



SYNERGY SECURITY (UK) Ltd

ENVIRONMENTAL REVIEW

SYNERGY SECURITY SERVICES - ENVIRONMENTAL REVIEW

(Version 1 – 28/03/2016)



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1. DEFINITIONS

The following definitions apply to this document:-

EMS – Environmental Management System

Aspects – Issues which affect the environment (e.g. energy conservation)

Impacts – Activities which affect the Aspects (e.g. lighting a work space)

Significance – The potential level of effect on the environment

Environmental Objectives – Aims linked to the management and control of the organisations adverse affect on the environment

Environmental Targets – Measures established to monitor the achievement of Environmental Objectives

Legal Requirements – Statutory requirements linked to the environment

Environmental Team – SYNERGY SECURITY SERVICES EMS Team in-house team responsible for the EMS

EAP – Environmental Action Plan

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INTRODUCTION

The purpose of this review document is to describe the Environmental Management System (EMS) of and to outline our plans and responsibilities for identifying and addressing our environmental issues.

The review is designed to show all our identified environmental Aspects and Impacts (please see **Appendix** for the supporting matrix of Legal Requirements). The methodology we have adopted for determining the significance of the Aspects/Impacts, our Environmental Objectives and our defined and measurable Environmental Targets.

Our overarching Environmental Policy is shown under **Section 9**.

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THE ISSUE STATUS

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this Environmental Review.

When any part of this Environmental Review is amended, a record is made in the Amendment Log shown below.

The Environmental Review can be fully revised and re-issued at the discretion of the Management Team.

Please note that our policy for the **Control of Records** means that this Environmental Review is only valid on day of printing.

Issue	Amendment & Date	Initials
1		

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4. ENVIRONMENTAL ASPECTS/IMPACTS MATRIX

We have conducted a full review of all potential environmental Aspects, their potential Impact on the environment and discussed at management level how these might be addressed.

We have organised our Aspects and Impacts into four Key Areas:-

1. Our Building
 2. Our People
 3. Our Utilities
 4. Our Consumables
 5. Travel
 6. Client Premises
-

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4.1 OUR BUILDING

ASPECTS	IMPACT	IMPACT
Energy Conservation	Lighting	Heating

4.2 OUR PEOPLE

ASPECTS	IMPACT	IMPACT
Energy Conservation	Office Heating	Purchasing Policy
Recycling	Paper Waste	Drink cans, glass and plastic bottles

4.3 OUR UTILITIES

ASPECTS	IMPACT	IMPACT	IMPACT	IMPACT
Energy Conservation	Electric	Gas	Water	Effluent

4.4 OUR CONSUMABLES

ASPECTS	IMPACT	IMPACT	IMPACT
Recycling	Paper	Printer Cartridges	Packaging
	Electrical Equipment	Cleaning Detergent Containers & Protective clothing.	
Waste Management	General Waste		

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5. SIGNIFICANCE SCALE

The aspects and potential impacts identified were then assessed for 'Significance' within our work environment. Our methodology for determining Significance is detailed below:-

SCALE	DESCRIPTION	CRITERIA
1	Negligible	Very small effect. Low probability of occurrence.
2	Minor	Abnormal conditions would cause a breach of statutory regulations. Effect and probability of occurrence are both small.
3	Significant	The activity has an effect under normal conditions but does not ordinarily result in a breach of statutory regulations. Effect and probability of occurrence are moderate.
4	Major	The activity under abnormal conditions is a major breach of statutory regulations. Effect is extensive.

We have awarded each of our Aspects a rating based on an assessment made according to our Significance Scale (please see below):-

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5.1 OUR BUILDING (ASPECTS SIGNIFICANCE RATING)

ASPECTS	SIGNIFICANCE
Energy Conservation	2

5.2 OUR PEOPLE (ASPECTS SIGNIFICANCE RATING)

ASPECTS	SIGNIFICANCE
Energy Conservation	2
Recycling	2

5.3 OUR UTILITIES (ASPECTS SIGNIFICANCE RATING)

ASPECTS	SIGNIFICANCE
Energy Conservation	3

5.4 OUR CONSUMABLES (ASPECTS SIGNIFICANCE RATING)

ASPECTS	SIGNIFICANCE
Recycling	3
Waste Management	3

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ENVIRONMENTAL OBJECTIVES & TARGETS

The following section sets specific objectives for managing our environmental aspects and their impact potential.

6.1 ENERGY CONSERVATION OBJECTIVES

We have identified the following Energy Conservation objectives:-

- Maximise energy efficiency in the provision of office lighting and heating
- Raise staff awareness of energy conservation methods, both at work and at home
- Engage with suppliers who have established environmental credentials

6.2 RECYCLING OBJECTIVES

We have identified the following recycling objectives:-

- Set targets for recycling consumables and waste
- Raise staff awareness of recycling methods both at work and at home

6.3 WASTE MANAGEMENT OBJECTIVES

We have identified the following Waste Management objectives:-

- Minimise waste of utility services
 - Minimise waste in office related materials and equipment
 - Promote the safe disposal of Chemical cleaners and protective clothing.
-

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ENVIRONMENTAL ACTION PLAN & TARGETS

Having identified our Environmental Aspects and Objectives, we have reviewed the actions that we need to take in order to effectively manage our EMS.

The responsibility for our EMS is shared by all employees and is overseen by our Management Team. We have an Environmental Management Representative, who reviews our Environmental Action Plan (EAP) on a regular basis and reports to our Environmental Management System Team.

The EAP is a 'live' document and is separate to the Review document. It is updated following management review and version controlled by date of last revision. Each old version is then archived.

The EAP is reviewed at least bi-annually and internal audits are conducted in line with the EAP review.

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ENVIRONMENTAL ACTION PLAN (EAP)		
Last updated 22/07/2015		
ASPECT: ENERGY CONSERVATION		
TARGET	TIMING	STATUS
Identify a responsible individual to ensure at the end of each working day, all equipment is switched off.	JUNE 2015	Ongoing
Review lighting and light switches to ensure energy efficient light bulbs are used and to raise awareness of the importance of switching off when not in the room.	JUNE 2015	Ongoing
Conduct staff survey to establish levels of awareness re: energy conservation. Analyse results of survey to set awareness level targets (Annual)	JUNE 2015	Ongoing
Ensure that office heating system is set on the most energy efficient timer.	JUNE 2015	Ongoing
Establish a Purchasing Policy which requires all suppliers to submit their environmental credentials for review	JUNE 2015	Ongoing
ASPECT: RECYCLING		
TARGET	TIMING	STATUS
Recycle <u>all</u> paper – staff are provided with recycle bins in each work area and records of paper purchased versus recycled will be kept. Analysis of percentages recycled will be monitored and targets will be set and 'stretched' until the 100% is achieved	JUNE 2015	Ongoing

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Recycle <u>all</u> drinks cans, glass and plastic bottles – staff are provided with recycle bins in the work area and this target will be linked to our staff awareness targets. Analysis of percentages recycled will be monitored and targets will be set and 'stretched' until the 100% is achieved.	JUNE 2015	Ongoing
Recycle <u>all</u> ink cartridges. Analysis of percentages recycled will be monitored and targets will be set and 'stretched' until the 100% is achieved	JUNE 2015	Ongoing
Review the percentage of recycled paper/envelopes used and set a target to increase their usage.	JUNE 2015	Ongoing
Dispose of all electrical/computer equipment in accordance with WEEE Regulation	JUNE 2015	Ongoing

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ASPECT: WASTE MANAGEMENT		
TARGET	TIMING	STATUS
Monitor the usage of utility services (Electric/Gas/Water) and conduct usage trend analysis to set benchmark usage targets (Quarterly)	JUNE 2015	Ongoing
Implement a policy for maximising the use of electronic documents for reference and training purposes	JUNE 2015	Ongoing
Implement a policy for double sided printing of hard copy documents	JUNE 2015	Ongoing
Request from the Waste Management company, information regarding what they do with waste collected, where it goes and what percentage is recycled. From this information, document further improvements that the company could make to ensure the waste going to landfill is minimal.	JUNE 2015	Ongoing
Recycle all cleaning detergent bottles used according to COSHH regulations. Implement a procedure for all cleaning staff informing them of how and where to dispose of protective clothing for the purpose of recycling. Implement the use of Eco-friendly cleaning chemicals.	JUNE 2015	Ongoing

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ENVIRONMENTAL INTERNAL AUDITS

Internal audits are carried out regularly as part of the responsibilities of our Environmental Management Representative/Construct and are used to verify our performance against our Environmental Targets.

Management agrees the audit schedule and feedback on each audit is reviewed with our ISO 14001 Certification as part of our annual audits.

8.1

ENVIRONMENTAL POLICY

SYNERGY SECURITY SERVICES is a leading UK provider of security services in the commercial, industrial and retail sectors. We seek to minimize the impact of our operations on the environment by the pursuit of good business practices and by fulfilling our legal obligations.

Our strategic objective is to provide a coherent framework of good environmental practice within each of our operating sites. Our Environmental Management System is documented, implemented and maintained and communicated to all employees. Where we are operating on client sites we will work with their Environmental Management Representative in achieving shared goals and objectives in line with the clients own systems.

SYNERGY SECURITY SERVICES pledges to implement and operate the ISO-14001 Environmental Management System to further enhance environmental performance. Our main operational objectives and commitments are to:

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- **Understanding each sites legal obligations and ensure compliance.**
- **Design and implement environmental management systems to enable the reduction, reuse and recycling of general waste and packaging materials.**
- **Help our clients to improve energy efficiency and reduce energy waste**
- **Take all measures to prevent pollution.**
- **We are committed to the process of continual improvement.**
- **We are committed to meet or exceed relevant environmental legislation, regulations and other requirements**

This policy will be communicated to all parties interested in the performance of our environmental management system, including the public.