

Acorn Environmental Management Group Ltd

Environmental Policy, Organisation and Arrangements

Statement of Policy

The Directors of AEMG shall be committed to reducing the impact of their undertakings upon the environment and shall appoint and retain a competent advisor to assist them in meeting their obligations.

We shall use the guidance set out in ISO14001: 2004 'Environmental Management Systems' to help guide our activities and to help us to continually improve our environmental performance and reduce our environmental impact.

We shall develop and implement structures and arrangements to ensure that the AEMG is at the forefront of industry best practice in the management of environmental impacts.

AEMG shall aim to ensure that the business meets best practice standards wherever possible, and minimum requirements in all other aspects, set by the environmental law in this country.

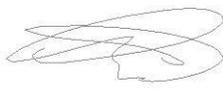
In order to meet this commitment, AEMG shall pursue the following objectives:

- When planning our Policies, company strategy and when executing all AEMG works reference will be made to all current legislation, regulations, guidance notes and industry best practise. This information is held on our central compliance matrix, which is continually reviewed and updated to ensure AEMG are compliant when new legislation is passed and guidance notes produced or updated.
- Be prepared to deal with the demands of future legislative developments.
- To ensure that harmful impacts are foreseen and controlled including the lifecycle (including disposal) of plant and equipment.
- To reduce emissions.
- To prevent pollution.
- To improve waste management practices.
- To reduce consumption of natural resources.
- To minimise noise and other nuisances.
- To continuously assess its environmental performance.
- To ensure that the working culture encourages constructive conservation.
- To assist in the management of ecology.
- To identify and safeguard wildlife.

The necessary personnel and financial resources will be allocated to assist the AEMG in meeting its environmental objectives.

In addition, the AEMG shall continue to raise the levels of environmental awareness throughout its workforce and to promote this awareness to its customers and suppliers.

Employees shall be briefed and trained on environmental practice in the field and clients shall be actively encouraged to take advantage of our commitment to recycle all arising waste material.



Signed:

Name: Kevin O'Rourke

Position in AEMG: Managing Director

Date: 1st February 2018

Organisation

All employees, at whatever level, and sub contract labour shall be required to take reasonable care of any environment that may be affected by anything that they do, or fail to do, in the course of their employment.

Person Responsible	Level of Responsibility	Specific Actions
Kevin O'Rourke Managing Director	Overall Responsibility	Ensuring resources are available to meet all environmental responsibilities.
Senior Managers	Directing AEMG policy, compliance and assurance	Keeping up to date with legislation and requirements, ensuring staff are correctly trained and certificated in all relevant areas, ensuring inspections and records are up to date, acting as a conduit between all interested parties so allowing AEMG to meet its legal responsibilities.
Arboricultural surveyors & Skilled Arborists	Day to day compliance with environmental regulation and guidance. Continual vigilance and assessment of the impact of their proposed activities upon the environment.	Ensuring risk assessments are in order so that work is to the required standard and reporting any defective systems/equipment that could prejudice the safe system of work.
Junior Arborists	Day to day compliance with the instructions of the AEMG	To work safely following national / AEMG guidelines, to report any conditions that could prejudice the safe system of work.

The Directors shall be responsible for ensuring that the environmental policy is implemented in practice.

The Directors shall have day-to-day responsibility for applying environmental interface arrangements, procedures, ensuring that these are applied effectively and that there is adequate training, instruction and supervision.

Staff shall have continuous responsibility for applying environmental interface arrangements and procedures.

It should be noted that disciplinary action shall be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and by AEMG environmental rules.

Arrangements

The following arrangements shall be put in place to:

1. Enable the organisation to meet its obligations and ambitions in respect of environmental and ecological management.
2. Ensure compliance with all applicable environmental legislation and guidance.

Environmental Policy

The Board of Directors shall define the AEMG environmental policy and ensure that, within the defined scope of its environmental management system, it:

- Is appropriate to the nature, scale and environmental impacts of its activities, products and services.
- Includes a commitment to continual improvement and prevention of pollution.
- Includes a commitment to comply with all applicable legal requirements.
- Provides the framework for setting and reviewing environmental objectives and targets.
- Is documented, implemented and maintained.
- Is communicated to all persons working for or on behalf of the AEMG.
- Is available to the public.

Environmental Competence

The AEMG shall retain competent advice in respect of environmental management.

Managers and supervisors shall receive environmental awareness training which shall include the application of AEMG policies, procedures and rules and any specific situations that they may be expected to deal with in the course of their work, such as bat awareness.

Our operators shall hold nationally recognised NPTC certificates of competence for the operations which they are expected to perform. The assessment criteria for these qualifications include a requirement for underpinning knowledge of the environmental impacts that they are likely to have in the course of their regular work.

Compliance Identification and Registration

So that the AEMG is prepared to deal with the demands of current and future legislative requirements a compliance register shall be maintained.

Reference to our advisors The Arboricultural Association, Elcoat Ltd, industry journals, the national press and our peer network are used to ensure that the AEMG is aware of all new and updated requirements.

The compliance register shall be reviewed and updated as appropriate by the Group Compliance Manager.

Reference should be made to the 'Compliance Register' held on the AEMG intranet.

Environmental Aspect and Impact Assessment

To ensure that harmful impacts are foreseen and controlled including the lifecycle (including disposal) of plant and equipment the AEMG shall establish, implement and maintain a procedure to:

- Identify the environmental aspects of its activities, products and services within the scope of the management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services
- Determine those aspects that have or can have significant impact(s) upon the environment

AEMG shall document this information and keep it up to date.

Reference should be made to the 'Environmental Aspects and Impacts Register' held on the AEMG intranet.

The register shall hold details of:

- Environmental aspects
- Input impacts – both direct and indirect
- Output impacts – both direct and indirect
- Impact category
- Controls
- Performance measurement

Environmental Risk Assessment

Prior to commencing work on site, the site specific risk assessment will be completed and environmental risks documented. This process will drive the Controls and work methods to reduce the environmental risk to a level which is as low as reasonably practicable.

Emissions

When planning and executing all AEMG works reference will be made to current legislation, regulations, guidance notes and industry best practise relating to emissions. This information is held on our central compliance matrix, which is continually reviewed and updated to ensure AEMG are compliant when new legislation is passed and guidance notes produced or updated.

The organisation shall ensure that potentially harmful emissions into the environment are appropriately controlled and reduced by a process of impact identification, measurement and continual improvement.

Operators shall use hand tools such as hand saws where practicable thus reducing the use of petrol driven equipment. This is of course much safer as well as a reduction in the use of fuel and the production of gaseous emissions, noise and dust.

Vehicles and plant shall be replaced with fuel efficient, low emitting diesel vehicles or with LPG vehicles when they are due for renewal. Emission levels shall be a key consideration when selecting replacements.

AEMG will ensure that vehicles, plant and equipment are well maintained as recommended by the manufacturer, to be as emissions efficient as possible.

Routes shall be planned using factors such as the avoidance of congested areas and the length and type of journey. AEMG run VMI Greenlight tracking system on all company vehicles to ensure efficient deployment and redeployment of resources. Satellite navigation units are used to ensure travel and therefore fuel use is minimised.

Local suppliers shall be used where possible in order to avoid unnecessary road transport miles.

Pollution

Reference shall be made to current legislation, regulations, guidance notes and industry best practise relating to Pollution. This information is held on our central compliance matrix, which is continually reviewed and updated to ensure AEMG are compliant when new legislation is passed and guidance notes produced or updated.

All operators shall be trained in practices designed to prevent pollution including the reading of COSHH assessments.

AEMG COSHH assessments shall contain information on the actions in the event of spillage.

AEMG shall use biodegradable lubricants where such are available.

All operational vehicles shall carry a spill kit but will only carry a dry powder fire extinguisher if the risk assessment shows it is a necessary control.

A spill kit shall be placed in close proximity to any potentially hazardous substance stored at the depot.

Waste Management

Reference shall be made to:

- Hazardous Waste Regulations 2005
- The Waste Management Regulations 2006

All waste material arising from 'consumables' shall be sorted and removed to appropriate recycling facilities.

Products shall be selected which are not overly packaged in order to reduce waste output.

All arising woody waste material will be either be processed and returned to the land it was removed from, sent directly to a specialist contractor for use in the biomass power generation industry or returned to the incumbent client's depot.

Consumption of Natural Resources

Although not a manufacturer and not needing to use a significant amount of natural resources to undertake our service, it is an aim of AEMG to reduce its consumption of natural resources where possible.

We shall ensure that all equipment is switched off at the wall in the evening before we leave the office.

All light bulbs have been replaced with the energy saving type or LED where available thus saving electricity and vastly extending the life of batteries.

Managers shall drive fuel efficient, low emitting diesel or LPG vehicles and shall plan routes carefully in order to find the most appropriate route and to avoid congested areas.

Noise

In order to minimise noise output during operations, AEMG shall ensure that vehicles, plant and equipment are well maintained as recommended by the manufacturer.

Working hours shall be agreed with the client prior to the operation.

Petrol driven equipment shall not be used unless the exhaust system and silencer are in good order.

Constructive Conservation

AEMG shall ensure that the working culture encourages constructive conservation.

Notwithstanding the requirement for hazard identification and risk minimisation, we shall aim to create or improve local habits in the course of our undertakings.

Appropriate advice shall be sought from qualified ecologists or other specialists if specific environmental interface issues are identified before, during or after operations.

Management of Ecology

Reference shall be made to current legislation, regulations, guidance notes and industry best practise relating to the Management of the Ecology. This information is held on our central compliance matrix, which is continually reviewed and updated to ensure AEMG are compliant when new legislation is passed and guidance notes produced or updated. Examples of what is held on the Compliance matrix are shown below:

- The Wildlife and Countryside Act 1981
- The Environmental Protection Act 1990
- The Conservation (Natural Habitats, &c.) Regulations 1994
- The Countryside and Rights of Way Act 2000

Appropriate advice shall be sought from qualified ecologists or other specialists if specific environmental interface issues are identified before, during or after operations.

Control of Substances Hazardous to Health

Reference shall be made to:

- The Control of Substances Hazardous to Health Regulations 2002 (as amended) (Approved Code of Practice and Guidance)

Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives or similar.

Substances considered for use shall be assessed and less harmful substances shall be used wherever practicable. Assessments and details of their safety precautions shall be made available to employees at the offices and where the substances are stored and used.

Employees shall be kept informed of the hazards that they are exposed to and to the relevant safety precautions.

As well as the above, pesticides, including herbicides, insecticides and preservatives, have specific requirements. They shall be securely stored, in their original containers, and their usage recorded. Pesticides shall only be mixed and used by trained and certificated personnel.

Oil and Fuel Storage

Reference shall be made to current legislation, regulations, guidance notes and industry best practise relating to how Oil and Fuel Storage should be managed. This information is held on our central compliance matrix, which is continually reviewed and updated to ensure AEMG are compliant when new legislation is passed and guidance notes produced or updated. Examples of what is held on the Compliance matrix are show below:

The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc. AEMG shall abide by the requirements of the regulations.

Dangerous Substances and Explosive Atmospheres

Reference shall be made to:

- The Dangerous Substances and Explosive Atmospheres Regulations 2002

The DSEAR protects against risks from fire, explosion or similar events arising from dangerous substances used or present in the workplace. AEMG shall abide by the requirements of DSEAR and carry out appropriate risk assessments in relation to any qualifying substances and provide measures to eliminate or reduce the risks as far as is reasonably practicable.

AEMG shall provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. Where an explosive atmosphere may occur these areas will be zoned and suitable warnings put in place.

Emergency Preparedness and Response

AEMG shall establish, implement and maintain a procedure to identify potential emergency situations and potential accidents that could have an impact upon the environment and shall state how it shall respond to these incidents.

Prior to commencing work on site, a specific environmental risk assessment shall be completed. Methods shall be planned that shall reduce the environmental risk to a level which is as low as reasonably practicable.

An emergency plan shall be included in the method statement for the site/task.

AEMG shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

The board of directors shall periodically review and, where necessary, revise the emergency preparedness and response procedure, in particular, after the occurrence of accidents or emergency situations.

AEMG shall also periodically test such procedures where practicable.

Assessment of Environmental Performance:

AEMG shall continuously assess its environmental performance against the measures planned on the Environmental Aspects and Impacts Register.

Performance shall be reported and discussed during management review.

Monitoring and Review

The board of directors and senior management shall review the AEMG environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets.

Records of the management reviews shall be retained.

Management review meetings shall include:

- The results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the company subscribes
- Communications from external interested parties, including complaints
- The environmental performance of the Company
- The extent to which objectives and targets have been met
- The status of corrective and preventive actions
- Follow-up actions from previous management reviews

- Changing circumstances, including developments in legal and other requirements related to its environmental aspects
- Recommendations for improvement

The outputs from the management review meetings shall include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the environmental management system, consistent with the commitment to continual improvement.

 Signed: 
Name: Kevin O'Rourke
Position in Company: Managing Director
Date: 1 st February 2018