

ENVIRONMENTAL MANAGEMENT POLICY STATEMENT

Company name /logo

We will operate in a way which reduces the impact of our company's activities on the environment. We will ask all staff to take this into account in the work they do, and invite staff suggestions on how to achieve more reductions.

We will in particular do the following:

- ***ensure that both management and relevant staff are aware of all legal responsibilities in relation to the environment***
- ***hold [quarterly] meetings with all relevant staff to remind them of the policy and discuss action to maintain and improve our environmental performance***
- ***keep a record of the resources we use (energy, water, packaging, etc) and the waste we produce, and try to reduce it.***

Signature of manager responsible for this statement

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Environmental Management System

List of documents relevant to environmental performance of the[name of company]

The main documents held on this file are listed below. [The table below gives an indicative list: the actual list may be different for different companies]

Completed by **Date**

Documentation	Held By	Location
Permit to operate (if applicable)		
Documents required to be kept by the permit conditions, including any log book (if applicable)		
Letters or reports following inspection (if applicable)		
Risk rating sheet (if applicable)		
Staff procedures or instructions		
Complaints from local residents over the past 2 years and steps taken as a result		
Site drainage drawings or plans		
Drawings or relevant plans e.g. site plans, interceptors, boiler house etc		
Discharge consents (if applicable)		
Copy of duty of care documents (consignment notes, transfer notes etc)		
Waste contractors carriers licence (EA number)		
Amount of raw materials used, including packaging		
Amount of waste produced, and how much sent for re-use, recycling or disposal		
Procedures to deal with emergencies which could affect the environment		
Maintenance Schedules and Records		
Statement of Sulphur Content of Gas Oil		
Add any other documentation that you think will be useful or relevant to your business		
Staff suggestions for environmental improvements		

Initial review: utilities and waste

Completed by Date

Use your monthly or quarterly invoices to obtain the most recent 12 months consumption and cost data. If you have more than one supplier of electricity, gas, water, etc add these up to give a total figure.

1 Electricity

Annual consumption:

Unit cost: pence/kWh (you may have more than one tariff)

Annual cost: £

Major uses:

2 Gas

Annual consumption:

Unit cost: pence/kWh (you may have more than one tariff)

Annual cost: £

Major uses:

3 Mains water. Include the cost of disposing of the water to sewer (as domestic wastewater (sewerage charge) and process wastewater (trade effluent)) as well as the cost of incoming water supply. Both costs are shown on your water bill.

Annual consumption: m³

Cost of water supply: pence/m³

Cost of sewerage pence/m³

Cost of trade effluent pence/m³

Annual cost water in (£)

sewerage/effluent out (£)

Total (£)

Major uses:

Initial Review: Utilities

4 Fuel Oil

Annual consumption: litres or gallons (delete as appropriate)

Unit cost: pence/litre or pence/gallon (delete as appropriate)

Annual cost: £

Major uses:

Total annual cost

5 Vehicle Fuels

Include different types of fuel (e.g. petrol, oil and LPG) used for vehicles including forklift trucks and all cars/commercial vehicles.

Fuel Amount	Unit cost per item produced	Total annual cost
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6 What steps are taken to reduce utility consumption and waste production?

Energy:

Water:

Fuel oil:

Vehicle fuels:

Waste:

7 Are heating and other combustion equipment regularly maintained/service?

Heating: date of last maintenance/service

Other combustion equipment: date of last maintenance/service