



**POLICY ON  
ENVIRONMENTAL  
MANAGEMENT AND  
PROTECTION**

# POLICY ON ENVIRONMENTAL MANGEMENT AND PROTECTION

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## **1. Application of Policy**

### 1.1 Definitions

Board Members – The Chairman, Deputy Chairman and Members of the Board appointed by the Secretary of State under the Probation Board (NI) Order 1982.

Employee – An employee is any person under a current contract of employment with PBNI, including temporary and fixed term contracts.

Agency Worker – An Agency worker is any person supplied to work with PBNI through an employment agency.

Seconded – A seconded is any person working with PBNI under a formal secondment agreement between the Board and another organization.

Student – A student is any person working with PBNI on the basis of a formal agreement between Board and his/her university, college or other course provider.

Volunteer – A volunteer is any person working with PBNI under the Board's Volunteering Policy.

Partnership worker – A partnership worker is any person working with PBNI on the basis of a formal partnership agreement between the Board and another organisation.

### 1.2 Application of this policy

Except where the context otherwise requires, references in this policy to an employee should read as referring also to the other categories to whom the policy applies.

The application of this policy to any of the categories above who are not employees of the Board does not in any way confer on them employee status.

## **2. Background**

2.1 PBNI has a duty to comply with legislation regarding environmental protection, where applicable.

2.2 Legislation on controlling environmental hazards is covered by the Environmental Protection Act (1990) and additional legislation as cited in PBNI's Guidance on Environmental Management and

Protection document (see Appendix 1). Suitable actions and precautions shall be taken in connection with the Board's work activities. This will include information, instruction and training to employees on any procedures which are in place to control these hazards.

2.3 The main areas relevant to PBNI are detailed below and detailed guidance shall be provided regarding these issues.

- Purchasing
- Energy use
- Pollution
- Waste Management
- Protection and preservation of natural habitats, flora and fauna
- Suppliers/Contractors

2.4 As part of the Board's commitment to maintaining the highest levels of environmental management, it is the intention that PBNI will work towards environmental management systems which meet the standards set out in ISO14001.

### **3. Policy Aim**

To ensure that environmental management systems are in place to minimise any impact on the environment arising out of or in connection with the Board's work activities.

### **4. Policy Objective**

PBNI will ensure that guidance and procedures in relation to environmental protection are provided to all employees.

### **5. Policy Outcome**

PBNI employees will be fully aware of and comply with guidance and procedures in place in the organisation.

### **6. Policy Statement**

#### **Principles**

- PBNI will promote standards of environmental protection which comply with all the relevant statutory provisions and codes of practice, within resources.

- Employees will be provided with the information, instruction, training and supervision they need in relation to effective environmental protection, where necessary and within resources.
- PBNI shall seek to implement measures to prevent pollution, reduce waste and ensure wherever practical, the protection and preservation of natural habitats, flora and fauna;
- Take action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts;
- Ensure effective and expedient incident control, investigation and reporting
- Promote and encourage environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;

## **7. Linkages**

This Policy links to:

- Policy on Health & Safety at Work (Main)
- Procedures for Management of Asbestos Containing Materials (ACM) in Buildings
- Procurement Policy and Procedures.

## **8. Guidance**

This policy is supported by the document Guidance on Environmental Management and Protection.

## **9. Complaints**

External complaints will be dealt with in accordance with the Board's Complaints Policy, Guidance and Procedures.

## **10. Breach of Policy Provisions**

Breach of the Board's policy and procedures by employees may merit consideration under the Board's Disciplinary Policy.

## **11 Review**

PBNI will review this policy three years after implementation.

**GUIDANCE ON ENVIRONMENTAL  
MANAGEMENT AND PROTECTION**

# **GUIDANCE ON ENVIRONMENTAL MANAGEMENT AND PROTECTION**

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## **INTRODUCTION**

PBNI is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. An objective of PBNI is to minimise any impact on the environment which may arise out of or in connection with the Board's work activities.

PBNI will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented.

PBNI will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organisations. As part of the Board's commitment to maintaining the highest levels of environmental management, it is the intention that PBNI will work towards environmental management systems compliant with ISO14001.

### **ISO 14001**

This requires an organisation to commit itself to pollution prevention and continual improvement of its environmental performance.

Environmental management systems use a systematic, risk-based approach for assessing and managing environmental impacts, built on the same plan-do-check-act cycle used in both quality management systems and safety management systems.

As part of the planning phase, the organisation has to identify its significant environmental impacts so that it can develop a set of objectives and targets, together with a management programme to achieve them.

Implementation and operation — the doing phase — includes operational procedures, work instructions, training and communications so that employees can carry out the appropriate actions to achieve each objective and target.

The checking phase of the cycle requires monitoring and measurement of environmental performance, compliance assessment, auditing and records.

The final stage of the cycle is a review and revision of the management system, with the aim of improving both the management system and environmental performance. This forms the foundation of environmental management systems, which is continual improvement.

## **RESPONSIBILITIES**

**The Board** – have oversight of the implementation of this policy

**Director of Probation** – has overall responsibility for all environmental matters.

**Senior Management Team** – have endorsed the policy and procedures and shall give their full support to the implementation of the policy.

**Accommodation & Supplies** – shall monitor the operation of the policy and procedures and review on a regular basis to ensure that they remain current and applicable to PBNI activities. This will be carried out within limited resources.

**All Managers** - have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

**All employees and contractors** - are expected to co-operate and assist in the implementation of the policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with PBNI on any environment related matter.

**All employees** - will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of the policy, although this will be over a significant period of time, due to limited resources, both in terms of finance and staff to provide services outlined.

## **PURCHASING**

### **New Building Work**

Comply with the Building Regulations with regards to all new building work being energy efficient.

### **Pre-Purchase Checks of Property**

The Board shall consider the following matters prior to purchasing new premises:-

- Is there a risk of flooding?
- Does the site have any land, which is classified as contaminated and needs remediation prior to development?
- Have there been any pollution incidents on the site that (a) have been dealt with or (b) are outstanding and are being dealt with by the Environment Agency?
- Are there consents to discharge in place?
- Has the previous occupier held any licences, that have (a) lapsed or (b) been breached?
- Is the site on an aquifer protection zone?
- Is a full asbestos survey available for all buildings and outbuildings?

### **General purchases**

Reduce the pollutants at source by selecting furnishings that have lower emission rates of substances such as formaldehyde.

The Board shall review its raw material resources to ensure that, wherever possible, recycled materials are employed, the use of non-renewables is minimized and research is directed towards sustainable materials and processes.

The Board shall comply with the UK Waste Electrical & Electronic Equipment (WEEE) Regulations.

## **ENERGY USE**

PBNI shall conserve energy wherever possible, seeking to reduce its use of fossil fuels by the following:-

- Price per unit optimized
- Carbon Trust Scheme
- Use of Green electricity, generated from renewable energy sources, which is available to everyone in the UK, often at no extra cost
- Reduction of energy consumption when the site is not in use eg equipment turned off when not in use, time switches on items which are generally left on eg photocopiers, large printers
- Where appropriate lights are switched off eg ones closest to window during summer months
- Windows and skylights kept clean
- Light sensors to control lights
- External lights on sensors or an accurate time switch
- Energy efficient light fittings used where possible
- Fluorescent tubes replaced regularly (when the tube turns dark at the end, this is an indication that their efficiency is dropping and their light output can decrease by up to 40%)
- Cost of electric heating – typically five times more than gas
- Time-switches preventing heating and cooling operating at unnecessary times eg overnight and weekends
- Preventing heating and cooling operating in conflict eg a server room with air conditioning next to a heated office with limited insulation in between
- Car sharing scheme
- Energy efficient fuels for use of garden machinery

## **POLLUTION**

### **Drinking Water Quality**

The Drinking Water Inspectorate (DWI) of the Department for Environment, Food and Rural Affairs (DEFRA) is responsible for ensuring that public supplies of drinking water are wholesome in compliance with the Water Supply (Water Quality) Regulations 2000.

The Drinking Water in Containers Regulations 1994 and the Natural Mineral Waters Regulations 1985 also require drinking water to comply with particular standards.

Where there are concerns about the quality of drinking water in offices an inspection of the water system can be undertaken.

### **Indoor Air Quality**

PBNI acknowledge that the control of indoor air quality is important and shall undertake the following where possible:-

- Ensure adequate ventilation in offices
- Reduce the pollutants at source by selecting furnishings that have lower emission rates of substances such as formaldehyde.
- Provide plants – these are highly effective in removing pollutants and assisting with the control of humidity levels

### **Vehicle Emissions**

The EU sets standards for emissions from all vehicles, including petrol cars, diesel cars and lorries. After a motor vehicle has reached a certain age, its emissions must be examined each year, along with other requirements for its annual MOT test.

To further control motor vehicle emissions PBNI would promote shared transport where practical eg training events, meetings, etc.

### **Discharge into watercourse**

#### **Community Service**

In handling fuels and pesticides to take all essential measures to prevent pollution from spillage into a watercourse.

Sufficient information, instruction and training in use of substances and procedures regarding disposal and spillage.

Only staff who are certified to use pesticides in accordance with will undertake tasks involving the use of pesticides.

## **WASTE MANAGEMENT**

PBNI has a duty of care under the Environmental Protection Act 1990 and a duty to audit waste generation. The hierarchy of waste management options is

- Reduction
- Reuse
- Recovery (including recycling, composting and energy recovery)
- Disposal (ie landfill and incineration without energy recovery)

Before taking any action or making any financial investment in recovery, reuse or recycling, the Board shall carry out a waste audit to identify those materials which might be retrievable. It will then be possible to assess whether recycling, reuse or recovery will result in cost savings for the Board or be more expensive than existing disposal routes.

All employees shall recover, reuse and recycle waste in accordance with the Board's waste management procedures.

All waste being handled, stored, collected, transported, recycled or reused shall be carried out in accordance with health and safety and environmental legislation.

### **Waste Minimisation**

- Minimizing of the generation of waste to reduce the need to recycle and make recycling easier.
- Paper free administrative processes wherever work can be carried out online
- Double sided printing and photocopying rather than single sided
- Establishing good housekeeping procedures and Record Management so that materials are not over-ordered, overused or allowed to go missing
- Setting up of careful ordering, storage and stock rotation procedures to minimize loss through exceeded shelf life or incorrect storage conditions
- Selecting materials which are more readily recyclable
- Introducing clean technology (processes or equipment which produce less waste)

- Implementing a planned preventative programme to avoid waste caused by equipment failure and breakdown
- Changing the layout of equipment and piping

### **Recycling, Reuse and Recovery**

Maintain waste-saving protocols to ensure the recovery of recyclable material

Waste material can be recovered for reuse within PBNi itself, reused by third parties, or recycled into further products.

It is part of the Board's policy on sound environmental management to ensure that it manages its waste in a responsible and compliant manner by:-

- Feeding back reusable waste into the Board's own processes eg
  - Paper printed on one side may be reused as notepaper
  - Envelopes may be reused internally
  - Shredder paper is a useful packaging material
  - Green waste from grounds maintenance may be composted, bark and wood chippings may be used as mulch
  - Containers may be cleaned for re-use
- Recycling waste bins in each office
- Use of appropriate organisations to collect specific recycled waste eg toners, cartridges, etc from printers, fax machines, photocopiers)
- Ensuring recovered wastes for reuse and recycling are segregated and stored correctly.
- Producers of waste electrical and electronic equipment will be required to meet recovery and recycling obligations in compliance with the Waste Electrical and Electronic Equipment Directive (WEEE Directive) eg fluorescent tubes.
- Contractors selected to collect waste for recycling shall hold the correct registration to carry the waste in question and their operations shall comply with health and safety legislation.
- Compliance with Data Protection Act 1998 by ensuring that documents containing sensitive or confidential information about identifiable individuals are shredded before being recycled.
- Compliance with the Batteries and Accumulators (Containing Dangerous Substances) (Amendment) Regulations 2000 with regards

to the disposal/recycling of batteries.

- Modern incinerators recover energy from waste which is viewed as 'waste recovery' rather than 'waste disposal'.

### **Waste Disposal**

Disposal options are needed to deal with residual wastes which cannot be recycled, reused or recovered. The well-established waste disposal options are landfill and incineration, although there are now newer technologies and techniques available to dispose waste. Landfill is considered to be the least sustainable waste management option.

It is part of the Board's policy on sound environmental management to ensure that it manages its waste in a responsible and legally compliant manner and chooses the most suitable waste disposal option for its waste by:-

- Classifying waste in accordance with the European Waste Catalogue and waste acceptance criteria
- Compliance with the waste producer's duty of care
- Checking whether the choice of option is restricted by legislation eg Asbestos
- Ensuring that on-site storage, treatment and disposal facilities have a pollution prevention and control permit, a waste management license or are exempt from licensing
- Ensuring compliance with general health and safety legislation as applicable to waste
- Train employees and contractors in waste and safety procedures
- Select appropriate waste management options for each waste system
- Review services offered by contractors and engage a reputable contractor who offers an appropriate package, and seek to move away from landfill where possible
- Waste materials destined for recycling may be collected by dedicated recycling contractors, general waste disposal contractors, local authorities, community groups, charities, checking their registration to carry the relevant waste.
- Provide contractors with information required under landfill legislation eg test results and details of pre-treatment

(eg general waste collected by Council excluding recyclable material, shredded material, incineration of confidential waste, asbestos waste, furniture/equipment – is this all sent to Auction or is some of it disposed of as waste, cs waste ie paint pots classified as hazardous etc)

## **THE PROTECTION AND PRESERVATION OF NATURAL HABITATS, FLORA AND FAUNA**

The Council for Nature Conservation and the Countryside advises the Environment and Heritage Service of the Department of the Environment (NI) in its work on nature conservation and the countryside. With regards to Areas of Natural Beauty (AONB) the Dept of the Environment shall:-

- Conserve or enhance the natural beauty or amenities of the area
- Conserve wildlife, historic objects or natural phenomena within it
- Promote its enjoyment by the public
- Provide and maintain access to it

PBNI will ensure, so far as is reasonably practicable, the protection and preservation of natural habitats, flora and fauna whilst undertaking the following activities:-

### ***Duke of Edinburgh's Award/Probation Projects Activities/Community Service Activities***

The Country Code is followed by all groups undertaking Probation Projects and the Duke of Edinburgh's Award. The County Code is as follows:

- \* Enjoy the countryside and respect its life and work
- \* Guard against all risk of fire
- \* Fasten all gates
- \* Keep your dogs under close control
- \* Keep to right-of-way across farmland
- \* Use gates and stiles to cross fences, hedges and walls
- \* Leave livestock, crops and machinery alone
- \* Take your litter home
- \* Help to keep all water clean
- \* Protect wildlife, plants and trees
- \* Take special care on country roads
- \* Make no unnecessary noise

The 'Leave No Trace' initiative is with regard to outdoor ethics and is promoted by Leave No Trace Ireland with the Award as a very action partner. Their ethic is to 'make it hard for others to see or hear you and leave no trace of your visit'.

## **SUPPLIERS/CONTRACTORS**

Encourage suppliers and contractors to develop sustainable management

practices. Use of OGC (Office of Government Commerce) catalyst will ensure that we are making use of suppliers who have fulfilled these requirements in order to win a place on the list.