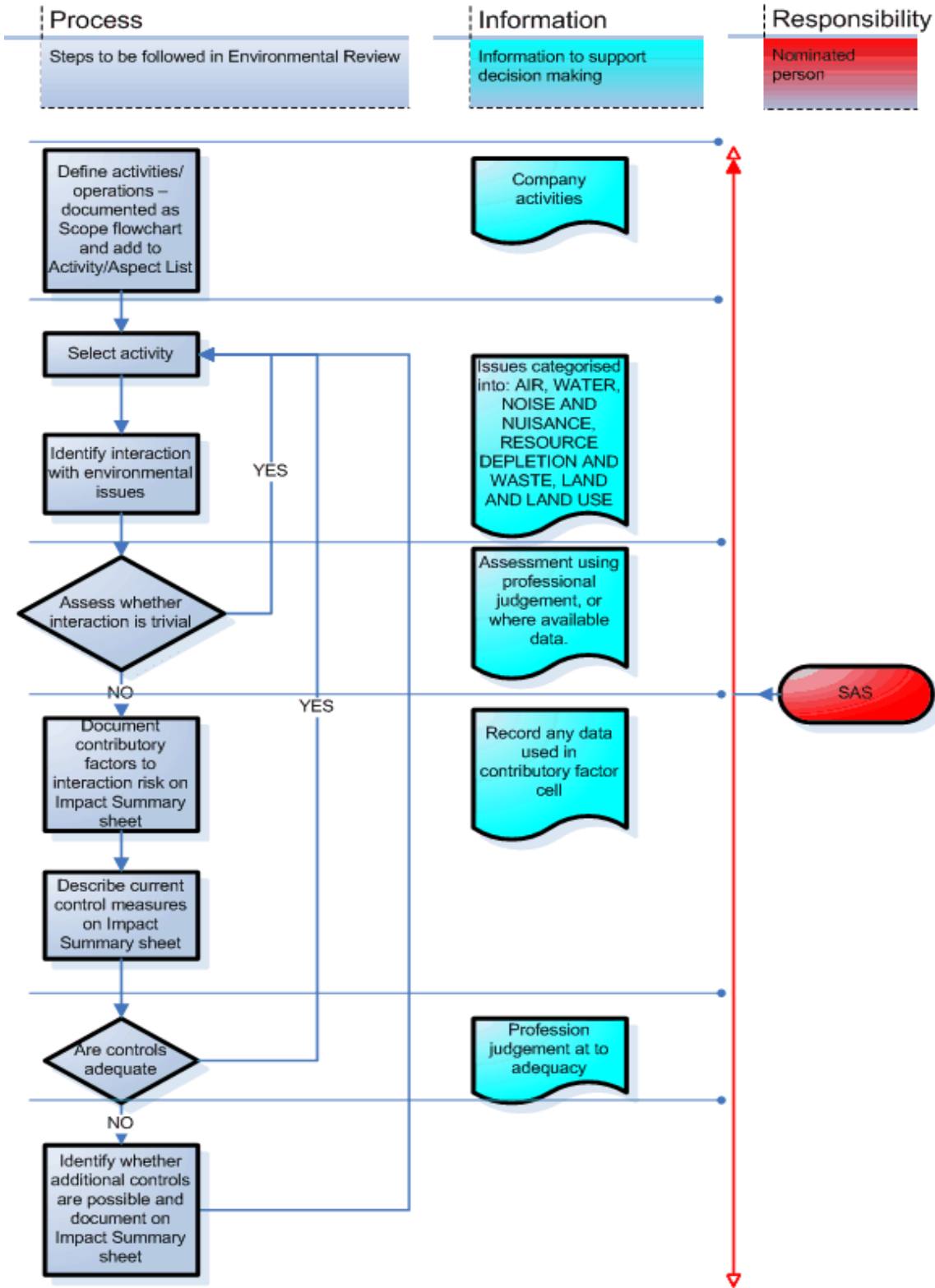
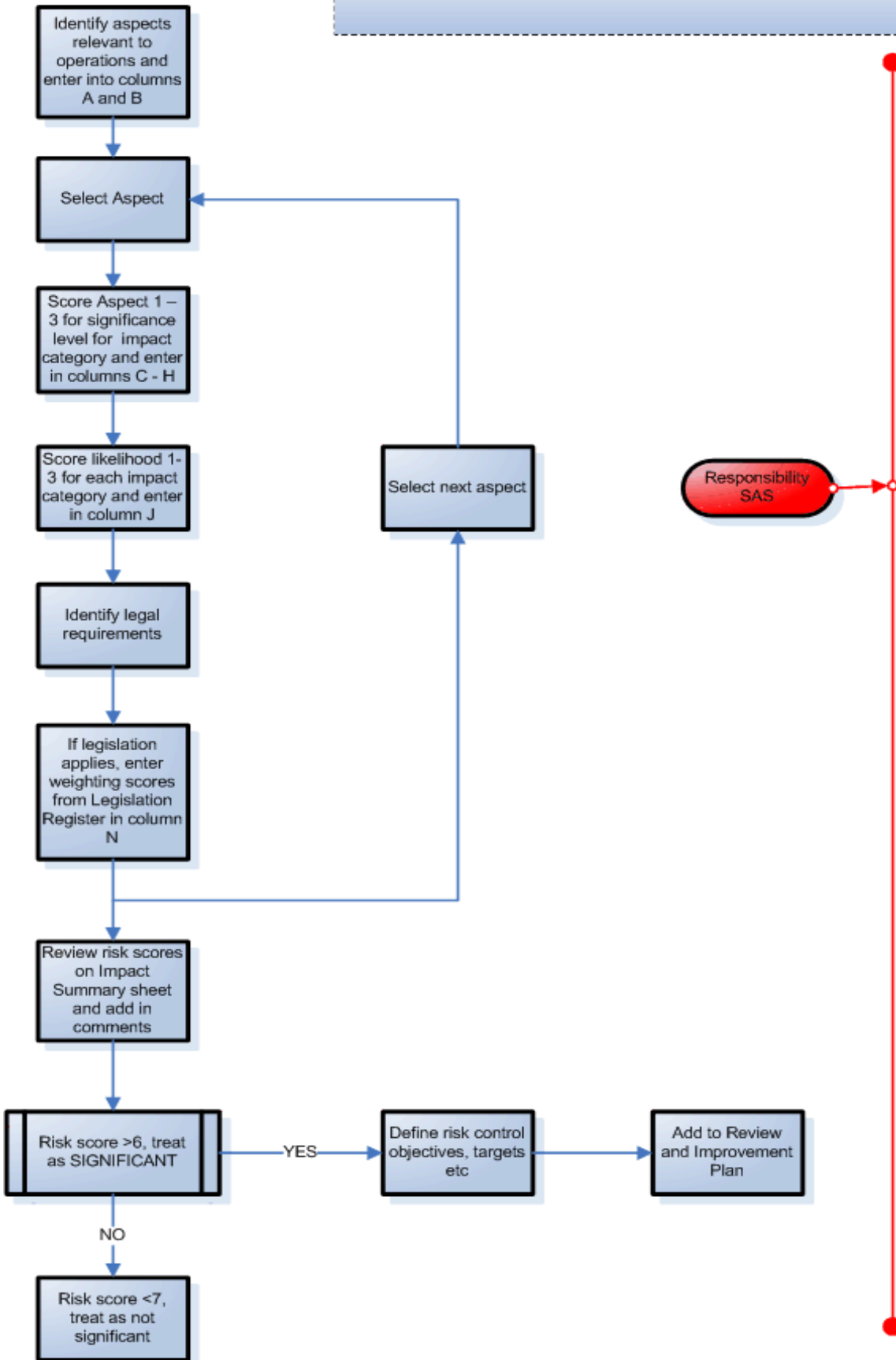


**Environmental Review Procedure**  
Procedure for undertaking annual environmental review



### Aspects Assessment Procedure

Procedure for assessing environmental aspects to determine significance



Environmental Review - Environmental issues identified as being relevant to Company activities as specified in Scope document

Environmental Issues	Impact Category
Air Pollution	Local/ Aesthetics
	Acid rain
	Global warming
	Photochemical air pollution
	Ozone Depletion
Water Impact	Surface water
	Groundwater
	Aesthetics
	Operation of STP
	Resource Depletion
Noise and Nuisance	Neighbourhood Noise
	Light Pollution
	Litter
	Traffic Congestion
Resource Depletion and Waste	Using a non-renewable resource
	Using a renewable resource in significant quantities
	Waste Disposal
	Impact on protected species / ecosystems
Land and Land Use	Loss of Habitat
	Ground Contamination
	Aesthetics
	Impact on Local Population

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### Definitions

<i>Consequences/Scale of impact</i>	
1 =	Low impact
2 =	Impact
3 =	Potentially significant impact

<i>Likelihood</i>	
1 =	Low - extremely unlikely or unlikely to cause impact
2 =	Medium - may possibly cause impact
3 =	High - may probably cause impact

<i>Legal requirements - Weightings</i>	
1=	No specific requirement
2=	General duty to comply with provisions
3=	Specific requirements, permits, licenses etc

Aspects		IMPACTS											Adjusted Risk Score		
		AIR POLLUTION						SCORE			Legislation				
		Local/Aesthetics	Acid rain	Global warming	Photochemical air pollution	Ozone Depletion		Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable	Reference		Weighting	
<b>Activity</b>	<b>Aspect</b>	1 = Low impact					1 = Low			1 = No specific requirement					
		2 = Impact					2 = Medium			2 = General duties					
		3 = Potentially significant impact					3 = High			3 = Specific permits etc					
<b>RELEASES TO ATMOSPHERE</b>															
<b>Fuel combustion</b>															
Transport	Private car mileage		1	1	1			3	3	9	X	A, W		1	9
Heating	Gas fired boiler		1	1				2	2	4	X	A,E	2	8	
Transport	Rail	1	1	1	1			4	1	4			1	4	
Transport	Air	2	1		1			4	1	4			1	4	
<b>Materials storage</b>															
Office storage	Paper							0	0	0				1	0
	Supplies (non paper)							0	0	0				1	0
<b>CFC, HCFC and Halons</b>															
	release during emergency							0	0	0					0
	process leaks							0	0	0					0
<b>Release VOC's</b>															
	application of coatings use of solvents other than coats.			1	2			3	1	3	X	X		1	3
				1	1			2	1	2	X	X		1	2
<b>GENERATION OF NOISE</b>															
<b>Fixed installation sources</b>															
	boiler plant							0	0	0					0
<b>Non-fixed/mobile sources</b>															
	transportation							0	0	0					0
<b>GENERATION OF NUISANCE (ASPECT)</b>															
	light							0	0	0				0	
	odour							0	0	0				0	
	vermin							0	0	0				0	
	other locations							0	0	0				0	
<b>RESOURCE USE &amp; STORAGE</b>															
<b>Renewable resources</b>															
	paper & cardboard							0	0	0					0
	food & drink							0	0	0				0	
	water							0	0	0				0	
	wood & wood products							0	0	0				0	
<b>Non-renewable resources</b>															
	fuel oils/gases/lubricants							0	0	0					0
	coatings							0	0	0					0
	misc. chemicals							0	0	0				0	
	plastics inc. media							0	0	0				0	
	metals & metal products							0	0	0				0	
	tropical hardwoods							0	0	0				0	
	electrical & electronic equipment							0	0	0				0	
<b>PACKAGING</b>															
<b>Use of packaging materials</b>															
	mailing wrapps							0	0	0					0
<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>															
<b>Property development</b>															
	construction works							0	1	0					0
	demolition works							0	1	0				0	
	refurbishment works							0	1	0				0	
<b>Building maintenance</b>															
	pest control							0	1	0					0
	other activities							0	1	0					0
<b>ENERGY USE (supplied from off-site)</b>															

Aspects		IMPACTS											Adjusted Risk Score
		AIR POLLUTION						SCORE			Legislation		
		Local/Aesthetics	Acid rain	Global warming	Photochemical air pollution	Ozone Depletion		Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable	Reference	
<b>Activity</b>	<b>Aspect</b>	1 = Low impact					1 = Low			1 = No specific requirement			
		2 = Impact					2 = Medium			2 = General duties			
		3 = Potentially significant impact					3 = High			3 = Specific permits etc			
<b>Energy</b>													
	electricity supply	0	1	1	0		2	2	4			1	4
	gas supply						0		0				0
<b>Emission of non-ionising radiation</b>													
	non-ionising radiation						0		0				0
<b>LAND OCCUPATION (including temporary locations)</b>													
	disturbance of protected species or habitats						0		0				0
	disturbance of non-protected species or habitats						0		0				0
	visual disturbance						0		0				0
<b>TRANSPORTATION (non-pollution aspects)</b>													
	congestion						0		0				0
	off-site parking						0		0				0
<b>RELEASES TO LAND</b>													
	release of polluting substances to land						0		0				0
	historic release of substances to land						0		0				0
<b>WATER USE AND DISCHARGE</b>													
	use of mains water						0		0				0
	discharge to foul sewer						0		0				0
	fire fighting run off						0		0				0
<b>GENERATING WASTES</b>													
<b>Generation and storage of hazardous wastes</b>													
	batteries						0		0				0
	waste mineral oils						0		0				0
	cathode ray tubes, lamps						0		0				0
	WEEE						0		0				0
<b>Generation and storage of non-hazardous waste</b>													
	general waste						0		0				0
	paper waste						0		0				0
	plastics/cans						0		0				0
<b>Treatment/disposal of wastes</b>													
	off-site disposal of waste						0		0				0
	on-site treatment of waste						0	0	0	X	L,M	3	0
<b>EMERGENCIES</b>													
<b>Fire and explosion</b>	Fire or explosion	2					2	1	2	X	D	2	4
<b>Spills &amp; leaks</b>													
	escape of polluting liquids						0		0				0
	escape of wastes						0	1	0				1
<b>Vandalism</b>	Vandalism						0		0				0
<b>Flood</b>	Flood						0		0				0
<b>SERVICES</b>													
<b>Consultancy</b>	Advice and information	-2	-2	-2	-2	-2	-10	1	-10				1
<b>Consultancy</b>	Site investigation and works	0	0	0	0		0	1	0	X	All	2	0
<b>Consultancy</b>	Training	-3	-2	-2	-3	-1	-11	1	-11				1

Aspects		IMPACTS									Legislation			Adjusted Risk Score
		WATER IMPACT					SCORE			Legislation				
		Surface water	Groundwater	Aesthetics	Operation of STP	Resource Depletion	Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting		
<b>Activity</b>	<b>Aspect</b>	1 = Low impact	2 = Impact	3 = Potentially significant impact	1 = Low	2 = Medium	3 = High	1 = No specific requirement	2 = General duties	3 = Specific permits etc				
<b>RELEASES TO ATMOSPHERE</b>														
<b>Fuel combustion</b>														
Transport	Private car mileage						0	0				0		
Heating	Gas fired boiler						0	0				0		
Transport	Rail													
Transport	Air													
<b>Materials storage</b>														
Office storage	Paper						0	0				0		
	Supplies (non paper)						0	0				0		
<b>CFC, HCFC and Halons</b>														
	release during emergency						0	0				0		
<b>Release VOC's</b>														
	application of coatings						0	0				0		
	use of solvents other than coats.						0	0				0		
<b>GENERATION OF NOISE</b>														
<b>Fixed installation sources</b>														
	boiler plant						0	0				0		
<b>Non-fixed/mobile sources</b>														
	transportation						0	0				0		
<b>GENERATION OF NUISANCE (ASPECT)</b>														
	light						0	0				0		
	odour						0	0				0		
	vermin						0	0				0		
	other locations						0	0				0		
<b>RESOURCE USE &amp; STORAGE</b>														
<b>Renewable resources</b>														
	paper & cardboard						0	0				0		
	food & drink						0	0				0		
	water						0	0				0		
	wood & wood products						0	0				0		
<b>Non-renewable resources</b>														
	fuel oils/gases/lubricants						0	0				0		
	coatings						0	0				0		
	misc. chemicals						0	0				0		
	plastics inc. media						0	0				0		
	metals & metal products						0	0				0		
	tropical hardwoods						0	0				0		
	electrical & electronic equipment						0	0				0		
<b>PACKAGING</b>														
<b>Use of packaging materials</b>														
	mailing wrapps						0	0				0		
<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>														

Aspects		IMPACTS									Adjusted Risk Score		
		WATER IMPACT					SCORE			Legislation			
		Surface water	Groundwater	Aesthetics	Operation of STP	Resource Depletion	Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓		Reference	Weighting
<b>Activity</b>	<b>Aspect</b>	1 = Low impact	2 = Impact	3 = Potentially significant impact	1 = Low	2 = Medium	3 = High	1 = No specific requirement	2 = General duties	3 = Specific permits etc			
<b>Property development</b>		construction works					0	1	0 X	AG, AB	3	0	
	demolition works						0	1	0 X	AG, AB	3	0	
	refurbishment works						0	1	0 X	AG, AB	3	0	
<b>Building maintenance</b>		pest control					0	1	0 X	P, AG	2	0	
	other activities						0	1	0 X	AG	1	0	
<b>ENERGY USE (supplied from off-site)</b>													
<b>Energy</b>		electricity supply					0	0				0	
	gas supply						0	0				0	
<b>Emission of non-ionising radiation</b>													
	non-ionising radiation						0	0				0	
<b>LAND OCCUPATION (including temporary locations)</b>													
	disturbance of protected species or habitats						0	0				0	
	disturbance of non-protected species or habitats						0	0				0	
	visual disturbance						0	0				0	
<b>TRANSPORTATION (non-pollution aspects)</b>													
	congestion						0	0				0	
	off-site parking						0	0				0	
<b>RELEASES TO LAND</b>													
	release of polluting substances to land						0	1	0 X	J, AG	3	0	
	historic release of substances to land						0	1	0 X	J, AG	3	0	
<b>WATER USE AND DISCHARGE</b>													
	use of mains water				1		1	2	2 X	AE	2	4	
	discharge to foul sewer						0	2	0 X	AF	3	0	
	fire fighting run off	2					2	1	2 X	AG	3	6	
<b>GENERATING WASTES</b>													
<b>Generation and storage of hazardous wastes</b>													
	batteries						0	0				0	
	waste mineral oils						0	0				0	
	cathode ray tubes, lamps						0	0				0	
	WEEE						0	0				0	
<b>Generation and storage of non-hazardous waste</b>													
	general waste						0	0				0	
	paper waste						0	0				0	
	plastics/cans						0	0				0	
<b>Treatment/disposal of wastes</b>													
	off-site disposal of waste						0	0				0	
	on-site treatment of waste						0	0				0	
<b>EMERGENCIES</b>													
<b>Fire and explosion</b>													
<b>Spills &amp; leaks</b>													
	escape of polluting liquids	1					1	1	1		1	1	
	escape of wastes						0	1	0		1	0	
<b>Vandalism</b>													
	Vandalism						0	0				0	
<b>Flood</b>													
	Flood						0	0				0	
<b>SERVICES</b>													
<b>Consultancy</b>													
	Advice and information	-3	-3	-2	-2	-1	-11	1	-11		1	-11	
<b>Consultancy</b>													
	Site investigation and works						0	1	0 X	All	3	0	

Aspects		IMPACTS									Legislation			Adjusted Risk Score
		NOISE & NUISANCE						SCORE			Legislation			
		Neighbourhood Noise	Light Pollution	Litter	Traffic Congestion			Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting	
<b>Activity</b>	<b>Aspect</b>	1 = Low impact					1 = Low			1 = No specific requirement				
		2 = Impact					2 = Medium			2 = General duties				
		3 = Potentially significant impact					3 = High			3 = Specific permits etc				
<b>RELEASES TO ATMOSPHERE</b>														
<b>Fuel combustion</b>														
Transport	Private car mileage						0		0				0	
Heating	Gas fired boiler						0		0				0	
Transport	Rail						0		0				0	
Transport	Air						0		0				0	
<b>Materials storage</b>														
Office storage	Paper						0		0				0	
	Supplies (non paper)						0		0				0	
<b>CFC, HCFC and Halons</b>														
	release during emergency						0		0				0	
	process leaks						0		0				0	
<b>Release VOC's</b>														
	application of coatings use of solvents other than coats.						0		0				0	
<b>GENERATION OF NOISE</b>														
<b>Fixed installation sources</b>														
	boiler plant	1					1	1	1	X	AL	2	2	
<b>Non-fixed/mobile sources</b>														
	transportation				1		1	2	2			1	2	
<b>GENERATION OF NUISANCE (ASPECT)</b>														
	light		1				1	1	1	X	N	2	2	
	odour						0	1	0	X	N	2	0	
	vermin						0	1	0	X	N	2	0	
	other locations						0	1	0			1	0	
<b>RESOURCE USE &amp; STORAGE</b>														
<b>Renewable resources</b>														
	paper & cardboard						0		0				0	
	food & drink						0		0				0	
	water						0		0				0	
	wood & wood products						0		0				0	
<b>Non-renewable resources</b>														
	fuel oils/gases/lubricants						0		0				0	
	coatings						0		0				0	
	misc. chemicals						0		0				0	
	plastics inc. media						0		0				0	
	metals & metal products						0		0				0	
	tropical hardwoods						0		0				0	
	electrical & electronic equipment						0		0				0	
<b>PACKAGING</b>														
<b>Use of packaging materials</b>														
	mailing wrapps						0		0				0	
<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>														
<b>Property development</b>														
	construction works						0	1	0	X	Y	2	0	
	demolition works						0	1	0	X	Y	2	0	
	refurbishment works						0	1	0	X	Y	2	0	
<b>Building maintenance</b>														
	pest control						0		0				0	
	other activities						0		0				0	

Aspects		IMPACTS							Legislation			Adjusted Risk Score	
		NOISE & NUISANCE					SCORE			Applicable ✓	Reference		Weighting
		Neighbourhood Noise	Light Pollution	Litter	Traffic Congestion		Consequences Score (total)	Likelihood Score	Total Risk Score				
<b>Activity</b>	<b>Aspect</b>	1 = Low impact	2 = Impact	3 = Potentially significant impact		1 = Low	2 = Medium	3 = High	1 = No specific requirement	2 = General duties	3 = Specific permits etc		
<b>ENERGY USE (supplied from off-site)</b>													
<b>Energy</b>													
	electricity supply						0		0				0
	gas supply						0		0				0
<b>Emission of non-ionising radiation</b>													
	non-ionising radiation						0		0				0
<b>LAND OCCUPATION (including temporary locations)</b>													
	disturbance of protected species or habitats						0		0				0
	disturbance of non-protected species or habitats						0		0				0
	visual disturbance						0		0				0
<b>TRANSPORTATION (non-pollution aspects)</b>													
	congestion				1		1	1	1				1
	off-site parking				1		1	1	1				1
<b>RELEASES TO LAND</b>													
	release of polluting substances to land						0		0				0
	historic release of substances to land						0		0				0
<b>WATER USE AND DISCHARGE</b>													
	use of mains water						0		0				0
	discharge to foul sewer						0		0				0
	fire fighting run off						0		0				0
<b>GENERATING WASTES</b>													
<b>Generation and storage of hazardous wastes</b>													
	batteries						0		0				0
	waste mineral oils						0		0				0
	cathode ray tubes, lamps						0		0				0
	WEEE						0		0				0
<b>Generation and storage of non-hazardous waste</b>													
	general waste						0		0				0
	paper waste						0		0				0
	plastics/cans						0		0				0
<b>Treatment/disposal of wastes</b>													
	off-site disposal of waste						0		0				0
	on-site treatment of waste						0	1	0	X	L,M	2	0
<b>EMERGENCIES</b>													
<b>Fire and explosion</b>													
	Fire or explosion						0		0				0
<b>Spills &amp; leaks</b>													
	escape of polluting liquids						0		0				0
	escape of wastes			1			1	1	1	X	L,M	2	2
<b>Vandalism</b>	Vandalism						0		0				0
<b>Flood</b>	Flood						0		0				0
<b>SERVICES</b>													
<b>Consultancy</b>	Advice and information	-2	-1	-2	-1		-6	1	-6				1
<b>Consultancy</b>	Site investigation and works						0	1	0	X	All	2	0

Aspects		IMPACTS									Adjusted Risk Score			
		RESOURCE DEPLETION						SCORE				Legislation		
		Using a non-renewable resource	Using a renewable resource in significant quantities	Waste Disposal	Impact on protected species / ecosystems			Consequences Score (total)	Likelihood Score	Total Risk Score		Applicable ✓	Reference	Weighting
Activity	Aspect	1 = Low impact	2 = Impact	3 = Potentially significant impact			1 = Low	2 = Medium	3 = High	1 = No specific requirement	2 = General duties	3 = Specific permits etc		
<b>RELEASES TO ATMOSPHERE</b>														
<b>Fuel combustion</b>														
Transport	Private car mileage						0		0					0
Heating	Gas fired boiler						0		0					0
Transport	Rail						0		0					0
Transport	Air						0		0					0
<b>Materials storage</b>														
Office storage	Paper						0		0					0
	Supplies (non paper)						0		0					0
<b>CFC, HCFC and Halons</b>														
	release during emergency						0		0					0
	process leaks						0		0					0
<b>Release VOC's</b>														
	application of coatings						0		0					0
	use of solvents other than coats.						0		0					0
<b>GENERATION OF NOISE</b>														
<b>Fixed installation sources</b>														
	boiler plant						0		0					0
<b>Non-fixed/mobile sources</b>														
	transportation						0		0					0
<b>GENERATION OF NUISANCE (ASPECT)</b>														
	light						0		0					0
	odour						0		0					0
	vermin						0		0					0
	other locations						0		0					0
<b>RESOURCE USE &amp; STORAGE</b>														
<b>Renewable resources</b>														
	paper & cardboard			1	1		2	2	4				1	4
	food & drink						0	2	0				1	0
	water			1			1	2	2				1	2
	wood & wood products			1			1	1	1				1	1
<b>Non-renewable resources</b>														
	fuel oils/gases/lubricants	1			1		2	2	4				1	4
	coatings						0	1	0				1	0
	misc. chemicals	1			1		2	1	2				1	2
	plastics inc. media	1			1		2	2	4				1	4
	metals & metal products	1			1		2	1	2				1	2
	tropical hardwoods						0	1	0				1	0
	electrical & electronic equipment	1			1		2	1	2	X	AN		1	2
<b>PACKAGING</b>														
<b>Use of packaging materials</b>														
	mailing wraps			1	1		2	1	2				1	2

Aspects		IMPACTS							SCORE			Legislation			Adjusted Risk Score
		RESOURCE DEPLETION				SCORE			Legislation						
Activity	Aspect	Using a non-renewable resource	Using a renewable resource in significant quantities	Waste Disposal	Impact on protected species / ecosystems	Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting	Adjusted Risk Score			
		1 = Low impact				1 = Low			1 = No specific requirement						
		2 = Impact				2 = Medium			2 = General duties						
		3 = Potentially significant impact				3 = High			3 = Specific permits etc						
<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>															
<b>Property development</b>															
	construction works					0	1	0			1	0			
	demolition works					0	1	0			1	0			
	refurbishment works					0	1	0			1	0			
<b>Building maintenance</b>															
	pest control					0	1	0			1	0			
	other activities					0	1	0			1	0			
<b>ENERGY USE (supplied from off-site)</b>															
<b>Energy</b>															
	electricity supply	1				1	3	3			1	3			
	gas supply	1				1	3	3			1	3			
<b>Emission of non-ionising radiation</b>															
	non-ionising radiation					0		0				0			
<b>LAND OCCUPATION (including temporary locations)</b>															
	disturbance of protected species or habitats				1	1	1	1	X	AI	2	2			
	disturbance of non-protected species or habitats				1	2	2				1	2			
	visual disturbance					0		0				0			
<b>TRANSPORTATION (non-pollution aspects)</b>															
	congestion					0		0				0			
	off-site parking					0		0				0			
<b>RELEASES TO LAND</b>															
	release of polluting substances to land					0		0				0			
	historic release of substances to land					0		0				0			
<b>WATER USE AND DISCHARGE</b>															
	use of mains water		1			1	1	1			1	1			
	discharge to foul sewer					0	1	0			1	0			
	fire fighting run off					0	1	0			1	0			
<b>GENERATING WASTES</b>															
<b>Generation and storage of hazardous wastes</b>															
	batteries			1		1	2	2	X	C, F, H	2	4			
	waste mineral oils					0	1	0	X	F, H, L	3	0			
	cathode ray tubes, lamps					0	1	0	X	F, H, L	3	0			
	WEEE			1		1	1	1	X	F, H, L	3	3			
<b>Generation and storage of non-hazardous waste</b>															
	general waste			1		1	1	1	X	F, H, L	2	2			
	paper waste			1		1	2	2	X	F, H, L	2	4			
	plastics/cans			1		1	2	2	X	F, H, L	2	4			
<b>Treatment/disposal of wastes</b>															
	off-site disposal of waste			1		1	2	2	X	F, H, L	2	4			
	on-site treatment of waste			1		1	2	2	X	F, H, L	3	6			
<b>EMERGENCIES</b>															
<b>Fire and explosion</b>															
	Fire or explosion					0	1	0			1	0			
<b>Spills &amp; leaks</b>															
	escape of polluting liquids				1	1	1	1	X	AG, AI	3	3			
	escape of wastes				1	1	1	1	X	L, M	2	2			
<b>Vandalism</b>															
	Vandalism					0		0				0			
<b>Flood</b>															
	Flood					0		0				0			
<b>SERVICES</b>															

		IMPACTS										Adjusted Risk Score		
		RESOURCE DEPLETION					SCORE			Legislation				
Aspects		Using a non-renewable resource	Using a renewable resource in significant quantities	Waste Disposal	Impact on protected species / ecosystems			Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting	
Activity	Aspect	1 = Low impact					1 = Low			1 = No specific requirement				
		2 = Impact					2 = Medium			2 = General duties				
		3 = Potentially significant impact					3 = High			3 = Specific permits etc				
Consultancy	Advice and information	-2	-2	-3	-2			-9	1	-9			1	-9
Consultancy	Site investigation and works							0	1	0	X	All	3	0

Aspects		IMPACTS									Legislation			Adjusted Risk Score	
		LAND AND LAND USE						SCORE			Legislation				
		Loss of Habitat	Ground Contamination	Aesthetics	Impact on Local Population			Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting		
<b>Activity</b>	<b>Aspect</b>	1 = Low impact					1 = Low			1 = No specific requirement					
		2 = Impact					2 = Medium			2 = General duties					
		3 = Potentially significant impact					3 = High			3 = Specific permits etc					
<b>RELEASES TO ATMOSPHERE</b>															
<b>Fuel combustion</b>															
Transport	Private car mileage						0	1	0			1	0		
Heating	Gas fired boiler				1		1	1	1	X	E	2	2		
Transport	Rail														
Transport	Air														
<b>Materials storage</b>															
Office storage	Paper							0	0	0					0
	Supplies (non paper)							0	0	0					0
<b>CFC, HCFC and Halons</b>															
	release during emergency							0	0	0					0
	process leaks							0	0	0					0
<b>Release VOC's</b>															
	application of coatings							0	0	0					0
	use of solvents other than coats.							0	0	0					0
<b>GENERATION OF NOISE</b>															
<b>Fixed installation sources</b>															
	boiler plant							0	0	0					0
<b>Non-fixed/mobile sources</b>															
	transportation				1		1	1	1			1	1		
<b>GENERATION OF NUISANCE (ASPECT)</b>															
	light							0	0	0				0	
	odour							0	0	0				0	
	vermin							0	0	0				0	
	other locations							0	0	0				0	
<b>RESOURCE USE &amp; STORAGE</b>															
<b>Renewable resources</b>															
	paper & cardboard						0	1	0			1	0		
	food & drink						0	1	0			1	0		
	water						0	1	0			1	0		
	wood & wood products	1					1	1	1			1	1		
<b>Non-renewable resources</b>															
	fuel oils/gases/lubricants						0	1	0	X	AG, J	2	0		
	coatings							0	0	0					0
	misc. chemicals		1		1		2	1	2	X	AG, J	2	4		
	plastics inc. media				1		1	1	1			1	1		
	metals & metal products							0	0	0				0	
	tropical hardwoods						0	1	0			1	0		
	electrical & electronic equipment							0	0	0				0	
<b>PACKAGING</b>															
<b>Use of packaging materials</b>															
	mailing wrapps							0	0	0					0
<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>															
<b>Property development</b>															
	construction works						0	1	0			1	0		
	demolition works						0	1	0			1	0		
	refurbishment works						0	1	0			1	0		
<b>Building maintenance</b>															
	pest control						0	1	0			1	0		
	other activities						0	1	0			1	0		

Aspects		IMPACTS									Legislation			Adjusted Risk Score		
		LAND AND LAND USE						SCORE			Legislation					
		Loss of Habitat	Ground Contamination	Aesthetics	Impact on Local Population			Consequences Score (total)	Likelihood Score	Total Risk Score	Applicable ✓	Reference	Weighting			
<b>Activity</b>	<b>Aspect</b>	1 = Low impact 2 = Impact 3 = Potentially significant impact						1 = Low 2 = Medium 3 = High			1 = No specific requirement 2 = General duties 3 = Specific permits etc					
<b>ENERGY USE (supplied from off-site)</b>																
<b>Energy</b>																
	electricity supply							0		0						0
	gas supply							0		0						0
<b>Emission of non-ionising radiation</b>																
	non-ionising radiation					1		1	1	1					1	1
<b>LAND OCCUPATION (including temporary locations)</b>																
	disturbance of protected species or habitats	1						1	1	1	X	AI		2		2
	disturbance of non-protected species or habitats	1						1	2	2				1		2
	visual disturbance							0	1	0				1		0
<b>TRANSPORTATION (non-pollution aspects)</b>																
	congestion							0	1	0				1		0
	off-site parking							0	1	0				1		0
<b>RELEASES TO LAND</b>																
	release of polluting substances to land							0	1	0	X	J, AG		3		0
	historic release of substances to land							0	1	0	X	J		2		0
<b>WATER USE AND DISCHARGE</b>																
	use of mains water							0		0						0
	discharge to foul sewer							0		0						0
	fire fighting run off							0		0						0
<b>GENERATING WASTES</b>																
<b>Generation and storage of hazardous wastes</b>																
	batteries							0	1	0				1		0
	waste mineral oils							0	1	0				1		0
	cathode ray tubes, lamps							0	1	0				1		0
	WEEE							0	1	0				1		0
<b>Generation and storage of non-hazardous waste</b>																
	general waste		1		1			2	1	2				1		2
	paper waste							0	1	0				1		0
	plastics/cans							0	1	0				1		0
<b>Treatment/disposal of wastes</b>																
	off-site disposal of waste		0		1			1	1	1	X	L		2		2
	on-site treatment of waste							0	1	0	X	L,M		3		0
<b>EMERGENCIES</b>																
<b>Fire and explosion</b>																
	Fire or explosion		1		1			2	1	2	X	D		1		2
<b>Spills &amp; leaks</b>																
	escape of polluting liquids		1					1	1	1	X	D, AG		2		2
	escape of wastes				1			1	1	1	X	D, L, A		2		2
<b>Vandalism</b>	Vandalism							0	1	0	X	D		1		0
<b>Flood</b>	Flood			1	1			2	1	2	X	D		1		2
<b>SERVICES</b>																
<b>Consultancy</b>	Advice and information	-2	-3	-1	-2			-8	1	-8				1		-8
<b>Consultancy</b>	Site investigation and works							0	1	0	X	All		3		0

Aspects		IMPACT GROUPS						Risk Score (total)	Description of contributory factors to risk score	Description of current control measures and additional measures needed to reduce risk score	Risk control OBJECTIVES															
		Air Impact	Water Impact	Noise and Nuisance	Resource Depletion & Waste	Land and Land Use					1.1	1.2	1.3	1.4	2.1	3.1	3.2	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	
Activity	Aspect										Management standards	Risk assessment systems	Objectives and targets assessment process	Environmental performance measurement	Systems of work	Incident reporting systems	Incident response plans	Control over local impacts in activities and operations	Improved control over energy and water use	Materials storage and use, including packaging	Waste management control systems	Effluent/surface water discharges	Emissions to atmosphere	Land and property management - biodiversity, species and habitats	Land and property management - contaminated land assessment	
<b>RELEASES TO ATMOSPHERE</b>																										
<b>Fuel combustion</b>																										
1	Transport	Private car mileage	9	0	0	0	0	9	15000 miles per annum car travel in 2.5 litre Mitsubishi 2.5 l diesel equates to annual CO2 emission of around 7 tonnes now use biodiesel and offset remaining	Avoiding unnecessary travel and use of biodiesel. No further improvement possible, see objective Aspect 2																
2	Heating	Gas fired boiler	8	0	0	0	2	10	Gas use has been cut by 75% due to combined boiler and wood burner for heating	Thermostat set to 16 °C. Condensing boiler replacement achieved. Radiant heater now provided for office to avoid heating whole house during working day. Double glazing now fitted to office. Woodburner installed. No further direct action so consider off-sets																
3	Transport	Rail	4	0	0	0	0	4	No journeys made during 2007/08	No control needed.																
4	Transport	Air	4	0	0	0	0	4	One flight to Wroclaw - purchased by Cadbury	Policy to purchase offsets when booking.																
<b>Materials storage</b>																										
6	Office storage	Paper	0	0	0	0	0	0	Small scale storage in upper floor office - no impact.																	
7		Supplies (non paper)	0	0	0	0	0	0	Small scale storage in upper floor office - no impact.																	
<b>CFC, HCFC and Halons</b>																										
8		release during emergency	0	0	0	0	0	0	Old Halon extinguisher replaced with dry powder.																	
9		process leaks	0	0	0	0	0	0	None now on-site, small fridge disposed of.																	
<b>Release VOC's</b>																										
10		application of coatings	3	0	0	0	0	3	Small scale occasional use of emulsions and gloss paints in touching up office decoration	Use water based or low solvent whenever possible. No further control needed.																
11		use of solvents other than coats.	2	0	0	0	0	2	IPA occasionally used. Spray glue is solvent based.	Control usage and purchase minimum quantities. No further control needed.																
<b>GENERATION OF NOISE</b>																										
<b>Fixed installation sources</b>																										

Aspect Ref No. (blue are significant)	IMPACT GROUPS							Risk Score (total)	Description of contributory factors to risk score	Description of current control measures and additional measures needed to reduce risk score	Risk control OBJECTIVES															
	Air Impact	Water Impact	Noise and Nuisance	Resource Depletion & Waste	Land and Land Use						1.1	1.2	1.3	1.4	2.1	3.1	3.2	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	
Aspects	Activity	Aspect																								
13	Non-fixed/mobile sources	boiler plant	0	0	2	0	0	2	Boiler noise is perceived to be below detectable levels outside of the property.	No further control needed.																
14		transportation	0	0	2	0	1	3	Vehicle noise	Maintenance according to service schedule. Quickstart during early morning departures. No further control needed.																
15	GENERATION OF NUISANCE (ASPECT)																									
16		light	0	0	2	0	0	2	Office lights minimum effect in built up area	No control needed																
17		odour	0	0	0	0	0	0	No significant impact																	
		vermin	0	0	0	0	0	0	No significant impact																	
		other locations	0	0	0	0	0	0	No significant impact																	
18	RESOURCE USE & STORAGE																									
19	Renewable resources																									
20		paper & cardboard	0	0	0	4	0	4	Business uses about 10 reams of A4 paper per annum 2008.	Now use 100% recycled paper (A4) Duplex printer now in place. No further control practicable.																
21		food & drink	0	0	0	0	0	0	Mainly limited to subsistence whilst away from office. Coffee used during office hours.	No food waste disposed of.																
		water	0	0	0	2	0	2	Toilets main use plus small quantities for cup washing. Quantities likely to be too small to worry about.	As needed for hygiene purposes. No improvements necessary due to low consumption																
22		wood & wood products	0	0	0	1	1	2	Small quantities used in office furniture and fittings.	Try to source softwoods with FSC in any future office development..																
23	Non-renewable resources																									
24		fuel oils/gases/lubricants	0	0	0	4	0	4	Only fuel and oils in vehicle whilst being used for company purposes	No further control needed.																
		coatings	0	0	0	0	0	0	Trivial amounts of emulsion and gloss used (around 1 litres per annum).	Purchase solvent free or low solvent paints wherever possible. No further control needed																
		misc. chemicals	0	0	0	2	4	6	Printer inks in inkjet cartridges (about 10 per annum). Previous trials of refilling proved a failure for quality. 1 tin of spray glue per annum and 100ml of IPA occasional as needed.	Use mimised. No further control needed																
		plastics inc. media	0	0	0	4	1	5	Plastic storage media.	No further control needed.																
25		metals & metal products	0	0	0	2	0	2	Small quantities in fixture and fittings, equipment etc.	No further control needed.																
26		tropical hardwoods	0	0	0	0	0	0	Small quantities in fixture and fittings, equipment etc.	No control needed																
27		electrical & electronic equipment	0	0	0	2	0	2	3 PCs, 2 lcd screens and 2 LCDs plus miscellaneous equipment	No further control needed.																
28	PACKAGING																									
29	Use of packaging materials																									

Aspect Ref No. (blue are significant)	IMPACT GROUPS							Risk Score (total)	Description of contributory factors to risk score	Description of current control measures and additional measures needed to reduce risk score	Risk control OBJECTIVES															
	Air Impact	Water Impact	Noise and Nuisance	Resource Depletion & Waste	Land and Land Use						1.1	1.2	1.3	1.4	2.1	3.1	3.2	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	
Aspects	Activity	Aspect																								
		mailing wraps and fillers	0	0	0	2	0	2	Use plastic bubble wrap and specialist envelopes for mailing protection on plastic media.	No further control needed.																
	<b>PROPERTY MANAGEMENT /IMPROVEMENT</b>																									
30	<b>Property development</b>																									
31		construction works	0	0	0	0	0	0																		
32		demolition works	0	0	0	0	0	0																		
33		refurbishment works	0	0	0	0	0	0																		
34	<b>Building maintenance</b>																									
35		pest control	0	0	0	0	0	0																		
		other activities	0	0	0	0	0	0																		
36	<b>ENERGY USE (supplied from off-site)</b>																									
37	<b>Energy</b>																									
38		electricity supply	4	0	0	3	0	7	Electricity usage for business side of property. Annual estimates of CO2 from electrical energy generation are some 0.58 tonnes.	Continue to switch off when not needed. Remaining CO2 is now offset through tree planting.																
39		gas supply ( CO2 accounted for under air emissions)	0	0	0	3	0	3	Difficult to measure gas usage for business side of property. Estimated from bills at 1/4 use annual emissions are some 1.6 tonnes CO2.	Thermostat set to 16 °C. See Objective Aspect No2																
40	<b>Emission of non-ionising radiation</b>																									
41		non-ionising radiation	0	0	0	0	1	1	Emissions from mobile is insignificant	No control needed																
42	<b>LAND OCCUPATION (including temporary locations)</b>																									
43																										
44		disturbance of protected species or habitats	0	0	0	2	2	4	No direct effect from office. Occasionally work on a site that has protected species or habitat status.	Care taken to avoid disturbance. SAS is knowledgeable in general requirements for Licensing etc.																
45		disturbance of non-protected species or habitats	0	0	0	2	2	4	No direct effect from office. Site works on open land around 6 times per year (investigation).	Care taken to avoid disturbance. SAS is knowledgeable in general requirements for and methods of work that do not damage locally important features or habitats.																
45		visual disturbance	0	0	0	0	0	0																		
	<b>TRANSPORTATION (non-pollution aspects)</b>																									
46		congestion	0	0	1	0	0	1	Only one vehicle used around 3 days per week. Impact low.	No control needed																
46		off-site parking	0	0	1	0	0	1	Only one vehicle used around 3 days per week. Impact low.	No control needed																
47	<b>RELEASES TO LAND</b>																									
		release of polluting substances to land	0	0	0	0	0	0	Small quantities of hazardous substances on site and upper floor storage - low risk.	No further control needed.																





**Environmental review - legislation applying to office and services**

Reference Letter	Weighting Factor	Legislative Provisions	Quick reference (link to legislation)	Apply directly	May apply to site works	May apply to advice to clients
A	1	Air Quality (England) Regulations 2000, Air Quality (England) (Amendment) Regulations 2002 SI 3043, Air Quality (Amendment)(Wales) Regulations 2002 SI 3182, Air Quality Limit Values Regulations 2001 SI 2315, Air Quality Limit Values Regulations 2003 SI 2121, Air Quality Standards Regulations 2007 No. 64 , Air Quality Standards (Wales) Regulations 2007 No. 717, Air Quality Limit Values (Amendment) Regulations 2002 SI 3117, Air Quality Limit Values (Amendment) (England) Regulations 2004 No. 2888, Air Quality (Ozone) (Wales) Regulations 2003 SI 1848, Air Quality (Wales) Regulations 2000 SI 1940, Control of Asbestos in the Air Regulations 1990 SI 556	<a href="#">Air quality - general</a>	Indirectly through boiler		
B	2	Anti-Pollution Works Regs 1999	<a href="#">Water - pollution risk</a>		Would apply if threat of water pollution during site investigation works.	
C	2	Batteries and Accumulators (Containing Dangerous Substances) Regulations 1994, Batteries and Accumulators (Containing Dangerous Substances) (Amendment) Regulations 2000 SI 3097, Batteries and Accumulators (Containing Dangerous Substances) (Amendment) Regulations 2001 SI 2551, Battery Accumulators (Containing Dangerous Substances) Regulations (Northern Ireland) 1995, Batteries and Accumulators (Placing on the Market) Regulations 2008 SI 2164, Waste Batteries and Accumulators Regulations 2009 SI 890	<b>Batteries</b>	Unlikely to apply except in batteries in older appliances		
D	2	Civil liability, Environmental Damage (Prevention and Remediation) Regulations 2009 SI 153, Environmental Damage (Prevention and Remediation) (Wales) Regulations 2009 SI 995, Environmental Damage (Prevention and Remediation)(Amendment) Regulations 2009 SI 3275	<a href="#">Civil liability</a>		Would apply if business were to cause nuisance/ pollution through site works	
E	3	Clean Air Act 1993, Clean Air (Northern Ireland) Order 1981, The Boiler (Efficiency) Regulations 1993, Smoke Control Areas (Authorised Fuels) (England) (Amendment) Regulations 2007 SI 2460, Sulphur Content of Liquid Fuels ( England and Wales) Regulations 2007 SI 79	<a href="#">Boiler emissions</a>	Boiler - general requirement to use approved appliances. Less than threshold for stack heights, etc. Not in a smoke control zone.		
F	3	Control of Pollution (Amendment) Act 1989, Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998, Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations (Northern Ireland) 1999, Transfrontier Shipment of Waste Regulations 2007, Transfrontier Shipment of Radioactive Waste Regulations 1993 SI 3031 , Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 SI 1348	<a href="#">Waste - carriers</a>	WDL does not carry waste. All carriers used should be registered as waste carriers or exempt. PCC is exempt		
G	3	Control of Pollution (Oil Storage)(England) Regs 2001	<a href="#">Oil storage</a>	NA		
H	1	Controlled Waste Regulations 1992, Controlled Waste (Amendment) Regulations 1993, Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002, Landfill Regulations 2002, List of Wastes (England) (Amendment) Regulations 2005 SI 1673 , List of Wastes (England) Regulations 2005 SI 895, List of Wastes (Wales) Regulations 2005 SI 1820, Waste Management (England and Wales) Regulations 2006 SI 973	<a href="#">Waste- classification</a>	Defines WDL waste as commercial waste and Directive waste		
I	1	Directive 2002/91/EC on the energy performance of buildings, Buildings Regulations 2000 SI 2531, Capital Allowances (Energy-saving Plant and Machinery) (Amendment) Order 2006 SI 2233 Capital Allowances (Environmentally Beneficial Plant and Machinery) (Amendment) Order 2006 SI 2235 , Sustainable Energy Act 2003, Climate Change and Sustainable Energy Act 2006, Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 SI 991, Energy Performance of Buildings (Certificates and Inspections) (England and Wales)(Amendment) Regulations 2007 SI 1669, Capital Allowances (Environmentally Beneficial Plant and Machinery) (Amendment) Order 2007 SI 2166, Ecodesign for Energy-Using Products Regulations 2007 SI 2037, Energy Performance of Buildings (Certificates and Inspections) (England and Wales)(Amendment) Regulations 2008 SI 647, Capital Allowances (Energy-saving Plant and Machinery) (Amendment) Order 2009 SI 1863, Capital Allowances (Environmentally Beneficial Plant and Machinery) (Amendment) Order 2009 SI 1864, Energy Act 2008, Energy Performance of Buildings (Certificates and Inspections) (England and Wales) (Amendment) Regulations 2009 SI 1900	<b>Building energy</b>	NA		
J	2	Environment Act 1995, Contaminated Land (England) Regulations 2006 SI 1380 , Contaminated Land (Wales) Regulations 2006 SI 2989, Contaminated Land (Scotland) Regulations 2000, Radioactive Contaminated Land (Enabling Powers) (England) Regulations 2005 SI 3467, Radioactive Contaminated Land (Modification of Enactments) (England) Regulations 2006 SI 1379, Radioactive Contaminated Land (Modification of Enactments)(Wales) Regulations 2006 SI 2988, Radioactive Contaminated Land (Modification of Enactments) (England) (Amendment) Regulations 2008 SI 520 , Radioactive Contaminated Land (Modification of Enactments)(Wales)(Amendment) Regulations 2008 SI 521	<a href="#">Contaminated land</a>	NA	In site works, must not introduce new pathways or else liable under provisions.	
K	3	Environmental Protection (Disposal of Polychlorinated Biphenyls and Other Dangerous Substances) (England and Wales) Regulations 2000, Environmental Protection (Disposal of Polychlorinated Biphenyls and Other Dangerous Substances) (Northern Ireland) Regulations 2000, Environmental Protection (Disposal of Polychlorinated Biphenyls and Other Dangerous Substances) (Scotland) Regulations 2000	<b>PCBs</b>	NA		
L	2	Environmental Protection Act 1990 Part II, Environmental Protection (Duty of Care) Regulations 1991, Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003, Environmental Protection (Duty of Care) (Amendment) (Wales) Regulations 2003 SI 1720, Clean Neighbourhoods and Environment Act 2005, Environment Act 1995 (Commencement No. 23) (England and Wales) Order 2006 SI 934, Waste (Household Waste Duty of Care) (Wales) Regulations 2006, Waste Management (England and Wales) Regulations 2006 SI 973, Transfrontier Shipment of Waste Regulations 2007 SI 1711	<a href="#">Waste - duty of care</a>	Duty of care applies to all waste consigned - store safely, describe, deal with authorised persons, keep records. Transfer notes on file		
M	3	Environmental Protection Act 1990 Part II, Waste Management Licensing Regulations 1994 as amended, Waste Management Licensing Regulations (Northern Ireland) 2003, End of Life Vehicles Regulations 2003 SI 2635, End-of-Life Vehicles (Producer Responsibility) Regulations 2005 SI 263 , Animal By-Products Regulations 2005 SI 2347, Animal By-Products (Wales) Regulations 2003 SI 2756, Animal By-Products (Wales) Regulations 2006 SI 1293, End of Life Vehicles Regulations 2003 SI 2635, Landfill (England and Wales) Regulations 2002 SI 1559 , Landfill (England and Wales) (Amendment) Regulations 2004 SI 1375, Landfill (England and Wales) (Amendment) Regulations 2005 SI 1640, Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) (Amendment) Regulations 2007 SI 1085, Waste Management (Miscellaneous Provisions) (England and Wales) Regulations 2007 SI 1156, Environmental Permitting (England and Wales) Regulations 2007, Animal By-Products (Amendment) Regulations 2009 SI 1119	<a href="#">Waste - licenses</a>	<a href="#">Shredding waste is defined, waste treatment and requires a registered exemption with EA - on file</a>	Could require registration of exemptions for storage of samples, disposal of borehole arisings etc	
N	2	Environmental Protection Act 1990 Part III, Public Health (Ireland) Act 1878 (as amended), Pollution Control and Local Government (Northern Ireland) Order 1978, Noise and Statutory Nuisance Act 1993, Statutory Nuisance (Appeals) Regulations 1995 SI 2644, Statutory Nuisance (Appeals) (Amendment) (England) Regulations 2006 SI 771, Statutory Nuisances (Insects) Regulations 2006 SI 770, Statutory Nuisance (Miscellaneous Provisions) (Wales) Regulations 2007 SI 117, Statutory Nuisance (Miscellaneous Provisions) (Wales) Order SI 120	<a href="#">Statutory nuisance</a>	NA	Could apply of site works caused statutory nuisance	
O	3	EU Regulation Substances that Deplete the Ozone Layer (2037/2000), Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2002 SI 528, Ozone Depleting Substances (Qualifications) Regulations 2006 SI 1510	<b>ODS</b>	NA		
P	2	Food and Environmental Protection Act (FEPA) 1985, Control of Pesticides Regulations 1986, Control of Pesticides (Amendment) Regulations 1987, Control of Pesticides Regulations (Northern Ireland) 1987, Pesticides Act 1998, Biocidal Products Regulations 2001 SI 880 , Biocidal Products (Amendment) Regulations 2003 SI 429, Biocidal Products (Amendment) Regulations 2005 SI 2451	<b>Pesticides</b>	NA	Could apply if pesticides were used within 10m of watercourse or non-approved pesticides were used by contractors.	

Reference Letter	Weighting Factor	Legislative Provisions	Quick reference (link to legislation)	Apply directly	May apply to site works	May apply to advice to clients	
Q	3	Greenhouse Gas Emissions Trading Scheme Regulations 2003, Climate Change Agreements (Eligible Facilities) Regulations 2006 SI 60, Climate Change Agreements (Energy-intensive Installations) Regulations 2006 SI 59, Climate Change Agreements (Miscellaneous Amendments) Regulations 2006 SI 1848, Climate Change Levy (Combined Heat and Power Stations) Exemption Certificate Regulations 2001 SI 486, Climate Change Levy (Combined Heat and Power Stations) Prescribed Conditions and Efficiency Percentages Regulations 2001 SI 1140, Climate Change Levy (Combined Heat and Power Stations) Prescribed Conditions and Efficiency Percentages (Amendment) Regulations 2003 SI 861 Climate Change Levy (Electricity and Gas) Regulations 2001 SI 1136, Climate Change Levy (General) Regulations 2001 SI 838, Climate Change Levy (General) (Amendment) Regulations 2003 SI 604, Climate Change Levy (General) (Amendment) Regulations 2006 SI 954, Climate Change Levy (Fuels Use and Recycling Processes) Regulations 2005 SI 1715, Climate Change Levy (Miscellaneous Amendments) Regulations 2005 SI 1716, Climate Change Levy (Registration and Miscellaneous Provisions) Regulations 2001 SI 7, Climate Change Levy (Solid fuel) Regulations 2001 SI 1137, Climate Change Levy (Use as Fuel) Regulations 2001 SI 1138, Greenhouse Gas Emissions Trading Scheme (Amendment) Regulations 2006 SI 737, Greenhouse Gas Emissions Trading Scheme Regulations 2005, SI 925, Greenhouse Gas Emissions Trading Scheme (Approved National Allocation Plan) Regulations 2005 SI 1387, Greenhouse Gas Emissions Trading Scheme (Amendment) and National Emissions Inventory Regulations 2005 SI 2903, National Emission Ceilings Regulations 2002 SI 3118, Greenhouse Gas Emissions Trading Scheme (Amendment) Regulations 2007 SI 465, Greenhouse Gas Emissions Trading Scheme (Miscellaneous Provisions) Regulations 2007 SI 1096, Fluorinated Greenhouse Gases Regulations 2008 SI 41, Carbon Accounting Regulations 2009 SI 1257, Climate Change Act 2008, Renewables Obligation Order 2009 SI 785, Fluorinated Greenhouse Gases Regulations 2009 SI 261, Aviation Greenhouse Gas Emissions Trading Scheme Regulations 2009 SI 2301, Carbon Accounting (Amendment) Regulations 2009 SI 3146, Climate Change Agreements (Eligible Facilities) (Amendment) Regulations 2009 SI 2458, Greenhouse Gas Emissions Data and National Implementation Measures Regulations 2009 SI 3130	Greenhouse gases	NA			May apply to advice to clients
R	3	Groundwater Regulations 1998, Groundwater Regulations (Northern Ireland) 1998, Protection of Water Against Agricultural Nitrate Pollution (England and Wales) Regulations 1996 SI 888, Protection of Water Against Agricultural Nitrate Pollution (Amendment) (Wales) Regulations 2002 SI 2297, Protection of Water Against Agricultural Nitrate Pollution (England and Wales) (Amendment) Regulations 2006 SI 1289, Groundwater (England and Wales) Regulations 2009 SI 2902	Groundwater	NA	Could apply where pumpings from land were disposed to land		
S	3	Hazardous Waste (England and Wales) Regulations 2005, Hazardous Waste (Wales) Regulations 2005, List of Wastes (England) Regulations 2005, List of Wastes (England) (Amendment) Regulations 2005 SI 1673, List of Wastes (Wales) Regulations 2005, Hazardous Waste (England and Wales) (Amendment) Regulations 2009 SI 507	Waste -hazardous	Possibly some WEEE, exempt from registration due to <200kgs. WEEE must be segregated and disposed of to an ATF (see WEEE)			
T	2	Notification of Cooling Towers and Evaporative Condensers Regulations 1992	Cooling towers	NA			
U	2	Planning (Listed Buildings and Conservation Areas) Act 1990, Planning (Listed Buildings, Conservation Areas and Hazardous Substances) (Amendment) (Wales) Regulations 2009 SI 1026	Listed buildings	NA			
V	3	Pollution Prevention and Control (Northern Ireland) Regulations 2003, Large Combustion Plants (England and Wales) Regulations 2002 SI 2688, Pollution Prevention and Control (Designation of Solvent Emissions Directive) Order 2003 SI 948, Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2001 SI 503, Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2002 SI 275, Pollution Prevention and Control (England and Wales) (Amendment) (No. 2) Regulations 2002 SI 1702, Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2003 SI 1699, Pollution Prevention and Control (England and Wales) (Amendment) (No. 2) Regulations 2003 SI 3296, Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2006 SI 2311, Pollution Prevention and Control (England and Wales) (Amendment) and Connected Provisions Regulations 2004 SI 3276, Pollution Prevention and Control (Public Participation) (England and Wales) Regulations 2005 SI 1448, Pollution Prevention and Control (Unauthorised Part B Processes) (England and Wales) Regulations 2004 SI 434, Waste Incineration (England and Wales) Regulations 2002 SI 2980, Pollution Prevention and Control (Amendment) (Wales) Regulations 2006 SI 2802, Pollution Prevention and Control (England and Wales) (Amendment) (Wales) Regulations 2006 SI 2802, Large Combustion Plants (National Emission Reduction Plan) Regulations 2007 SI 2325, Pollution Prevention and Road Traffic Act 1988 (as amended), Road Vehicles (Construction and Use) Regulations (as amended)	PPC	NA	May apply to certain client activities. Where applies must ensure any advice concurs with permit requirements.		
W	1	Solvent Emissions (England & Wales) Regulations 2004, Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2005, Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products (Amendment) (England) Regulations 2009 SI 3145	Traffic emissions	Servicing Mitsubishi			
X	3	Solvent Emissions (England & Wales) Regulations 2004, Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2005, Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products (Amendment) (England) Regulations 2009 SI 3145	Solvent emissions	NA			
Y	2	Control of Pollution Act 1974 Part III, Control of Noise (Codes of Practice for Construction and Open Sites) Order 1984, 1987 and 2002, Control of Noise (Codes of Practice for Construction and Open Sites)(Scotland) Order 1985, Control of Noise (Codes of Practice for Construction and Open Sites) Order (Northern Ireland) 2002	Construction noise	NA	Could apply where construction works were on-going during an investigation. Requirement to use s:60 or s61 schemes for noise control		
Z	3	Landfill (England & Wales) Regulations 2002, Landfill (Scotland) Regulations 2003, Landfill Regulations (Northern Ireland) 2003, Waste Incineration (England and Wales) Regulations 2002 SI 2980, Waste Management Licences (Consultation and Compensation) Regulations 1999 SI 481, Waste Management Licensing Regulations 1994 SI 1056, Waste Management Licensing (Amendment) Regulations 1995 SI 288, Waste Management Licensing (Amendment No 2) Regulations 1995 SI 1950, Waste Management Licensing (Amendment) Regulations 1996 SI 1279, Waste Management Licensing (Amendment) Regulations 1997 SI 2203, Waste Management Licensing (Amendment) Regulations 1998 SI 606, Waste Management Licensing (Amendment) (England) Regulations 2002 SI 674, Waste Management Licensing (Amendment) (England) Regulations 2003 SI 595, Waste Management Licensing (Amendment) (Wales) Regulations 2002 SI 1087, Waste Management Licensing (Amendment) (Wales) Regulations 2003 SI 780, Waste Management Licensing (Amendment) (Wales) Regulations 2004 SI 70, Waste Management Licensing (England and Wales) (Amendment and Related Provisions) Regulations 2005 SI 883, Waste Management Licensing (England and Wales) (Amendment and Related Provisions) (No. 2) Regulations 2005 SI 1528, Waste Management Licensing (England and Wales) (Amendment and Related Provisions) (No. 3) Regulations 2005 SI 1728, Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006 SI 3315, Landfill Tax (Amendment) Regulations 2007 SI 965, Pet Cemeteries (England and Wales) Regulations 2007 SI 2596, Persistent Organic Pollutants Regulations 2007 SI 3106, Landfill Tax (Amendment) Regulations 2008 SI 770, Environmental Permitting (England and Wales) Regulations 2007 SI 3538	Waste - disposal	NA	No directive waste is disposed of by WDL. WAC generally NA due to nature of waste arising.		
AA	3	Packaging (Essential Requirements) Regulations 1998, Packaging (Essential Requirements) (Amendment) Regulations 2004 SI 1188, Packaging (Essential Requirements) (Amendment) Regulations 2006 SI 1492, Producer Responsibility Obligations (Packaging Waste) Regulations 2007 SI 871, Packaging (Essential Requirements) (Amendment) Regulations 2009 SI 1504, Producer Responsibility Obligations (Packaging Waste) Regulations 2008 SI 871	Packaging waste	<2million and 50 tpa : NA			
AB	2	Town & Country Planning (Environmental Impact Assessment) Regulations 1999, Town and Country Planning (Environmental Impact Assessment) (Amendment) (Wales) Regulations 2006 SI 3009, Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 1999, Environmental Impact Assessment (Scotland) Regulations 1999 (as amended) plus specific sector based regulations, Environmental Impact Assessment (Agriculture) (England) (No.2) Regulations 2006 SI 2522, Environmental Impact Assessment (Forestry) (England and Wales) Regulations 1999 SI 2228, Environmental Impact Assessment (Forestry) (England and Wales) (Amendment) Regulations 2006 SI 3106, Environmental Impact Assessment (Land Drainage Improvement Works) (Amendment) Regulations 2006 SI 618, Environmental Impact Assessment (Uncultivated Land and Semi-natural Areas) (England) Regulations 2001 SI 3966 (revoked), Environmental Impact Assessment (Uncultivated Land and Semi-natural Areas) (England) (Amendment) Regulations 2005 SI 1430 (revoked), Environmental Impact Assessment (Uncultivated Land and Semi-natural Areas) (Wales) Regulations 2002 SI 2127, Transport and Works (Assessment of Environmental Effects) Regulations 2006 SI 958	EIA	NA	May be relevant where Annex 1 or 2 projects are planned		
AC	2	Town and Country Planning Act 1990, Town and Country Planning (Scotland) Act 1997, Planning (Northern Ireland) Order 1991 as amended 2003, Building Regulations 2000, Building Regulations (Northern Ireland) 2000, Planning Act 2008	T&CP	NA	May be relevant where development is proposed		
AD	2	Town and Country Planning Act 1999, Hedgerows Protection Act 1997, Town and Country Planning (Trees) Regulations 1999, Planning (Northern Ireland) Order 1991, Planning (Trees) Regulations (Northern Ireland) 2003, Town and Country Planning (Scotland) Act 1997	Hedgerows and trees	NA	Generally unlikely to apply, but possible in theory		
AE	2	Water Industry Act 1991, Water Supply (Water Fittings) Regulations 1999, Water and Sewerage Services (Amendment) (Northern Ireland) Order 1993, Byelaws 2000	Drinking water supplies	No specific requirement on user			

Reference Letter	Weighting Factor	Legislative Provisions	Quick reference (link to legislation)	Apply directly	May apply to site works	May apply to advice to clients
AF	3	Water Industry Act 1991, The Water Industry (Scotland) Act 2002, Sewerage (Scotland) Act 1968, The Water and Sewerage Services (Northern Ireland) Order 1973, The Water and Sewerage Services (Amendment) (Northern Ireland) Order 1993, Trade Effluents (Prescribed Processes and Substances) Regulations 1989 as amended	<a href="#">Discharges to sewer</a>	Foul drainage only, no trade effluent consent needed	Discharge of any contaminated water to sewer requires either measures to control or a discharge consent	
AG	3	Water Resources Act 1991, Control of Pollution Act 1974 (Scotland), Water Act (Northern Ireland) 1972, The Water (Northern Ireland) Order 1999, Salmon & Freshwater Fisheries Act 1972, Nitrate Pollution Prevention (Amendment) Regulations 2009 SI 3160, Water Resources Act 1991 (Amendment) (England and Wales) Regulations 2009 SI 3104	<a href="#">Discharges to controlled waters</a>	Duty to prevent pollution - general no specific consents needed for office	Discharge of any contaminated water to controlled waters requires either measures to control or a discharge consent	
AH	3	Water Resources Act 1991, Water Environment and Water Services Act 2003, The Water Environment (Water Framework Directive) Regulations 2003, Land Drainage Act 1991 as amended, Water Resources (Abstraction and Impounding) Regulations 2006 SI 641, Water Act 2003, Water Act 2003 (Consequential and Supplementary Provisions) Regulations 2005 SI 2035, Water Environment (Water Framework Directive) (England and Wales) Regulations 2003 SI 3242, Water Resources Management Plan Regulations 2007 SI 727, Water Resources (Abstraction and Impounding)(Amendment) Regulations 2008 SI 165	<a href="#">Abstraction &amp; Drainage</a>	NA	Pumping from a borehole may require an abstraction licence	
AI	2	Wildlife & Countryside Act 1981, The Wildlife (Northern Ireland) Order 1985 as amended 1995, The Countryside and Rights of Way Act 2000, The Natural Heritage (Scotland) Act 1991, The Nature Conservation and Amenity Lands (Northern Ireland) Order 1985 as amended 1989, The Access to the Countryside (NI) Order 1983, Protection of Badgers Act 1992, The Control of Trade in Endangered Species (Enforcement) Regulations 1997, Natural Environment and Rural Communities Act 2006, Conservation (Natural Habitats, &c) (Amendment) Regulations 2007 SI 1843, Conservation (Natural Habitats, &c.) (Amendment) (England and Wales) Regulations 2008	<a href="#">Wildlife and habitat protection</a>	NA but efforts to create habitat, bird boxes etc	General duty with respect to protected species and SSSI SPA, SACs	
AJ	2	Animal By-Products (England) Regulations 2005, Animal By-Products (Wales) Regulations 2006, Animal By-Products (Scotland) Regulations 2003, Animal By-Products (Northern Ireland) Regulations 2003, Animal By-Products (Amendment) Regulations 2009 SI 1119	<a href="#">Animal by-products</a>	NA		
AK	2	Clean Neighbourhoods and Environment Act 2005, Litter Act 1983, Site Waste Management Plans Regulations 2008 SI 314	<a href="#">Litter &amp; Construction Site Waste</a>	May apply to waste put out early or where escapes from sacks	Possible new duty for construction waste plans may apply in future	
AL	2	Noise Act 1996, Control of Noise (Codes of Practice for Construction and Open Sites) (Wales) Order 2002 SI 1795, Control of Pollution Act 1974, Noise and Statutory Nuisance Act 1993, Environmental Noise (England) Regulations 2006 SI 2238, Environmental Noise (Wales) Regulations 2006 SI 2629, Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001 SI 1701, Noise Emission in the Environment by Equipment for Use Outdoors (Amendment) Regulations 2001 SI 3958, Noise Emission in the Environment by Equipment for Use Outdoors (Amendment) Regulations 2005 SI 3525, Environmental Noise (Identification of Noise Sources) (England) Regulations 2007 SI 415, Environmental Noise (Identification of Noise Sources) (England)(Amendment) Regulations 2007 SI 2458, Environmental Noise (England) (Amendment) Regulations 2008 SI 375	<a href="#">Noise, General</a>	NA	General requirement not to cause noise problems during site works and to notify LA under s60 COPA.	
AM	1	Dangerous Substances (Amendment) Regulations 2005 SI 1689, Carriage of Dangerous Goods by Rail Regulations 1996 SI 2084, Carriage of Dangerous Goods by Road Regulations 1996 SI 2085, Carriage of Dangerous Goods (Amendment) Regulations 1998 SI 2885, Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 SI 1689, Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations 2005 SI 2571, Control of Asbestos Regulations 2006 SI 2739, Control of Major Accident Hazards Regulations 1999 SI 743, Control of Major Accident Hazards (Amendment) Regulations 2005 SI 1088, Control of Pollution (Anti-Fouling Paints and Treatments) Regulations 1987 SI 783, Controls on Pentabromodiphenyl Ether and Octabromodiphenyl Ether (No. 2) Regulations 2004 SI 3278, Creosote (Prohibition on Use and Marketing) (No2) Regulations 2003 SI 1511, Dangerous Substances in Harbour Areas Regulations 1987 SI 37, Detergents Regulations 2005 SI 2469, Environmental Protection (Controls on Dangerous Substances) Regulations 2003 SI 3274, Environmental Protection (Controls on Hexachloroethane) Regulations 2003 SI 602, Environmental Protection (Controls on Injurious Substances) Regulations 1992 SI 31, Environmental Protection (Controls on Injurious Substances) Regulations 1993 SI 1, Environmental Protection (Controls on Injurious Substances) (No. 2) Regulations 1993 SI 1643, Environmental Protection (Controls on Injurious Substances) Regulations 1999 SI 3244, Environmental Protection (Controls on Injurious Substances) (Amendment) Regulations 2001 SI 3141, Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regulations 1996 SI 506 (revoked by 2002 SI 528), Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2002 SI 528, Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000 SI 1043, Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) (Amendment) Regulations 2000 SI 3359, Notification of Installations Handling Dangerous Substances Regulations 1982 SI 1357, Notification of Installations Handling Dangerous Substances (Amendment) Regulations 2002 SI 2979,	<a href="#">Hazardous substances - general</a>	Requirement applying to ASL, data sheets, bans or restrictions on specified hazardous substances, notification of hazardous installations etc. Aware of requirements but generally do not apply other than those required through COSHH Regs.	Requirement applying to ASL, data sheets, bans or restrictions on specified hazardous substances, notification of hazardous installations etc. Aware of requirements but generally do not apply other than those required through COSHH Regs.	
AN	3	Waste Electrical and Electronic Equipment Regulations 2006 SI 3289, Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006 SI 3315, Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) (Amendment) Regulations 2007 SI 1085, Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (Amendment) Regulations 2009 SI 581, Waste Electrical and Electronic Equipment (Amendment) Regulations 2009 SI 2957, Waste Electrical and Electronic Equipment (Amendment) (No.2) Regulations 2009 SI 3216	<a href="#">WEEE</a>	WEEE waste must be treated at an ATF.		
AO	3	High-activity Sealed Radioactive Sources and Orphan Sources Regulations 2005 SI 2686, Ionising Radiations Regulations 1999 SI 3232, Nuclear Installations Act 1965, Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999 SI 2892, Nuclear Reactors (Environmental Impact Assessment for Decommissioning) (Amendment) Regulations 2006 SI 657, Packaging, Labelling and Carriage of Radioactive Material by Rail Regulations 1996 SI 2090, Radiation (Emergency Preparedness and Public Information) Regulations 2001 SI 2975, Radioactive Contaminated Land (Enabling Powers) (England) Regulations 2005 SI 3467, Radioactive Contaminated Land (Modification of Enactments) (England) Regulations 2006 SI 1379, Radioactive Material (Road Transport) Act 1991, Radioactive Material (Road Transport) Regulations 2002 SI 1093, Radioactive Material (Road Transport) (Amendment) Regulations 2003 SI 1867, Radioactive Substances Act 1993, Radioactive Substances (Appeals) Regulations 1990 SI 2504	<a href="#">Radioactive Substances</a>	NA	Radioactive substances must be registered with EA/NI, disposal must be authorised by EA, specific provisions applying to movement of substances and radioactive containment of land.	
<b>Review date:</b> 06-Oct-09						
<b>Review under:</b> S Simmons						
<b>Document Status:</b> Controlled						
<b>Version No.:</b> EMS/LR/2006:1.0						
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Final	03-Oct-06	First version for issue		SAS - approved for issue		
Update	19-Jan-07	Updated legislation and addition of Radioactive Substances and WEEE sections plus hyperlinks to E Key Law		SAS - approved for issue		
Update	22-Jun-07	General update		SAS - approved for issue		
Update	25-Sep-07	General update		SAS - approved for issue		
Update	07-Nov-07	General update		SAS - approved for issue		
Update	01-May-08	General update		SAS - approved for issue		
Update	06/10/2008	Update and amended E key facts links to new series documents		SAS - approved for issue		
Update	30/09/2009	General update		SAS - approved for issue		
Update	13/01/2010	Legislation update		SAS - approved for issue		
<b>Next review</b> 03-Oct-10						

**Waste Dynamics EMS Improvement Programme 2008/09**

Objective No.	Objective/Target	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Aspect No 2	Off set residual carbon emissions by tree planting												Woodland trust 4.4 tonnes offset	
Aspect No 65	Provide one day free consultancy support to a local charity to help reduce their environmental impact and enhance sustainable development by 1/10/09									V2C training course delivered				

**Waste Dynamics EMS Improvement Programme 2009/10**

Objective No.	Objective/Target	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Aspect No 1, 2 & 38	Off set residual carbon emissions by tree planting													
Aspect No 65	Provide one day free consultancy support to a local charity to help reduce their environmental impact and enhance sustainable development by 1/10/10													



SIGNIFICANT ASPECTS LISTING 2008/09

Aspect Ref No. (blue are significant)	SIGNIFICANT ASPECTS LISTING 2008/09											IMPACT GROUPS											Risk control OBJECTIVES										
	Aspects		Air Impact	Water Impact	Noise and Nuisance	Resource Depletion & Waste	Land and Land Use	Risk Score (total)	Description of contributory factors to risk score	Description of current control measures and additional measures needed to reduce risk score																							
	Activity	Aspect									1.1	1.2	1.3	1.4	2.1	3.1	3.2	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8								
	<b>RELEASES TO ATMOSPHERE</b>																																
1	Transport	Private car mileage	9	0	0	0	0	9	15000 miles per annum car travel in 2.5 litre Mitsubishi 2.5 l diesel equates to annual CO2 emission of around 5.7 tonnes.	Avoiding unnecessary travel and use of biodiesel. No further improvement possible, see objective Aspect 2																							
2	Heating	Gas fired boiler	8	0	0	0	2	10	Difficult to measure gas usage for business side of property. Estimated from bills at 1/4 use annual emissions are some 1.2 tonnes CO2.	Thermostat set to 16 °C. Condensing boiler replacement achieved. Radiant heater now provided for office to avoid heating whole house during working day. Double glazing fitted. Now offset emissions of carbon by tree planting																							
38		electricity supply	4	0	0	3	0	7	Electricity usage for business side of property. Annual estimates of CO2 from electrical energy generation are some 0.58 tonnes.	Continue to switch off when not needed.																							
	<b>SERVICES</b>																																
65	Consultancy	Advice and information	-10	-11	-6	-9	-8	-44	Indirect impact of advice given on clients and website users potential to cause environmental effects.	Produce a second free day to charity or local authority to promote sustainable management practices																							

Review date:	30-Sep-09		
Review undertaken by:	S Simmons		
Document Status:	Controlled		
Version No:	EMS/LR/2006:1.0		
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Updated	06-Oct-08	Full review and updated accordingly	SAS - approved for issue
Updated	30-Sep-09	Fiull review and updating of aspects scores	SAS - approved for issue
Next review due	03-Oct-10		

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Updated	30-Sep-09	Fiull review and updating of aspects scores	SAS - approved for issue

Element	Management/ control systems (Initial Status)	Management/ control systems (Updated Status)	Priority	Improvement Objectives	Objectives Code	Resources/Activities Required
<b>Environmental Management Arrangements</b>						
Environmental policy				Policy in place	None	
Responsibilities/ competencies				Defined responsibilities. Competencies as required by task.	None	
Policy communication				Policy is on company website, in office and made available to key contractors/customers on request or during contract preparation	None	
Management standards				In place	None	
Risk assessment				In place	None	
Environmental aspects identification				In place	None	
Environmental legislation				In place	None	
Objectives and targets				System in place	None	
Audits				Improved Audit score possible.	None	
Environmental performance measures				1/4 ly reports system in place	None	
<b>Environmental Training and Systems of Work</b>						
Competence, training needs and provision				In place	None	
Systems of work				In place	None	
<b>Incident Control and Emergency Response Plans</b>						
Incident reporting				In place	None	
Incident response plans				In place	None	
<b>Activities and Operations</b>						
Minimising impacts				In place	None	
Assessment of contractors/suppliers competence				In place	None	
Energy and water management			Medium	Continue to improve energy management controls	2	Now off-set residual carbon emissions through tree planting
Transport				In place		
Waste management				in place	None	
Effluent and surface water discharges				In place	None	
Emissions to atmosphere				Off-set carbon emissions by planting trees		
Noise and nuisances				In place	None	
Land and property management - biodiversity, species and habitats				In place	None	
Sustainable development			Medium	Donate 1 day free to local charity to promote sustainable practices	65	SAS - £575 lost income.
Buildings/Infrastructure				Adequately controlled	None	
<b>Key</b>						
Adequate management/ control systems are generally in place		Low - Low priority issue		Reputational risk		

Some management/ control systems are in place, but important gaps remain.		<b>Medium</b> - Medium priority issue		=	Potential for improvement	
Management/ control systems are either absent or inadequate to control risk		<b>High</b> - High priority issue		=	Legal non-compliance directly or indirectly through client	
<b>Review date:</b>		30-Sep-09				
<b>Review undertaken by:</b>		S Simmons				
<b>Document Status:</b>		Controlled				
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Final for approval		03/10/2006	First version for issue			
Revised after Carbon Management Plan		16/11/2006	Revised targets for CO2 emissions per fte			
Revision		24/01/2007	4.7 target date put back 1 month, control system status (current) column added to reflect changes due to new systems/controls			
Revision		25/09/2007	Targets revised for 2007/08 following changes in aspects assessment			
Revised		06/10/2008	Updated for 2008/09 annual programme			
Revised		30/09/2009	Updated energy priority now dropped to medium			
<b>Next review due</b>		03-Oct-10				