

# Corb Ltd

## Environmental Management Internal Report 2020

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### Contents

1. Introduction
  2. Environmental Issues:
    - 2.1. Waste
    - 2.2. Water
    - 2.3. Heating & Other electrical usage
    - 2.4. Lighting
    - 2.5. Transport
  3. Conclusions
  4. Action Plan
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## 1. Introduction

Corb Ltd are committed to ensuring we work in line with our environmental policy and company values by working to reduce our environmental impact any way we are able to.

We take seriously our responsibility to environmental issues and have created the following report to address any internal issues we may face with environmental management, so that we may better our management system and reduce our 'footprint' where possible.

Since our 2019 report we have made significant changes to our environmental impact and outline the changes in this report.

This report has been created by Lottie Peniket the Office and HR manager and signed off by the board of directors.

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## 2. Environmental Issues

### 2.1. Waste

Paper use: Corb Ltd run a paperless system which enables us to use incredibly minimal amounts of paper. This ranges from our job sheets, certificates, invoicing and a no-email print policy. Wherever possible we request that suppliers and clients send paperless bills, statements and payment receipts via email to reduce our paper use also.

Corb Ltd pay for private waste services as the council do not provide these as standard. Our waste includes general waste and a dry mixed recycling (DMR) waste bin. This includes all paper, cardboard, plastic and tins. The staff are trained to know what items qualify for DMR and strongly encouraged to use these wherever possible. In the office spaces we have dedicated paper waste bins to ensure any paper waste is separated from general waste.

Corb Ltd do well to limit general waste by reusing packaging and materials where possible. Other electrical goods can be recycled at 'tat' yards which is done approximately once a month to reduce waste.

We currently do not have provision for recycling of glass and we continue to address this and make positive improvements.

### 2.2. Water

There are two usable toilets and one kitchen are at our office. Our taps in the toilet turn off automatically to ensure these can not accidentally be left on and water be wasted.

We have spoken to our staff about the importance of turning off the tap when not in use and of saving water wherever possible.

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### 2.3. Heating and other electrical usage

Heating: Corb Ltd have gas central heating in the building. Our heating is adjusted to a setting to ensure this is on a lower rate over night and on the weekend to save energy wherever possible. There is currently no insulation above the suspended ceiling and this needs to be addressed. We are continuing to address ways that our heating can be more efficient including looking into potential future plans to install solar panels at the office.

Other electrical: We have assessed our internal use of electricity and have recently updated our computers to ones which take up less power. Computers are switched off fully at the end of each working day and not left on standby / sleep mode to preserve energy. Phones, internet and other communication devices are left switched on 24/7.

There is a sign in each office next to the exit door to remind staff to switch off any devices, lamps, and all other non essential electricals once leaving the office for the day.

### 2.4. Lighting

All lighting for communal, W.C. and office areas are on PIR's to ensure they will switch off after a period of inactivity i.e. when they have not detected movement in a while. This enables us to preserve a lot of energy. In our two meeting rooms which are used less frequently, we have this lighting on switching so that these can be switched on and off when meetings take place.

### 2.5. Transport

Where possible, some of the employees who live far from the office carpool to save fuel and be more environmentally friendly. Other employees have vehicles that they drive to work each day. We use fuel cards for all employees with a company vehicle in a bid to have better management over their fuel consumption. Since 2019 these have been changed to cards that are restricted to fuel only at certain approved fuel stations. We also have

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trackers in the company vehicles so that we may track the speeds the employees are driving at and routes they take which in turn affects our environmental impact.

Currently there are no speed restrictions on the vehicles.

Corb Ltd carry out national work that involves a lot of driving / travel and we should look into ways that we can better use public transport or other more environmentally friendly methods of transport.

We are investigating possible use of electric vehicles but currently do not have any of these in the fleet.

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### 3. Conclusions

Generally Corb Ltd do very well in their measures to manage their environmental impact and have made significant improvements in the last year following our action plan of 2019.

Items on our previous action plan were both successfully completed.

However there is room for improvement in the areas of office heating, and in the area of the company fleet.

We feel we could take steps to continue to reduce our environmental impact and will outline our action plan below.

### 4. Action Plan

Issue	Action	Date to be completed
Gas Central heating in a large open plan office is not the most efficient	Look into potential installation of solar panels and install insulation above the suspended ceiling.	Within 6-12 months
High fuel consumption and emissions from vans.	Investigate lease of electric vehicles over petrol / diesel vehicles.	Within the next 6 months

Date completed: 02/04/2020.

Report Completed by: Lottie Peniket - Office & HR Manager.