



# Environmental Policy

**JOHN BOURNE & CO LIMITED  
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## **INTRODUCTION**

This document is the John Bourne & Co Limited Environment Policy which is reviewed regularly and updated as necessary.

Any person who is engaged in planning, designing or managing work on which John Bourne & Co Limited is engaged, is to hold a copy and make use of it as defined in "Responsibilities". A copy must be available and readily accessible on each site.

Note that reference is made to appropriate legislation, Codes of Practice and current recommendations which must be applied to our work. Further information and advice on these requirements is available from the John Bourne & Co Limited Head Office.

British Standards, Health and Safety Executive Guidance, Environment Agency booklets and other publications referred to are kept and maintained at:

[www.johnbourne.com](http://www.johnbourne.com)

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## **Strategy and Objectives**

### **Legislative compliance**

We will comply with all relevant environmental legislation.

### **Industry standards**

Where there are no specific standards for our industry, we will endeavour to identify relevant standards, established codes of practice or trade organisation guidelines and use them as benchmarks for setting and reviewing our own policy.

### **Energy conservation & reduction**

John Bourne & Co Limited will assess energy consumption in our premises by monitoring electricity, gas, oil and water usage and we will endeavour to reduce our energy consumption.

### **Lighting**

We will, within the constraints of existing landlord's fittings, replace all lighting equipment with low-energy, long-life equivalents as and when replacement becomes necessary.

### **Operational equipment**

Major energy using equipment will be monitored for consumption and running costs. All high use identified equipment to be replaced by efficient lower consumption equivalents when replacement is due.

### **Electricity**

In addition to reducing consumption John Bourne & Co Limited will renegotiate electricity supply costs.

### **Water**

Consumption will be monitored to reduce usage where at all possible.

### **Raw materials consumption**

Raw material wastage is already limited by frequent cost analysis and tempered by the constraints of maintaining high standards. The sale of recycled products is promoted such as green compost, crushed concrete etc.

John Bourne & Co Limited will encourage a reduction in consumption of paper through increased use of IT systems, by reducing unnecessary copying and printing in company offices and by encouraging reliance on electronic communications.

The use of recycled or 'sustainable' materials for publications will be increasingly specified.

### **Waste Management**

John Bourne & Co Limited will continue to engage in a packaging waste recovery and recycling scheme, to fulfil our legal obligations. This includes office waste such as batteries and electrical equipment and kitchen waste such as glass, plastics and cardboard.

## **Purchasing**

We will take our environmental responsibilities, including sustainability, into account in all purchasing decisions and will require all our suppliers to reduce packaging waste wherever possible.

## **Fuel & Transport**

John Bourne & Co Limited encourages reductions in fuel usage by employees by promoting route planning and vehicle sharing. A telematics system is used for tracking vehicles which enables the re-routing of traffic to ensure efficient traffic management. Vehicles and machines are serviced to manufacturer's recommendations in order to ensure efficient combustion and reduced fuel consumption. The reduction of fuel usage will be monitored by the company Fuel & Emissions champion (Stated in company Organisational Chart). We always adhere to all environmental standards and regulations. Fuel purchased is for the use of Diesel vehicles only and these vehicles are the only suitable vehicle for the work which the fleet undertakes. We will, however, endeavour to monitor the industry for any changes which may help us to reduce our fuel usage and emissions impact on the environment. We train our drivers in the understanding of fuel-efficient driving and stress how important it is not to idle the vehicles, this is also illegal and can cause the driver to be fined under the Road Traffic (Vehicle Emissions) Regulations 2002 and is an offence under section 42 of the Road Traffic Act 1988. All fuel data will be monitored using the telematics and analysed every month.

## **Hazardous substances**

Wherever possible environmentally friendly office cleaning products are used, and we will seek alternative less harmful substitutes when they become available for other products. All fuel spillages will be managed in accordance with correct clean up procedures. We aim to minimise any such spillages and will monitor throughout the diesel tank being filled up or lorries filling up.

## **Communications**

This policy document will be reviewed at the departmental twice-yearly Health & safety meetings. Environmental issues are discussed at the bi-monthly health & safety meetings and the findings are notified to our staff.

Employees are encouraged to make environmental suggestions, raise matters of environmental concern and receive a response within a reasonable time.

PJ Bourne, Managing Director, is our point of contact for all environmental communications from outside the company and he will provide a response, written where necessary within one month.

## **General Strategy**

It is John Bourne & Co Limited's considered aim to achieve the following objectives through the promotion of ownership of environmental responsibilities throughout the Company.

At all levels of Management, John Bourne & Co Limited will take the necessary measures, so far as reasonably practicable, to ensure the provision and maintenance of:

- Sufficient information, instruction training and supervision to enable employees to avoid environmental hazards at work and increase awareness of their responsibility to the environment
- clear lines of management responsibilities for implementing the Environmental Policy.
- Arrangements to ensure that any John Bourne & Co Limited undertaking does not have an adverse effect on the surrounding environment.
- Disseminate up to date knowledge of relevant legislature, codes of practice and technical development.
- Consultation, co-operation and involvement of all employees in achieving our environmental objectives.
- Provisions and systems for protecting the environment in the event of an emergency.

## **Responsibilities**

### **Managing Director/ Director**

The Company Managing Director/Director will be responsible for compliance with the overall Environmental Policy within John Bourne & Co Limited. The Managing Director/Director will ensure

- that the arrangements for environmental management are implemented and all staff receive relevant training
- the implementation of Codes of Practice and Guidance, ensure that, where appropriate detailed local guidelines and procedures are provided and implemented
- that an annual review is carried out
- that risk assessments and methods of work take account of environmental issues

### **Transport Manager, Logistic Manager and Quarry Manager**

The Logistic and Quarry Managers will ensure that environmental considerations are incorporated in any design and materials specifications and that proposed works are carried out with minimal risk to the environment. The evaluation will consider effects on the environment whether directly or indirectly, under the headings of effects to:

- Land
- Water
- Air
- Waste
- Resource use
- Local Impact
- Ability to reduce impact
- Energy
- Risk Frequency

The Logistic and Quarry Managers will ensure that:

- operatives are given adequate information and instruction, to enable them to operate in an environmentally friendly manner
- the purchase of new types of equipment takes into account fuel usage, emissions and any other relevant environmental issue
- that new employees obtain the induction, appreciation and skills training necessary to safeguard their workplace environment and that of others who may be affected
- a system of 'Good Housekeeping' is maintained on sites
- any environmental incidents will be fully investigated and reported to the Company Managing Director
- where practical, the use of staggered starting, maintenance, fuelling and finishing times are implemented to avoid high noise and nuisance levels in one area at one time
- drivers avoid revving of engines especially in confined spaces e.g., garages and depots
- drivers avoid prolonged periods of engine running of a stationary vehicle especially in depots
- vehicle radios are not to be played in depots and softly at all other times
- delivery vehicles are of the appropriate size
- routes and rounds are planned to avoid excess numbers of vehicles going to site
- vehicles carry an appropriate number of staff to avoid excess numbers of vehicles on site
- spillage kits will be available at all storage sites
- all fuelling and oiling of machinery will be carried out using funnels to avoid spillage

### **Drivers, Quarry Operatives & Workshop Operatives**

All Drivers and Operatives will ensure that:

- they are conversant with the Company's Environmental Policy, and that they are at all times working in environmentally protective manner there by avoiding spillage's or causing other environmental hazards to themselves, their colleagues, their equipment and members of the public.
- they observe all environmental rules, systems and Codes of Practice always
- they always conform to the instructions given by their Managers in respect of environmentally protective Methods of Working
- they report all environmental incidents and damage to their Managers
- they report all potential environmental hazards and impacts to their Managers and any suggestions that might improve the conservation of the environment and reduce waste
- they only use environmentally friendly detergents to clean their vehicles

### **Office/Administrator Staff**

The Office/Administrator will endeavour to limit the use of paper by engendering:

- The production of double-sided documents where appropriate.
- Restricting hard copies to a minimum
- Using electronic mail (E Mail)
- Using recycled paper

The Office/Administrator will:

- Encourage the recycling of kitchen waste such as glass, cardboard, plastic
- Monitor energy use
- Ensure that environmentally friendly cleaning products are used wherever possible
- Ensure that computer screen monitors, printers etc. are not left on standby overnight or weekends
- Ensure that lights are turned off in empty office premises
- Ensure that heating and air-cooling systems are regularly maintained to ensure efficiency

### **Sub Contractors**

Sub contractors will be required to observe John Bourne & Co Limited's Environmental Policy and any instructions given by persons enforcing the Company's Environmental Standards and to:

- provide the Company with any plan, environmental documents, system of work and other relevant information as may from time to time be required.
- ensure that all personnel under their control will be made aware of and subsequently comply with any necessary environmental requirements, training standards and or information before commencing any work for the Company.
- only undertake work for the Company if they are suitably insured in accordance with the Employers Liability Compulsory Insurance Act and hold a Public Liability Insurance



**Policy Reviewed and amended were applicable**

February 2014	Peter Bourne, Managing Director	
January 2015	Peter Bourne, Managing Director	
January 2016	Peter Bourne, Managing Director	
February 2017	Peter Bourne, Managing Director	
February 2018	Peter Bourne, Managing Director	
January 2019	Alex O’Gorman, Operations and Sales Director	
November 2019	Alex O’Gorman, Operations and Sales Director	
October 2020	Alex O’Gorman, Operations and Sales Director	
June 2021	Peter Bourne, CEO of The Bourne Company	