

POLICY and OBJECTIVES

AJ spares policy is to achieve sustained, profitable growth by providing services which consistently satisfy the needs and expectations of its customers while also complying to all environmental and health and safety regulations.

This level of quality is achieved through adoption of a system of procedures that reflect the competence of the company to existing customers and potential customers.

Achievement of this policy involves all staff, who are individually responsible for the quality of their work, resulting in a continually improving working environment for all, this policy is provided and explained to each employee by the Managing Director of manager.

To achieve and maintain the required level of assurance the Managing director retains responsibility for the quality system with routine operation controlled by the manager.

The objectives of the Quality Assurance system are:

- a) To achieve and maintain a level of quality which enhances the companies reputation with its customers
- b) To ensure compliance with relevant statutory and safety requirements

Andrew Cobb
Managing Director
August 2012

ENVIRONMENTAL MANAGEMENT MANUAL

**Andrew Cobb
Issue 1
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GENERAL REQUIREMENTS

4.1 Environmental management system requirements

AJ Spares is committed to managing activities in such a way that the effects of activities, products and services conform to the stated Environmental policy. To achieve that end an environmental management system has been established, documented and maintained. Procedures have been established to ensure that the EMS is continually improved and is periodically reviewed and evaluated. This management system will be driven by two sets of documentation:

- (a) This manual
- (b) The accompanying set of procedures.

4.2 Environmental Policy

The Environmental Policy and the operation of that Policy is defined by this manual and procedures. The Environmental Charter is the means by which the Policy will be communicated to staff and sub contractors. This environmental charter will be reviewed as part of the environmental management review to ensure that it is kept up to date, relevant, operable, communicated, implemented, maintained at all levels in the organisation or working on behalf of the AJ Spares. covers appropriate environmental effects and is consistent with the scope of the EMS.

4.3 Planning

4.3.1 Environmental Aspects

AJ Spares has established and maintains procedures for identifying, examining and evaluating the environmental effects which it controls or over which it could be expected to have an influence, both direct and indirect, of activities, products and services and any development projects within the scope of the EMS. A register of significant environmental aspects is maintained and reviewed annually. An accident and emergency procedure has been established and its continuing suitability is reviewed annually by Mr A Cobb.

4.3.2 Legal and Other Requirements

AJ Spares has established and maintains procedures to record all applicable environmental legal requirements and other requirements related to its environmental aspects.

AJ Spares will subscribe to a compendium (currently the DEFRA website – Netregs) that is updated regularly which will guide all Environmental concerns including legislation, regulations, codes and policies relating to the environmental aspects of activities, products and services.

4.3.3 Environmental Objectives and Targets

AJ Spares has established a procedure which it will follow in order to define environmental objectives and targets at relevant levels within the organisation. These objectives and targets go beyond the purely legislative requirements and are identified after consideration of the Environmental Aspects, and be consistent with all applicable legal and other system requirements. They demonstrate a commitment to continual improvement in environmental performance where that is possible and practicable.

These objectives and targets wherever practicable will be measurable and will seek to quantify the commitment to continual improvement in environmental.

4.4 Implementation and Operation

4.4.1 Structure and Responsibility

Mr A Cobb has overall responsibility for the Environmental Management System operated by AJ Spares.

4.4.2 Competence, Training and Awareness

AJ Spares will identify training needs associated with its environmental aspects and the EMS and will provide training or take other action to meet these needs. Records of appropriate training will be held on record by personnel. People performing tasks directly on behalf of the AJ Spares will, as far as is reasonable practical, have their responsibilities under the EMS pointed out to them, and ensure that they are suitably qualified

Staff development and training as it relates to the Environmental Management System will be identified through the staff development system.

The purpose of such staff development will be:

- (a) To ensure compliance with the Environmental Policy and Objectives and with the standard;
- (b) To ensure that staff and students are aware of significant environmental effects associated with their work activities;
- (c) Identifying training needs including the environmental benefits of improved personal performance.
- (d) To raise awareness of the consequences of departure from specified operating procedures.
- (e) Training will be provided, where necessary to include awareness of roles and responsibilities including emergency preparedness and response requirements.

Staff training records will be maintained by the AJ Spares.

Contractors will be made aware of the requirements and provisions of the Environmental Management System when a tender is accepted, as it relates to them and in accordance with current procedures adopted by this management system.

4.4.3 Communications

AJ Spares has established and maintains procedures for receiving, documenting and responding to communications (internal and external) from relevant interested parties concerning environmental effects and management.

All internal and external communications concerning environmental effects and management will be dealt with by A Cobb who will keep a record of enquiries and responses.

4.4.4 Environmental Management System Documentation

AJ Spares Environmental Management Manual (this document) is intended to:

- (a) Collate the environmental policy, objectives and targets and programme;
- (b) Document key roles and responsibilities;
- (c) Describe interactions of system elements;
- (d) Provide direction to related documentation and describe other aspects of the management system where appropriate.

4.4.5 Document Control

AJ Spares has established and maintains procedures for controlling all documents required by the standard ensuring that:

- (a) They can be identified with the appropriate section, function or activity;
- (b) The documentation is reviewed annually, revised as necessary and approved for adequacy by authorised personnel prior to use;
- (c) The current versions of relevant documents are available at all locations where operations essential to the effective functioning of the systems are performed;
- (d) Obsolete documents are promptly removed from all points of issue and points of use.
- (e) Obsolete documents retained for legal and / or knowledge preservation purposes are suitably identified.

4.4.6 Emergency Preparedness and Response

AJ Spares has established and maintains procedures to identify potential for, and to respond to accident and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. Potential accident and emergency situations are identified during periodic tests of emergency preparedness and response.

These procedures are reviewed annually by A cobb. Procedures will also be reviewed after the occurrence of accidents or emergency situations.

These procedures are tested periodically.

4.5 Checking and Corrective Action

4.5.1 Evaluation of legal compliance

AJ Spares has established and maintains a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations see PROC

4.5.2 Non-conformance and Corrective and Preventative Action

AJ Spares has established and maintains procedures for investigation and corrective and preventative action in order to:

- (a) Determine the cause;
- (b) Draw up a plan of action;
 - (c) Initiate preventive actions appropriate to the nature of the non-compliance;
 - (d) Apply of controls to ensure that any preventive actions taken are effective;
- (e) Record any changes in procedures resulting from corrective action.

Corrective or preventative actions taken by AJ Spares to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of the problems and commensurate with the environmental impact encountered.

4.5.3 Environmental management audits

General

A comprehensive system of planned and documented management audits will be carried out to verify whether the environmental activities conform to this manual, and the accompanying procedures and to determine whether the activities are implemented effectively.

At the environmental management review the results of audit will be discussed to identify the effectiveness of the management system in fulfilling the objectives of the environmental policy.

Audit programme

An audit programme will identify the persons responsible for carrying out audits in each area, the frequency of each audit and the activities to be audited. The audit programme is based on the environmental importance of the activity to be audited.

AJ Spares

Emergency Action Plan

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Name: Andrew Cobb Phone: (07572 107727)

EMERGENCY COORDINATOR:

Name: Andrew Cobb Phone: (07572 107727)

AREA/FLOOR MONITORS (If applicable): N/A

Area/Floor: _____ Name: _____ Phone: (_____)

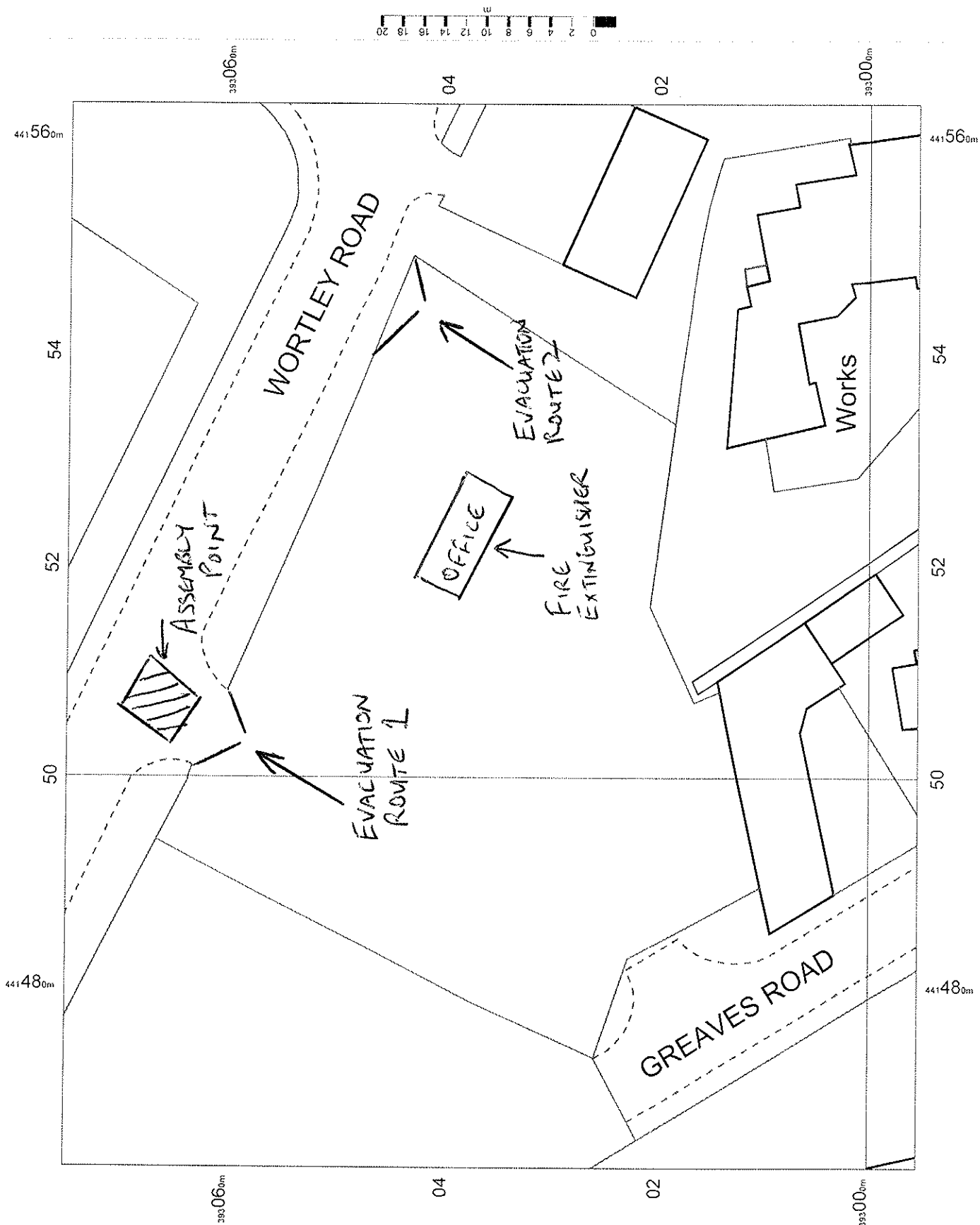
Area/Floor: _____ Name: _____ Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable): N/A

Name: _____ Phone: (_____)

Name: _____ Phone: (_____)

Drawing 001



OS Mastermap
07 August 2012. ID:
BWI-00168510
www.blackwellmapping.co.uk
1:500 scale print at A4. Centre:
441513 E. 393035 N
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BLACKWELL'S
www.blackwellmapping.co.uk
TEL: 01428 7655
maps.sherfield@blackwell.co.uk

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Locations of fire extinguishers
- a. Assembly points

SEE DRAWING 001

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 999

AMBULANCE: 999

POLICE: 999 / 01142202020

SECURITY (If applicable): N/A

BUILDING MANAGER (If applicable): 07572107727

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: N/A

WATER: N/A

GAS (if applicable): N/A

TELEPHONE COMPANY: N/A

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- CHEMICAL SPILL

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 999
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | |
|--|-----------------|
| <input type="checkbox"/> Voice Communication | Other (specify) |
| <input type="checkbox"/> | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures
- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged employees in emergency evacuation.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: UNDER DECONTAMINATION CANOPY

Personal Protective Equipment (PPE):

MSDS: OFFICE

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: N/A

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

MEDICAL EMERGENCY

- Call 999
 - ☐ Ambulance
 - ☐ Fire Department
 - ☐ Police

Provide the following information:

- Nature of medical emergency,
 - Location of the emergency (address, building, room number),
and
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: ANDREW COBB Phone: 07572107727

Name: ANTHONY BOYLE Phone: 07572107727

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:

- Stay calm and await instructions from the the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
 - Run the motor about ten minutes each hour.
Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Exercise to keep blood circulating and to keep warm.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
ANDREW COSS	DIRECTOR		22/1/13
ANTHONY BOYCE	MANAGER		22/1/13