

Environmental Policy & Procedures Manual.

Dynamic Security Services LTD.

Environmental Policy & Procedures Manual.

Date:

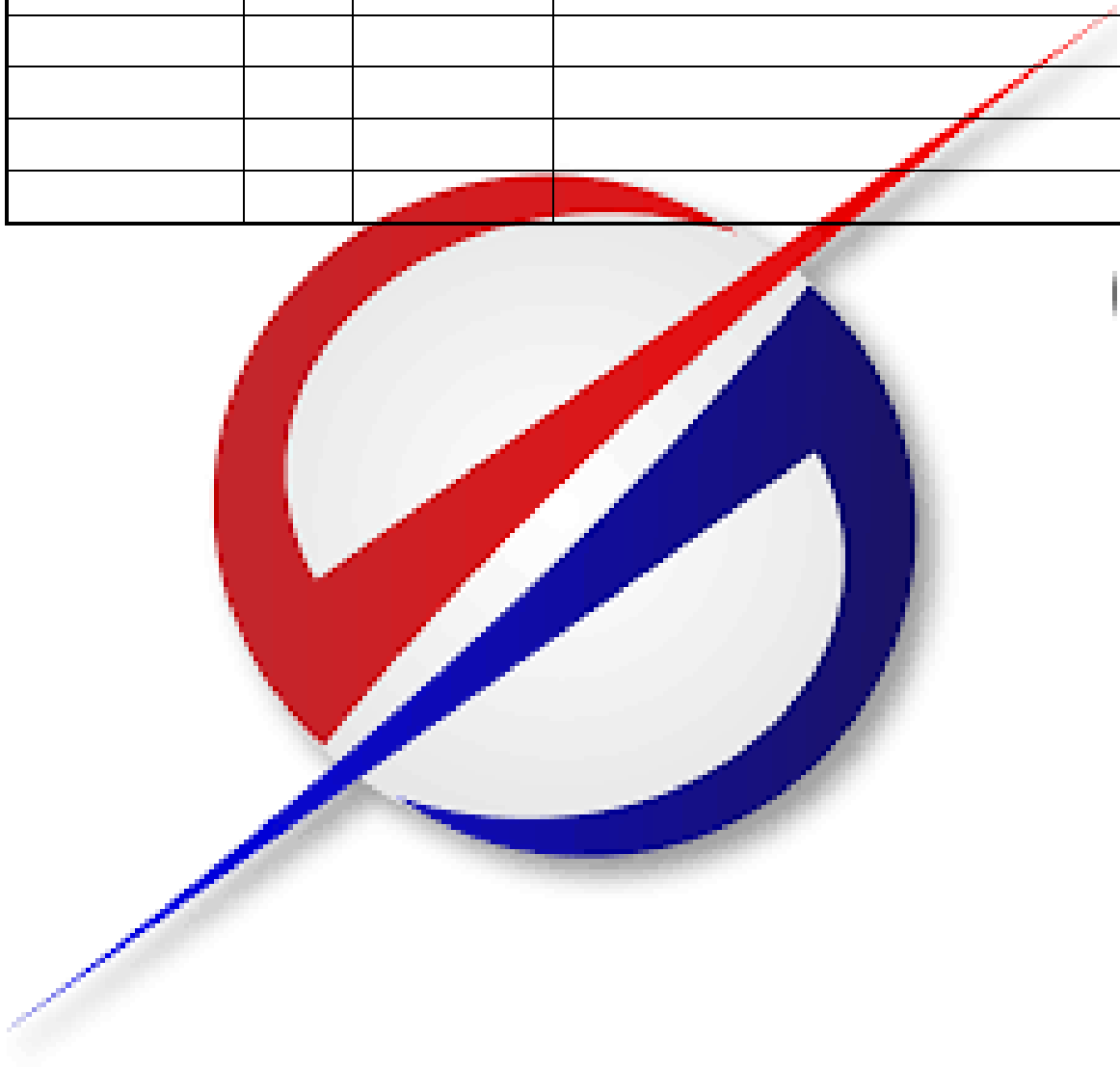
Review by:



ENVIRONMENTAL POLICY & PROCEDURES MANUAL

RECORD OF AMENDMENTS

Date	Issue	Amended By	Comments/Details



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Section One

Policy & Organisation



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1.0 Statement.

Dynamic Security Services UK Ltd. recognises that in order to achieve continued success it has to maintain a quality culture throughout the organisation and therefore are fully committed to BS EN ISO 9001:2008 and the SIA Approved Contractor Scheme. We also recognise that even though our activities have minimal adverse impact on the environment we have a duty of care to protect it wherever we can.

We underpin our commitment to these standards by adopting the following working practices in all that we do:

- Ensure that environmental management is integrated into every aspect of our business operations to ensure environmental issues are addressed
- Ensure compliance with all relevant legislation and regulations and aspire to best practice
- Review current activities, products and services with a view to minimise the environmental impacts and reduce, wherever practicable, the level of harmful emissions and prevention of pollution.
- Reduce our use of natural resources such as energy and water, and maximise the efficient use of such resources, reuse rather than dispose whenever possible, promote recycling and the use of recycled materials
- Ensure that all employees have an understanding of their responsibilities in relation to the Environmental Policy
- Encourage the implementation of sound environmental practices by all people within the organisation
- Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environmental programmes through an environmentally sensitive purchasing policy
- Where appropriate, support through community programmes, the promotion of environmental protection by relevant external groups and organisations
- Monitor progress on a regular basis to identify strengths and areas for improvement and to highlight actions required to prevent potential deficiencies. In order to implement this policy we will develop a set of objectives and targets identified as a result of our environmental review, which relate to the environmental impacts of our organisation.

Actions, to achieve this policy require us to focus on the following areas:

- Energy use
- Waste management
- Recycling initiatives
- Staff training and communication on environmental issues
- Purchasing arrangements
- Business travel

We will establish and set relevant environmental objectives at all levels and review these at regular intervals.

The company will communicate on their environmental aspects if requested.

I as Managing Director take full responsibility to ensure this policy is communicated via effective training and its understanding verified during internal audits.

Signed:

Date:

Managing Director

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2.0 SCOPE

THE PROVISION OF FULLY SCREENED AND APPROPRIATELY LICENSED STAFF, IN COMPLIANCE WITH BRITISH STANDARDS, 7858.

ORGANISATION

The company organisation chart outlines the structure for the management of Environmental issues within Dynamic Security Services UK Ltd.

The effectiveness of the management of environmental issues is dependant on the persons who are responsible for ensuring that all aspects of work are carried out with due consideration for the environment.

Ultimate responsibility lies with the Director, but specific duties are delegated to others according to their experience and training.

The Managing Director and senior management, both individually and collectively, will ensure that this policy is applied throughout the company and that those employed by the company are kept fully informed of its content.

Supervisors will ensure that this policy is adopted by all employees, sub-contractors, suppliers and visitors. Furthermore every individual person has a duty of care.

To assist the company in fulfilling its duties and obligations, an external advisor/consultant may be appointed to provide advice and assistance to the management and employees of Dynamic Security Services UK Ltd. Their contact details will be clearly displayed on the company notice board.

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3.0 IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of this Policy is vested with the Company Director, responsibility for the day to day application of the policy is delegated to the Director Responsible for Environmental Management.

To clarify the roles and responsibilities, the following duties have been allocated to nominated employees:

- | | |
|---|---------------------|
| ➤ Induction Training | - Managing Director |
| ➤ Environmental Impact/Risk Assessments | - Managing Director |
| ➤ Workplace Environmental Audits | - Managing Director |
| ➤ Waste Management | - Managing Director |
| ➤ Noise Assessments | - Managing Director |
| ➤ Air Emissions (Smoke, fumes, dust etc.) | - Managing Director |

The above named individuals will be responsible for ensuring that adequate consideration is given to each of the various issues, however, in many instances, specialist advice and support will be required to enable these individuals to ensure that a suitable and sufficient assessment of the issues has been undertaken.

All individuals are however expected to:

- take reasonable care for the protection of the environment through their own acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all environmental procedures

At the planning stage, full account is to be taken of those factors that help to eliminate potentially harmful emissions/discharges, waste or other forms of pollution such as noise. Decisions about other priorities (e.g. programme and profit) are to take proper account of the environmental constraints that may be present.

Arrangements will be developed and established, as needed, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating, where applicable, environmental reviews and risk assessments, will be established, implemented and monitored to ensure the appropriate environmental standards are maintained at all times.

Appropriate standards will be applied when complying with legislation regarding the protection of the environment.

High standards of cleanliness, hygiene and housekeeping will be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All incidents, no matter how minor will be reported and recorded in the company's environmental incident log. Significant incidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

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All such incidents should be reported to:

- **Managing Director & Health & Safety Manager**

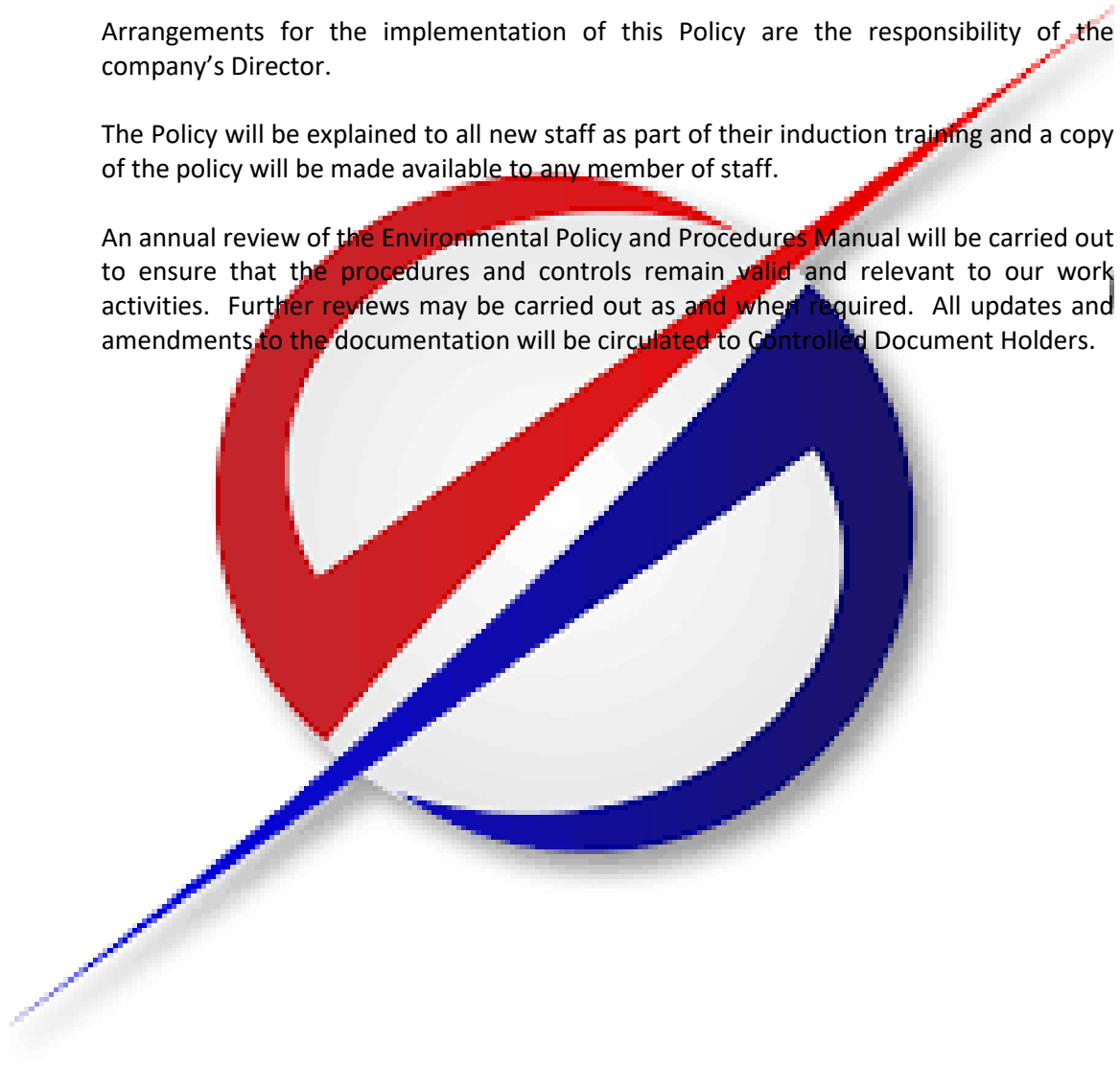
Environmental training will be ensured with the object of achieving personal awareness of the risks and hazards to the environment, associated with the works Dynamic Security Services UK Ltd. undertakes.

Responsibility and accountability in relation to the prevention of pollution, reduction of waste and protection of the environment will be specified clearly too all employees.

Arrangements for the implementation of this Policy are the responsibility of the company's Director.

The Policy will be explained to all new staff as part of their induction training and a copy of the policy will be made available to any member of staff.

An annual review of the Environmental Policy and Procedures Manual will be carried out to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to Controlled Document Holders.



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4.0 ENVIRONMENTAL MANAGEMENT RESPONSIBILITIES

4.1 MANAGING DIRECTOR

The Managing Director has overall responsibility for the Environmental Policy and its implementation.

Managing Director will ensure that:

- The Company Environmental Policy is issued to all employees and resources and arrangements to implement the policy are provided
- All employees are made aware of their personal responsibilities
- Appropriate training, resources and support are available to all staff
- Environmental issues are given appropriate consideration
- They regularly liaise with the Environmental Manager
- Risks to the Company relating to potential incidents at work, environmental impacts, loss or damage to Company Property, and risks to the Public through Company activities are properly evaluated
- Liability is covered by insurance and advice given to the extent to which risks are acceptable, whether insured or not
- Environmental performance is recorded and reviewed periodically to ensure appropriate action is taken to correct adverse trends

It is the responsibility of the directors to ensure the allocation of adequate finances and other resources for the effective implementation of the Environmental Management System. Key topics requiring specific resource allocation are: Management Representation; Training; Emergency response equipment; Monitoring and measuring equipment, and Record-keeping systems.

4.2 ENVIRONMENTAL MANAGER

The company's Managing Director also carries responsibility as **the Environmental Manager and** is responsible for overseeing the management of environmental issues within the company, as follows:

- Report to the Managing Director and keep them apprised on all matters regarding environmental management
- State the Company's Policies in writing with regard to environmental management, and ensure it is brought to the attention of all employees
- Ensure that arrangements are made for implementing the Company's Environmental Policy
- Ensure that environmental management data is collected, reviewed and reported on
- Ensure that the Company Procedures, Instructions and Guidance are regularly reviewed and amended as necessary
- Provide environmental advice to managers, employees and Customers, using, as necessary, specialist external advisors/consultants
- Promote positive environmental values throughout the Company
- Communicate effectively with external organisations such as the Environment Agency regarding the policy and its implementation

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- Investigate environmental incidents and record all findings and make recommendations for the prevention of similar incidents
- Liaise with Procurement and Project Managers on contract standards and any future changes or additions required to the policy
- Monitor the effectiveness of the procedures by workplace inspections and audits and report on any improvements that may be required

4.3 SUPERVISORS

Directors and Supervisors are always, responsible for implementation of the Company's Environmental Policy. All members of the senior management team shall:

- Understand the Company's Environmental Policy
- Set a personal example
- Identify and organise appropriate training for their staff
- Liaise with the company's Environmental Manager
- Actively promote a positive environmental culture throughout their areas of responsibility
- Ensure the Policy is implemented properly and that any delegated duties are correctly performed
- Ensure that all agreed actions are implemented as soon as practicable
- Suspend any activity, work or other activity which is considered to constitute an immediate danger to the environment. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial actions have been implemented.
- Ensure that regular Environmental inspections are carried out and that environmental issues are actively managed and controlled
- Report any problems or improvements to this policy to the appropriate director
- Actively promote, at all levels, the Company's commitment to effective environmental management

4.4 ALL LEVELS OF OPERATORS

All levels of operators are required to:

- Understand the Company's Environmental Policy
- Co-operate with the Company in complying with duties and requirements imposed by relevant statutory provisions and Company Procedures
- Co-operate with the Company in complying with Environmental Management duties and requirements imposed by Management
- Not interfere with, or misuse anything provided in the interests of environmental protection
- Report all environmental incidents to your Manager

Section Two

Environmental Management Procedures

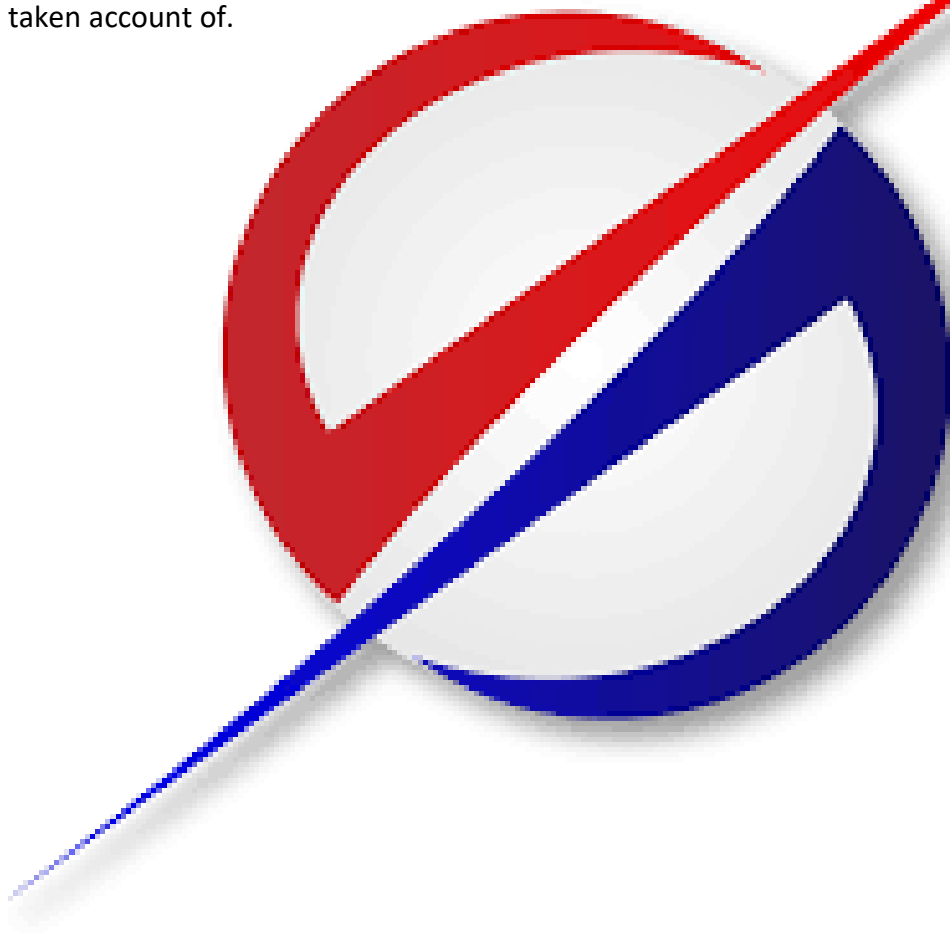


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ENVIRONMENTAL IMPACT/RISK ASSESSMENTS

A key element of the Environmental Protection Act 1990 is to identify the impacts our business operations have on our surrounding environment. The environmental impacts of all work carried out by Dynamic Security Services UK Ltd. will be assessed prior to the commencement of any operations which may have an adverse impact on the environment. These assessments will be monitored and reviewed on an annual basis and amended where appropriate to cater for the requirements of specific projects.

At contract and site works planning stages managers and in conjunction with the preparation of the related health and safety documentation (Risk Assessments, Method Statements and COSHH Assessments Managers will consider the impact operations have on the environment and produce environmental risk assessments using the company's standard template and/or 'Generic' Environmental Risk Assessments covering the areas and elements of the contract/site works thereby ensuring site specific requirements are taken account of.



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ENVIRONMENTAL PERFORMANCE MONITORING AND REVIEW

The Environmental Manager will review the company's environmental performance and the effective implementation of the environmental management policy. The annual review shall cover:

- I. Environmental management monitoring results.
- II. Environmental management audit results e.g. Staff appraisals, timesheets, supervisor sheets, customer feedback.
- III. Comparison with the objectives stated in the previous Management Review.
- IV. Effects and requirements of new legislation or changes to best practice guidance.
- V. Annual appraisals with all staff will include refresher training on the Environmental Toolbox talk.

Irrespective of time periods, a review shall be conducted in the event of

- I. Significant environmental incident.
- II. Incidence of Environment Agency enforcement action.
- III. Major change to environmental management arrangements or company activities.

ENVIRONMENTAL MANAGEMENT INFORMATION

The company will periodically purchase and maintain a selection of key environmental management documents and reference material for use by its staff and Operators. These will be retained within the company's offices and requests for additional material shall be made via the Environmental Manager.

An Environmental Management notice board will be erected within the company offices and copies of all Environmental Alerts/Notices and other environmental related information shall be displayed on the notice board.

Section Three
Miscellaneous Forms



ENVIRONMENTAL INCIDENT REPORT FORM

Environmental Incident Report

Project Title:	Project No:
Client:	Site Manager:
Client Contact Details:	Site Manager Contact Details:
Date & time of incident:	Discovered by:
Incident details: (Indicate approx. quantities where applicable)	
Cause of incident:	
Details of any affected watercourse, drain or sewer:	
Details of action taken immediately after incident:	
Details of any further actions needed:	
Incident reported to: EA: Yes / No Local Authority: Yes / No Water Authority: Yes / No Other: Yes / No	Third party contact details:
Additional comments:	

EMPLOYEE ENVIRONMENTAL TRAINING RECORD

Employee Environmental Training Records

Environmental awareness training will be provided to all employees in 5 defined stages.

1. Company Induction – this will constitute review and issue of the company’s Environmental Policy (latest version of this document).

2. Changes and developments in the company’s Environmental Policy – this will involve either issue of minor document changes with required formal record of acknowledgement of awareness, or by attending a ‘stand-alone’ formal training/awareness session with acknowledgement agreement signature on a Training Register/Form.

Records completed for 1. & 2 will be retained in the individual's personnel file.

3. Site Induction – this will constitute review of the rules and operational requirements established together with the Client/Principal Contractor specific to the site location and its boundary.

4. Review Briefing for Site/Task Specific Environmental Control Documentation i.e. Risk Assessments, Method Statements and COSHH Assessments. – Review Briefing sessions may be carried out and recorded for in conjunction with stage 3 or as a ‘stand-alone’ briefing together with the related health and safety control documents applicable. Awareness briefing records will be retained as part of the site maintained documentation/filing for ultimate return to the office for archive filing.

5. Regular site Tool Box Awareness Training sessions – These will be conducted where there is a Site Supervisor established for coordination and control of the site for the duration of the works. A Tool Box Talk Registers will be completed with attendee’s signatures with original Registers being returned to the office for formal logging and filing and copies retained in the Site Files.

TRAINING TALK

Dynamic Security Services UK Ltd.

DATE:

TOOLBOX

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SUBJECT: Implementation of Environmental Standard

SESSION RUN BY: _____

INTRODUCTION:

There is an Environmental Protection Act under which companies have duties and responsibilities for protection of the environment against damage ('**Impacts**') as a result of the work (**Aspects**) they carry out.

The environmental issues depend on employees making sure that they are aware of what '**Aspects**' of their work activities can have an effect on the environment or how they can have an '**Impact**' on the environment.

To take account of the Environmental impacts the company's and your work that affect the environment, Dynamic Security Services UK Ltd. has a written Environment policy.

At Dynamic Security Services UK Ltd. we have a commitment to these standards by adopting the following working practices in all that we do:

- We will make sure we comply with all regulations and aspire to best practice
- We will aim to reduce our use of natural resources such as energy and water, and be as efficient as possible with the use of such resources, reuse rather than dispose whenever possible, promote recycling and the use of recycled materials
- We will ensure that all employees have an understanding of their responsibilities in relation to the Environmental Policy
- We will monitor progress on a regular basis to identify strengths and areas for improvement.

In order to implement this policy we have a set of objectives and targets identified which relate to the environmental impacts of our work.

Your responsibilities:

You need to understand and appreciate that the company has a '**Duty of Care**' at work with regard to the Environment i.e. **NOT** to put the environment at risk from our work activities.

- Co-operate fully to enable the Company to perform its Statutory Duties.
- Plan and ensure safe, considerate and tidy working conditions.
- Ensure necessary instruction and warning notices are displayed to warn others possibly effected.
- Not to interfere with or misuse any items provided in the interests of Safety, Health or the Environment.

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- Use the Personal Protective Equipment required in accordance with instructions, training, COSHH and task related safety and environmental documentation and Manufacturer's recommendations.
- Reduce risks to the environment when operating plant and equipment.
- Ensure company vehicles are used and maintained in a safe condition and driven in a considerate manner taking account of the safety of other road users and fuel efficient driving methods.
- Report all hazards, defects or unsafe working practices to your Manager.
- Report any environmental incidents, accidents or injuries, however minor, to your Manager using the Environmental Incident Report Form

How can YOU take account of your responsibilities at work?

You need to take account of the 'aspects' of your work activities that could 'impact' on the environment.

What are these **ASPECTS** and **IMPACTS**?

ASPECTS – the activities carried out in doing your job.

First of all – getting to your place of work – **Driving**

Then – **Doing The Work** – which can be broken down to:

- use of materials & substances
- use of plant and power tools
- production and control of waste

IMPACTS – how the activities have an effect on the environment.

Driving:

Fuel Consumption and Exhaust Emissions are the most obvious impacts.
There are several ways these impacts can be affected.

Driving Methods: Acceleration, speed
Road and Weather Conditions
Tyres
Travel Route

Roadworthiness and efficient condition of the vehicle should be ensured by the required frequency of servicing and drivers frequent checks and general maintenance in accordance with company and vehicle manufacturers' handbook.

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Fuel Consumption:

Several factors will affect levels of consumption including a number which you may not be able to control e.g. traffic congestion and weather conditions.

The majority however you **can** control.

- Acceleration – even and steady NOT ‘foot to the floor’
- Speed – within speed limits
- Decelerating – harsh breaking and leaving it till the last moment
- Tyres – correct pressure and tread
- Vehicle Maintenance – as vehicle handbook and driver regular monitoring and checking
- Travel Route – take account of journey distance, road conditions and knowledge of areas e.g. known traffic levels, congestion periods, roadworks

Fuel is a natural resource which is not renewable. Fuel usage also creates exhaust emissions into the atmosphere which has detrimental effect the on health, of everyone and possible addition to the global warming of the planet.

This will have an **‘Impact’** on the environment.

Think about your ‘Duty of Care’.

It is not just to yourself but anyone (in this case everyone) who could be affected by your actions.

Doing The Work

Efficient use of materials and substances will affect how much waste you are producing when you do a job.

Wasted electricity and power has a major **‘Impact’** on the Environment and as a result each guard must take individual responsibility to ensure that:

- All lights are turned off when a room/building is vacated
- All equipment is turned off when not in use unless needed in an emergency

Waste Production and Disposal

All waste produced in the office or on site must be disposed of in accordance with recycling initiatives put in place.

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SUMMARY

So now we've covered the Environmental '**Impacts**' and '**Aspects**' of your job it is important as individuals you understand your responsibilities.

- Understand the Company's Environmental Policy
- Co-operate with the Company in complying with duties and requirements imposed by relevant statutory provisions and Company Procedures
- Co-operate with the Company in complying with Environmental Management duties and requirements imposed by Management
- Not interfere with, or misuse anything provided in the interests of environmental protection
- Comply with all clauses as detailed in the site assignment instructions
- Report all environmental incidents to your Manager using the Environmental Incident Report form.
- Keep yourself informed of all procedures and take responsibility to be considerate of all environmental '**Impacts**' and '**Aspects**'.