



**Arch 12/13
 Culvert Place,
 Battersea,
 London
 SW11 5BA**

**Traditional Sash Windows.co.uk
 Company Environmental Policy**

Alan Scott Crozier trading as Traditional Sash Windows.co.uk recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers and suppliers to do the same.

Responsibility

Alan Crozier, Company Director, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Waste Carrier Licence

Vehicles operated by Traditional Sash Windows.co.uk carrying waste must be accompanied with a Waste Carriers Licence at all times. A copy of Traditional Sash Windows Waste Carriers licence is attached as part of this document.

Waste Management Plan

Type of Waste	Stowage Location	Category	Disposure
Timber 30%	Timber bins located at the back of workshop	Re-Used Recycled	Timber that is large enough to be reused is used in our manufacture process.
Saw Dust 30%	Stored in Arch 13 in bags	Re- used	Segregated and cleaned - organised collection from horse stables

Paint (Hazardous Chemicals) 5%	Stored in paint locker	Non Recycled	Delivered to Cory's Waste Management Dump and disposed of safely
Plastics 20%	Stowed by skip in yard	Recycled	Delivered to Cory's Waste Management Dump and recycled.
Food 5%	Stored in food waste bins supplied by council	Recycled Biodegradable	Disposed of by council
Metals (Lead) 0%	Stored in weight locker (front of premises)	Re-used	Not Applicable
Domestic Waste 10%	Bagged and binned provided by council	Recycled Biodegradable	Disposed of by council

Impact on Environment Scale:

Green = Little impact

Orange = Medium Concern

Red = Large Impact

Paper

We will:

- Minimise the use of paper in the office.
- Reuse and recycle all paper where possible.
- Reduce ink usage. Print only necessary documents.

Energy and water

We will seek to:

- Switch off lights and electrical equipment when not in use.
- Take energy consumption and efficiency of new products into account when purchasing them.

Office supplies

We will:

- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.

Transportation

We will:

- Reduce the need to travel, restricting to necessity trips only.

Maintenance and cleaning

We will:

- Only use licensed and appropriate organisations to dispose of waste.
- Consent to Waste Carrier Requirements and be licenced in doing so.

Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through internal training.

Green Culture

We will:

- Update this policy at least once annually in consultation with staff where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Appoint an annual company goal for reducing waste.

This Year's Objective is: _____

Company Staff Acknowledgment:

I confirm I have read, understand and acknowledge the above company environmental policy.

No:	Name:	Signature :	Date:
1			
2			
3			
4			
5			
6			
7			



A. S. Crozier
Company Director