



# **Environmental Management Policy and Objectives**

8 Christow Road  
Marsh Barton Industrial Estate  
Exeter  
Devon EX2 8QP

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# Environmental Management Policy

We at LockRite take our environmental management seriously, and as such have been determined to minimise the consumption and maximise the recycling of disposed waste etc. Accordingly we have now formulated a set of objectives;

## 1. Aims

The Company's waste management policy is based on the following principles, which are in order of preference priority:

- *Reduction*  
Wherever possible we have adopted a paperless environment and encouraged electronic filing. We are also in the process of introducing paperless invoicing. We will strive to continue with such policies.
- *Re-use*  
Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture, computers and peripherals, books.
- *Recycling*  
Be aware of any company initiatives; support them and encourage our franchisees and stakeholders to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market.
- *Risk Minimisation*  
Minimise risks of immediate and future pollution or harm to human health.

## 2. Responsibilities

The Company is committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

All employees of LockRite Locksmiths Ltd have a personal responsibility for the way their conduct impacts on this policy and should take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

All employees of the LockRite Locksmiths Ltd should satisfy themselves that any disposal, for which they are responsible, is conducted in a manner approved by the company. Should there be any doubt contact should be made in the first instance with the LockRite's environmental officer, who will either offer guidance or make the necessary introductions to ensure compliance.

- *Office Waste*

Prior to placing orders for waste removal or disposal, guidance should be sought from procurement regarding approved suppliers who have suitable environmental policies and practices in place.

Responsibility for the disposal of general office waste, that is waste, which is a by-product of every day office activities, rests with the environmental officer. The environmental officer is responsible for ensuring that the aims outlined above are known and achieved.

- *Confidential Waste*

The disposal of confidential waste is the responsibility of the environmental officer is to be undertaken in a manner approved by LockRite. In disposing of confidential waste due reference should be made to the Data Protection Act and all required certificates must be obtained and retained. This responsibility cannot be delegated or passed to another department.

- *Chemical and Bio Waste*

Written procedures for the purchase, use and proposed disposal of all hazardous chemicals, including by-products and waste materials should be drawn up as part of the obligatory COSHH assessment process. Copies of the COSHH assessments should be held at the site of usage with a second copy being held centrally at Head Office.

Under no circumstances should any hazardous substances be brought on to

LockRite's site prior to the completion of a COSHH assessment. Any member of staff who is unsure about the procedures governing hazardous substances should contact our environmental officer.

- *Manufacturing / Production Waste*

The removal and disposal of manufacturing waste resulting from any of LockRite's activities is the responsibility of the environmental officer. This includes separating and segregating scrap waste, such as paper, steel, chemical products and general waste. It is recommended that written disposal procedures are lodged with LockRite's Office to facilitate the audit of the exercise of LockRite's duty of care.

### **Continuous Improvement**

*Moving on, the management aims to review waste management on a regular basis, normally every 6 months via the management review process. Within this process, the aforementioned, shall be investigated, evaluated and implemented in order to identify any risks.*

- *Any compilation of risk assessments*
- *Any recorded environmental issues to the HSEQ manager*
- *Any near missed occurrences pertaining to environmental Management*
- *Any recommendations received which would prevent any environmental disasters/occurrences*

*The Management actively encourages any feedback or recommendation by LockRite Locksmiths Ltd staff/stakeholders.*

## **Environmental Manual - - Guidance and Initiatives**

The Environmental Manual is an extensive 35 page document which details the following;

<b>ISO 14001 REFERENCE</b>	<b>CONTENTS</b>
	Revision and Amendment Register
1	Scope
2	Normative References
3	Terms and Definitions
4	Environmental Management System Requirements
4.1	General Requirements
4.2	Environmental Policy
4.3	Planning
4.3.1	Environmental Aspects
4.3.2	Legal and Other Requirements
4.3.3	Objectives, Targets and Programme(s)
4.4	Implementation and Operation
4.4.1	Resources, Roles, Responsibility and Authority
4.4.2	Competence, Training and Awareness
4.4.3	Communication
4.4.4	Documentation
4.4.5	Control of Documents
4.4.6	Operational Control
4.4.7	Emergency Preparedness and Responses
4.5	Checking
4.5.1	Monitoring and Measurement
4.5.2	Evaluation of Compliance
4.5.3	Non-conformity, Corrective Action and Preventive Action
4.5.4	Control of Records
4.5.5	Internal Audit
4.6	Management Review

We realise that ISO 14001 specifies the requirements for an Environmental Management System to enable an organisation to formulate and implement a policy

and objectives taking into account legal and other requirements to which the organisation subscribes and information about significant Environmental Aspects. It applies to those Environmental Aspects that the organisation identifies and can control and over which it can be expected to have an influence. It does not itself state specific environmental performance criteria.

The International Standard is applicable to any organisation that wishes to:

- a) Implement, maintain and improve an Environmental Management System
- b) Assure itself of its conformance with its stated Environmental Policy
- c) Demonstrate such conformance to others
- d) Seek certification/registration of its Environmental Management System by an external organisation
- e) Make a self-determination and self-declaration of conformance with the International Standard.

All of the requirements of the International Standard are intended to be incorporated into our Environmental Management System. The extent of this application is dependant on such factors as the Environmental Policy, the nature of our activities and the conditions in which we operate. All Legislative updates are identified via the Environment Agencies website.

LockRite Locksmiths Ltd gained accreditation on 1<sup>st</sup> August 2014 and as such has been subject to an external audit by QMS in August 2016.

Signed: Phil Hargreaves  
Managing Director

Dated: 7<sup>th</sup> January 2016 (Revised)