



## **Environmental Policy**

### **General Policy**

It is the policy of Corin Dudley Electrical Services Ltd to try to promote awareness of the environmental issues in our suppliers, clients and staff and we will work, within available resource, towards the principles of sustainable development in all areas of our activity. To achieve this we will:

- Follow the principles of sustainable development within our own operations, such as purchasing and fair trade, transport and use of resources;
- Enable staff to contribute to the “Green” process at work and, through example and training, encourage them to continue to contribute at home;
- Contribute, where appropriate to any local initiatives designed to promote environmental awareness and to improve the quality of our environment.

All staff working for Corin Dudley Electrical Services Ltd are encouraged and expected to play their part so that the aims of this environment policy can be met.

### **Pollution and Energy Efficiency**

It is the policy of this company to ensure that its work and processes do not contribute to environmental pollution. We will therefore comply with the requirements of the environmental Protection Act and all relevant regulations.

We will encourage staff to avoid harming the environment and to report any potential environmental hazards to the Environmental Director. We will also ask them to offer ideas on steps that we can take to protect the environment from our work activities.

We will endeavour to minimise emissions to the atmosphere when working and will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal.

When disposal is necessary we will ensure that waste is stored safely and disposed of by licensed carriers having satisfied ourselves that they will be disposing of it appropriately (see Waste Management).

When purchasing new plant, transport and equipment we will take into account its energy efficient properties.

We will ensure that all plant, transport and equipment are regularly maintained so as to minimise pollution.

### **Duty of Care for Waste**

We recognise that as a producer of waste we have a duty of Care for transport, store and dispose of it responsibly

We will take all reasonable measures to

- Prevent the unauthorised or harmful disposal of our waste by another person,
- Prevent the escape of the waste from our control,
- Ensure that

We transfer waste only to an authorised person or to a person for authorised transport purposes, and

On transfer, a written description of the waste is given by us to the carrier that will enable other people to avoid the unauthorised or harmful disposal of the waste and to comply with their own Duty of Care.

We recognise that the Duty of Care has no time limit and that we retain our duty of care for the safe disposal of waste even after we have passed it on to another party such as a waste contractor, scrap merchant, recycler, local council; or skip hire company.

Because we produce more than 200kg of "hazardous waste" each year we have registered with the Environmental Agency as a waste producer and undertake to use properly licensed carriers or waste site in order to dispose of both our hazardous and normal domestic grade waste.

### **Waste Management**

As we only store waste which we produce and it is regularly removed from our sites we are not required to have a complicated waste management system. Our main waste categories are

- Cardboard
- Glass
- Metal
- Wood
- UPVC

We will ensure we remove all waste generated by our activities from the sites where we are working as it is generated without the need to store it on site.

All waste will be transported in our vans back to Corin Dudley Electrical Services Ltd where it will be placed directly into skips. The waste is subsequently categorised into its waste streams at the waste transfer station of the skip company.

The skips will be provided by a reputable waste management company who will regularly take away filled skips and replace them with empty ones.

We (Corin Dudley Electrical Services Ltd) recognise that it is our duty to vet the competence and integrity of the waste management firm. Corin Dudley is responsible for asking to see their licence or exemption certificate, and will check this with the Environmental Regulation.

From time to time the Managing Director will commission a formal audit by the safety Consultant Angelo Errigo, to ensure that our waste is being handled correctly from the moment it leaves our premises to the final point of disposal.


Corin Dudley is also responsible for ensuring that whatever hazardous waste is removed from our site a Waste Transfer Note (WTN) is properly completed and signed by him. Corin Dudley will ensure that both regular and irregular waste (such as that caused by spills) is included on the WTN. It is recognised that some of these waste may have to be handled as Special Waste.

Corin Dudley Electrical Services Ltd will keep copies of all WTNs in the office for two years.

The Managing Director will ensure that all our employees and any sub-contractors working for us are given specific instructions relating to how EACH AND EVERY waste that might arise is to be handled and disposed of and he will regularly check that these instructions are being followed.

### **Reducing our Carbon Footprint**

We recognise that activities related to our business such as driving our company vehicles, heating or cooling our offices and taking business flights consume energy and produce carbon dioxide emissions which are ultimately harmful to the planet. We also recognise that complete avoidance of CO2 emissions would be impractical and are therefore actively seeking practical methods of Carbon Offsetting as way of compensating for the emissions produced with an equivalent carbon dioxide saving.

Signed  Date 20 March 2012

Position Director

Approved for review on 20 March 2013