



JP Associates

Environmental management system

[ISO 14001:4]

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1 System outline

JP Associates has a clear environmental policy which is reviewed as required against changes in legislation and accepted good practice or customer demands. The internal actions aimed at meeting JP Associates' requirements of this Environmental Management System (EMS) are reviewed at quarterly management reviews.

The following criteria cover operations undertaken at JP Associates' offices and the site work it manages on clients' sites. Subcontractors working on sites managed by JP Associates will be required to work to the requirements of either their own EMS or to the criteria below.

Where criteria are limited to subcontractor compliance they are marked with an asterisk (*)

2 Minimising environmental impact

2.1 Vehicles and machines

All vehicles and machines shall be regularly serviced and maintained to maximise fuel efficiency and reduce harmful emissions.

All road vehicles shall be subject to Department of Transport emission checks annually through MOT or more frequently through periodic servicing.

Business vehicle purchasing will consider fuel efficiency as a key criterion in purchase decisions.

All two-stroke machines will use the most efficient oil/fuel mix.

The least harmful oils and other lubricants will be used in all vehicles and machines - in particular in the mixing of two-stroke petrol/oil combinations.

Biodegradable lubricants will be used wherever practicable.

2.2 Offices and workshops

Lighting will be low-energy bulbs where reasonably practicable.

All lights will be switched off when not in use.

Where possible occupied buildings will be suitably insulated to minimise heating requirements.

All computers, charging units, transformer units or other electrical equipment will be switched off when not in use or at the end of the working day wherever reasonably practicable.

Where possible all paper and card materials used to be recycled. Where practicable records and communications to be undertaken and stored electronically.

3 Waste management and disposal

(*only applicable to subcontractors under direct control of JP Associates)

3.1 General

The principles of reduce, re-use or recycle will be applied in the planning and carrying out of all operations.

*All contractors' vehicles should carry a current copy of their 'Waste Carriers Licence'. Woodchip and timber for resale is currently classed as not being controlled waste and therefore exempt from licence however the general 'Duty of Care' still applies.

*Any 'controlled waste' must be disposed of in accordance with current legislation at a certified waste disposal facility or by a certified waste disposal contractor. In all cases a Waste Transfer record will be kept and the waste transported by an authorised waste carrier.

Environmental issues are inspected as a part of the general site management.

3.2 Field operations

Green waste arising from vegetation management operations will be retained on-site wherever practical in accordance with the following principles:

- Only with the client's and landowner's permission
- Where it will not pose a nuisance to the public, adjacent landowners or any other third party
- Where it cannot contaminate, block or otherwise cause harm to the environment with particular reference to water courses
- Where it will not degrade or otherwise reduce the habitat value of the local environment
- Where unprocessed or partially processed woody green waste is retained on-site in accordance with the above principles it will be left in habitat piles as per best practice and as directed by JP Associates, the landowner or client
- Where woodchip is left on-site it will be left in such a way as to minimise impact on local vegetation except where it is specifically used as mulch
- Waste transportation and processing will be kept to a minimum

- Where green waste is returned to base it will, where practicable, be composted in accordance with The Compost Association's (www.compost.org.uk) Code of Practice for resale or redistribution
- Where logs are returned to base they will, wherever practicable, be processed into firewood for resale or converted into woodchip
- Burning of woody waste either on-site or at base will be avoided wherever possible and generally not accepted as company policy.

3.3 Workshop, yard/depot

*All waste oils, fuels, chemicals or parts arising from routine maintenance will be disposed of in accordance with environmental legislation or by a registered waste management facility.

*All arisings from workshop activities such as vehicle and machine washings will be contained so as not to contaminate local surface water sources.

*Green waste arisings will be stockpiled and processed.

3.4 Office

All paper, cardboard, plastic bottles and metal cans will be recycled.

All used printer cartridges, printer toner and imaging units will be recycled.

All used office machines including computers, printers and other peripherals will be recycled (following appropriate decommissioning and data retrieval).

4 Reducing the risk of environmental accidents

(*only applicable to sub-contractors under direct control of JP Associates)

*All operations must be subject to a dynamic and ongoing environmental risk assessment. It is likely that the principal area of highest risk will be through the release of fuels, oils, waste residues or machine washings during routine use and maintenance.

In order to reduce this risk the following general measures should be applied:

- All fuel and oil cans must have a suitable closure to prevent spillage during transportation.
- All fuel and oil cans must have a suitable spout, airlock anti-spill system or similar for use during refuelling
- All bulk fuel storage (including yard storage) of chemicals, fuels and oils will be undertaken to the relevant legislation and regulations
- All fuel, oil or chemical containers must be adequately secured during transportation

- All waste oils will be disposed of using a registered contractor where applicable
- Refuelling sites and procedures will be in accordance with arboricultural and forestry best practice and safety guidance
- Machines will be cleaned prior to leaving site to remove any residues likely to contaminate roads or other sites
- Machine wash down areas at the workshop will have adequate catchments to ensure contaminated water does not enter any water course or drain prior to it being adequately treated
- All staff, sub-consultants and subcontractors will be adequately trained to undertake basic environmental risk assessment prior to commencing work
- No noxious or controlled weeds (as defined in UK regulations) will be disturbed or otherwise moved without first completing a specific method statement. Any operations involving the control or removal of these weeds will be subject to controls required by the Environment Agency or DEFRA. These weeds include Ragwort, Japanese Knotweed, Giant Hogweed and Himalayan Balsam
- All work sites will be checked prior to starting work for the presence of protected species. Where reasonable doubt exists, suitable further advice will be sought from JP Associates
- Where a site pre-assessment identifies the potential for wildlife disturbance i.e. bats, badgers or nesting birds, further advice will be sought from JP Associates.

5 Responding to environmental accidents

(*only applicable to subcontractors under direct control of JP Associates)

*All vehicles will carry a suitable spills control kit according to the volume and nature of the materials being carried.

*All staff, sub-consultants and subcontractors will be trained to contain spills of any chemicals or materials they are using.

In the event of a significant chemical release into a water course, drain or soil, the Environment Agency or local authority environmental health officer will be contacted.

All accidents will be fully reported to JP Associates and the accident investigated.

Any environmental incident reported to JP Associates by the client or landowner will be fully investigated within 48 hours of the incident being reported.

6 Measurement and control

6.1 Field operational records

*Recording of green waste quantities including timber arising from field operations transported to depot (tonnes or m³).

*Recording amount of green waste being transferred to landfill or other waste disposal facility.

Mileage records kept for each road vehicle and odometer readings from machines (as applicable)

6.2 Office and workshop records

- Stock records
- Electricity meter readings
- Water meter readings
- Environmental accidents / incident reports.

6.3 Control

Controlling the use of key resources such as fuel, electricity and water is a management objective of this EMS. In order to set appropriate targets, usage will be monitored as appropriate and where possible.

Volumes of controlled and other waste materials generated will be recorded and monitored so that appropriate operational targets can be set.

Volumes of green materials that require processing will be monitored and reduced where possible.

Reductions in relation to turnover might be set in the following areas:

- Reduced fuel costs through reduced fuel consumption
- Reduced electricity usage monitored annually
- Reduced water use per annum
- Reduced waste transfer to waste disposal or landfill
- Reduce volumes of materials that require additional processing.

Review of environmental accident / incident reports will identify any further controls required.

7 Review

Continuous improvement will be achieved through quarterly management review meetings to review and change business policy in relation to;

- Changes in legislation
- New targets resulting from the annual review
- Accident or incident investigation.

8 Aims and objectives

8.1 Strategic aims

JP Associates will seek to constantly reduce the CO2 emissions of all activities it directly undertakes and any work it manages on clients' sites.

JP Associates will seek to reduce the volume of controlled Japanese knotweed waste that is removed from its clients' sites and to reduce volumes of other controlled waste generated through the work it manages on clients' sites.

JP Associates will seek to reduce, re-use or recycle operational waste generated from work it directly undertakes and work it manages on clients' sites.

JP Associates will seek to maintain a zero environmental accidents / incidents status on the work it directly undertakes and work it manages on clients' sites.

JP Associates will investigate ways to influence and thereby improve the environmental impacts of its clients' activities or projects in which it is involved.

8.2 Management objectives

JP Associates will:

- Implement and maintain this EMS
- Maintain records to enable key resource usage targets to be identified and set.
- Monitor waste generation and amounts of green materials* that require further processing and set targets for reduction
- Review policy statement, processes and controls
- Set operational targets and review previous performance.

Please note;

The methods by which JP Associates implements these objectives in undertaking its core business are set out in its 'environmental aspects' document. This is monitored and updated as part of the quarterly management review process.

9 Environmental legislation and regulations

Environmental management information is principally sourced via the Envirowise website. JP Associates keeps up to date with changes in environmental legislation via email updates from Business Link (formerly NetRegs). Information is also sourced from the Environment Agency, and Arboricultural Association and specialist consultants.

Where appropriate external consultants may be used to source guidance on specific issues and to carry out an annual external audit of the EMS.

The following table lists the legislation that potentially impacts on the business:

Legislation	Processes/materials/activities/services
Environmental Protection Act 1990	Hazardous materials
Environmental Protection (Duty of Care) Regulations 1991	Waste handling, storage/transfer
Environmental Protection (Prescribed Processes and Substances) Regulations 1991	Pollution control, land and premises
Clean Air Act 1993	Statutory nuisance eg noise/odour
Water Resources Act 1991	Control of smoke, ash, dust and grit
Waste Management Regulations 1996	Discharges to controlled waters
Controlled Waste Regulations 1992	Waste transfer, land and premises
Special Waste Regulations 1996	Waste inventory
Environment Act 1995	Waste transfer
Producer Responsibility Obligations	Waste handling, storage and transfer
Control of Pollution Regulations 2001	Storage/handling of materials & waste
Control of Substances Hazardous to Health Regulations (COSHH) 1994	Use of pesticides/hazardous substances
Chemicals (Hazard Information and Packaging for Supply) Regulations 1994	Waste storage, transportation and waste contractors
Town and Country Planning Act 1990	Land and premises development
Wildlife & Countryside Act 1981	Wildlife protection, weeds
Countryside Rights of Way Act 2000	Protection of bats, birds
Habitat Regs	Protection of habitats
European Emission Standards for Passenger Cars (Euro 4)	Vehicle emissions
European Emission Standards for Commercial Vehicles (Euro 5)	Vehicle emissions
Climate Change Act 2008	Energy use & emissions
Environmental Noise Directive 2002/49/EC	Noise output

10 Training

All staff, sub-consultants and subcontractors will be inducted into the JP Associates EMS. A copy will be distributed as part of the annual subcontractor questionnaire update.

All site personnel to hold the relevant nationally recognised training and competency certification for the tasks and operations they are engaged in.

All training will be to a nationally recognised standard and follow national occupational standards from the relevant industry body.

11 Suppliers

JP Associates will, wherever possible and practicable, seek to procure goods and services from suppliers who hold or are ISO14001 compliant.