

VPH ATTACHMENTS  
LTD  
ENVIRONMENTAL  
MANUAL

20/05/2024



# REVISION AND AMENDMENT REGISTER

DATE	PAGE NUMBER	PROCEDURE NUMBER	REVISION DETAILS	ISSUE NUMBER
20 <sup>th</sup> May 2024			Initial Document	1



## INTRODUCTION

This Environmental Management System Manual is the means by which the 'Organisation' satisfies the requirements of the ISO 14001: 2015 standard. The manual follows a process-based approach made up of Core, Support and Management processes to provide the most effective means for implementation of the standard.

Top Management ensure that it's Environmental Policy and procedures are communicated and understood by its staff and interested parties for the scope of its activities.

The Environmental Management System is periodically and systematically reviewed for continual improvement.

The Environmental Management System is dependent on a number of key factors which can include:

- a) To protect the environment by preventing or mitigating adverse Environmental Impacts;
- b) To mitigate the potential adverse effect of environmental conditions on the Organisation;
- c) To assist the Organisation in the fulfilment of compliance obligations;
- d) To enhance environmental performance;
- e) To control or influence the way the Organisation's products and services are designed, manufactured, distributed, consumed and disposed of by using a life cycle perspective that can prevent Environmental Impacts from being unintentionally shifted elsewhere within the life cycle;
- f) To achieve financial and operational benefits that can result from implementing environmentally sound alternatives that strengthen the Organisation's market position; and
- g) To communicate environmental information to relevant interested parties.



## ENVIRONMENTAL POLICY

VPH Attachments Ltd (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in fulfilment of its compliance obligations. It is the Organisation's declared policy to operate with and to maintain good relations with relevant regulatory bodies.

It is the Organisation's objective to carry out all necessary activities, to protect the environment and to continually improve the Environmental Management System through the implementation of the following:

- Assess and regularly re-assess the environmental effects of the Organisation's activities;
- Training of employees in environmental issues;
- Minimise the production of waste;
- Minimise material wastage;
- Minimise energy wastage;
- Promote the use of recyclable and renewable materials;
- Prevent pollution in all its forms;
- Control noise emissions from operations; and
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

Top management demonstrates leadership and commitment with respect to the Environmental Management System by:

- Taking accountability for the effectiveness of the Environmental Management System;
- Ensuring that the Environmental Policy and Environmental Objectives are established and are compatible with the strategic direction and the context of the Organisation;
- Ensuring the integration of the Environmental Management System requirements into the Organisation's business processes;
- Ensuring that the resources needed for the Environmental Management System are available;
- Communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- Ensuring that the Environmental Management System achieves its intended outcomes;
- Directing and supporting persons to contribute to the effectiveness of the environmental management system;
- Promoting continual improvement; and
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

The Environmental Policy is communicated to all employees, external providers and other interested parties.

The Policy is regularly reviewed in order to ensure its continuing suitability.

Date of Issue: 20 <sup>th</sup> May 2024	Signed: <i>A Ryall - Harvey</i>
Date of Next Review: 20 <sup>th</sup> May 2024	Print Name: A Ryall - Harvey



## SCOPE

### Scope Statement

VPH Attachments Ltd has determined the scope of the management system and this is recorded on the ISO 14001:2015 Certificate as follows:

*THE PROVISION OF PLANT AND PLANT ATTACHMENT HIRE ALONG WITH PLANT DRIVER HIRE*

### Location(s)

The scope of the management system applies to the following geographical locations:

Unit 1

Rosse Close,

Washington,

Tyne and Wear,

England,

NE37 1ET

### Scope of the Management System

The Management System helps the Organisation to achieve the intended outcomes of its Environmental Management System, which provide value for the environment, the Organisation itself and interested parties. Consistent with the Organisation's Environmental Policy, the intended outcomes of the Environmental Management System include:

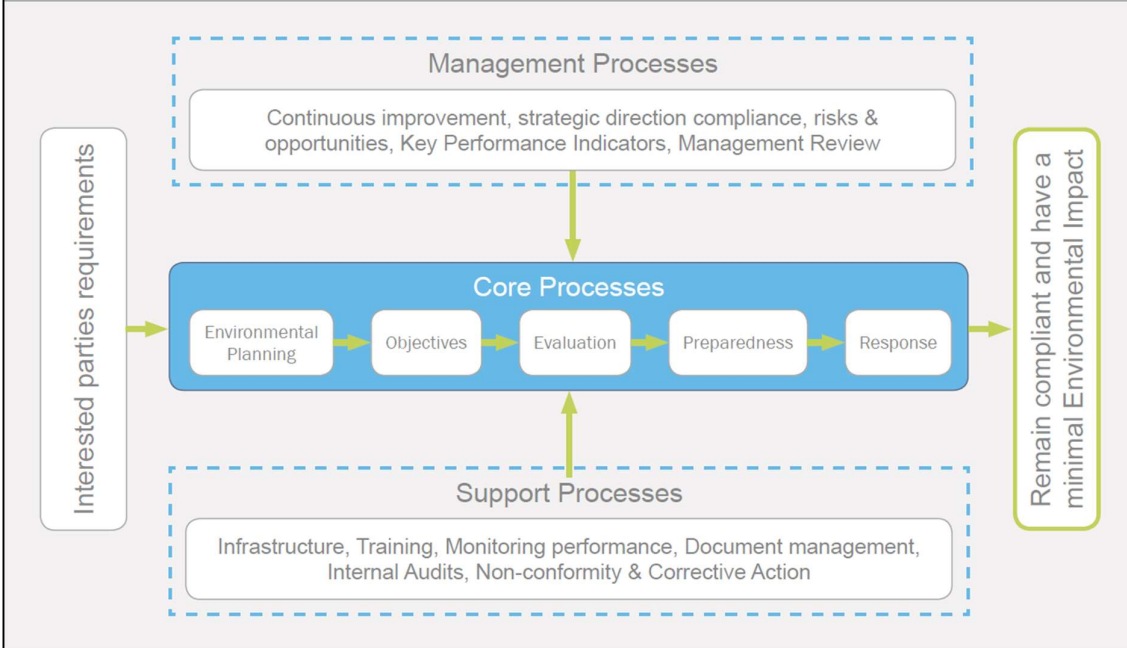
Enhancement of environmental performance

1. Fulfilment of compliance obligations; and
2. Achievement of Environmental Objectives.

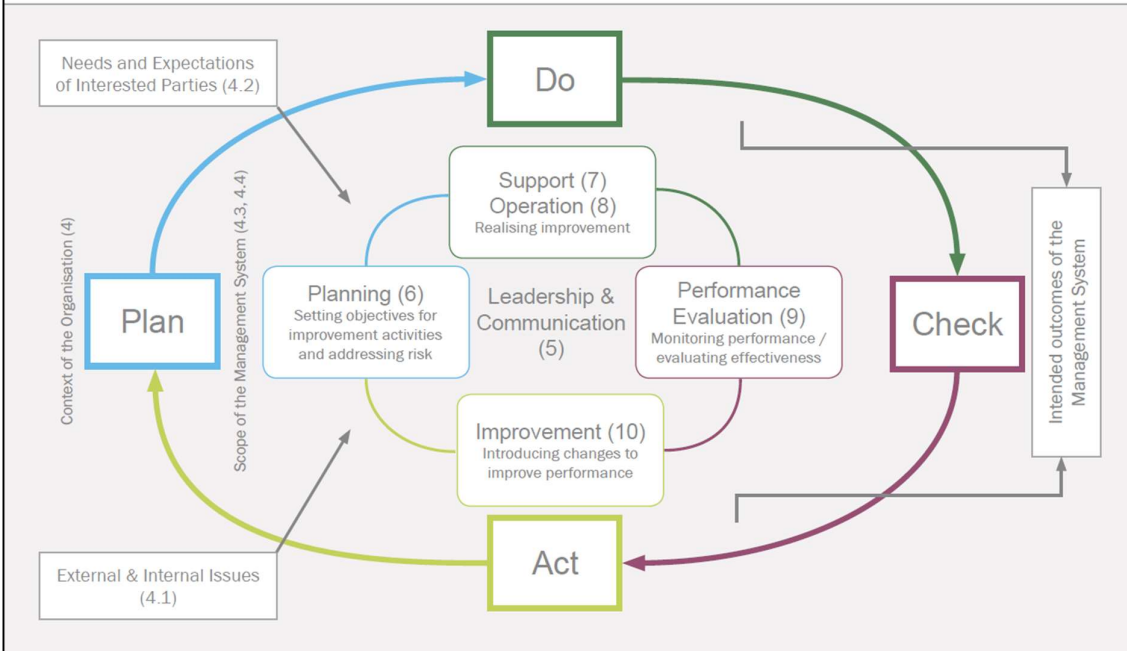
It is applicable to any organisation, regardless of size, type and nature and applies to the Environmental Aspects of its activities, products and services that the organisation determines it can either control or influence considering a life cycle perspective.



# Environmental Management System (ISO 14001)



## Plan Do Check Act





# ENVIRONMENTAL MANAGEMENT SYSTEM

Clause 4.4

## MANAGEMENT SYSTEM AND ITS PROCESSES

The Organisation has established and operates an Environmental Management System in accordance with the requirements of the International Standard through the defined processes and documented information that can be found in:

- The Organisation's Policies, Processes and Procedures.

The Organisation maintains and retains documented information where required by the International Standard.

The Management System is based on the Plan-Do-Check-Act cycle as follows:

**Plan:** Establish objectives, processes and resources to deliver results and to address risk and opportunity.

**Do:** Implement the plan; operate and support the process to realise the product and service.

**Check:** Monitor, study, chart and evaluate the performance and outcomes against the targeted objectives.

**Act:** Analyse to determine causes of deficiencies. Take actions to improve performance  
See the Plan Do Check Act Diagram in the Document Library.



## **PLANNING & RISK MANAGEMENT**

Clause 4.1, 4.2, 4.3, 6.1, 6.1.2, 6.1.4, 6.2

### **CONTEXT OF THE ORGANISATION**

The Organisation's external and internal context is determined, identified, evaluated and reviewed through processes such as:

- Informal Discussion;
- Weekly Operational, Financial and Commercial Reviews;
- Monthly Board Meetings;
- The Business Plan;
- Project Reviews both internal and with customers; and
- Pre-commencement Meetings.

Where required, the Organisation may request or retain the services of external consultants with the appropriate competence with regard to the external or internal context.

### **UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES**

The Organisation has determined its relevant interested parties, along with their requirements with regard to the Management System.

The interested parties that are relevant to the Management System are defined as:

- Customers;
- Employees;
- Providers;
- Management Shareholders;
- Statutory and Regulatory bodies;
- Industry bodies;
- External Audit parties; and
- Neighbouring businesses.

The significant requirements of these interested parties include:

- The consistent provision of products and services which meet customer requirements;
- The continual enhancement of customer satisfaction;
- A safe and pleasant working environment; and
- Adherence to legal and regulatory requirements.

### **SCOPE OF THE MANAGEMENT SYSTEM**

The Scope of the Organisation's Management System has been defined and documented and is subject to periodic review to ensure its continuing relevance.

### **PLANNING, RISKS & OPPORTUNITIES AND ENVIRONMENTAL ASPECTS**

Environmental Management System planning forms part of the Management Review process.





The Organisation holds regular management and operational review meetings to set and monitor the environmental related Objectives, ensuring that risks and opportunities are included as part of this process to the extent considered necessary.

Wherever risks and opportunities are identified and where considered appropriate by management, suitable treatment is documented and implemented.

The Organisation's Environmental Aspects have been identified and the significance of their Environmental Impacts has been assessed and documented in the Aspects Register.

For all identified environmental aspects Environmental Assessments are prepared for all activities included within the Management System.

The Organisation will work Under the Control of Pollution (Amendment) Act and the Environmental Permitting (England & Wales) Regulations, if required to do so, when working on or at a customer's/client's site.

The Organisation has access to various websites (as below) including the Environmental Agency (<http://www.gov.uk/environment-agency>) that contains specific environmental information and highlights revised or anticipated legal changes that have, or may have, an impact on the Organisation's identified Environmental Aspects.

- [www.carbontrust.com](http://www.carbontrust.com)
- [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)
- [www.wrap.org.uk](http://www.wrap.org.uk)
- <https://magic.defra.gov.uk/>
- [www.ukela.org](http://www.ukela.org)

The Organisation regularly reviews relevant environmental regulations, as listed at <https://www.gov.uk/topic/environmental-management>

Management is responsible for ensuring that the Organisation takes appropriate actions to address its:

- Significant Environmental Aspects and Impacts;
- Compliance obligations;
- Risks and opportunities; and
- Objectives and Targets.

## **ENVIRONMENTAL OBJECTIVES**

Organisation's Objectives and Targets can take into account:

- The Organisation's compliance obligations;
- The Organisation's significant Environmental Aspects;
- The Organisation's technological options;
- The Organisation's financial options;
- The Organisation's operational options;
- The Organisation's business requirements;
- The views of external interested parties; and
- Internal feedback.

The Environmental Assessments are reviewed, maintained and updated by the Organisation.

As part of Management Review, the Organisation's Environmental Aspects are reviewed in order to ensure that the information is kept up to date.



# DOCUMENT MANAGEMENT

Clause 7.5

## DOCUMENTED INFORMATION

### GENERAL

The following items are particularly significant in contributing to the Management System(s) and ensuring the effective operation and control of its procedures:

- This Environmental Manual;
- Environmental System Organisational Chart;
- Environmental System Policy Statement;
- The Organisation's ISO 9001 Management System;
- Environmental and other Risk Assessments;
- Environmental Method Statements;
- COSHH Assessments;
- Product and Chemical Data Sheets;
- Work Instructions and Procedure Manuals;
- The Organisation's library of environmental legislation and regulation and related publications; and
- The Organisation's Health & Safety System.

### CREATING AND UPDATING

When updating or creating documented information, the Organisation ensures that it is:

- Suitably identified and described;
- In a suitable format; and
- Approved and reviewed for ongoing suitability and adequacy.

New document templates are approved and controlled.

When creating documented information, consideration is given to such matters as:

- Translation into other languages;
- Software version control;
- Compatibility with technology, i.e. Tablet, Smartphone; and
- Accessibility for those with special needs, i.e. audio version.

### CONTROL OF DOCUMENTED INFORMATION

Documents of external origin, which are determined by the Organisation to be necessary for the planning and operation of the Management System, will be appropriately controlled.

Templates are periodically reviewed for style and technical content prior to their issue and overall as part of the Management Review process for their continued suitability.

All system designs/drawings are considered as controlled and, as such, are recorded.

The Organisation may receive drawings, documents and/or data at the start of a job. Information provided by customers is verified by the application of the relevant procedures relating to production and service provision.

Electronic documented information is maintained and adequately protected to ensure resilience.



Records and similar documents are retained as required by legal, regulatory and/or contractual requirements.

Documents and records are reviewed and updated as required. Superseded documents are clearly identified as such if they are required for future reference, or they are withdrawn and disposed of in order to prevent the unintended use of obsolete information.



## **LEADERSHIP, TRAINING & COMPETENCE**

Clause 5.1, 5.3, 7.1, 7.2, 7.3, 7.4

### **LEADERSHIP AND COMMITMENT**

Top management demonstrates its leadership and commitment to the Management System by:

- Defining Management System related responsibilities;
- Ensuring the implementation of the Management System and its integration into the Organisation's business processes;
- Promoting the process approach and risk-based thinking;
- Ensuring that all required resources are available;
- Understanding and meeting its customer and compliance requirements; and
- Focusing on continual improvement.

Please see reference material retained in the Document Library and Template Library that includes but is not limited to:

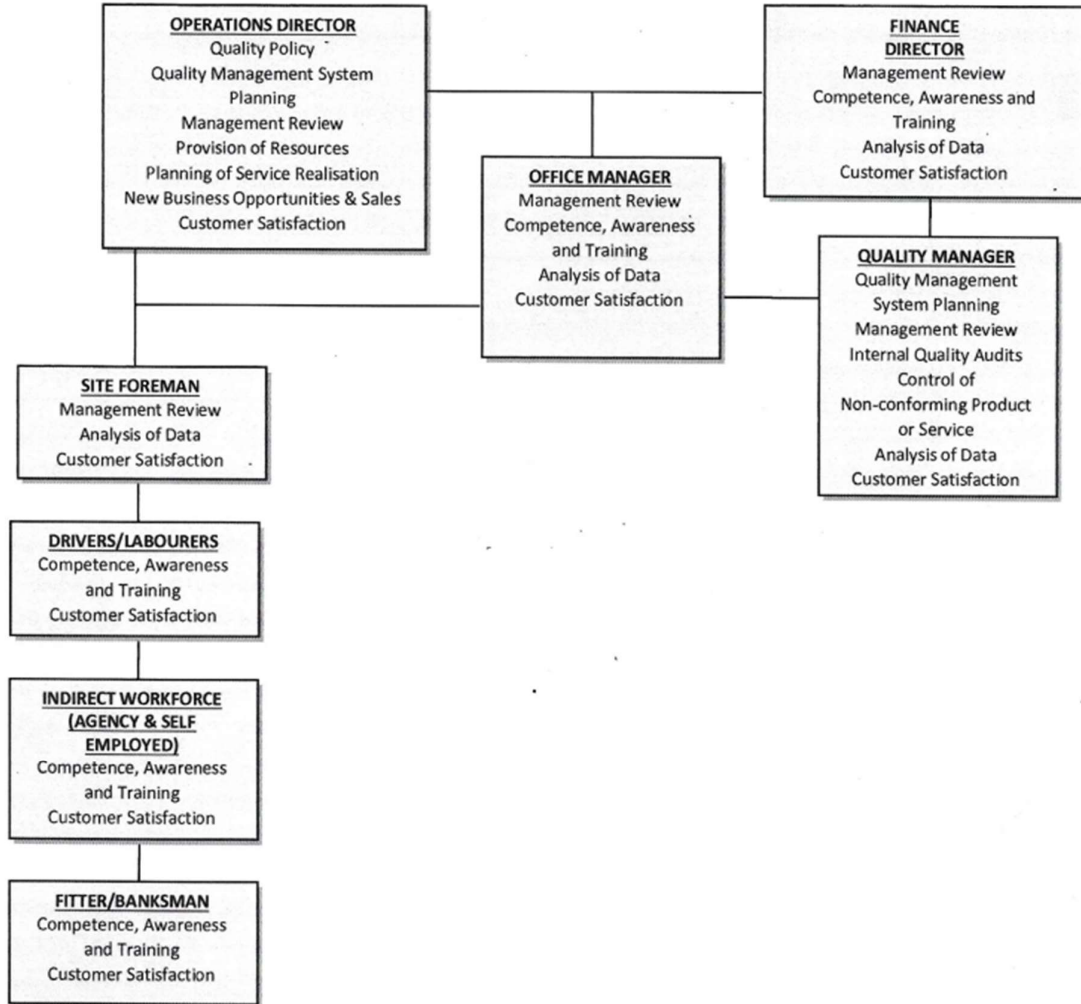
- Objectives;
- Processes, Policies and Procedures;
- Risk Register;
- SWOT Analysis;
- Internal Audits; and
- Management Reviews.

### **ROLES, RESPONSIBILITIES AND AUTHORITIES**

The Managing Director ensures that responsibilities and authorities for roles within the Management System are defined and understood throughout the Organisation.



## Management Responsibilities Chart





## RESOURCES

The Organisation ensures sufficient internal and external resources including competent people and other resources to respond to customer demands within a timescale that would be reasonably expected by the customer and the needs of the business. Any issues with adherence to deadlines are communicated to relevant parties and alternative arrangements agreed.

The Organisation considers:

- The level of existing internal resources in terms of their capabilities and constraints; and
- Resources which need to be obtained from external providers.

The identification of revised or additional resources required to implement and improve the processes of the Management System takes place as part of day-to-day management as well as part of the Management Review.

## COMPETENCE AND AWARENESS

Members of staff and other interested parties receive appropriate training during their employment for or on behalf of the Organisation. This includes the Management System(s) Policy and individual roles and responsibilities within the operation of the Management System(s) and the achievement of relevant Objectives.

Appropriate training methods and aides are used that may include:

- Induction training;
- Informal work training;
- Formal training;
- Customer instructions;
- Supplier training; and
- Sub-contractor training.

Evidence of qualifications, training certificates, licences, skills and competencies of prospective employees where specialist skills are required is obtained and recent previous employment references are requested.

Training and competency requirements may be identified as a result of:

- Performance reviews;
- New personnel;
- New equipment and/or technology;
- Revised legal and/or regulatory requirements (e.g. Health & Safety);
- Revised industry standards;
- Management Reviews; and
- Employee request.

Records of staff training and competence are retained and are periodically reviewed.

The effectiveness of training carried out is recorded and evaluated through the competence that has been achieved. Control of the training process is in accordance with role responsibilities and job descriptions.



## COMMUNICATION

The Organisation has identified internal and external communications relating to the Management System including:

- What the Organisation communicates;
- When the Organisation communicates;
- Who the Organisation communicates with;
- How the Organisation communicates; and
- Who takes part in communications.

Information is communicated in accordance with the needs and expectations of all internal and external interested parties and when deemed necessary a record of communication is kept.



## OPERATIONS PROCESSES

Clause 6.1.3, 9.1.2, 8.1, 8.2

### PLANNING PROCESS

Operational control is documented and maintained by the use of procedures set out in:

- This Environmental Manual;
- The Organisation's ISO 9000 Quality Management System;
- Environmental Method Statements;
- The schedule of current relevant environmental legislation and regulations;
- Training Programmes;
- COSHH Assessments and Method Statements;
- The Organisation's Operational Procedures documents; and
- The Organisation's Health & Safety Management System.

The Organisation ensures that environmental requirements including changes that might have an adverse environmental impact are considered for all related organisational processes, including those specifically related to its products or services, considering each stage of its life cycle.

### EMERGENCY PREPAREDNESS AND RESPONSE

The potential for and response to accidents and emergency situations across all processes are identified during the preparation of the Environmental Programme undertaken as a component of the Environmental Management System.

Prior to or at the start of every project, any additional project-specific potential accident and/or emergency situations are also identified.

As far as is practicable, accident and emergency response procedures are periodically tested in order to ensure that the required prevention or mitigation of any adverse environmental impact is achieved. A record of the testing is maintained.

The Organisation provides relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

Existing procedures are reviewed and revised following any unexpected incident having a significant Environmental Impact.

### EVALUATION OF COMPLIANCE

The Organisation ensures that a review of its obligations is carried out and appropriate records are maintained.

Management Review activities include a review of all significant findings identified during such compliance reviews and determination of any appropriate actions which need to be taken.





# MONITORING, MEASUREMENT, ANALYSIS & EVALUATION

## Clause 9.1

### GENERAL

The Organisation monitors, measures, analyses and improves its processes in order to:

- Demonstrate conformity of its activities;
- Ensure conformity to the Management System; and
- Continually improve the effectiveness of the Management System.

Information obtained by analysis may relate to:

- Trends;
- Operational performance;
- Overall effectiveness and efficiency; and
- Feedback from interested parties.

Monitoring and measurement of processes are achieved by the implementation of Internal Audit and Management Review procedures.

Documents used to facilitate the monitoring and measurement of processes includes but is not limited to:

- Internal Audit Records;
- Non-conformance Records; and
- Key Performance Indicators.

Whenever significant deficiencies are identified, appropriate action is agreed, implemented and recorded in accordance with the relevant non-conformity and corrective action procedures set out in this Management System.

Whenever equipment is used for monitoring or measuring, it is controlled by the application of the procedures set out in the Organisation's ISO 9001 Management System.

Whenever fine tolerance measurements are required, any equipment used is calibrated and maintained in accordance with the manufacturers' guidelines and records are kept of the results.



## **CORRECTIVE ACTION & IMPROVEMENT**

Clause 10

### **CORRECTIVE ACTION AND IMPROVEMENT**

#### **CORRECTIVE ACTION**

Any activities not meeting the requirements of the Management System are recorded on the Non-conformance Report, along with any corrective actions.

An investigation is undertaken to determine the cause of each incident or non-conformance.

The corrective actions taken to prevent recurrence of non-conformances, and those records and reports generated, are regularly reviewed at Management Reviews in order to identify any trends and to determine the effectiveness of preventive measures taken.

Revised procedures are developed and implemented as considered appropriate and are reviewed accordingly.

New significant risks or opportunities may be identified as a result of the Non-conformance process.

#### **CONTINUAL IMPROVEMENT**

The effectiveness of the Management System is continually reviewed and improved through the Management Review process and the associated Management Review Agenda.



## INTERNAL AUDITS

### Clause 9.2

#### INTERNAL AUDIT PROGRAMME

- An Audit Programme is maintained ensuring that the Management System(s) is verified in accordance to the defined Audit Programme. The Audit Programme takes into consideration the importance of the process, with those areas considered critical being audited more frequently.
- Additional Audits may be conducted outside the planned intervals depending on the following:
  - Results of previous Audits
  - Organisational changes.

#### INTERNAL AUDIT PROCESS

Internal Audits are carried out according to the following procedures:

- Internal Audits are scheduled and undertaken at planned intervals as per the Audit Programme which determines which parts of the Management System(s) are to be audited;
- A member of staff, independent of the activity to be audited wherever possible, is appointed to conduct the Audit;
- The Auditor refers to the Processes documented in the Management System to determine the activities to be audited;
- The Auditor advises any personnel concerned that an Internal Audit is to be undertaken and answers any questions they may have regarding the Audit;
- The Auditor audits the process, which may include all or some of the following methods:
  - Interviewing members of staff;
  - Observing the process being carried out; and
  - Reviewing any records/documents.
- The Auditor maintains a record of the process audited, the evidence viewed and the findings of the Audit;
- Any non-conformities that are raised and agreed during the Audit should follow the Organisation's Non-conformance Process; and
- The results of the Internal Audits are reported to relevant Management and also discussed during the next Management Review.

All documentation relating to Internal Audits is retained for inspection at the annual Surveillance Audit.



## MANAGEMENT REVIEW

Clause 9.3

### MANAGEMENT REVIEW

The Organisation holds Management Reviews at defined intervals of not greater than twelve months in accordance with the Management Review Agenda.

The findings of Management Reviews are documented and retained and distributed in accordance with the Organisation's document control and communication procedures set out in this Management System.

Management Review is identified as a critical component to ensure the continual improvement of the Management System. The purpose of the reviews is to undertake evaluation of performance to ensure that the Management System continues to be:

- **Suitable**– Does it still fit the Organisation, its operations and culture?
- **Adequate**– Is it still appropriate and sufficient?
- **Effective**– Does it still achieve the intended outcomes?

Signed:

*Gary Lawless*

Director:

Date: 20<sup>th</sup> May 2024