

Document History:

Issue Level:	Date:	Brief details of amendment(s) to document
1	02/12/09	First issue of register
2	18.05.10	Updated following review meeting to include actions on management programme

MP Ref:	Environmental Aspect	Environmental Impact	Applicable legislation	L	H	E	C1	C2	D	Total	Comments
	Department/process										
	Offices										
2 & 3	Heating	Use of natural resources - gas, for heating	Climate Change Levy	20	2	4	2	2	5	35	7 day programmable timer fitted and regularly serviced by Gas force
2 & 3	Lighting and power	Use of natural resources - electricity, for lighting and power	Climate Change Levy	20	2	4	2	2	8	38	Majority of equipment is low energy – lighting mixture of low energy and standard lighting
13	Printing & postage	Use of natural resources (paper)		0	1	2	1	1	8	13	Networked print stations in place – duplex set as default
7	General waste	Generation of waste to landfill	Duty of Care Landfill Tax	20	2	4	2	2	8	38	Waste segregation well established
5 & 7	Generation of WEEE (PC's monitors light tubes and printers etc...)	Generation and disposal of hazardous wastes	Hazardous Waste Regs WEEE Regs	20	2	4	4	3	5	38	Low levels of WEEE generated IT provider (ASAP) recycle redundant PC's

MP Ref:	Environmental Aspect	Environmental Impact	Applicable legislation	L	H	E	C1	C2	D	Total	Comments
	Department/process Offices (continued)										
12	Toilets	Use of natural resources - water	Water Resources Act	20	1	2	1	1	3	28	Modern cisterns recently fitted
	Water station	Waste water bottles	Duty of Care	20	1	2	2	2	4	31	Water bottles are reused by the provider
	Generation of domestic effluent and sanitary waste	Generation and Disposal of general & sanitary waste	Env Protection Act	20	2	4	2	2	6	36	Initial Hygiene are the contractor in place
16	Neighbouring businesses & Residents	Generation of traffic and noise	Env Protection Act	20	2	4	2	2	8	38	No complaints or incidents on file
	Burglar alarm	Potential for noise pollution from false alarms	Statutory Nuisance Act	20	1	5	4	4	2	36	No history of problems and alarm is responded to by MAXIM and serviced by CHUB under contracts

MP Ref:	Environmental Aspect	Environmental Impact	Applicable legislation	L	H	E	C1	C2	D	Total	Comments
	Department/process Stores & Warehouse										
	Dilution of bulk chemicals	Use of natural resources - water	Water Resources Act	20	1	2	1	1	4	29	Positive impact as reduces strength of chemicals
	Repair of equipment	Limited use of electricity	Climate Change Levy	20	3	2	2	2	5	34	Limited impact on the environment
5 & 7	Generation of WEEE and batteries	Generation and disposal of hazardous wastes	Hazardous Waste Regs	20	2	4	4	3	8	41	Low levels of WEEE generated – need to establish collection point
7	Delivery of materials	Waste packaging	Duty of Care Regs	20	2	4	2	2	4	34	Packaging materials are recycled
16	Despatch of materials to sites	Transport	Env Protection Act	20	5	6	4	4	5	44	Company policy to purchase diesel vehicles
8 & 16	Transport	Use of fossil fuels and emissions to atmosphere	Env Protection Act	20	5	6	4	4	5	44	Company policy to purchase diesel vehicles
9	Vehicle Maintenance	Potential for spillage of oils	Water Industries Act Env Protection Act	20	3	6	6	3	3	41	Vehicle inspection checklists in place
16	Traffic	Generation of traffic in local area	Statutory Nuisance Act	20	3	5	4	6	4	42	
4	Storage of Diesel/petrol for generators	Potential land/water pollution on spillage	Oil Storage Regs	20	5	6	4	2	4	41	Limited due to small quantities held on site

MP Ref:	Environmental Aspect	Environmental Impact	Applicable legislation	L	H	E	C1	C2	D	Total	Comments
	Department/process Cleaning Provision										
6	Cleaning activity	Generation of waste cleaning materials	Duty of Care	20	2	4	4	2	5	37	Cloths and mops are cleaned and reused where possible
05	Removal of waste from internal bins / collection points	Transfer of waste to landfill	Landfill Regs	20	5	4	4	4	5	42	Waste is not the responsibility of the company however there is an opportunity for education of customers
6	Removal of hazardous waste from collection points	Transfer of hazardous waste		20	5	4	4	4	2	39	All staff receive appropriate training
	Use of cleaning chemicals and materials	Emissions of toxins to atmosphere and drains		20	4	3	4	4	2	37	Limited impact majority of products are inert or low environmental impact
	On site activity Noise	Noise generated by on site activity	Statutory Nuisance Act	20	1	1	2	2	2	28	Limited impact
7	Generation of waste	Generation of general waste	Duty of Care	20	4	4	2	4	5	39	
5,6 & 7		Control of waste on site	Duty of Care Env Protection Act	20	4	6	4	4	4	42	
12	Storage of Diesel/petrol for generators	Potential land/water pollution on spillage	Oil Storage Regs	20	3	2	2	2	2	31	Limited due to small quantities held on site

MP Ref:	Environmental Aspect	Environmental Impact	Applicable legislation	L	H	E	C1	C2	D	Total	Comments
	Department/process Potential emergency situations										
	Theft of equipment or materials	Theft of equipment or materials leading to uncontrolled disposal	Environmental Protection Act Duty of Care	20	6	6	6	6	5	49	
	Flooding	Potential for pollution of water table and local canal	Environmental Protection Act Duty of Care	20	6	6	6	6	5	49	Previous flood in 2007 substances now stored above predicted water levels – some equipment moved to Mousefield Farm
4	Spillage	Potential for pollution of water or ground leading to contamination	Environmental Protection Act Duty of Care	20	2	3	2	2	2	31	Spill kits installed and training delivered
17	Fire	Atmospheric pollution and potential for pollution of water or ground leading to contamination	Environmental Protection Act Duty of Care	20	3	6	6	6	3	44	Fire marshal training and alarm/detection upgraded
15	Needle sweeps	Incorrect disposal of waste or spillages of waste	Environmental Protection Act Duty of Care	20	6	6	6	6	5	49	