

FAVERSHAM COMMUNITY GYMNASTICS AND
ACTIVITY CENTRE



Environmental Policy

November 2021 - November 2022

Faversham Community Gymnastics & Activity Centre

Queen Elizabeth II Jubilee Centre

23a Whitstable Road

Faversham

Kent

ME13 8BF

Telephone: 01795 532132

Email: info@favershamactivitycentre.co.uk

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Innovation Centre Medway, Maidstone Road, Chatham, Kent ME5 9FD

Tel: 01634 353677

Email: info@hawksafe.co.uk



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DOCUMENT CONTROL

This document will be kept at the main office of FAVERS HAM COMMUNITY & ACTIVITY CENTRE. All amendments will be issued to that office.

DISTRIBUTION SCHEDULE

Table with 2 columns: Issue Date, Designation. Rows include Nov 20 (Initial Publication) and Nov 21 (Annual Review).

RECORD OF AMENDMENTS

Amendments to the Environmental Management Policy of FAVERS HAM COMMUNITY & ACTIVITY CENTRE will be issued by Hawksafe Ltd. Their incorporation should be recorded below.

Table with 3 columns: Issue Date, Amended By, Remarks. Row includes Oct 2021, A Haith, Organisational chart updated.





INTRODUCTION

INTRODUCTORY NOTE

1. This Policy is divided into four sections -

Part One	-	Environmental Policy of Intent Statement
Part Two	-	Environmental Management Organisation
Part Three	-	Roles and Responsibilities
Part Four	-	The Arrangements (Detailed Policies)

- 1.1. **Part one** contains the Statement of Intent of the Managing Director of FAVERSHAM COMMUNITY & ACTIVITY CENTRE. This should be displayed at all places where Personnel work.
- 1.2. **Part two** outlines the management structure of FAVERSHAM COMMUNITY & ACTIVITY CENTRE. We have complimented this with a table outlining the personnel appointed to management positions.
- 1.3. **Part three** provides the details of roles and responsibilities given to appointed persons. This gives clear guidance to appointment holders for the day to day health and safety responsibilities associated with their work within FAVERSHAM COMMUNITY & ACTIVITY CENTRE.
- 1.4. **Part four** forms the Arrangements of FAVERSHAM COMMUNITY & ACTIVITY CENTRE i.e. detailed Policies relating to Environmental arrangements. This part gives clear guidance for FAVERSHAM COMMUNITY & ACTIVITY CENTRE representatives to enable them to conduct their job function whilst paying due regard to safe working practices and legislation. These should be observed and adhered to at all time.
- 1.5. Where reference has been made to his, him, or he, this refers to either gender.
- 1.6. Where reference to competent staff is made, it should be considered that we have assessed the situation, about providing sufficient information, instruction, raining and supervision for environmental issues.

SCOPE

- 2.1 This Environment Management Manual applies to FAVERSHAM COMMUNITY & ACTIVITY CENTRE.
- 2.1 FAVERSHAM COMMUNITY & ACTIVITY CENTRE is a privately owned community gymnastics centre.

OUR AIMS

- 3.1 Environmental Management is a key responsibility of FAVERSHAM COMMUNITY & ACTIVITY CENTRE. Our aim is to consistently deliver profits to our stakeholders and continue to grow, and to be self-sustaining as part of our business systems while ensuring our impact to the Environment is as minimal as possible.



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- 3.2 We are aware that the future of the Earth and its limited resources is reliant upon the continuing target to reduce our environmental impact. Our aim is to evaluate how we impact the Environment and to set Targets and Objectives that, where possible, reduce the overall impact and ensure that we meet all current legal requirements.

HOW DO WE OPERATE

- 4.1 We will continually review the efficiency and effectiveness of the way we work and introduce improvements, which will meet the current and future Environmental needs of all our stakeholders, including customers, staff and suppliers. Our Environmental Management System provides the framework to enable the identification, management and review of these improvements.

ISO 14001:2015

- 5.1 The Environmental Management System meets the requirements of ISO 14001:2015 with no exclusions.
- 5.2 Management of FAVERSHAM COMMUNITY & ACTIVITY CENTRE confirm the commitment of the company to the implementation of the Environmental Management System as well as requisite statutory and regulatory requirements.

COMPLIANCE REVIEW

- 6 FAVERSHAM COMMUNITY & ACTIVITY CENTRE Health and Safety Policy shall be formally reviewed annually, or more frequently if necessary, by Hawksafe Limited, for as long as FAVERSHAM COMMUNITY & ACTIVITY CENTRE retains their services. This review shall cover all sections of the policy and shall ensure that:
- 6.1 The responsibilities reflect the current staffing of FAVERSHAM COMMUNITY & ACTIVITY CENTRE.
- 6.2 The Arrangements remain unchanged.
- 6.3 The safe working procedures are still applicable.
- 6.4 Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

ENVIRONMENTAL PROGRAMME

7. Hawksafe Limited shall undertake an annual review of FAVERSHAM COMMUNITY & ACTIVITY CENTRE Environmental Programme to ensure that FAVERSHAM COMMUNITY & ACTIVITY CENTRE is following the Policy. This review shall check that:
- 7.1. All the responsibilities allocated in the Policy are understood and are being performed.
- 7.2. The procedures set up in the Policy are being complied with and remain effective.
- 7.3. Records, as required in the Policy, are being adequately compiled and retained.
- 7.4. All the necessary reports are being prepared and forwarded to the relevant persons within FAVERSHAM COMMUNITY & ACTIVITY CENTRE and the relevant Enforcing Authorities.





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7.5. They will also evaluate:

- 7.5.1. Management and employee attitudes to the Environment.
- 7.5.2. The effectiveness of the training carried out and the requirements for further training.
- 7.5.3. The effectiveness of the Policy to reduce pollution incidence or near misses within the workplace.
- 7.5.4. The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.



OUR MANAGEMENT SYSTEM

To achieve our aims, we manage our business through a series of linked processes, which describe how we PLAN what we are going to do, DO what our customers want, CHECK how well we have done it and ACT on this information to continually improve these processes. Each process has been 'mapped' to enable us to visually understand and communicate how it works and how it interacts with other processes. The process maps show how inputs are turned into outputs (or outcomes) through several joined-up activities. Where necessary, process maps are supported by written procedures, which describe the process in more detail and how it is controlled.

We monitor our processes through internal audits and, where applicable, measure them by using a set of performance indicators aligned to our business objectives.

The Management System is reviewed to ensure continuing suitability, adequacy and effectiveness. This review will identify any other opportunities for improvement and assess the need for change to the system, policy or objectives.





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PART ONE – POLICY STATEMENT

This section contains the management policy for approaching specific health and safety topics.





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GENERAL STATEMENT

FAVERSHAM COMMUNITY & ACTIVITY CENTRE ENVIRONMENTAL POLICY

FAVERSHAM COMMUNITY & ACTIVITY CENTRE ("The Company") recognises that its work-related activities have environmental implications.

The Management of The Company are committed to conducting business activities in a manner that avoids, reduces or controls harm to people and the environment. Adequate and appropriate resources will be provided, and competent people employed, to ensure continual improvement to environmental impacts and the prevention of pollution relative to the nature of the business. Good environmental management is considered fundamental to the operation of the business.

The Company will comply with applicable legal requirements and with other requirements which relate to its environmental aspects. Regular audits are reviews of the environmental aspects of the Company's operations will be undertaken and action taken as necessary.

Management will periodically review the content of this Policy Statement for continuing suitability and compliance with relevant standards together with applicable regulatory requirements. A framework for settling and reviewing environmental objectives and targets will be established. Management will also ensure that this policy is communicated to all persons working for, or on behalf of, the Company and implement at all levels within the organisation. This policy will also be made available, upon request, to members of the public.

The success of this policy requires -

- The full co-operation and involvement of all employees and others that may be involved.
- Acceptance by everyone, of the responsibility to take reasonable care of all matters that impact on the environment.
- Co-operation with the Company to comply with its legal duties and procedures.

The Managing Director accepts the responsibility of ensuring that an environmental management system is established, implemented and maintained in accordance with ISO 14001:2015. All managers, supervisors and other employees are expected to support and implement this policy wholeheartedly.

Director responsible for Environmental Management

Signed:

Name: Richard Thornby

Date: 1st November 2021





POLICY AIM

1. The aim of this policy is to provide a framework for the management of Environmental Aspects and Impacts within our company, to identify roles and responsibilities to ensure a pro-active approach is met and that control and co-operation are gained through competence and good communication. It will address office and site work specifics and aims to cover all our work activities.

OBJECTIVES

1. Identify specific duty holders and determine their responsibilities.
2. Provide Environmental training to duty holders and others to ensure ability to discharge duties placed upon them.
3. Provide information to those affected of Environmental risks and such measures to control those risks.
4. Investigate record and evaluate incidents to identify trends and weaknesses within our control measures to enable review.
5. Seek the views, advice and assistance from Environmental advisors, statutory authorities and employees.
6. Review and monitor the provisions set out within this policy and amend as become necessary.
7. Maintain our own knowledge through information evaluation including legislative updates, guidance and approved codes of practice and technological advancements.
8. Maintain records for evaluation.



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PART TWO – ENVIRONMENTAL ORGANISATION

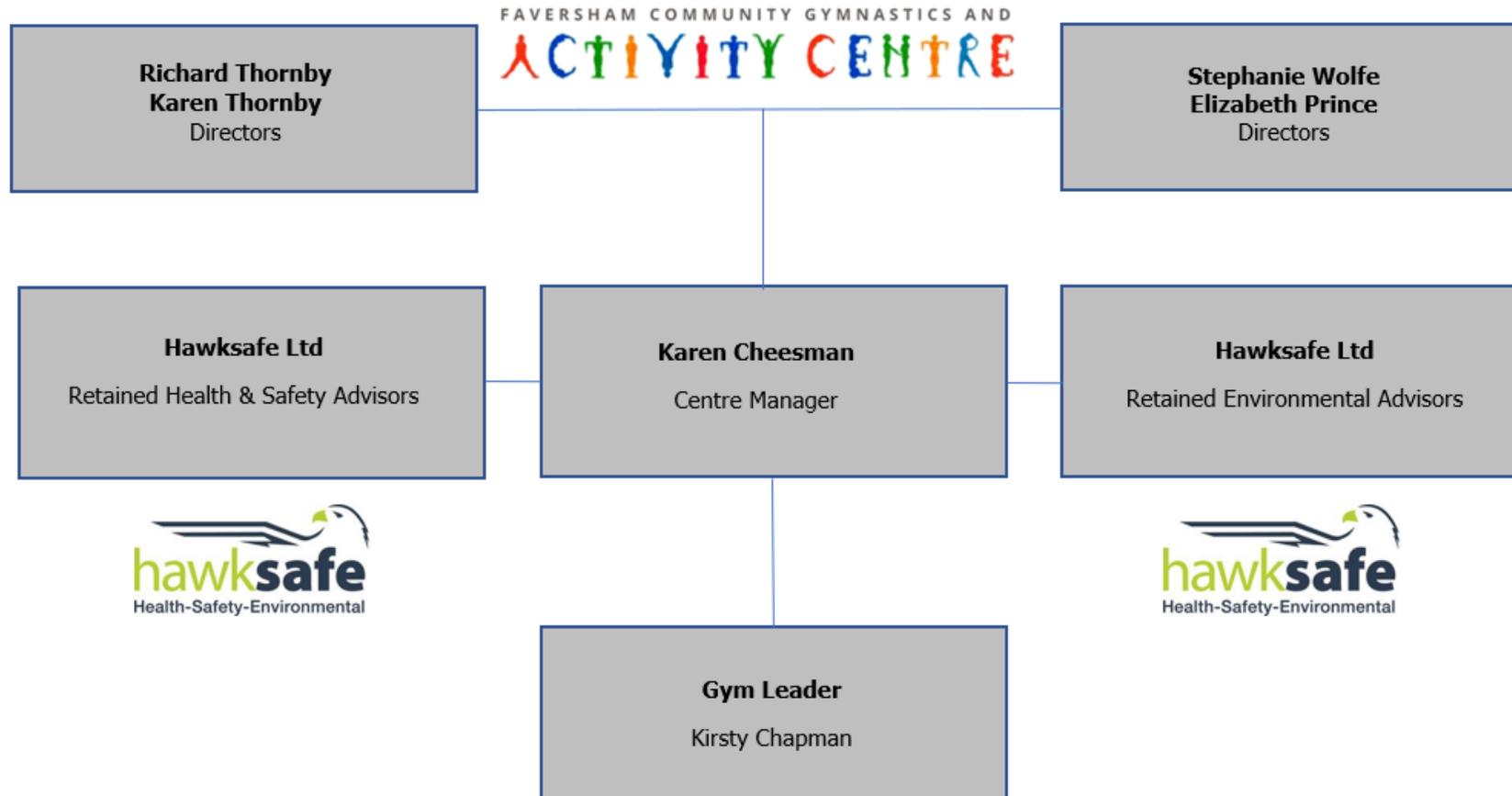
This section contains our management structure





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MANAGEMENT ORGANISATIONAL CHART





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PART THREE – ROLES AND RESPONSIBILITIES

This section provides the Roles and Responsibilities given to appointed persons





HEALTH & SAFETY DIRECTORS – Richard Thornby and the Board of Directors

They shall take responsibility for Environmental Management throughout the Company. To limit the impact from the Environmental aspects that the company has influence over and to limit the impact on others who may be affected by the Company's operations, he will: -

1. Initiate and, from time to time, review the Company's Environmental Policy and ensure that it is promoted to all employees and to others acting on behalf of the Company.
2. Appoint staff to ensure that the Policy is applied in all areas of the Company's activities.
3. Know the broad requirements of The Environmental Protection Act 1990 and other relevant legislation and insist that these are observed.
4. Ensure records of Environmental training carried out are recorded on personnel records.
5. Ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety.
6. Ensure the effective planning of all contracts to take account of known and foreseen Environmental Risks and to limit impacts.
7. Ensure that tenders include adequate allowance for all Environmental matters and that necessary arrangements are made with clients and building occupiers.
8. Ensure that sub-contract tenders include adequate provision for Environmentally friendly working, management, supervision, materials, equipment, etc.
9. Ensure safe storage of equipment and materials and to implement spill or emergency clean up response if necessary.
10. Ensure that suitable plant tools and equipment is regularly serviced to ensure optimum and efficient operation.
11. Take necessary reporting action on environmental incidents and report to the Environment Agency when necessary.
12. The impact of the Companies operation is considered for all neighbours or other parties affected by the works.
13. Ensure that funds and facilities are requested to meet the requirements of the Policy.
14. Ensure that all new employees receive an induction into the company which will include Environmental issues, company Environmental policy, company rules etc.
15. Review incident reports and compile incident statistics on an annual basis.
16. Set a good example.



CENTRE MANAGER – Karen Cheeseman

She is responsible to the Directors for organising work so that it is carried out safely and the company Safety Policy is implemented.

1. Be aware of the environmental statutory requirements affecting operations and seek further advice, if necessary.
2. Ensure that all site environmental permissions are obtained and conformance the conditions defined within these permissions.
3. Define project specific environmental objectives / targets.
4. Ensure that environmental risk assessments are effectively monitored, reviewed and communicated.
5. Organise and plan workplaces so that work is carried out in accordance with the Environmental Standards with minimum risk to the natural environment or neighbours.
6. Identify the environmental requirements within method statements and ensure that they are produced and reviewed on time. Identify method statements' required distribution (e.g. foremen, supervisors, operatives, and customer) and ensure that they are followed and controlled as appropriate.
7. Ensure adequate supplies of environmental control equipment (e.g., spill response equipment) are available and are appropriately used.
8. Accompany all EA Inspectors and Enforcing Officers on their visits to sites / workplace.
9. Ensure all new employees, contractors and visitors, including delivery drivers, are instructed on the relevant sections of the Environmental Policy and project specific environmental requirements.
10. Ensure site specific environmental training needs are identified and training programmes are effectively undertaken for all levels of site staff and contractors and that all Supervisors are aware of their environmental responsibilities.
11. Ensure that contractors are made aware of their responsibilities for environmental matters on the project.
12. Immediately report any significant environmental incidents, disciplinary action or enforcing bodies' visits to the HS&E Department.
13. Bring to the attention of the Business Unit Manager and HS&E Advisor any environmental improvement required or problems being encountered.
14. Promote commitment to effective environmental management.
15. Support for Site Environmental Management will be provided by the Managers and Leaders.



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MANAGERS AND LEADERS

They are responsible to the Centre Manager for organising work so that it is carried out safely and the company Safety Policy is implemented.

1. Be aware of the environmental statutory requirements affecting operations and seek further advice, if necessary.
2. Ensure that all site environmental permissions are obtained and conformance the conditions defined within these permissions.
3. Define project specific environmental objectives / targets.
4. Ensure that environmental risk assessments are effectively monitored, reviewed and communicated.
5. Organise and plan workplaces so that work is carried out in accordance with the Environmental Standards with minimum risk to the natural environment or neighbours.
6. Ensure that agreed procedures are followed, or that clear instruction is given and followed on how to limit Environmental Impact.
7. Ensure that employees are familiar with and observe the company Environmental Policy.
8. Notify the Centre Manager of any Environmental Incident and take immediate action to prevent further impact.
9. They will ensure that all significant Environmental Incidents are investigated, and actions implemented to prevent a reoccurrence.
10. Co-operate with EA Inspectors from the Environment Agency and with visiting Environmental Consultants and act on their recommendations.



CENTRE STAFF

All staff are responsible to their Manager/Leader for: -

1. Co-operating in the implementation of the Company Environmental Policy.
2. Observing site rules and following instructions laid down working methods or other procedures designed to ensure environmentally friendly working.
3. Reporting Environmental Risks, or defects in plant or equipment.
4. Developing a personal concern for the Environmental Impact or their work on the site and others working around them.
5. Keeping their work area tidy.
6. Suggesting ways of eliminating Environmental risks.
7. Reporting any Environmental Incidents incurred at work and ensuring that all injuries are entered into the accident book.
8. **COSHH** - the regulations are designed to make your working environment safe as well as detailing the environmental impact of the material. It is essential that you are properly instructed, and you understand the safe methods of working as well as how to clean up material in case of a spill.

CONTRACTORS

Our contractors Environmental Management arrangements will be checked against the requirements of this document and the specific procedures contained in the Environmental Management procedures and project Environmental management plan for the job.

Any shortcomings on the part of the Contractor brought to his attention and eliminated.

Contractors have specific and direct responsibility to their own Environmental Impact and how others that may be affected by their work regarding Environmental Impact, they should:

1. Give due regard to the arrangements and duties that are placed on our centre and staff
2. Identify the Environmental Impacts of their work and inform the Centre Manager where there is a risk.
3. Ensure their own Environmental systems of work, plant and workplaces under their control are safe.
4. Co-operate with other contractors to co-ordinate the work by liaison and consultation.
5. Comply with the Site Environmental Rules and conditions for the project.



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6. Contractors should not deviate from planned procedures and programmes without the agreement of the Director.
7. If contractors employ their own contractors, they should ensure that equivalent environmental standards are achieved and maintained.
8. Provide necessary Environmental training and supervision of activities.
9. Make due allowance on price for Environmental Management of their works and operations.
10. Comply with the waste management requirements as imposed by the Site Supervisor and that are contained in the Site Environmental management plan.

ENVIRONMENTAL ADVISORS

Our retained Environmental Advisors (**Hawksafe Ltd**) are employed to support and assist in all matters regarding the good order and safety of our undertakings.

1. Provide specialist environmental input to operational staff through advice, guidance and support e.g., on environmental legislation and industry best environmental practice.
2. Provide information in the form of instructions, Best Practice Guidance, Codes of Practice, Environmental Information Sheets etc., as appropriate.
3. Assist staff in the review of environmentally high-risk contractors' method statements, provide appropriate assistance in assessing other environmentally related method statements, and monitor the implementation of the same in the workplace, as appropriate.
4. When identified, highlight to the relevant manager if operations are not achieving the Centre's environmental standards.
5. Assist project management through advice, information, training and encouragement as appropriate to ensure that projects continually meet our environmental standards
6. Assist in the promotion of involvement in environmental management of all staff by discussion, briefings, training sessions and effective communication.
7. Assist in the investigation of all environmental incidents as required by our Environmental Standards and make known and discuss any significant findings / recommendations.
8. Conduct audits to ensure compliance against legislative and Group environmental management system standards.
9. Provide feedback to the Centre Manager on the effectiveness of the Centre's Environmental Management systems and any improvements necessary.





PART FOUR - ARRANGEMENTS / OPERATIONAL CONTROLS

This section contains our detailed Arrangements and Operational Controls on differing matters relating to Environmental Management.

Folder	Document Name	Version	Included
1 Aspects and Impacts	1.1 Environmental Aspect & Impacts Definition & Scope	A	✓
	1.2 Aspect & Impacts Assessment	A	✓
	1.3 Aspect & Impacts Register	A	✓
2 Enquiry Management	2.1 Enquiry Management Definition & Scope	A	✓
	2.2 Site Visit Environmental Risk Checklist	A	✓
3 Emergency Preparedness & Response	3.1 Emergency Preparedness & Response	A	✓
	3.2 Environmental Alert Document	A	✓
	3.3 Environmental Incident Reporting Form	A	✓
	3.4 Spill Response Plan	A	✓
	3.5 Spill Response Planning & Control	A	✓
4 Incident Management	4.1 Incident Management	A	✓
	4.2 Witness Statement Form	A	✓
	4.3 Environmental Incident Reporting Form	A	✓
5 Management Review	5.1 Management Review	A	✓
6 Purchasing and Procurement	6.1 Purchasing & Procurement Definition & Scope	A	✓
	6.2 Performance Assessment form	A	✓
	6.3 Contractor Pre-Qualification Questionnaire	A	x
	6.4 Designer Pre-Qualification Questionnaire	A	x
	6.5 Operative Pre-Qualification Questionnaire	A	x
7 Internal Audit	7.1 Internal Audit Definition & Scope	A	✓
	7.2 Internal Audit Report	A	✓
	7.3 Internal Audit Record	A	✓
8 Environmental Complaint Management	8.1 Environmental Complaint Management	A	✓
	8.2 Complaint Form	A	✓
9 Legal Register and Evaluation of Compliance	9.1 Legal Definition & Scope	A	✓
	9.2 Environmental Legal Register	A	✓
10 Project Delivery	10.1 Site Environmental Risk Checklist	A	x
	10.2 Site Environmental Action Plan	A	x
	10.3 Minor Works Environmental Plan	A	x
	10.4 Site Waste Management Plan	A	✓
	10.5 Spill Response Plan	A	✓
	10.6 Environmental Constraints Map	A	✓
	10.7 Site Operational Environmental Risk Assessment & Action Plan	A	x
	10.8 Project Environmental Plan	A	x
	10.9 Environmental Site Setup Checklist	A	x
	10.10 Environmental Site Inspection Checklist	A	✓
	10.11 Project Delivery	A	x
	10.12 Environmental Design Guidance	A	✓
11 Control of Non-Conformities	11.1 Non-Conformance Report	A	✓
	11.2 Control of Non-Conformities	A	✓
12 Document Control	12.1 Control of Records Definition & Scope	A	✓
	12.2 Control of Documents Definition & Scope	A	✓
13 Targets and Objectives	13.1 Targets & Objectives Definition & Scope	A	✓
	13.2 Target & Objective Record	A	✓
	13.3 Environmental Bulletin	A	✓
14 Training	14.1 Competence Awareness & Training	A	✓
	14.2 Toolbox Talk Attendance Register	A	✓
	Toolbox Talk Database	A	✓