

ENVIRONMENTAL POLICY

Policy Reference: P.C2.2021.V12.050821
Date of Issue: 05/08/2021
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Policy Statement

Vine Technical Services Ltd is committed to continually improve and promote sound environmental practices as a fundamental part of its strategic business practices. The Company will strive to continually improve, prevent pollution and protect the environment.

Company General Commitments

The Company will:

- Fulfil its compliance obligations as a minimum level of performance.
 - Continually improve its Environmental Management System to enhance its environmental performance
 - Communicate Company aims & objectives to Vine personnel & our business partners.
 - Educate & train Vine personnel on appropriate environmental issues & the impact of Vine's business activities on the environment.
 - Manage the activities of approved contractors instructed on behalf of the Company to ensure required environmental standards are adhered to, including the correct disposal of waste.
 - Give due consideration to environmental concerns & impacts in all business decision making & business activities.
 - Take the interests of the local business community into account in its business operations and make this policy available to all interested parties.

Company Aims

- Reduce waste through re-use & recycling and by the purchase, where appropriate, of recyclable or re-furnished products and materials within its business operations.
- Ensure the correct containment & ultimate disposal of business waste streams.
- Promote the efficient use of resources by reducing the consumption of water & energy through the sensible management of Vine premises, buildings, equipment and vehicles (including switching off all electrical devices when not in use).
- Provide the necessary information to enable materials to be properly used, stored & disposed of so as to avoid unacceptable effects on Vine personnel and others who may be affected by Vine's business activities.
- Avoid unnecessary use of potentially hazardous materials, substituting them with less hazardous alternatives.
- Designing workstations to make full use of available natural light, thus keeping the need for artificial lighting to a minimum.
- Control of noise emissions which may disturb neighbouring properties.

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Employee Obligations

Vine Personnel shall be required to comply with the following obligations:

1. Take individual responsibility for minimising personal use of resources & utilities (thus reducing environmental impact).
2. Cooperate with the Company to enable it to achieve & surpass its environmental obligations & aims.
3. When using resources, do so in a manner consistent with training, information & instructions issued.
4. Report any environmental concerns to the Facilities and & Environmental Associate.

Compliance & Monitoring

The Company shall:

1. Review this policy at appropriate intervals but not less than annually.
2. Ensure that a system of monitoring, auditing & reviewing its compliance obligations is in place and take such steps as are necessary to ensure compliance by all.

Phil Bird:
(Director)



Avril Bird:
(Director)



Date: 5 Aug 2021

5 Aug 2021

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BUSINESS IMPACT OVERVIEW

The business activities of Vine Technical Services Ltd are considered to have a low impact on the environment and therefore pose a low risk to its personnel and others who come into contact with them.

RESPONSIBILITIES

Overall Responsibility

The Directors shall have overall responsibility for the management of the Company's Environmental Management Systems (through the implementation of this policy and all subsequent procedural arrangements). This shall include the compliance with various legal provisions and all subsequent regulations and other requirements to which the Company subscribes.

Day to Day Coordination of Environmental Activities

The day to day responsibility for coordinating the Company Environmental Management System shall be delegated to the Facilities and Environmental Associate.

Individual Responsibilities

All Vine Personnel shall be responsible for their own efficient consumption of office resources & utilities, minimising the environmental impact of use. They shall also, wherever possible, re-use or recycle materials. Personnel are required to cooperate with Vine Management for the purpose of complying with the environmental obligations and aims of the Company. All environmental concerns must be notified to the Facilities and Environmental Associate.

ARRANGEMENTS

Vine Environmental Management System

Environmental Management System Overview

Vine Technical Services Ltd shall operate an Environmental Management System which will operate through the provision of the following:

1. Company Environmental Policy.
2. Policies & Procedures relevant to the nature, scale & environmental impact of the Company's activities.
3. Provision of relevant, suitable and sufficient, risk assessments which are appropriately reviewed.
4. Provision of appropriate supervision, training and information to Vine Personnel to maintain & surpass Company environmental obligations & aims.
5. Monitor, audit & review environmental controls by Management during Company Integrated Management System Meetings.

Risk Assessment

Relevant, suitable & sufficient, risk assessments shall be undertaken by competent persons. The Company will assess environmental risks pertaining to its business activities including the impact on Vine Personnel, neighbouring business premises and all persons who may reasonably be expected to be affected by Vine's business activities.

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Risk assessments will be viewed at least annually or more frequently, as appropriate, where the following circumstances prevail:

1. A more effective hazard control becomes available/possible.
2. Change in legislation or state of knowledge.
3. Vulnerable personnel (such as pregnant or young or inexperienced).
4. Introduction of new resources (which may have an environmental impact).
5. A new hazard is identified.
6. A dangerous occurrence, near miss or accident occurs.
7. Major disruption to business i.e. Pandemic

Accidents & Investigations

The company considers its impact on the environment to be low. None the less any environmental incident shall be reported to the Facilities and Environmental Associate for recording, incident control, investigation & improvement.

Compliance Monitoring

Compliance with the provisions of this policy and associated policies will be undertaken on a rolling basis by the Administration Manager. Discrepancies in compliance will be flagged with the Management Team for further action, as appropriate.

Pollution Controls

Air Pollution

The Company does not produce emissions to air that require local exhaust ventilation systems and their upkeep. The Company's impact is limited to the production of low noise & vehicular exhaust fumes.

The business activities of the Company are not considered to constitute a noise nuisance to its neighbouring business premises. Staff are, however, asked to show due consideration and respect when operating motor vehicle entertainment systems by ensuring any entertainment/music systems are operated at a suitable noise level to prevent noise pollution.

This requirement will apply to Company premises environs, client sites, whilst on the road on company business or whilst attending any premises on company business.

The Company has 1 van, lease vehicles and personal vehicles belonging to personnel which are used in the course of Company business. The Company shall issue a policy covering the use of vehicles which will include the appropriate control of environmental impact.

In summary, the following controls will be applied to driving activities carried out in the course of Company business:

- Timely servicing of all vehicles in accordance with manufacturer recommendations.
- Appropriate repair works as required.
- Vehicles should be maintained to ensure road worthiness and to reduce impact (including not overloading vehicles unnecessarily, correct inflation of tyres, avoiding unnecessary speeding and engine revving).
- Turning off vehicle engines (not leaving them idling) when not required. This particularly applies when a vehicle is located close to any building opening/ enclosed space, where persons may inhale exhaust fumes.

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Water Pollution

The Company does not produce emissions to water that require special controls or licences.

Where cleaning chemicals are held on site the Company will strive to purchase suitable products which reduce impact on the environment upon their discharge into the general water course during the cleaning process.

Only minimum operational cleaning substances will be held to avoid incidents on site.

The Company does not generally use hazardous materials but where such a need arises such item will be used strictly in accordance with manufacturer safety data sheet information, specifying the correct handling, storage & disposal of the item. A COSHH risk assessment will also be produced and kept on file.

Ground Pollution

The Company does not produce emissions which may tend to pollute the ground.

General Pollution Controls

If any member of Vine Personnel has concerns pertaining to potential pollution, at 'Country Works' (at which Vine business Premises is situated), these will be reported immediately to a director of Underground Systems Ltd (Landlord) for immediate attention. A report will also be made to the Vine Facilities and Environmental Associate. (to follow up and in the event an evacuation of premises if required during any clean-up operation).

Waste Production & Disposal

Re-use of Materials

Vine strives to re-use business materials where possible to maximise the use of any material before its disposal. A typical example would be the re-use of paper materials by using scrap pads. Personnel are encouraged to re-use materials where possible, providing any ideas for global company policy to the Management Team.

Recycling of Materials

When purchasing materials & resources for use, the Company will prefer, where possible, to purchase items which are recycled.

All toner cartridges used by the Company are recycled in association with a toner recycling company.

Vine personnel are encouraged to separate their waste streams. The Company has a contract for the recycling of dry mixed materials; plastics, paper, card, cans, shrink wrap, foil etc. A special bag is provided for the weekly collection of this waste.

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Waste Streams on Site

All waste streams are separated to avoid contamination of items which can be recycled. Site waste management is controlled by Underground Systems Ltd. Vine separates its waste as follows:

1. Dry mixed recycling & shredded paper for weekly collection
2. Waste electrical goods, batteries, cartridges, toners and light bulbs
3. Mixed waste.

All dry mixed recycling and shredded paper waste is placed into the correct receptacle within Vine offices and collected weekly by Biffa Waste.

Waste Electrical Goods

Waste electrical goods, batteries and light bulbs are disposed of according to current legislation.

Hazardous Chemical Disposal

No special arrangements are required on site.

Efficiency in Operations

Water Use

The Company shall only use water which it requires in the course of its business operations and shall avoid wastage. When consuming water to make drinks, personnel are encouraged only to use water required (to avoid, for example, boiling more water than required, which may be wasted and would also require excess electricity consumption).

Water sources are firmly secured after use to ensure water resources are not wasted (for example, through dripping taps).

Electricity Use

Office workstations are designed, so far as possible, to maximise the use of available natural light thus reducing reliance on artificial lighting.

All equipment including PC screens, printers, chargers & desktop or portable appliances are turned off when their use is not required and, in any event, each evening at close of business.

General Efficiency

All working equipment shall be kept in a good state of repair to ensure that equipment can achieve the task for which they are required without the need to prolong its use (thus using excess utility resources).

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Control of Contractors

The Company operates an Approved Contractor procedure which is used to appropriately screen & select contractors to carry out Vine Company business on its behalf. All contractors who are responsible for the removal of waste from a Vine client premises must hold the appropriate, valid, waste carrier licence. Copy evidence of appropriate licences is taken and the validity checked. Where applicable the contractor will supply their Environmental and/or Sustainability Policy.

Emergency Controls

The Company does not require specialist spillage equipment kits or special evacuation precautions due to the low risk nature of its premises & operations on site. Emergency procedures are in place to control evacuation. These procedures cover the danger of fire related hazards, including firefighting water runoff, which pose the biggest environmental risk to the Company.

Whilst on any client site, on Company business, Vine personnel shall ensure they are provided with correct site safety instructions, which will include dealing with environmental emergencies & reporting them to competent site personnel to minimise impact (and secure safety of all persons on site).