

MERSEY GATEWAY **ENVIRONMENTAL TRUST**

Environmental Management Policy



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Author	Andrea Drewitt, Paul Oldfield
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1. General

1.1. Company Profile

Copy from business plan

The objectives of the Trusts operation are listed in that document and all documents that are part of this Environmental Management Policy are based on these objectives.

1.2. Purpose of this Policy

This policy defines the Environmental Management System (EMS) of the Trust's activities and summarises the documentation prepared for the implementation of the EMS. The policy includes summaries of the following policies and procedures:

- 1) The Environmental Policy Statement;
- 2) Statements of responsibilities and authority;
- 3) An overview of the company's environmental procedures and controls;
- 4) The identification of the resources and training allocated to management, performance of work and verification activities including internal audit;
- 5) The arrangement of responsibilities and periodic reviews.

The purpose of the policy is to demonstrate that the Trust can deliver a thorough EMS, providing guidance and direction for the implementation of an EMS to all personnel.

1.3. Scope of EMS

The scope of the EMS applies to the activities identified in the Business Plan (Doc ID). These are reviewed on an annual basis. The EMS is based on the ISO 14001 requirements, and adapted to the requirements of the Trust.

2. Policy Statement

[A signed version of the policy is available; an updated version once approved by the Board of Directors will be made available on the Trusts website.]

We recognise that as we grow, our day to day activities and our increasing use of contractors will inevitably affect the environment and the health and safety of the individuals we are working with.

The intention of the Trust is to work towards minimising impacts on work-related ill health, environmental pollution (including emissions and waste), and energy consumption wherever and whenever possible.

In all areas we are working in, we are committed to:

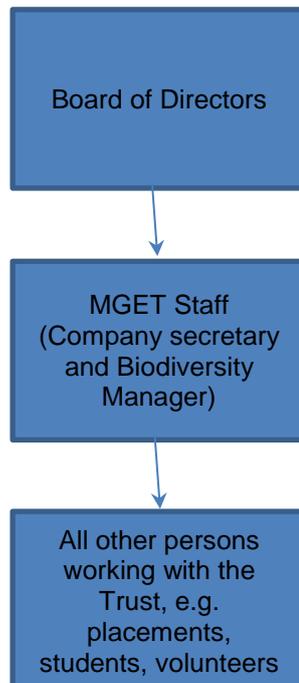
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- Achieving a high level of safety, health and environmental performance, by creating a sustainable, safe and healthy working environment.
- Working with our employees and clients to optimise any issues related to health, safety and environmental management.
- Requiring all employees and contractors to work safely, considering the health and safety of themselves and others, and the protection of the environment.
- Providing adequate supervision and appropriate training.
- Assessing, monitoring and documenting risks and managing these effectively.
- Complying, as a minimum, with legislation and associated codes of practice.
- Co-operating fully with relevant enforcement agencies and non-statutory bodies
- Conducting audits to demonstrate compliance and to provide observations to improve our performance.
- Ensuring the policy is understood and implemented and at least annually reviewed.

Overall responsibility for the policy lies with the Board of Directors. Individual responsibility will be assigned for specific aspects of the policy. All staff and volunteers are expected to be proactive in relation to environmental matters in accordance with this policy. Provision will be made as the Trust grows for environmental information and training to be collated and made available.

3. Organisation

3.1. Organisational chart



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3.2. Responsibilities

Within the scope of the EMS, the Board of Directors is responsible for:

- a) To endorse the environmental policy
- b) To ensure appropriate resource allocation to enable effective operation and continual improvement of the EMS.

Within the scope of the EMS, MGET Staff, Paul Oldfield and Andrea Drewitt, are responsible for:

- a) ensuring that the EMS requirements are established, implemented and maintained;
- b) ensuring that sufficient resources are allocated for the proper implementation of the environmental policy and the EMS;
- c) Regularly reviewing the policy and the effectiveness of the EMS, and to ensure that necessary changes are made;
- d) Coordinating internal EMS audits, and handling and investigating nonconformity;
- e) Reporting on the performance of the EMS to the Board of Directors.

All other persons working with the Trust are responsible for:

- a) Working in accordance with the documented environmental procedures and instructions, specific responsibilities defined in individual procedures; and
- b) Reporting problems associated with the implementation of the environmental policy to the appropriate levels.

4. Documented Information

By implementing the environmental management policy, the Trust will aspire to follow the 'plan-do-check-act' process to enable continuous improvement of its environmental management. Policies and procedures that are specific and relevant for the Trust are documented and reviewed in regular intervals. A document control system has been implemented to record relevant documents and their reviews on a regular basis.

5. Audit Programme

The Trust's audit programme is based on an annual internal audit (both financial and generic), as well as biannual audits carried out on behalf of the Trust of the contractor delivering environmental services contract. Adaptations to the programme are incorporated into the programme when necessary.

Year	Audit Type	Note
2018/2019	Internal Audit	September 2018; gap analysis of the Trusts documentation to be followed by closure meeting; Auditor: Jeff Hayes, MGCB
	Financial Audit	Review of the financial documentation of the Trust; date to be confirmed; Auditor: Oliver Mutebwa
2019/2020	Internal Audit	To review the gaps identified in the 2018 audit.
	Financial Audit	To review the gaps identified in the 2018 audit.
	Environmental Services Audit	Audit of AECOM performance carried out by MGCB on behalf of the Trust.
2020/2021	Internal Audit	To review the Trust's performance.
	Financial Audit	To review the Trust's performance.
	Environmental Services Audit	Audit of AECOM's performance carried out by MGCB on behalf of the Trust.

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6. Continual improvement

The Trust is looking to continually improve its performance regarding its environmental management. We are committed to implement the policies and by regularly improving all documents related to the policy, based on reviews and audits of the documents. The documents specified as relevant for the Environmental Management Policy are regularly reviewed and approved (for specific review intervals, check the specific document description).

Signed and approved on behalf of the Mersey Gateway Environmental Trust:

Chair of MGET Board of Directors