



**JR Pridham Services Ltd**

**Environmental Policy  
Organisation and Arrangements**

## OVERALL STATEMENT OF POLICY

### General Statement of Environmental Principals

J.R. Pridham Services Ltd seeks to ensure that all of our activities comply fully with relevant environmental legislation and perceived best practice, and strives for continual improvement of our environmental management procedures.

J.R. Pridham Services Ltd recognises that our activities have an impact on the environment. In all our activities, working practices and business relationships, we are committed to protecting, conserving and enhancing all aspects of the environment over which we have control or can influence.

#### Implementation

To deliver our Environmental Policy, J.R. Pridham Services Ltd will:

- Ensure that all of our activities comply fully with relevant environmental legislation and perceived best practice;
- Set practical objectives for the continual improvement of our environmental management procedures;
- Use resources wisely by reducing resource use and re-using or recycling materials wherever possible;
- Use Information and Communication Technology (ICT) to carry out our work and communicate with clients and suppliers - thus avoiding the generation of excessive volumes of paper waste;
- Recycle as much waste material as possible and minimise consumption of resources such as ink, paper, raw materials, fuel and energy;
- Encourage the use of environmentally friendly materials when designing products for clients;
- Maintain current and reliable information on the environmental impact of the goods and services we supply and make this available on demand to enable our customers to make informed choices;
- Understand the sensitivities of our customers, including the pressures of growing and changing statutory and public concern about environmental issues, and assist them in complying with environmental best practice;
- Identify opportunities to reduce any environmental impact of our activities at an early stage and adopt these changes where appropriate;
- Communicate our environmental performance both within the company and outside;
- Raise staff awareness of environmental issues and promote individual good practice;
- Require our suppliers to provide goods and services with the minimum adverse environmental impact, and give preference to environmentally aware suppliers whenever possible;
- Ensure that our purchases of goods and materials comply fully with UK government and EU

legislation and recognised environmental best practice;

- Make efficient and environmentally responsible use of energy, water and other natural resources;
- Take all reasonable steps to prevent, reduce or control pollution of both our local and wider environments;
- Employ sound waste management practices, including compliance with the requirements of the Producer Responsibility Obligations (Packaging Waste) Regulations;
- Encourage all our suppliers and service providers to have, or be developing, an environmental policy statement;
- Continue to review our environmental performance, and strive to respond to issues as they arise;
- Conduct internal environmental reviews on a periodic basis and to measure our operational activities against our environmental standards;
- Encourage our staff to minimise car journeys and use environmentally sustainable transport methods in respect of commuting and business journeys wherever practical;
- Support our local authority's green travel objectives.

### **Ethical Trading Policy Statement**

J.R. Pridham Services Limited will aim to trade ethically.

To implement this policy, we will:

- Not take advantage of lower employment or manufacturing costs in developing countries;
- Adhere to any Government recognised trading sanctions;
- Not trade with those countries that J.R. Pridham Services Limited directors believe are violators of human rights.

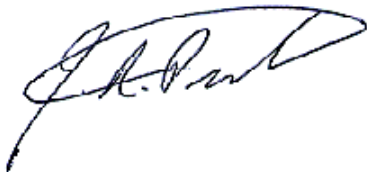
This statement will be available through the company's website and hard copies are available on request.

For further information please contact: J.R. Pridham Services Ltd

on 01189 750326 or

e-mail: [enquiries@jrpservices.com](mailto:enquiries@jrpservices.com).

Signed:

A handwritten signature in black ink, appearing to read 'J.R. Pridham', written over a light blue horizontal line.

J.R. Pridham  
Managing Director  
Dec 2008

## **ORGANISATION**

### **SPECIFIC RESPONSIBILITIES**

The following staff will have specific environmental responsibilities in addition to those which apply to all employees within the Company:

#### **MANAGING DIRECTOR**

**Mr Jim Pridham**

The Managing Director has overall responsibility for environmental matters within the Company. The Managing Director is also responsible for general oversight of the Company's management of environmental policy and for reviewing its effective implementation. The Managing Director is also responsible for:

- ensuring adequate resources are available for meeting statutory requirements relating to environmental issues;
- monitoring, in conjunction with the Operational Directors/Managers, (who together with the Managing Director form the Management Team), the effective operation of the Company's Environmental Policy and procedures on at least a monthly basis.
- ensuring that where it is intended to undertake a new type of business, or to acquire a new company or business, an assessment is made of any necessary environmental requirements relating to the new business and arrangements are made to implement any necessary actions as part of the overall business plan;
- ensuring that where it is intended to supply a new type of product, or undertake new activities, an assessment is made of any necessary environmental requirements relating to the new product or activity and, in particular, any requirement relating to meeting EC environmental directives and these requirements are implemented prior to the product being supplied to clients;

- ensuring that there are adequate arrangements in place to ensure that employees receive relevant training in environmental matters.
  
- ensuring that the environmental standards of work undertaken by field service engineers is periodically monitored in conjunction with the Management Team and any deficiencies are reported and corrected;

### **THE OPERATIONAL DIRECTORS/MANAGERS**

**Mr Phil Dyke, Mr Brian Mulvey, Mr Kevin Vallins, Mr Richard Townsend, Mr Billy Carr, Mr Nick Carne, Mr Barrie Mills, Mr Rob Woodland & Mr Kevin Kavanagh.**

The above Directors/Managers have the following responsibilities, when appointed as the responsible Project Manager, for any actual or prospective contract or project:

- ensuring that an adequate method statement and risk assessment is prepared which identifies the key environmental issues of the work to be undertaken and the control measures that are to be adopted;
  
- ensuring that field staff allocated to the contract or project are competent and adequately trained for the type of work to be undertaken;
  
- ensuring that there are adequate reporting arrangements in place to enable service and installation engineers to report unforeseen environmental conditions or situations encountered whilst working on client's premises;
  
- reviewing, in conjunction with the Managing Director, reports from field service engineers relating to environmental issues encountered on client's premises and ensuring that any appropriate action is taken to minimise adverse issues;
  
- ensuring, in consultation with the other members of the Management Team, that there are clear procedures to enable field service engineers, at the time of any site visit, to draw the client's attention to any identified environmental issues which gives rise to adverse environmental conditions either at the time or in the future;

- ensuring that the respective environmental obligations of the clients and the Company, relating to products, systems or equipment supplied by the Company, are clearly communicated and agreed with the client in writing, before supply or installation takes place;
- collating, in conjunction with the other members of the Management team, information on any potential environmental situations found by field service engineers working at client's premises and reviewing them in conjunction with the Managing Director to determine if any changes to policy or procedures for such are necessary.

#### **BUSINESS SUPPORT ADMINISTRATION**

**Mrs Sue Pridham & Ms Sarah Drake with the assistance of the Group Coordinators**

Business Support Administration is responsible for the coordination of environmental administration matters.

Business Support Administration has particular responsibility for:

- monitoring the standards of environmental issues in the Company offices and reception area, by at least weekly walk through inspections and reporting any deficiencies which cannot be corrected to the Managing Director;
- ensuring that arrangements are in place to explain the environmental policy to new or temporary employees on the first day of their employment;

## **GENERAL RESPONSIBILITIES OF EMPLOYEES**

All employees of the Company have the following responsibilities:

- ❑ to act with due regard to the environmental issues both themselves and by others, whilst they are at work, or on Company premises;
- ❑ to report to their supervisor or manager any serious environmental issues that come to their notice and which they cannot immediately rectify;

## **ENVIRONMENTAL ARRANGEMENTS**

### **STANDARDS AND GUIDANCE**

Common standards and guidance are issued periodically as Company environmental instructions and procedures, which are held by the Business Support Administrator. These are issued to relevant managers or employees.

### **EMPLOYEE CONSULTATION**

The Company will consult with employees on environmental matters either directly, or through elected Representatives.

### **PAPER WASTE**

Where possible in order to minimise the usage of paper all company activities will be carried out in electronic format.

The small amounts of waste paper generated by the Company are disposed of through available local authority recycling schemes.

### **PACKING WASTE**

The Company will, where reasonably practicable, re-use any packing waste such as cardboard containers, polystyrene packing beads etc.

Where disposal is necessary then this will be carried out through available local authority recycling schemes.



### **SITE MATERIAL WASTE**

The Company will, where reasonably practicable, re-use any site material waste such as cable offcuts, cable tray offcuts etc.

Where disposal is necessary of waste from JRP supplied materials then this will be carried out through available local authority recycling schemes.

Where disposal is necessary of removed equipment from site then this will be carried out under the clients or end users disposal schemes which are in place at the time of carrying out the project..

### **NOISE**

The company's operations do not involve the use of any noisy equipment and therefore noise nuisance is not caused by the Company's activities.