



Cougar Monitoring Environmental Policy

Name: Katie O'Sullivan

Position: HR & Compliance Manager

Review Date: 16/05/19

Contents

Introduction

1. General Policy Statement

- 1.1 Policy Statement
- 1.2 Scope of the Policy
- 1.3 Objectives

2. Environmental Management

- 2.1 Duties of the Company
- 2.2 Duties of Employees
- 2.3 Roles and Responsibilities

3. Arrangements for Environmental Management

- 3.1 Waste Management
- 3.2 Waste Water and Liquids
- 3.3 Safe Storage of Potential Pollutants
- 3.4 Cleaning
- 3.5 Ground Water Pollution
- 3.6 Noise
- 3.7 Energy Management
- 3.8 Transport
- 3.9 Purchasing & Procurement
- 3.10 Training
- 3.11 Incident Reporting
- 3.12 Working with Others
- 3.13 Control Review of Environmental Management System
- 3.14 Carbon Footprint Reduction

Introduction

As a security solutions provider, our impact on the environment as a whole is generally low. We have examined our business and the potential impact on environmental issues and will continue to review this on a regular basis, at least annually.

Key areas we will continue to focus on include vehicles and mileage, uniforms and paper usage and we have introduced a culture of 'reduce, reuse and recycle' within our business.

Our aim of the policy is to not only ensure compliance, but also to encourage those within the Company and those affected by Cougar Monitoring to be environmental aware and adopt practices that reduce our environmental impact.

Cougar monitoring has implemented and maintains a compliant IS14001:2015 management system and is committed to its continual improvement. Through this our strategy is to:

- Minimise and commit to reducing waste by increasing efficiencies and evaluating operations
- Minimise emissions by reviewing fleet and power requirements
- Continue to actively promote recycling, both internally and amongst customers and suppliers
- Meet or exceed environmental legislation that relates to the Company

The Company will provide a training program for its staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.

1. General Policy Statement

1.1 Policy Statement

- 1.1.1 Cougar Monitoring recognises and accepts its responsibility to safeguard the environment as required by the Environmental Protection Act

1.2 Scope of the Policy

- 1.2.1 Cougar Monitoring Environmental Management Policy has been produced to protect the environment from any harm which may result from its work activities and to positively strive to reduce negative impact on the environment
- 1.2.2 The Policy covers Environmental Management on all Cougar Monitoring sites and premises and by all Cougar Monitoring employees
- 1.2.3 The British Standard scope codes covered in this document are:

- BS 5979:2007
- BS 7499: 2013
- BS 7858: 2012
- BS 7984-1: 2016
- BS 8418: 2015
- BS EN ISO 14001:2015
- BS EN ISO 9001:2015
- BS OHSAS 18001: 2007

1.3 Objectives

The objectives of the environmental policy are:

- 1.3.1 To protect the environment by preventing pollution, reducing the carbon footprint of the fleet, minimising waste sent to landfill and raising awareness of environmental impacts in the company.
- 1.3.2 To comply with the legal requirements imposed by the Environmental Protection Act 1990 and any other relevant legislation
- 1.3.3 To continually review environmental performance and systematically monitor changing legislative requirements and new technical developments with the aim of continuous improvement in this area
- 1.3.4 To ensure the most efficient use of energy, water and material resources
- 1.3.5 To adequately control waste, discharges and emissions
- 1.3.6 To recycle materials where practically possible
- 1.3.7 To monitor the purchasing and procurement policy to ensure compliance by suppliers

2. Environmental Management

2.1 Duties of the Company

2.1.1 In carrying out this policy Cougar Monitoring will ensure that:

- a) Legislation, regulations, codes of practice, other guidance and technical information relating to environmental management are regarded as the standards
- b) A suitable and sufficient assessment of the risks to the environment will be conducted and regularly reviewed
- c) Information is provided to employees about matters affecting environmental management

2.2 Duties of Employees

2.2.1 Successful implementation of the policy will require the co-operation of every employee whilst at work, in particular, employees have a duty to:

- a) Ensure that statutory duties and requirements are complied with
- b) Not interfere intentionally or recklessly with systems developed for the protection of the environment
- c) Inform their line manager and/or colleagues of any work situation or practice which may be considered an environmental hazard

2.3 Roles and Responsibilities

2.3.1 Cougar Monitoring has a responsibility to ensure that its work activities and waste products do not constitute a threat to the environment. The Managing Director has overall responsibility for all aspects of the environmental policy and delegates this responsibility to line managers as detailed within this policy document.

2.3.2 The Managing Director will be responsible for or will nominate a representative to be responsible for co-ordinating environmental management across the company and for obtaining and providing advice and assistance.

2.3.3 Environmental management is the responsibility of all line and departmental managers, who should ensure that arrangements are in place for the implementation of this policy. This includes:

- a) Identifying all significant hazards, evaluating risk and introducing controls to reduce risk
- b) Ensuring that safe systems of work are used within their area of responsibility
- c) Reporting and investigating any incident or near miss which occurs within their area of responsibility
- d) Ensuring staff are made aware of the policy and their responsibilities

3. Arrangements for Environmental Management

The following sections detail the procedures for implementation of the environmental management policy.

3.1 Waste Management

3.1.1 The safe storage and disposal of waste are essential pollution prevention measures. Managers must consider methods of reducing the volume of waste and that any such waste is properly dealt with. All Managers should ensure their own departments adopt the 'reduce, reuse and recycle' ethos

3.1.2 In general the Company produces waste of low environmental impact, but of potentially high recycling value and Managers should always try to recycle waste where possible

3.1.3 The Company may be called upon from time to time to deal with incidents that may have an impact on the environment. In all cases, measures should be taken to prevent pollutants from entering drain systems or watercourses for example

3.1.4 In any incident the Company is involved in, no waste should be disposed of via sinks or surface water drains unless the product data sheet or COSHH assessment indicates that it is safe to do so

3.2 Waste Water and Liquids

3.2.1 There are two types of drains for liquids and waste water – foul water (sewer) and surface water drains. Foul water drains are designed to carry contaminated waste water to sewage works for treatment. Surface or clean water drains are designed to carry uncontaminated rainwater and will lead directly to a local river, stream or soak away. Staff should be aware and vigilant and report anything that they think may harm the environment through the misuse of drainage systems.

3.3 Safe Storage of Potential Pollutants

3.3.1 Staff should be aware of storage of oil and chemicals in their workplace and ensure the correct storage of these items, for example, in a secure area away from vehicular traffic. Security measures and storage of oils and chemicals should be checked regularly and periodically reviewed.

3.4 Cleaning

3.4.1 Washing operations, especially the cleaning of company vehicles should be done in an area where the water will drain away to a foul water sewer

3.4.2 When cleaning agents are used, they will, where possible, be biodegradable

3.5 Ground Water Pollution

3.5.1 Spillages and incorrect storage of chemicals and waste materials can cause damage to the environment. Pollutants, solvents and chemicals can seep through the ground and contaminate water sources. Staff should be vigilant and report spillages and incorrect storage

3.6 Noise

3.6.1 The Company is committed to limiting noise from any of its operations so that it does not cause a nuisance as stated in the Environmental Protection Act 1990. Any member of staff that witnesses a breach of the Act requiring abatement of noise should respond and report the incident.

3.7 Energy Management

- 3.7.1 Staff have an important part to play in energy management by ensuring that equipment and lights are switched off when not in use and when rooms are not occupied and this should be extended to customer premises where appropriate.

3.8 Transport

- 3.8.1 As part of its commitment to a greener environment, Cougar Monitoring will endeavour to use environmentally friendly vehicles
- 3.8.2 Cougar Monitoring will also endeavour to plan journeys and workflow to reduce mileage and the unnecessary use of vehicles
- 3.8.3 The Company will encourage 'cycle to work' and similar schemes where feasible

3.9 Purchasing & Procurement

- 3.9.1 Consumption of energy should be a concern when purchasing new equipment
- 3.9.2 Cougar Monitoring will work with current suppliers to minimise the impact of their products and services and will incorporate environmental considerations into the tendering and procurement process

3.10 Training

- 3.10.1 Training and information sharing plays a crucial role in protecting the environment. Knowledgeable staff can have a positive impact on the environment and training of this policy should began at induction and be reviewed and refreshed at regular intervals

3.11 Incident Reporting

- 3.11.1 It is the responsibility of all staff to report all incidents including spillages, flooding and risks, as well as near misses
- 3.11.2 Incidents should be reported to both line managers and the Control Room and these be recorded on an Incident Report Form. The report will include:
 - a) Date, time and location of incident
 - b) Description of incident
 - c) Who was informed
 - d) Action taken
 - e) Further actions required

3.12 Working with Others

- 3.12.1 Staff should make themselves aware of any procedures in place with regard to environmental management when working on client's sites, including reporting of incidents

3.13 Control Review of Environmental Management System

- 3.13.1 Cougar Monitoring will ensure that procedures and systems are operating as they should by documenting policies, procedures, standards and guidelines in all areas where an absence of

documented procedures could lead to deviations from the environmental policy, its objectives and targets.

3.13.2 A review of the policy and arrangements will be made at least annually and the findings published.

3.14 Carbon Footprint Reduction

3.14.1 The Company will work towards an environment of carbon footprint and emission reductions as well as investigating options for calculating, assigning a cost and offsetting our carbon footprint, with an emphasis on local schemes.