



ENVIRONMENTAL POLICY



ENVIRONMENTAL STATEMENT

S R Harvey Electrical Ltd of Unit 13, Fleetsbridge Business Centre, Upton Road, Poole, Dorset, BH17 7AF recognises that its activities may have an impact on the environment. The Directors consider the management of environmental risks arising out of our activities equally with other business objectives and are committed to take positive steps to control or eliminate them.

The company will:

1. Comply with all relevant environmental legislation, implement published guidance and as far as is practicable meet industry codes of practice.
2. Adopt sound environmental management practices and ensure that staff have an understanding of any environmental impact that may arise as a result of our activities.
3. Co-operate with authorities charged with regulatory and monitoring roles.
4. Identify current environmental risks to assess their impact on the local and national and international eco-systems. The Directors will consider environmental risks at each stage of the development of the business.
5. Keep abreast of current good practice for the industry, to ensure developing products, processes and practices are adopted which cause less harm to the environment.
6. Train, inform and instruct staff in the proper handling, discharge and disposal of articles and substances, which have an impact on the environment.
7. Keep local people informed of the environmental performance of the site, in order to show neighbours that the Company cares for the environment.

This policy will be reviewed annually.

Signed:

Date:

Mr S.Harvey

CEO



ORGANISATION & RESPONSIBILITIES

1. Purpose

This document details the responsibilities for the key tasks relating to the Company Environmental Policy.

2. Scope

This procedure applies to all staff working in the company offices, premises and on all sites where the company carries out work.

3. Environmental Legislation

Steve Harvey, the CEO, will keep abreast of environmental laws and regulations and ensure that managers receive guidance on the interpretation of such legislation, in order to comply with local and national legislation. External advice from consultants may be used from time to time to assist this process.

4. Environmental Management

Richard Wells will oversee the development of an environmental management plan for the business.

5. Environmental Risk Management

Richard Wells will ensure his staff carry out risk assessments for all existing and environmental risks and consider such risks in all modifications or new plant or processes.

6. New and Developing Technology

Richard Wells will keep abreast of all developing technology and understanding within the business to decide when current practice requires updating in line with environmental best practice.

7. Training and Development of All Staff

Steve Harvey is responsible for training and development of all staff. Training needs analysis will be carried out annually. The analysis will look specifically at the requirements for environmental awareness training, both initial and refresher. The training and development programmes for staff will be scheduled, carried out and evaluated in a systematic way. Training achieved will be recorded.

8. Environmental Information

Richard Wells will include a short section within the annual report related to the environmental performance of the business. This information will be made available to local people from time to time.

9. Environmental Costs



The Directors will identify business cost of complying with environmental legislation and improvement plans.

10. Control of Waste

Electrical Supervisors will be the Waste Management Officers for sites. They will ensure the site complies with the 'Duty of Care', with regard to both 'hazardous/special' and 'controlled' waste. Richard Wells will be the Waste Management Officer for the office premises.

11. Incident Reporting

Electrical Supervisors are to inform Colin Horn in the event of:

- A chemical spill resulting in leakage to the environment
- Receipt of a notice from a Regulatory Authority
- Receipt of a complaint from a member of the public

Mr Horn will in turn pass on this information to Steve Harvey.

12. Acquisitions and Property Transactions

The Directors will consider all environmental risks and liabilities when acquiring new business or property.

13. All Staff

Within their sphere of activity, all staff will carry out their work with care for the environment. This ranks equally with safety and quality in terms of importance to our business.

ARRANGEMENTS

14. Design information

Where S R Harvey Electrical Ltd is the designer, it is our policy to outline energy-saving and positive environmental options to clients at the design stage. Where required a cost/benefit analysis or economic forecast will be prepared to appraise the client of the viability of the various options available and assist them in their choice of system, components and equipment. We are aware of the contents of the Montreal Protocol and our design advice is based on following its requirements.

15. Energy Consumption

Installations are carried out in compliance with the CIBSE guide, the Code of Practice for Energy, and appropriate Building Regulations to ensure optimum energy use and maximum efficiency.

16. Materials

Unless otherwise specified by the client it is our policy to use materials with a low environmental impact. Our standard procedure is to use LSF halogen free cable in preference to PVC. The Directors will keep abreast of new material technology to ensure that where available, new materials of lower environmental impact will be purchased and used.

17. Noise

It is our policy to keep noise emissions to a minimum. Local Authority noise control levels are treated as a minimum standard for compliance and our aim is always to reduce noise pollution to the lowest practical level regardless of any local rules which may be in force.

18. Vehicle Exhaust Emissions

All petrol-driven Company vehicles are fitted with catalytic converters to minimise harmful exhaust emissions. Our policy is to continue this approach in the future and to take advantage of other devices designed to reduce the harmful effects of exhaust emissions as and when they become available. The Directors will keep vehicle technology under review in an effort to ensure that new vehicles incorporate suitable environmental protective equipment.

19. Air Emissions

Operations which require burning, welding and soldering will be avoided as far as possible by replacing these operations with shrink fitting or other similar methods which reduce levels of harmful emissions in to the atmosphere.

20. PCB's

All transformers likely to contain PCB's will be tested and analysed before being moved or removed. Where PCB levels fall within the levels specified as hazardous or special waste, removal of the transformer's contents will be carried out by licensed waste contractors before the transformer is moved or removed.

21. Waste Control

- Licensed contractors carry out disposal of all controlled and hazardous/special waste. Items such as waste lamps will be kept in covered skips on site until they are released for disposal.
- Office waste disposal is carried out to Local Authority requirements and annual records of waste are submitted when required.

22. Recycling

- Our policy is to make the best practical use of all materials in order to reduce waste.
- Redundant or unwanted trade materials are passed to colleges free of charge to be used for training purposes.
- Office stationery is re-used and recycled as far as possible.

24/06/2009