



Environmental Policy Statement

Prepared by:

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Revision 2.2

Remove previous revisions of this document from use.

Table of Contents

1	Introduction	4	
1.1	Purpose		4
1.2	Context of the organisation		4
1.3	Understanding the needs and expectations of interested parties		5
1.4	Scope		6
1.5	Environmental management system		6
1.6	Environmental Advice and Support		6
1.7	Definitions		7
1.8	Providing copies of parts of this policy		7
2	Environmental Policy Statement	8	
3	Objectives for Managing the Environment	9	
4	Organisation & Responsibilities for Managing Health, Safety and the Environment	9	
4.1	Organisation Chart		9
4.2	Leadership and commitment		10
4.3	Responsibilities of Joint Managing Directors		10
4.4	Responsibilities of Directors and Senior Managers		11
4.5	Responsibilities of Project, Service, Contract and Field Managers		11
4.6	Responsibilities of Employees / Self Employed Subcontractors		11
4.7	Responsibilities of External Environmental Advisor		12
5	Arrangements – Planning of Management Controls	Error! Bookmark not defined.	
5.1	Environmental Aspects and Impacts, Risks and Opportunities	Error! Bookmark not defined.	
5.2	Implementation Matrix	Error! Bookmark not defined.	
5.3	Environmental Objectives and Targets	Error! Bookmark not defined.	
5.4	Compliance Obligations plus needs and expectations of interested parties	Error! Bookmark not defined.	
5.5	Monitoring and Measuring Significant Aspects	Error! Bookmark not defined.	
5.6	Competence, Training and Awareness	Error! Bookmark not defined.	
5.7	Communication – Internal	Error! Bookmark not defined.	
5.8	Record of Communications - External	Error! Bookmark not defined.	
5.9	Control of Environmental Management Documented Information	Error! Bookmark not defined.	
5.10	Control of Environmental Management Records	Error! Bookmark not defined.	
5.11	Internal Environmental Audits	Error! Bookmark not defined.	
5.12	Nonconformity and corrective action	Error! Bookmark not defined.	
5.13	Environmental Management Reviews & Continual Improvement	Error! Bookmark not defined.	
6	Arrangements – Operational Controls	Error! Bookmark not defined.	
6.1	Waste Management	Error! Bookmark not defined.	
6.2	Managing Suppliers and Contractors	Error! Bookmark not defined.	
6.3	Control of Hazardous Substances	Error! Bookmark not defined.	

6.4	Handling hydraulic oil	Error! Bookmark not defined.
6.5	Asbestos on Company Premises and Customers sites	Error! Bookmark not defined.
6.6	Noise at Work	Error! Bookmark not defined.
6.7	General Storage and Stacking	Error! Bookmark not defined.
6.8	Company Vehicles	Error! Bookmark not defined.
6.9	Emergency Preparedness and response to Incidents	Error! Bookmark not defined.
7	APPENDICES	Error! Bookmark not defined.
7.1	Register of Aspects and Impacts, Risks and Opportunities	Error! Bookmark not defined.
7.2	Implementation matrix	Error! Bookmark not defined.
7.3	Objectives and Targets	Error! Bookmark not defined.
7.4	Register of compliance obligations plus needs and expectations of interested parties.	Error! Bookmark not defined.
	Bookmark not defined.	
7.5	Monitoring	Error! Bookmark not defined.
7.6	Environmental Skills Matrix	Error! Bookmark not defined.
7.7	SITE RULES / INDUCTION LEAFLET	Error! Bookmark not defined.
7.8	METHOD STATEMENT FOR REMOVAL & INSERTION OF OILS	Error! Bookmark not defined.
7.9	Asbestos on Site	Error! Bookmark not defined.
7.10	External Environmental, Health and Safety Support	Error! Bookmark not defined.
8	Revision history	Error! Bookmark not defined.

1 Introduction

ISO 14001

1.1 Purpose

The purpose the Environmental Management System of Temple Lifts Ltd is to:

- Establish, implement, maintain and improve the Environmental performance of the company to satisfy the requirements of ISO 14001;2015
- Assure Temple Lifts Ltd of conformity with its stated environmental policy including compliance with relevant legislation.
- Demonstrate conformity with essential requirements of customers' & approval organisations.

1.2 Context of the organisation

ISO 14001 4.1

The context of the organisation describes the external and internal issues it faces that can impact the organisations ability to achieve the expected outcome of their quality and environmental management system.

External issues include the competitive landscape, economic issues, environmental issues, legal requirements, regulatory issues, and technological changes, regardless whether they are domestic or global.

These issues are monitored and reviewed by top management as part of the management of business performance, development and strategy

Internal Factors –

- Strategy** – to be company of choice for employees in the supply, installation and maintenance of new and modernised lifts. To be a valued company within the wider organisation of the parent company Hitachi.
- Structure** – Organisation of managers and teams carrying out the design, installation and commissioning and maintenance of new and existing lifts and escalators.
- Systems** – Quality management systems to ISO9001 and Lift Directive provide tools for compliance in administration and on site processes. Computer systems for data and communication.
- Style** – Cooperative and consultative management throughout the organisation that aims to meet and exceed customer expectations for all deliverables, with complete customer satisfaction through conformance to specification and contract KPIs.
- Staff** - well motivated, fully qualified, directly employed, trained and accredited staff at all levels within the organisation.
- Skills** – Industry experienced, trained and accredited at all levels, notably NVQ levels 3 & 4 and job specific competences for all aspects of lift engineering. Leadership in Quality, Health and safety, Environment and employment rights.
- Performance** - the organisation continually monitors its performance against planned/contracted requirements by utilising continuous improvement tools.

External Factors -	<p>Strategy – to be company of choice for customers, in our chosen market, in the supply, installation and maintenance of new and modernised lifts. To continue to be recognised as a brand leader in the world as part of the parent company Hitachi.</p> <p>Legal - only use approved suppliers for the supply of materials, disposal of waste and external activity and the prevention of pollution to land, sea or air. Also awareness of legislation in form of regulations, directives and international standards for the design and installation of lifts.</p> <p>Political - awareness of the political climate, currently affecting the organisation locally and nationally, within the broader European market currently and in the future.</p> <p>Economic - awareness of the economic climate that can affect the organisation locally and nationally. With advice from external competent advisers</p> <p>Social – Corporate Social Responsibility policy of the company promotes awareness of its impact on users, customers, suppliers and employees.</p> <p>Technological - ongoing understanding of latest advancements in our industry and the conversion of these into best practice.</p> <p>Environmental - the company will be proactive in minimising its use of non-renewable resources, controlling environmental impacts and ensuring compliance to current and future environmental legislation.</p>
Influences -	<p>Parent Company – Temple Lifts is the UK market representative for Hitachi, the world premium brand for lifts and escalators. Temple Lifts undertakes full compliance of the Hitachi standards of business and ethical trading, in its day to day business.</p> <p>Customers - customer requirements, satisfaction and customer feedback (positive & negative – customer complaints) and meeting their expectations.</p> <p>Communities - ensure harmonious relationship with suppliers/customers and local geographical communities. Provide charitable support through voluntary activities of the company and its staff.</p> <p>Suppliers – Working with suppliers to ensure timely delivery and if necessary rectification of problems with poorly performing suppliers.</p> <p>Regulators - monitor and report on statutory regulations affecting our business. Seeking advice on relevant changes.</p>

1.3 Understanding the needs and expectations of interested parties

ISO 14001 4.2

In operating the Management System the needs and expectations placed on the business by customers, employees, suppliers, users, the Community, industry bodies and other stakeholders will be taken into consideration by the Company.

These are stated in the specifications received from the company's customers.

Customer requirements are determined and met with the aim of enhancing customer satisfaction.

Temple Lifts - Environmental Management Manual

Where requirements are not stated for maintenance contracts the company Service Schedule is used as a basis and monitored on Protean.

Other statutory requirements are stated in the Legal and Other Requirements Registers of the Environmental and Health & Safety Management Systems.

Needs and expectations of employees are identified and provided for as contained in HR documentation. Job descriptions, policies, contracts of employment etc.

1.4 Scope

ISO 14001 4.3

This Environmental Management System covers the following activities operating from:

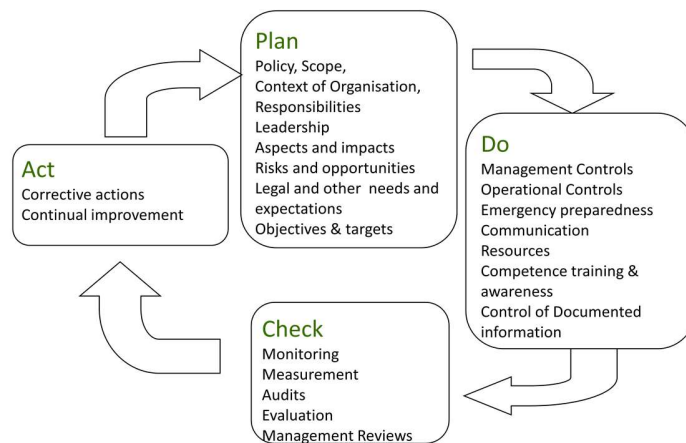
- Regency House, 33-49 Farwig Lane, Bromley Kent BR1 3RE
- Suite 6200, Langstone Technology Park, Langstone Road, Havant, Hampshire, PO9 1SA
- Unit F01 Genesis Centre/Innovation Way , Stoke-On-Trent , ST6 4BF

- The Design, Supply, Installation, and Test of Lifts. The Provision of Service and Refurbishment of Lifts and Escalators.

1.5 Environmental management system

ISO 14001 4.4

This policy statement defines the Environmental Management System as described in the scope. Additional documents describe more detailed procedures. The system is based on the Plan-Do-Check-Act model. The interactions of the main elements are illustrated below



1.6 Environmental Advice and Support

Temple lifts Limited have retained the following Company to provide advice, support, regular check processes and documentation. Advice on environmental management will be available from them.

Advice on environmental management
Stephen Ives CFIOSH
Elevate Safety Services
Telephone 07504 814007
Email: elevatesafetyservices@gmail.com

With support from;

Complete Health & Safety Ltd

Unit 4, Elm Business Units, Chartwell Road, Lancing, West Sussex, BN15 8FD

Telephone: 01273 833919

Email: info@complete-hs.co.uk

Website: complete-hs.co.uk

Directors: N Brion BSc(Hons) Dip2.Osh CEng MIEE CMIOSH, L B A Brion BA FCIPD MCM

Company Reg No. 4454709

1.7 Definitions

The words “shall”, “must” and “will” denote a mandatory requirement and “should” denotes a recommendation. The word “may” denotes permission and is neither a recommendation or requirement.

Where “employees” are referred to it means those working under the direction of the company be they directly employed or provided as temporary labour by others.

Sub-contract services are those provided by “expert suppliers” [contractors] working to their own safe systems of work as reviewed and permitted by Temple Lifts Ltd.

Site means temporary sites such as customer sites.

Premises means the places from which the company operates.

1.8 Providing copies of parts of this policy

This Environmental Policy contains the following sections which may, as individual sections, be requested by and provided to customers/approvals organisations etc.

The Environmental Policy Statement version contains

- Introduction - Section 1
- Signed & dated Environmental Policy Statement - Section 2
- Objectives Section 3
- Organisation Chart and Responsibilities – Section 4

2 Environmental Policy Statement

ISO 14001 5.2

At Temple Lifts we recognise the need to operate in a way that ensures good environmental management; by being aware of the environmental impacts of our operations and balancing our business needs with the need to protect the local & global environment.

Our Environmental Policy demonstrates our commitment to comply with all relevant legislation & to minimise pollution, resource usage and wastage, where feasible, through continual improvement. We achieve this via our Environmental Management Systems certified to ISO 14001:2015

Our commitment is to identify all activities that have the potential to cause an environmental impact and provide adequate resources to minimise or prevent any negative impact.

The Company does, so far as is reasonably practicable:

- Identify environmental impacts & incorporate management procedures in a cost effective manner.
- Set objectives & targets for continual improvement & evaluation of environmental performance.
- Promote a culture of continual environmental improvement into our working practices by raising awareness & providing training to all employees on all environmental matters & practices.
- Meet the requirements of environmental legislation and of client's environmental policies.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Ensure that all our business operations are performed with due consideration of the environment.
- Identify & minimise the consequences & environmental impact potential accidents / incidents.
- Use products and technology to minimise environmental impact, where appropriate options exist.
- Reduce the consumption of resources (energy, materials & packaging).
- Minimise waste through a commitment to reuse, recover or recycle.

We ensure that good environmental management is practised & demonstrated to our customers in all contracts and projects that we are involved in. The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers and the general public.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following working procedures and reporting any environmental issues as soon as possible.

This policy is reviewed annually & revised in response to changes in legislation or methods of working.

Signed



Date 14th May 2018

Barry Harden – Managing Director

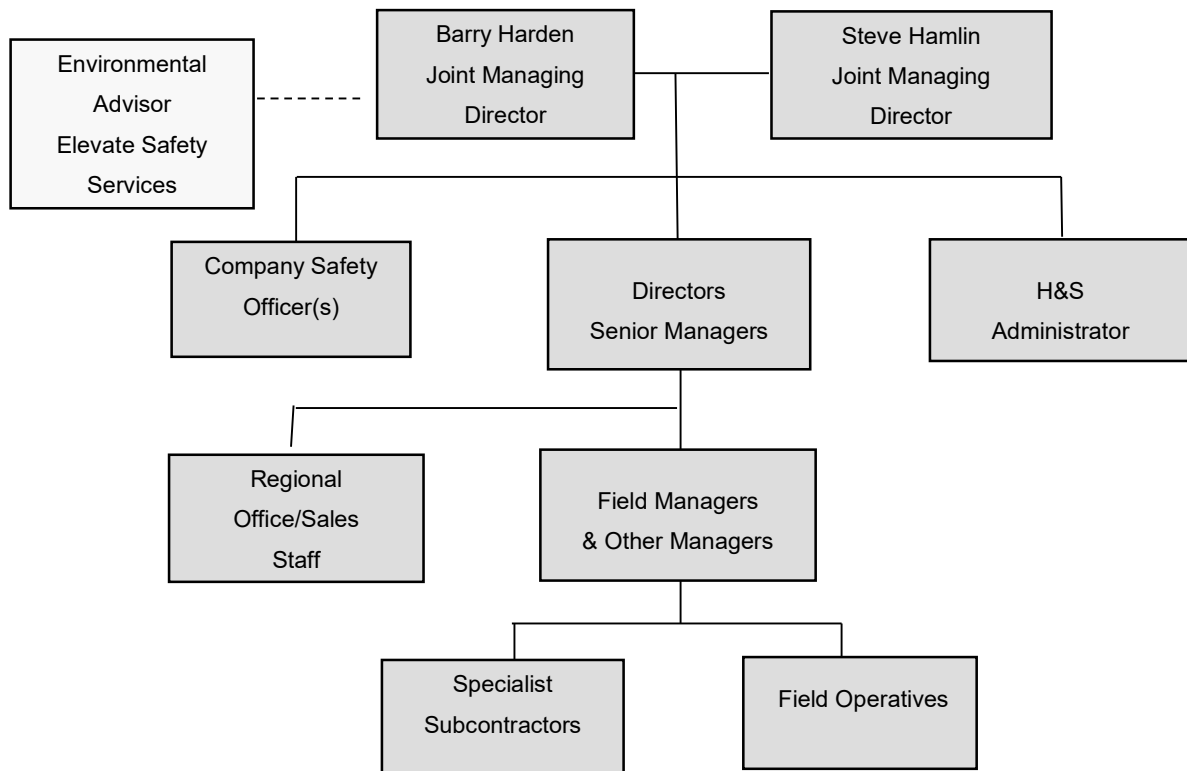
3 Objectives for Managing the Environment

- Maintain effective systems and plans for managing the environmental impact of our operations that ensure risks are properly assessed & controlled so far as is reasonably practicable.
- Provide clear standards & procedures to control the risk to the environment that are adhered to.
- Ensure that all Company employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision.
- Ongoing consultation with our clients, suppliers and contractors on environmental issues.
- Record and investigate all accidents and ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the environmental incident record year on year.
- Continually raise awareness of safety and a responsibility for the environment amongst all employees.
- An effective & systematic monitoring and reviewing of environmental performance.

4 Organisation & Responsibilities for Managing Health, Safety and the Environment

ISO 14001 5.3

4.1 Organisation Chart



4.2 Leadership and commitment

ISO 14001 5.1

In addition to management duties of planning, allocating resources and setting objectives outlined below, Top Managers and others in positions of influence are required to demonstrate Leadership.

This involves the creation and communication of a vision for the future, encouraging others to commit to it as well as promoting innovation and adaptation to change. I.e. to energise and motivate.

Top Managers in Temple Lifts demonstrate Leadership and commitment by direct interaction with all groups of staff and departments in various ways, to set an example and to reinforce the policies and ethos of the company.

Top management have an open door policy and is continually in contact and discussions with all levels of staff as well as through regular Quality/Environment Team briefings and review of the Quality/Environment management systems.

Quality and Environmental issues are considered in business decisions. E.g. Changes, resources etc.

Other levels of management, supervision and team leaders can also demonstrate leadership by encouraging others to commit to the values and ethos of the management systems.

The Equality and Diversity Policy and the Business Ethics Policy enable staff to make complaints or “whistle blowing” confidentially and without prejudice.

4.3 Responsibilities of Joint Managing Directors

ISO 14001 5.3

The Joint Managing Directors are ultimately responsible for environmental matters relevant to employees and anyone else who may be affected by the Company’s activities. They are specifically responsible for ensuring:

- Adequate finances & resources for the implementation of the Environmental Management system.
- Environmental management policies are stated in writing & are brought to the attention of all employees
- Arrangements are made for implementing the Environmental Policy
- Environmental issues are given appropriate consideration and risks properly evaluated that relate to:
 - Potential incidents at work, environmental impacts, loss or damage to Company property, and
 - The public through the Company’s activities.
 - Set objectives and targets for improvement
- Appropriate training, resources & support are made available to all staff
- Directors and managers are kept appraised on all matters regarding environmental management.
- Environmental advice is available to managers & employees as necessary via external advisors / consultants.
- All employees are made aware of their personal responsibilities
- Liability insurance cover exists and that advice is given to the extent to which risks are acceptable.
- Environmental performance is monitored, recorded and reviewed to improve & correct adverse performance.
- Company procedures, instructions and guidance are regularly reviewed and amended as necessary.
- Effective communication with external organisations (e.g. Environment Agency) on environmental matters.
- Incidents & investigations are recorded, reviewed & closed out with recommendations for future prevention
- Set a good example for promoting positive environmental values throughout the Company

4.4 Responsibilities of Directors and Senior Managers

ISO 14001 5.3

The Directors and Regional Managers are responsible for implementing the arrangements set out in this policy, either through managers under their control or by themselves for their direct reports.

- Systems of work are developed, implemented and used to prevent or reduce risks of pollution and other environmental impacts
- Contractors in the premises have adequate environmental arrangements to undertake their work.
- Employees are aware of their environmental responsibilities and comply with the policy.
- Monitor and improve environmental performance in their areas of responsibility.
- Materials, substances & waste are segregated, stored safely & securely to prevent pollution and comply with legislation.
- Environmental incident investigations are completed and closed out on a timely basis
- Setting a good example of behaviour with regard to environmental impacts
- Listening to employees concerns in relation to environmental issues and acting accordingly

4.5 Responsibilities of Project, Service, Contract and Field Managers

ISO 14001 5.3

Managers responsibilities:

- Organise work activities to minimise risk to the environment or breach of environmental legislation
- Complying with the environmental policy & relevant regulations and site waste plan where applicable.
- Operatives are aware of the potential environmental harm from hazardous and non-hazardous substances & that they comply with COSHH & other procedures.
- New staff receiving timely induction training.
- Complete employee training records.
- Work areas are kept clean, tidy and hygienic with good housekeeping & that regular inspections occur.
- Materials, substances & waste are stored safely and securely to prevent pollution.
- Monitor environmental matters on site.
- Report and investigate environmental accidents & incidents and close out on a timely basis.
- Reporting any problems or improvements to this Policy to an appropriate director.
- Co-operating with statutory authorities (i.e. Environment Agency).
- Actively promote, at all levels, the Company's commitment to effective environmental management.
- Setting a good example of behaviour with regard to environment, health, hygiene and safety
- Listening to employees & subcontractor's concerns in relation to environmental issues and acting accordingly.

4.6 Responsibilities of Employees / Self Employed Subcontractors

ISO 14001 5.3

All employees have a duty to co-operate with the employer and all other related regulations. Self employed subcontractors must comply with all aspects of this policy as though they were employees. Conversely the Company will treat self employed subcontractors as though they were employees.

They must always:

- Comply with the Company environmental policy and systems of work (See Appendices).

- Comply with the site waste plan and site rules.
- Co-operate with both employer and management and follow instructions.
- Use the appropriate plant, tools and equipment as instructed and not misuse.
- Immediately report any environmental accident, spill, pollution or hazardous condition to a Manager.
- Take all reasonable steps to reduce environmental risks.
- Avoid improvised arrangements and suggest safe ways of reducing risks.
- Not interfere with or misuse anything provided for them in the interests of reducing pollution
- Report immediately any defective plant & equipment to their Manager and do not use until repaired.
- Respect the environmental policies & procedures of our clients when working in their premises

Any wilful breach of these requirements could result in disciplinary action being taken.

4.7 Responsibilities of External Environmental Advisor

ISO 14001 5.3

The Company retains an external Environmental Advisor to ensure that the Company has access to competent advice. And who will:

- Meet with key staff to review/audit the Company's environmental management system.
- Ensure the Environmental Policy reflects the Company's operations & organisation & complies with current legislation.
- Assist the company in preparing aspects and impacts analysis, environmental procedures and records.
- Identify environmental training requirements as part of the review process and provide training as required.
- Conduct audits and legal compliance checks
- Advise of and assist with changes in legislation and their impact on the company
- Provide environmental advice and support as required.
- Assist management as required on environmental incidents investigations.

Employees must also be mindful of the consequences of not complying with instructions or not following any of the management procedures.

I.e. Not complying with these requirements can result in failure to;

- meet the needs and expectations of customers and other interested parties, relating to delivery of the specified goods and services to customers.
- comply with legal duties placed on the company and its employees.

ISO 14001 ref: 7.3 Awareness

The **Environmental Policy Statement** version of the Environmental Manual finishes here and contains only the:

- Policy statement
- Organisation
- Responsibilities

The **Full** version of the Environmental Manual contains additional sections on:

- Management controls
- Operational controls for specific hazards
- Register of relevant legislation and other requirements
- Objectives and targets