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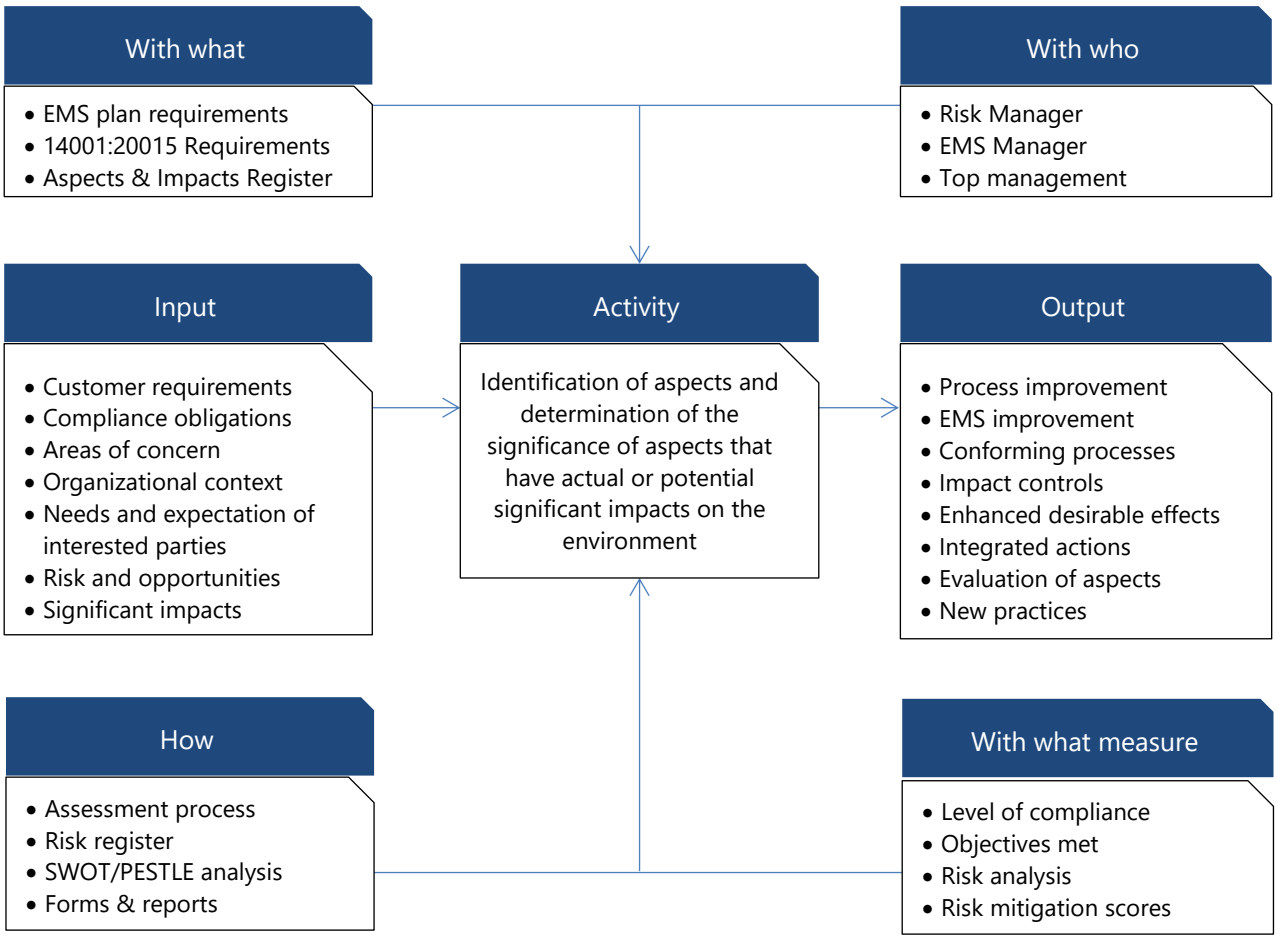
1 Control of Environmental Aspects & Impacts

1.1 Introduction & Purpose

The purpose of this procedure is to outline your organization's methodology for identifying environmental aspects relating to our operations and product life cycle, and for the subsequent determination of the significance of related impacts that may have actual or potential significant impacts on the environment.

1.1.1 Process Activity Map



1.1.2 References

Standard	Title	Description
BS EN ISO 14001:2015	Environmental management systems	Requirements
BS EN ISO 14004:2016	Environmental management systems	Guidelines for implementation
BS EN ISO 19011:2011	Auditing management systems	Guidelines for auditing

1.1.3 Terms & Definitions

Term	Definition
Documented Information	Information required to be controlled and maintained
Aspect	An element of our operations and activities that interact with the environment
Impact	The degree to which an aspect may affect our operations and the environment

1.2 Application & Scope

This procedure describes the steps that your organization takes to ensure so far as is reasonably practicable that environmental impacts and health and safety hazards are identified, assessed and controls implemented to eliminate or mitigate the risk as far as is reasonably practicable. Consideration of past activities, current activities and new customer requirements are taken into account.

The Environment & Sustainability Manager and Process Owners actively identify aspects and mitigate impacts associated with their activities with the goal of achieving sustained benefit within that activity. All Process Owners are responsible for:

1. Identifying associated environmental impacts of products, activities and services;
2. Considering the lifecycle perspective with respect to:
    a. Environmental impacts within the supply chain;
    b. Environmental impacts associated with product use;
    c. Environmental impacts of end-of-life treatment and/or disposal;
    d. Consideration of the lifecycle perspective of procured goods and services.
3. Maintaining documented information regarding environmental aspects and significant impacts;
4. Prioritizing issues that could affect intended outcomes:
    a. Enhancement of environmental performance;
    b. Fulfilment of compliance obligations;
    c. Achievement of environmental objectives;
    d. Plus any additional issues that we set for ourselves.

1.3 Environmental Aspects & Impacts Management Process

All business activities are assessed to ensure that any changes to processes and operations do not result in adverse environmental impacts. On occasions where your organization does not have a degree of control or influence over the environmental aspect, details are recorded in the *Environmental Aspect & Impact Register* for management review.

1.3.1 Context

Environmental aspects are identified by taking into account all business activities to ensure that all resulting impacts that result from our processes, activities and operations are identified and assessed. Where reasonable, both direct and indirect significant impacts are considered for mitigation and are recorded in the *Environmental Aspect & Impact Register*.

1.3.2 Identification of Aspects

Using the *Environmental Aspect & Impact Register* the Environment & Sustainability Manager and Process Owners identify all raw materials, chemicals and utilities that are used as process inputs and all outputs such as products, services and by-products. Outputs are considered as products, the waste produced, levels of recycled materials, quantities of water discharge and air emissions for each process or activity.

Following the identification of environmental aspects, their impacts on the environment are calculated and an impact rating is assigned. All of the organization's activities are considered when identifying actual and potential environmental aspects and impacts whilst taking account of:

1. Past environmental incidents;
2. Air emissions to atmosphere;
3. Water usage and discharges to surface water groundwater and sewers;
4. Land contamination caused by spillages, etc.;
5. The production, re-use, recycling and disposal of controlled and special wastes;
6. The storage and management of materials;
7. Activities upon local ecology of operations, sites and premises;
8. Environmental noise;
9. Energy use and management;
10. Use of transport and vehicles;
11. Legal issues and other requirements;
12. Raw materials and packaging;
13. Office activities;
14. Landscaping and infrastructure;
15. Other relevant issues such as odors, particulates, lighting & pests.

When identifying inputs and outputs, the Environment & Sustainability Manager considers all modes of operation since start-up, shutdown, or emergency operations might introduce additional environmental aspects and impacts into our processes.

1.3.3 Assessment of Impacts

Once the impacts have been identified they are prioritised in terms of their environmental impact to assist in using them for setting objectives and targets and for identifying operational control procedures. Each aspect identified is assigned a significance rating to indicate the relative importance of its related environmental impact. The significance rating is used to define those impacts which are to be controlled through environmental objectives and targets, or by the implementation of operational control procedures.

The assessment of the severity of an environmental impact drives management attention and supports planning for mitigation. A qualitative risk assessment scheme consisting of qualitative probability and impact scales is undertaken to ensure detailed understanding of the effects of each impact. The Environment & Sustainability Manager will engage with Process Owners to:

1. Identify the control measures already applied to each significant impact i.e. existing control measures. These may be pro-active (reducing the probability) or reactive (reducing the impact);
2. Rank the probability of each impact occurring, after taking into account the actual effectiveness of the existing control measures;
3. Enter the existing control measures and the associated current impact scores;
4. Undertake a risk assessment to provide more detailed understanding of the impact's consequences;
5. Set objectives and targets for achieving impact mitigation.

Using the 'significance determination' section of the portion of the *Environmental Aspect & Impact Register* the Environment & Sustainability Manager will evaluate each identified aspect to determine whether it is significant. The environmental aspects will be considered to be significant if the aspect has an impact on the environment and meets the impact scoring criteria for implementing mitigation, See table S4 below.