

Environmental Action Plan & Management System

January 2009

Action Signs is committed to protecting and reducing its impact on the environment and is aware that its business will have an effect on the environment. It takes positive steps in all aspects of its business to ensure that the impact is minimized.

In order to achieve the objectives set out in the Environmental Policy the following steps are taken.

Action Plan

- Actively conserve all forms of energy in the workplace.
- All packaging is recycled or re-used wherever possible.
- Minimize all discharges and emissions to air, land and water.
- Monitor deliveries from suppliers and to customers.
- Use environmental friendly substances and materials whenever possible.
- Encouraged suppliers and customers to assist in reducing the impact on the environment.
- Aluminium is the preferred material to manufacture signs as they are fully recyclable at the end of their lifespan or use.
- Use materials and systems that have a minimal impact on the environment.
- Old signs that are removed are always recycled wherever possible.
- To have systems in place to limit the risk to health and the environment.
- Consider the form of communication.
- Reduce use of paper.
- Adopt a 'Green' office

Management System

Energy

- Ensure that all computers, printers and plotters are turned off when not in use and at the end of the working day.
- Use of low energy light bulbs and turn off light when not required.
- Only heat the work area that is used.

Waste

- All paper, cardboard and plastics must be recycled or re-used.
- Off cuts of materials to be offered to local schools.
- Other waste to be disposed of by Registered Waste Company.
- Old aluminium signs to be recycled.

Deliveries

- Whenever possible group orders together as one delivery.
- Use one supplier whenever possible.
- Encourage suppliers to use recyclable packaging.

Materials

- Keep up to date with latest developments in eco friendly systems and materials.
- Use eco friendly materials that meet the needs of the job and customer requirements whenever possible.
- Obtain COSHH data from suppliers for hazardous substances.

Health & Safety

- Use Risk Assessment and Method Statement for each job.

Communication

- Use the internet as the preferred form of communication.
- Recycled ink cartridges or use refilled cartridges.
- Use paper from 'green' products range.
- File electronically where possible.

Future Action

- Have Energy Survey carried out.
- Calculate Carbon Footprint.
- To become involved in 'green' initiatives.

Action Signs will continually review this Action Plan & Management System and amend or improve it as developments within the market or environmental systems change.

This Action Plan & Management System is endorsed for Action Signs by:

A photograph of a handwritten signature in black ink on a light-colored background. The signature is stylized and appears to be 'Neil Kelly'.

Signature:

Neil Kelly
Proprietor

Action Signs 398 Northolt Road, South Harrow, Middlesex, HA2 8EX.

Next Review: January 2010