessary these shall be amended.

#### Structure and Responsibility(4.4.1.)

Within our organisation all roles, responsibilities and authorities shall be defined, documented and communicated not only within our organisation but with our partners and suppliers. Senior Management is committed to provide the resource essential for implementation and control of The EMS and has appointed a specific management representative who will define roles, responsibilities and authority to ensure that the requirements of The EMS are established, implemented and maintained and that a regular report on performance is produced for top management review.

#### Training(4.4.2.)

We shall identify training needs in order that all personnel whose work may create significant impact on the environment receive appropriate training. This training will include establishing and maintaining procedures to ensure that all employees remain aware of :

the importance of conformance with the policy, procedures and requirements,  
the significant environmental impacts, actual or potential of work activities and environmental benefits of improved personal performance,

roles and responsibilities in achieving conformance and including emergency preparedness and response,

the potential consequences of departure from standard operating procedures.

All personnel shall be competent on the basis of appropriate education, training and/or experience.

#### Internal Communication(4.4.3.)

We have established and shall maintain procedures for internal communication at various levels and between our functions and also for receiving, documenting and responding to communications from outside parties. We shall also consider processes for external communication on significant environmental aspects and record any decisions made.

#### Documentation and Control of Documents(4.4.4,4.4.5.)

Our established documentation system will maintain information either in electronic or paper form to describe the core elements of our management system and their interaction and provide links to related documentation. This documented system has established and shall maintain procedures for controlling all documents required by this standard to ensure:

Proper identification and handling

Reviewed and revised as necessary

Only current versions are in use

Obsolete documents are promptly removed to prevent unintended use  
Obsolete documents are suitably marked and identified.

#### Operational Control(4.4.6.)

By our operational control we shall identify those operations and activities that are associated with significant environmental aspects in line with our policy, objectives and targets. These measures shall include planning activities, including maintenance to ensure that they are carried out under specified conditions by:

establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the set objectives and targets,

stipulating operating criteria in procedures

establishing and maintaining procedures related to identifiable significant aspects for goods and services used by our organisation and communicating those relevant procedures and requirements to suppliers and contractors.

#### Emergency Response and preparedness(4.4.7.)

We have established and shall maintain procedures to identify the potential and for responding to accidents or emergency situations, and preventing and mitigating the environmental impacts associated with them.

#### Monitor and Measure(4.5.1.)

We have established and shall maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of our operation and our activities that can have a significant impact on the environment. These include recording of information to track performance, relevant operational controls and conformance with objectives and targets. All monitoring and measuring equipment shall be calibrated and maintained and records of this process kept as part of our procedures. We have also established and shall maintain a documented procedure for periodically evaluating compliance with the relevant environmental legislation and regulations.

#### Compliance 4.5.2.

We shall establish, implement and maintain procedures for the periodic evaluation of both our legal requirements and any other requirements to which we may subscribe. Records will be kept of these evaluations.

#### Non Conformance and Corrective and Preventive Action(4.5.3.)

We have established and shall maintain procedures for defining responsibility and authority for handling and investigating non-conformances, taking action to mitigate any impacts caused, and for initiating and completing corrective and preventive action. Any corrective or preventive action taken

to eliminate causes of actual and potential non-conformances shall be appropriate to the magnitude of problems and commensurate with the impact encountered. We shall implement and record any changes made in the documented procedures resulting from corrective or preventive action.

#### Records(4.5.4.)

We have established and shall maintain procedures for the identification, maintenance and disposition of environmental records. These records shall include training records and the results of audits and reviews and shall be legible, identifiable and traceable to the activity, product or service involved. The environmental records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Retention times are

established and recorded and all shall be maintained as appropriate to the system and to the organisation in order to demonstrate conformance to the requirements of the International Standard ISO 14001.

#### Audits(4.5.5.)

We have established and shall maintain programmes and procedures for periodic environmental management system audits to be carried out in order to:

- a. Determine whether or not the EMS conforms to planned arrangements for environmental management including the requirements of the relevant standard and has been properly maintained and implemented and
- b. Provide information on the results of such audits to management.

The audit programme, including the schedule shall be based on the environmental importance of the activity concerned and the results of previous audits and shall cover the audit scope, frequency and methodologies as well as the responsibilities and requirement for conducting audits and reporting results.

#### Management Review(4.6)

We shall at determined intervals review the EMS to ensure suitability, adequacy and effectiveness and we shall ensure that the necessary information is collected to allow management to carry out an evaluation. This review shall be documented.