



# Environmental Policy

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Version 1.5
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## Glossary

<b>Aspects</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the activities of Colchester Borough Homes
<b>Impacts</b>	Elements of the Colchester Borough Homes activities, products or services that can interact with the environment
<b>BSI</b>	British Standards Institute
<b>ISO</b>	International Standards Organisation

## 1. Introduction & purpose

At Colchester Borough Homes we recognise that all organisations have, to some extent, an effect on the environment. This policy statement makes a commitment from us to endeavour to maintain a continual and measurable improvement to the aspects of our environmental performance and reducing our own environmental impact, whilst maintaining economic viability.

## 2. Environmental arrangements

We are:

- Using an Environmental Management System and a management structure that recognises its responsibilities to maintain that system.
- Complying with or exceeding all environmental, legal and other requirements.
- Adopting principles of best practice and best technology wherever possible.
- Conserving energy and other natural resources by adopting energy saving measures in all areas under our control.
- Maintaining a procurement strategy that reflects best environmental practice whilst at the same time reducing usage of resources such as paper within our offices so far as practicable.
- Reducing the amount of waste produced within our operation so far as is practicable, ensuring that such waste as we do produce is disposed in a manner that reflects best environmental practice.
- Employing Low Carbon Technologies to upgrade our housing stock leading to a reduction of fuel poverty in our residents.
- Sharing our knowledge and expertise of Low Carbon Technologies with other Social Enterprises.
- Active members of national energy savings, renewable energies and low carbon technology groups in order to learn of and to apply best practice to our endeavours.
- Ensuring staff are reporting internally, using the Colchester Borough Homes electronic system, any environmental incidents or near misses.
- Including environmental incidents, near misses and actions taken in quarterly report to Directors and Senior Managers plus the Health and Safety Group.

We will:

- Minimise the release of any pollutant, including noise pollution that may cause damage to land, water or air.
- "Provide appropriate environmental awareness and information for board members and employees to support this policy, whilst working with tenants and leaseholders to improve their knowledge of environmental matters in order to minimise their impact on the common environment."
- Establish targets and objectives related to significant environmental aspects to maintain continuous improvement.
- Undertake and maintain an environmental aspect and impacts risk assessment, with clearly defined targets and actions set.
- Undertake an audit of the environmental legislation and Compliance register and no greater than six monthly intervals.

### 3. Consultation

The document is guided by the company's certification under ISO14001 – Environmental Management System which is audited by the British Standards Institute. It is their guidance that formats the policy statement and the supporting documentation. This is done by six monthly audits of the system that can result in the identification of 'non-conformities', 'observations' or 'opportunities for improvement'.

### 4. References

The following are the principal references. The related documents (see 5 below) come from the requirements outlined in these references:

- ISO 14001:2004 Environmental Management Systems
- Environment Agency website (Legislation, permitting and exemptions).

### 5. Related documents

Below is the list of other documents required to support this policy and the ISO 14001 Standard. These documents are audited by the British Standards Institute on a six-monthly basis to ensure compliance with legislation and the standard.

<b>Principal Environmental Documents</b>	
ENV002	Environmental Legislation Register and Compliance Register 2018
ENV003	Environmental Manual 2015
ENV004	Environmental Aspects & Risk Assessments 2018
ENV006	Site Waste Management Plan - Gosbecks Road 2013
ENV007	Environmental Responsibilities Organogram 2015

### Document control sheet

<b>Title</b>	CBH Environmental policy – December 2018					
<b>File location</b>	<a href="https://colchbh.sharepoint.com/sites/fnc/corpdoc/PolDevLib/CBH%20Environmental%20Policy.docx">https://colchbh.sharepoint.com/sites/fnc/corpdoc/PolDevLib/CBH Environmental Policy.docx</a>					
<b>Consultation</b>	ISO 14001 Certification audit by BSI undertaken October 2018					
<b>Approved</b>	Board 01/12/2018					
<b>Next review</b>	01/12/2021					
<b>Circulation method</b>	SharePoint					
<b>Equality Impact Assessment</b>	<b>Required</b>	Yes	<b>Latest</b>	[Latest EqIA (Full)]	<b>Review due</b>	[EqIA Review Due (Full)]

### Document amendment history

<b>Version</b>	<b>Type</b>	<b>Date</b>	<b>Brief description of changes</b>
1.0	New	January 2007	New policy
1.1	New version	January 2011	Reviewed and resigned - no changes required
1.2	Minor revision	January 2013	Reviewed following BSI assessment - additional paragraph added
1.3	Minor revisions	July 2013	Formatted in CBH Corporate format
1.4	Minor revisions	October 2015	Reformatted in CBH Corporate format. Minor updates to document references.
1.5	Minor revisions	December 2018	3-year review, some change to wording so as to more accurately reflect CBH environmental procedures.