

**TCR Training Limited**  
**Environmental Policy**

## ENVIRONMENTAL POLICY

### Mission Statement

“This company will seek to promote the conservation and sustainable use of natural resource and to minimise environmental pollution in all its own activities, and through its influence over others. This company will review all its policies, programmes and services, and undertakes to act wherever necessary to meet the standards set out in this policy.”

### Introduction

We are committed to reflecting, in our business activities, the Management’s concern for the local environment and conservation of resources. We are aware that our activities can have both a positive and negative impact on the environment and shall endeavour to continually improve our environmental performance. We aim to comply with all relevant legislation, and in particular:

- Environmental Protection Act 1990
- Pollution Prevention and Control Act 1999
- Pollution Prevention and Control Regulations 1999
- Hazardous Waste Regulations 2005

and ensure that the prevention of pollution is an integral part of our working practices.

This document establishes TCR Training Limited’s policy for working with the environment. It places specific responsibility on Senior Personnel but is relevant to all staff. The policy is designed to meet legal requirements and Best Available Techniques in line with the concept of Integrated Pollution Prevention and Control, and the significant areas of environmental concern to the Company are:

- Air Pollution
- Water Pollution
- Waste
- Noise
- Energy Conservation

TCR Training Limited is committed to compliance with UK and EC legislation and with Government initiatives relating to the working environment and will implement these commitments by the most effective means with proper regard to value for money.

TCR Training Limited management will give full co-operation to the statutory bodies engaged in regulation of the working environment and will regularly inform themselves through established sources of any issues which may directly impact upon the business.

TCR Training Limited will inform suppliers of the Company’s policy on the working environment, and advise and monitor the way in which compliance with that policy can be achieved.

## Responsibility

The Managing Director, in conjunction with the Company HS&E advisor, will provide advice on working environment issues and maintain an up to date register of relevant legislation which will be made available to staff.

The Managing Director has overall responsibility for the Working Environment Policy within the Company and delivery of the policy, together with monitoring results, and advising on future developments of the policy.

TCR Training Limited recognises that a properly trained and knowledgeable workforce is an essential element in securing sustained long term improvements in the working environment and is committed to providing appropriate and adequate training covering these issues to all staff related to need.

TCR Training Limited will monitor discharges and emissions to air, water and land, assess what action is required to reduce the risk of pollution and prepare appropriate action plans; and

- ◆ Ensure that materials and waste are carefully stored to prevent contamination of air, soil, surface and ground waters.
- ◆ Evaluate the potential to re-use or recycle our waste materials and reduce our consumption of raw materials.
- ◆ Monitor the environmental impact of the products we buy ( eg paper) and avoid where possible the use of non-sustainable resources and seek cost effective alternatives.

## Waste and Hazardous Materials

If appropriate, we will ensure that all waste that cannot be reused within a project is transferred by a registered carrier to a licensed waste disposal site to comply with the

- Environmental Protection Act 1990
- Control of Pollution(Amendment) Act 1989
- Waste Management Licensing Regulations 1994
- Hazardous Waste Regulations 2005

In compliance with our duty of care we will:

1. Prevent anyone dealing with our waste illegally
2. Prevent escape of any waste
3. ensure waste is only transferred to an authorised person
4. ensure that an accurate description of waste is provided when the waste is transferred, and a transfer note is completed.

The company will endeavour to work closely with clients regarding materials used and that they are compatible to conservation and environmental issues, and meet COSHH and CHIP requirements.

## Office Waste

Office waste will be segregated in to the following:-

- Waste paper separated and disposed of in specific recycling bins.
- Cardboard separated and disposed of in specific recycling bins.
- Aluminium Cans separated and disposed of in specific recycling bins.

- Glass separated and disposed of in specific recycling bins.

Non-recyclable waste will be disposed of to a licensed waste disposal site.

Used Photocopier and fax toner cartridges will be separated and disposed of to an approved charity for recycling..

## **Energy Conservation**

The use of electricity will be monitored and every effort made to reduce energy consumption, by ensuring through staff information that lights are turned off from any vacant offices, and PCs, monitors and other peripheral equipment is switched off at the end of each working day.

TCR Training Limited will attempt to reduce exhaust emissions by competent planning to reduce to a minimum business mileage for all forms of company transport.

Additionally, we will keep fully serviced all Company vehicles and when purchasing, where practical, choose “lean burn “ engine systems or other ‘environmentally friendly’ forms of transport.

TCR Training Limited will take account of improvements in technology which reduce energy consumption or emissions, having regard to best value for money.

## **Health & Safety**

A separate and comprehensive health and safety policy document has been prepared for on site application and is available as requested.

TCR Training Limited is committed to discharging its responsibilities as a good employer with regard to health & safety of its employees and other users of its property and on-site contractual works.

TCR Training Limited will maintain an up-to-date health & safety policy statement and review policy and performance to ensure compliance with the law on at least an annual basis. The commitments and procedures contained within this policy have been developed to support our commitment to sound environmental management.

The company will adopt a systematic approach to managing the working environment. The objectives will be to help TCR Training Limited, managers and staff to :-

- increase their knowledge and understanding of key issues and legal requirements by providing guidance, training, access to expert advice and by commissioning surveys or research.
- assess the impact of current policies and practice on the working environment, using quantifiable measures where practicable, and to have regard to key issues in developing future policies.
- monitor and report performance, including targets and also having regard to the principles of ISO 14001:2004.
- review and update future plans in the light of past results, legal requirements, company commitments and information about best practice, having regard to best value.
- ensure that our employees and sub-contractors are aware of our environmental commitment, and that they understand their environmental responsibilities.
- actively encourage employees and sub-contractors to suggest environmental improvement initiatives.

This approach will apply across all areas of our business.



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**Margaret O'Grady**  
**Managing Director**

Reviewed April 2011.