



ENVIRONMENTAL POLICY DOCUMENT

FOR

THE WILDE GROUP LTD

HARLESTONE FIRS

HARLESTONE ROAD

NEW DUSTON

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TEL:- 01604 750387

ENVIRONMENTAL POLICY STATEMENT

The following policy statement seeks to clearly state The Wilde Group's approach to environmental issues and will be used by the group to influence all its actions and policies in order to protect the environment.

Overall approach

The Wilde Group recognises it has a significant impact on the environment from a local to global level, both through its own actions and through its influence on other people or organisations when supplying and installing products.

The Wilde Group seeks to achieve sustainable development at the global level. Sustainable development can be defined as 'Improving the quality of life for everyone without damaging the environment for future generations'. We will work with, and seek to influence, partner organisations to achieve this.

In recognition of its environmental impacts, and of the importance of protecting the environment, The Wilde Group is committed to effectively managing the impact it has on the environment. In order to achieve this The Wilde Group will:

1. Comply with, and where possible exceed, all relevant environmental legislation, regulations and other requirements which apply.
2. Reduce the environmental impacts of our activities where practicable, through the effective management of our energy use, resource use, waste management and emissions.
3. Continually improve our environmental performance by setting annual improvement objectives and targets and developing actions to achieve them. These objectives and progress towards them will be formally reviewed each year.
4. Protect the environment and human health by preventing, and where this is not possible, minimising pollution through our own activities and influence others to do the same.
5. Educate staff to ensure an appropriate level of environmental understanding is established throughout the organisation so that environmental objectives can be achieved.

Local Environment

Aim - to create and maintain a clean, green and safe environment by:

- Preventing and whenever possible minimising pollution of the air, land and watercourses.
- Managing landholdings to high environmental standards.
- Minimising the use of chemicals and harmful substances.

Pollution

Aim – to prevent and, where prevention is not possible, minimise pollution to preserve environmental quality and prevent harm to human health. In order to achieve this The Wilde Group will:

- Prevent and as far as possible minimise emissions to air, land and watercourses from its activities.
- Prevent, and as far as possible minimise nuisance to the local environment such as noise and dust.

Energy

Aim - to minimise energy use and move towards use of more sustainable forms of energy. This will be achieved by:

- Investing in energy efficiency within its buildings, equipment and activities.
- Considering and effectively incorporating environmental and sustainability issues at the design stage of new development/construction projects.
- Effectively measuring and monitoring its energy consumption.
- Considering, and where practical implementing, the use of renewable energy sources in its own operations.
- Seeking to minimise the energy use associated with the travel and transport aspects of its operations.

Waste

Aim – to minimise waste production and achieve more sustainable waste management practices. This will be achieved:

- Through a sustainable procurement process that considers waste generation and aims to reduce it as far as is practicable.
- By managing its own waste effectively and seeking to reuse & recycle as much waste as practicable.

Resource Use

Aim - to minimise resource use and use of consumable resources with least environmental impact. In order for this to be achieved The Wilde Group will:

- Through its procurement process ensure that the environmental impacts of its purchases of goods and services are minimised - through consideration of appropriate specifications, awarding of contracts and management processes.
- Where practicable purchase goods made from recycled materials or materials with lower environmental impacts.
- Where practicable source goods and services from local manufacturers and suppliers.
- Manage its buildings and operations effectively in order to minimise use of resources such as water, fuel and materials.

Environmental Awareness


Aim – to increase awareness of environmental issues within the organisation and to encourage employees to contribute to the achieving the aims of this Environmental Policy. In order to achieve this The Wilde Group will:

- Provide environmental awareness training upon induction to new employees and at suitable frequencies to all employees.
- Promote environmental issues to employees.
- Consider environmental issues in operational method statements.

Operational Requirements

The Wilde Group will ensure that we consider the environmental impact of our processes by ensuring that:

- All company vehicles are serviced to manufacturers' schedules and specifications to reduce emissions. Upon replacement all company vehicles are sourced with low emissions and fuel consumption levels assessed.
- All journeys and the use of transport are carefully evaluated to meet customer requirements and journeys minimised as far as practically possible. Car/van sharing is actively encouraged.
- All suppliers of plant and equipment are sourced on a local level as far as is reasonably practicable and deliveries are arranged directly to site.
- All off-cuts or spare materials are reused or recycled onsite.
- When timber is used it will be FSC (Forest Stewardship Council) certified and sourced sustainably as close to our facilities as practically possible. Off-cuts are recycled where practicable.

Signed: 

Silas Wilde – Managing Director

Date: July 2011

ENVIRONMENTAL POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Environmental Protection Act 1990 and the Pollution Prevention and Control (England and Wales) Regulations 2000, our Environmental Policy Statement and documentation requires to be reviewed periodically and at least annually.

Our Head of SHE/HR, Alison Treacher, will therefore undertake an annual formal review, in light of environmental legislation in force at that time.

It is however, still our intention, in accepting our responsibilities to additionally review the Policy Statement and documentation and make arrangements for any amendments as required from time to time.

RESPONSIBILITIES

Introduction

It is important that we are all aware of the legal responsibilities we have and work together to achieve a continuous and constant high standard of safety.

- 1 Overall and final responsibility for environmental issues is that of **Silas Wilde – Managing Director**
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Alison Treacher – Head of SHE/HR.**
- 3 To ensure environmental standards are maintained/ improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
a. Simon Peart	Projects Team
b. Ian Townsend	Projects Team
c. David Moloney	Manufacturing Team
d. Martin Smith	Retail Team
e. Darren Letts	Sales Team
f. Richard Marshall	Finance Team

- 4 All Wilde Group employees have to:
 - co-operate with supervisors and managers on environmental matters;
 - not interfere with anything provided to safeguard the environment;
 - take reasonable care of the environment; and
 - report all environmental concerns to an appropriate person (as detailed in this policy statement).

5. The Head of SHE/HR, **Alison Treacher**, has environmental responsibilities as follows:-
- To carry out an environmental risk assessment review of the premises and systems at a 12 month interval or as and when significant changes take place.
 - To provide a written report which details the environmental risks associated with our business and highlight any specific risk assessments or additional control measures we may require.
 - Carry out environmental incident and near miss investigations and liaise as required with the enforcing authorities.
 - Review and update our Environmental Policy and documentation and keep us notified of any relevant changes to environmental legislation.
 - To undertake audits and safety tours of the Head Office site and undertake site visits on a regular basis.
6. We accept that although we have delegated tasks within environmental legislation, overall responsibility remains that of **The Wilde Group** at Managing Director level.
7. We also accept our responsibilities to ensure that those delegated above are **competent persons** to undertake their environmental tasks and have adequate resources and training to do their job properly.
8. We are committed to continual improvement in environmental performance and will ensure that support this aim by allocated adequate financial and physical resources.
9. We are fully committed to compliance with environmental legislation and regulations and appoint a full time in house Head of SHE/HR to support this goal.
10. We set, monitor and review environmental objectives and targets and require the Head of SHE/HR to report on progress at the monthly management team meeting. There is a set agenda item at this meeting and environmental issues are included.

CONSULTATION WITH EMPLOYEES

- Consultation with employees is provided by:-

Health, Safety & Environmental Committee

- All employees are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for environmental issues. Any unsatisfactory or near misses should be reported immediately to:-

Alison Treacher, Head of SHE/HR.

The Health & Safety Committee will meet on a quarterly basis and minutes from the meeting will be available on the health and safety notice boards in the canteen areas. The staff newsletter (Wilde Times) will also be used to distribute health, safety and environmental information to all employees.

The Wilde Group will communicate with employees in the form of posters, memorandums and personal letters.

SAFE HANDLING AND USE OF SUBSTANCES

- **The Head of SHE/HR** will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking COSHH assessments. Assessments will be reviewed every **12 months** or **when the work activity changes**, whichever is sooner.
- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** will check that new substances can be used safely before they are purchased and that all MSDS (Material Safety Data Sheets) are obtained from suppliers and placed on the COSHH file.
- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** will be responsible for ensuring that all operatives are aware of the environmental implications of an accidental release or spillage.
- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** will be responsible for ensuring all employees are given appropriate training, information and instruction regarding environmental issues.

INFORMATION, INSTRUCTION AND SUPERVISION

- Competent environmental advice is available from Alison Treacher, Head of SHE/HR, 01604 750387 - alison@thewilddegroun.co.uk. Alison Treacher is NEBOSH Diploma qualified.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by:-

- | | |
|----------------------------|------------------------------|
| 1. Simon Peart | Project Director |
| 2. Ian Townsend | Project Director |
| 3. David Moloney | Head of Manufacturing |
| 4. Darren Letts | Head of Sales |
| 5. Richard Marshall | Head of Finance |
| 6. Martin Smith | Head of Retail |

- **The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing** are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant environmental consideration.
- All employees will be required to attend environmental training as part of their induction at the company.

ACCIDENT AND INCIDENT REPORTING

- All environmental incidents and near misses occurring from work activities are to be recorded in the accident books in the business.

The books are kept within:

Sales/Manufacturing/Projects/Retail/Finance

- **The Head of SHE/HR** is responsible for reporting environmental incidents to the enforcing authority and for undertaking an investigation into any incident or near misses. The findings of the investigation will be reported back to the monthly management team.

MONITORING AND REVIEW

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out a weekly check of workplace and serviceability of machinery.
- Allow the staff to “follow an open upwards reporting system” bringing matters to the attention of management as a matter of urgency.
- Take seriously and act upon any reported or alleged breaches of environmental legislation.

Alison Treacher, Head of SHE/HR is responsible for investigating environmental incident and near misses and for making recommendations for improvement.

The Managing Director, Project Directors, Head of Retail, Head of Sales, Head of Finance and Head of Manufacturing are responsible for acting on investigation findings to prevent a recurrence.

1. An annual workplace environmental review will be carried out by **Alison Treacher**, with a report submitted to the Management Team.
2. Any environmental incident will be fully investigated, relevant systems checked and any recommendations actioned to avoid a re-occurrence.

3. The **Wilde Group** operate both active and reactive monitoring of our working conditions and acknowledge our responsibility that in-depth investigation of accidents is an essential element of reviewing our Safe Systems of Work.

EMERGENCY PROCEDURES – ENVIRONMENTAL INCIDENT

- **Alison Treacher, in conjunction with the Wilde Group Management Team**, is responsible for ensuring the environmental assessments are undertaken and implemented at the Harlestone Firs site.
- **It is the responsibility of Head of SHE/HR** to ensure that environmental assessment reviews are undertaken and implemented every **12 months**, or earlier if required.
- Emergency procedures at Head Office will be tested every **6 Months**
- Spill kits are readily available in the event of an accidental release.
- **Alison Treacher** will ensure that all relevant agencies are contacted in the event of a serious or untoward environmental incident.

MANAGEMENT OF SUB CONTRACTORS

All subcontractors are vetted prior to be allocated any work with the Wilde Group. They are required to complete a Sub-Contractor Questionnaire and undertake an induction and provide copies of any certificates of competence.

All subcontractors are required to provide information of works recently carried out and provide reference contact names.

The Wilde Group will provide induction training for all sub contractors which will include environmental issues.