

Environmental Management System



This revision: July 2007

Next review: July 2008

Introduction

This Environmental Management System (EMS) has been drawn up to meet the requirements of EN ISO 14001:2004. Its purpose is to provide a framework within which BdR can monitor its performance in meeting and where possible exceeding its environmental responsibilities as set out in the Environmental Policy.

Scope

This EMS is intended to cover company operations within the office environment and the environmental impacts inherent in the design of any buildings, roads, drainage or other structure, whether during construction, use, maintenance or demolition.

Environmental Policy

The company Environmental Policy is a statement of objectives against which this EMS may be measured and is appended to this EMS. This is a public document and may be issued to any interested external stakeholder.

Environmental Impact Review

An environmental impact review has been carried out and the current version is appended to this EMS. This lists those environmental aspects of BdR's activities over which it can exercise control or influence, together with action plans which are applicable to all staff.

Legal Requirements

The primary environmental legislation to which BdR must comply is The Environmental Protection Act 1990 and The Environment Act 1995, however it is acknowledged that there are environmental aspects within many other areas of legislation, standards and codes of practice with which designers must comply.

These include:

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Building Regulations 2000
- The Highways Act 1980
- The Water Act 2003
- Sewers for Adoption 6th Edition
- British Standards
- PPS 25

This list is not exhaustive, and it is the responsibility of all staff to establish the legal requirements applicable to the work that they are undertaking on behalf of BdR.

Objectives, Targets and Programmes

The environmental impact review appended to this EMS gives action plan targets for meeting the objectives set out in the Environmental Policy. Although this document is subject to an annual formal review it is intended to be a continuously developing document and it is the responsibility of all staff to provide appropriate feedback to their line managers.

Roles and Responsibilities

The Managing Director is responsible for developing Environmental Policy, setting targets, monitoring overall performance of this EMS and reporting to the Board of Directors.

The Board of Directors is responsible for reviewing the performance of the EMS

Project Managers and the Office Manager are responsible for the implementation of Environmental Policy within day to day operations of the company and in the design work carried out and for ensuring that BdR complies with its legal responsibilities.

All staff are responsible for conforming to the requirements of this EMS and for providing feedback to the Board of Directors so that the EMS may be continuously improved.

Competence, Training and Awareness

The Environmental Policy and this EMS form a part of the staff handbook issued to all staff, which includes all company policies and standards to which staff are required to comply.

The need for external training in design competence in regard to environmental impacts will be reviewed with each member of staff at the annual development reviews.

Communication

The requirements of this EMS are to be communicated to staff when joining the company through the staff handbook, and at annual review.

It is the responsibility of all staff to provide feedback on the implementation of the EMS to their line managers, cascading upwards to the Managing Director.

It is the intention that this EMS will be available to external stakeholders and interested parties through the company website.

Control of Documentation

The following documents comprise the EMS and each shall clearly identify the date at which it became current and the date at which it is due to be reviewed.

The Environmental Policy
The Environmental Management System
The Environmental Impact Review

The current version of these documents shall be maintained electronically in the company library and on the company website.

The Managing Director shall approve any amendment to the documents comprising the EMS.

Superseded documents shall be retained in digital format only, with a superseded stamp in the header so that it is reproduced on every page.

Operational Control

The Project Manager for each scheme shall ensure that all staff working on that scheme are aware of the relevant sections of the environmental review appended to this EMS.

The Project Manager shall also determine whether there are additional scheme specific environmental impacts not covered by the environmental review and shall prepare an action plan for each additional impact. The Project Manager shall provide feedback to their line manager on the additional environmental impact and the action plan proposed.

Emergency Preparedness and Response

Company operations do not involve substances likely to cause pollution in the event of an emergency and no special measures are considered necessary.

Normal fire procedures are considered adequate in the event of a fire.

Monitoring and Measurement

BdR does not carry out operations which can be monitored or measured with equipment and does not carry out any operations directly which are likely to have a significant impact on the environment. However the designs for which BdR are responsible may, in their construction, use, maintenance or demolition, have a significant environmental impact.

The Managing Director will carry out internal audits on a selection of schemes on a regular basis to determine the extent to which the aims of the Environmental Policy have been achieved within the design. Records of these audits shall be retained digitally in the company library.

Evaluation of Compliance

The internal audits carried out by the Managing Director shall also determine the extent to which the designs have complied with applicable legal requirements and environmental aspects of design standards.

Nonconformity, Corrective Action and Preventive Action

Where an internal audit identifies nonconformity, the Project Manager shall carry out a design review and where practicable amend the design. The Managing Director and the Project Manager shall determine what preventive action and/or additional training is required to prevent a re-occurrence of the nonconformity

The Managing Director shall carry out an internal audit on a similar design within six months to determine the effectiveness of the preventive action agreed with the Project Manager.

Control of Records

All records are to be retained electronically in the company library and shall be backed up in accordance with the company disaster recovery procedures.

Internal Audit

In addition to the internal audits of schemes, the Managing Director shall review the operation of the EMS as a whole to determine whether it conforms to planned arrangements and has been properly implemented and maintained.

The Managing Director shall report annually to the board on the internal audits and review of the operation of the EMS.

Management Review

The Board of Directors will review the EMS annually and agree any changes to the Environmental Policy and/or the objectives, targets and other elements in this EMS in order to maintain a continual improvement in the environmental performance of the company.