



Environmental Policy

Atlas Washroom Systems Ltd (the 'Company') recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to the provision of services to the construction industry and allied sectors. It is the Company's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Company's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- Assess and regularly re-assess the environmental effects of the Company's activities
- Training of employees in environmental issues
- Minimise the production of waste
- Minimise material wastage
- Minimise energy wastage
- Promote the use of recyclable and renewable materials
- Reduce and/or limit the production of pollutants to water, land and air
- Control noise emissions from operations
- Minimise the risk to the general public, customers staff, and employees from operations and activities undertaken by the Company

Atlas Washroom Systems Limited recognises that its operations will have an effect on the local, regional and global environment. As a consequence of this, the Company is committed to continuous improvements in environmental performance and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting minimum standards of environmental performance. Reference is made to the following legislation:

- The Environmental Protection Act 1990
- The Waste (England & Wales) (amendment) Regulations 2012
- The Environmental Protection Controlled Waste Regulations 1992 + Amendment 1993
- The Packaging (Essential Requirements) (Amendment) Regulations 2013
- The Producer Responsibility Obligations (Packaging Waste) Regulations 2005
- The Controlled Waste (England & Wales) Regulations 2012
- The Packaging Waste Directive 2013/2/EU
- The Revised Waste Framework Directive 2008/98/EU
- Statutory Guidance for Combustion of Waste Wood Revised 2013
- The WEEE Directive 2012
- The Solvent Emissions (England & Wales) regulations 2004

1.0 Energy Use

The Company reduces its energy needs by using a wood burner system to heat the factory area which uses wood off-cuts from the manufacturing process. This system is a high-grade system with a filter to reduce air emissions from the burner resulting in cleaner emissions; no need for further heating within the factory area and a reduction in the amount of waste the Company produces. The input is less than 90Kg/hr so is not bound by the Statutory Guidance for 'Combustion of Waste Wood' Revised 2013

All employees are encouraged to turn off lights when not in use and to turn off electrical equipment rather than leave on standby.

The Company aims to keep our energy expenditure to less than 1% of turnover and this is monitored through the financial and accounting systems within the Company.

The Company will endeavour to improve the energy efficiency of the products and services we use and sell by choosing the most practicable, energy efficient machinery, lighting and raw material options for use within the Company.

The Company has a maintenance schedule for machinery which ensures it is running efficiently and safely.

2.0 Water

The Company has very little direct water requirements other than for personal hygiene use. The Company has invested in water efficient toilets and washing facilities which are used responsibly and maintained properly.

Employees are encouraged to turn off taps and report dripping or leaking plumbing so that they can be dealt with quickly and encourage improved water consumption.

3.0 Waste

All waste produced by the Company is disposed of appropriately using registered waste disposal companies both at the factory and on the construction site.

The Company encourages the reduction of waste through re-use and recycling and by using refurbished and recycled products and materials, where such alternatives are available and it is practical and economically viable to do so, to attain financial and environmental savings.

We apply the principles of the waste hierarchy of Prevention, Preparing for re-use, Recycling, other recovery (e.g. energy recovery), and Disposal, wherever practicable and appropriate.

This is achieved using the following methods.
Computerised cutting machinery cuts boards in the most economical way for each individual order resulting in less wastage.

Large off-cuts are kept and used in future orders if appropriate, whilst smaller ones are used to fuel the burner which heats the factory unit. Softwood off-cuts are kept and used on future projects.

Off-cuts which cannot be re-used or placed in the burner are disposed of in the appropriate manner by a registered waste disposal company.

Sawdust waste from the cutting machines is collected using an efficient cyclone unit to prevent air pollution and is disposed of through the waste stream with a registered waste disposal company or used to clear any spills.

All aluminium off-cuts are recycled by the Company.

Packaging materials from deliveries into the factory are used several times to protect completed boards whilst in transit to the construction site before being recycled.

Bubble wrap is used sparingly in packaging and is re-used where appropriate.

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Returnable transit packaging (RTP) is kept to a minimum by re-using pallets and not leaving them with deliveries.

Purchasing of recycled office paper and printing is double sided where possible.

Office paper waste is re-used as scrap where appropriate or sent for recycling; and ink cartridges are returned for recycling.

4.0 Transport

Through coordinating route planning involving batch deliveries, satellite navigation systems and responsible driving techniques, the Company seeks to realise the dual benefits of reduced fuel consumption and lower exhaust emissions.

The criteria used in the procurement of vehicles used in conjunction with our business will contribute to achieving the overall objectives of this policy.

Transport vehicles are maintained regularly to ensure they operate efficiently and safely.

5.0 Products and Processes

The Company endeavours to consider the environmental impacts of its products and services at all stages of their life-cycle, from design to production, customer use and disposal; and we aim to conserve resources through efficient use and careful planning. This is achieved through the following methods.

Products are made to measure using efficient cutting machinery resulting in minimum cutting and construction site wastage.

All wood products are appropriate for function and obtained from certified wood sources and can be disposed of in an environmentally responsible manner.

Off-cuts are used for smaller jobs or to fuel the burner to heat the factory unit.

Glue is used in a spray bay which has a powered flue carrying fumes through an appropriate filter to the outside; and the glue is kept in a sealed metal tank to prevent pollution of the air or the water system.

The Company is proud of its environmental measures and informs customers of these through its website and literature.

6.0 Procurement

The Company seeks to address our impact on the environment through the adoption of a sustainable procurement policy. Wherever practicable we use local suppliers and recycled products. We will endeavour to work with our suppliers to encourage them to recognise and reduce the environmental impact of their products and transportation and to investigate and introduce processes and products that reduce their impact on the environment.

The Company will endeavour to encourage the stimulation of customer demand for environmentally friendly products and services.

The Company will ensure that any products derived from nature such as timber comply with EU and international trading rules, such as CITES (The Convention on International Trade in Endangered Species).

7.0 Employee Engagement

All employees are inducted into the Company and its practices, and their attention is brought to this policy then, and throughout their employment, through updates and notice boards. It is hoped that practices developed within the Company will be transferred into employee's everyday lives, thereby increasing the positive environmental impact of the practices.

The Company encourages all employees to carry out their work in an environmentally responsible way. They are encouraged to identify, and communicate to the appropriate people, any breaches of practice, or any production improvements they see to improve the financial and environmental performance of the Company.

The Company will implement its policies through guidelines, effective communications, and training. We will endeavour to remain up to date in respect of legal requirements and best practice via the internet and industry updates, supported by our appointed Environmental Consultant.

8.0 Targets and Reviews

The Company will endeavour to set environmental targets and goals designed to improve our environmental performance. These will be placed into an Action Plan with appropriate timescales.

The Company conducts a regular self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

This policy is reviewed regularly to ensure the Company continually improves its environmental performance and the prevention of pollution.

9.0 Responsibilities

9.1 Managing Director

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

9.2 Company Directors

All directors will ensure that:

- The Environmental Policy is issued to all employees
- All employees are made aware of their personal responsibilities
- Appropriate training, resources and support are to be made available to all staff
- Environmental issues are to be given appropriate consideration
- They regularly liaise with the Environmental Advisor
- Risks to the Company relating to potential incidents at work, environmental impacts, loss or damage to Company property, and risks to the public through the Company's activities are properly evaluated
- Liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not

- Environmental performance is recorded and reviewed periodically so as to advise when action is necessary 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 internal Environmental Management system. Key topics requiring specific resource allocation are: Management representation; Training; Incident emergency response resources; Monitoring and measuring performance, and Record-keeping systems.

9.3 Environmental Adviser

The Environmental Adviser is responsible for overseeing the management of environmental issues within the company, as follows:

- Report to the directors 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, with the authorization of the Managing Director, that arrangements are made for implementing the Company's Environmental Policy
- Ensure that environmental management data is collected, reviewed and reported on
- Ensure that Company procedures, instructions and guidance are regularly reviewed and amended as necessary
- Provide environmental advice to managers, employees and customers using, as necessary, additional specialist external consultants
- Promote positive environmental values throughout the Company
- Communicate effectively with external organisations, such as the Environment Agency, regarding the policy and its implementation
- Ensure the investigation of 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.

9.4 Senior Management

Directors and managers are, at all times, 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 positive personal example
- Identify and organise appropriate training for their staff
- Liaise with the company's Environmental Advisor
- 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 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 action has been taken.

- Ensure that regular environmental inspections are carried out and that environmental issues are actively managed and controlled
- Where appropriate, ensure that the overall environmental performance on company work sites is discussed at regular intervals with all contractors and sub-contractors
- Report any problems, or improvement opportunities to this Policy to the appropriate director
- Actively promote, at all levels, the Company's commitment to effective environmental management.

9.5 Office Manager

The Office Manager is responsible for the gathering of information on environmental performance and ensuring it is kept up to date. They should also:

- Ensure policies and procedures are reviewed and updated as necessary
- Stored in a retrievable format for use with PQQ and SSIP applications
- File and process Regulatory documents and certificates as required

9.6 All employees

All employees 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 line manager.

The Directors of Atlas Washroom Systems Limited fully support this Policy.

This policy is communicated and made available to all employees.



Gerald Shervington
Managing Director

Date Reviewed: 1st July 2023