



LatimerTrend

Environmental Policy

General statement of policy

The management and all who work at Latimer Trend are committed to the environment and the prevention of pollution.

Latimer Trend ensures that all our activities are carried out in conformance with relevant compliance obligations.

Latimer Trend are committed to protecting and enhancing the environment.

In line with this, Latimer Trend seeks to minimise waste arisings, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to work with suppliers who themselves have sound environmental policies.

An essential feature of the environmental management system is a commitment to continually improving environmental performance. This is achieved by setting environmental objectives and targets which are regularly monitored and reviewed. These objectives and targets are publicised throughout the organisation and all staff are committed to their achievement.

In order to ensure the achievement of the above commitments, Latimer Trend has implemented an environmental management system which satisfies the requirements of ISO 14001:2015 and is certified to this by a UKAS-accredited certification body.

Signed

Managing Director

Date 17th May 2019

Accountabilities for Environmental Issues

Good environmental performance is the accountability of all at Latimer Trend. However, the following people have specific duties:

Duty	Person(s)
Overall and final accountability for environmental performance	Paul Opie
Environmental Co-ordinator	Dennis Tilley

Employee's accountabilities

Each employee is accountable for:

- Co-operating with Latimer Trend management to achieve a safe and healthy environment within our site and outside.
- Not interfering with, or misusing any device provided to meet our environmental obligations or policy.

Specific Arrangements

Compliance

Operations shall comply with appropriate compliance requirements including legislation and guidance relating to this. The primary guidance is PG6/16 Secretary of State Guidance on Printworks.

Latimer Trend shall maintain an up-to-date register of relevant legislation.

Communication and training

Latimer Trend recognise that a key to good environmental performance is for all people involved to be aware of the processes and systems in place. Therefore, we shall ensure that appropriate personnel are made aware of the processes and systems through appropriate communication and/or training.

Pollution minimisation

Storage, transportation and operations shall be conducted to minimise ground or water pollution or the potential for pollution, so far as is reasonably practical.

Systems shall be in place, and personnel trained, to cope with spillages in order to prevent contamination of land or water courses.

Energy conservation

Operations shall be carried out to conserve energy, so far as is reasonably practical. This shall include reducing unnecessary heat loss and unnecessary electricity usage through leaving equipment running or lights burning when not required. Where possible, operations shall be carried out in such a way as to minimise the energy used.

Transport

Where possible, transport operations shall be organised to minimise the number of journeys made by road vehicles and their duration. This shall include avoiding trips with a half-empty vehicle, repeated runs to the same area and runs at peak periods when waiting times with the engine running and acceleration and braking are likely to be greater. Where rail transport is a viable alternative, then this shall be used in preference to road transport.

Company vehicles shall be chosen with fuel type and usage as a primary consideration.

Emissions

Operations shall be carried out to minimise emissions to air. This shall include, but not be limited to:

- Minimising the use of IPA through both minimising the percentage in the fount solution and investigating the possible use of alternatives
- Using class IIIA solvents where possible
- Using dispensers for hand-applied solvents, rather than open-lidded tins
- Closing lids on bins containing solvent-soaked wipes

Effluent

Processes shall be chosen to minimise the likelihood of effluent discharge via the drains.

Solvents

Solvents shall be chosen, so far as is reasonably practical to follow the HSE solvent preference criteria of:

Least preferable	IA
	IIA
	IIIA
Most preferable	Vegetable based

Solvents shall be used in a way to minimise emissions to air and to reduce the potential concentrations in which they may be inhaled to be considerably below occupational exposure standards.

Solvent shall be stored and transported in such a way as to minimise the potential for leakage to either ground or drains.

Appropriate spill kits and procedures shall be in place to cope with any spillage that occurs, and people should be trained or otherwise made aware of the procedures.

Other chemicals

Other chemical shall be chosen and controlled in such a way as to:

- Minimise the potential environmental impact during normal use or in the case of a spillage, etc.
- Minimise the potential health impact of substances where there is a known health risk, such as ink strippers containing dichloromethane.

Purchasing and raw materials

Within the constraints of customer requirements, purchasing decisions shall be made with due regard to the environmental consequences of the decision. In the case of paper, paper shall be purchased from mills that

- Use wood pulp from a renewable source. The wood we use is primarily spruce or eucalyptus from forests which are replanted on a regular basis. We shall not purchase paper from mills using wood from rain forests or other hardwood sources.
- Recycle internal waste materials
- Remove all effluent from water before discharge and
- Do not use chlorine in the paper production process

Where possible, materials shall be “environmentally friendly.” However, Latimer Trend realises that the high quality nature of the sector in which we operate means that recycled papers are not likely unless specifically requested by a client.

Where FSC certification is required, then FSC paper shall be specified, and systems used to ensure that only this paper is used for such jobs.

Waste

All wastes shall be segregated to maximise the environmental opportunities of subsequent waste treatment or disposal processes.

All wastes shall be removed and processed by licenced waste contractors.

Latimer Trend shall:

- Follow the waste hierarchy in the Waste (England and Wales) Regulations.
- Comply with other requirements of these regulations and the Hazardous Waste Regulations.
- Avoid sending waste directly to landfill unless there is no reasonably practical alternative,