



Environmental Code of Practice

Scope:

This procedure has been developed to provide an environmental code of practice for staff, tenants, visitors and contractors in order to support the environmental management system. It is intended for use as a training and awareness tool and to provide criteria for internal auditing purposes.

Compiled by: Cristen Huntington

Approved by:

Ann Lowry,
Director

Gary Dresser,
Managing Director

Date: 18.04.18

Distribution: Employees and interested parties, as per document control register

Environmental Code of Practice

The following is a listed of code of practice that Dunelm Geotechnical & Environmental Ltd maintain on an on-going basis in support of the environmental policy and management system.

Electricity

- ❖ All electrical equipment to be switched off after use
- ❖ Use the power save features on computers
- ❖ Use natural light wherever safely practicable
- ❖ The use of portable heaters to be kept to a minimum
- ❖ Use natural ventilation and keep use of air conditioning to a minimum

Gas

- ❖ Radiators to be switched off in unoccupied rooms
- ❖ Staff encouraged to switch off radiators when not required
- ❖ Heating timer to be used more efficiently

Water

- ❖ Ensure all taps are fully closed / not leaking

Paper

- ❖ Think before you print – only print the pages you need
- ❖ Wherever possible / practical use both side of paper when printing
- ❖ Use paper with recycled content whenever practicable
- ❖ Recycle paper using the shred-it facilities
- ❖ Send information electronically where possible
- ❖ Re-use envelopes where possible

Waste

- ❖ Use designated bins / containers for waste
- ❖ Ensure all redundant electrical / electronic equipment is housed within designated area pending recycling
- ❖ Ink Cartridges to be stored in designated container pending recycling arrangements
- ❖ Batteries to be disposed of using designated container

Chemicals/Solvents

- ❖ Ensure all chemical or solvent containers are clearly labelled as to their contents and that spillages are handled in accordance with Spillage control procedure EM006 and relevant COSHH method statement data sheet.
- ❖ Do not empty liquid waste ink, chemicals or solvents into domestic sinks or internal or external drains, unless specifically authorised by the Management Team, following clearance from the water board authorities

Please report any Environmental Incidents or concerns to the Rob Schofield or Cristen Huntington.

If hosting any visits by contactors, service providers or any other visitors to the office or site areas, ensure that they are made aware of the requirements of this code of practice and that they sign the Visitors Book as having read and agreed to the requirements of this document.

Signed:



Gary Dresser, Managing Director

Date: 18.04.18