

Action Level Key**Action Level 1 - Immediate, ongoing or currently in operation****Action Level 2 - Planned event to take place within 6 months of identification****Action Level 3 - Planned event when replacement or renewal required****Action Level 4 - Long term event that requires funding and/or significant change in building structure or process design**

Areas of Consideration Matrix - 201x	Action Level 1	Action Level 2	Action Level 3	Action Level 4	Completed	Comments / Completion Date
Water Consumption :-						
Use spray taps and spray nozzles to reduce water volumes						
Restriction Valves to maintain constant flow and help prevent and detect leaks						
Urinal controls when the cistern only flushes after use or is fitted with electronic controllers						
Push button or time controlled taps which turn off after predetermined period						
Low flush toilets to reduce volume of flushed water						In the office block
Installing water meters						
Ensuring water heaters are switched off at the start of any holiday period and fit time delay switches for the end of shifts or at weekends						
Instruct staff in ways of saving water, to report leaks, what measures have been put in place and the object of the process						Staff instructed on this item
Energy Consumption :-						
Consider purchasing energy efficient equipment – light bulbs, timer switches etc						
Assess the environmental impact of our energy suppliers						Investigations are currently underway
Introduce double glazing on all windows						
Make use of natural light						Recently removed internal partition walls to improve work area and as a result improved
Introduce insulation						
Reduce the use of portable electrical appliances						
Ensure timers are set correctly						Currently in place

Defrost fridges on a regular basis					Completed at regular intervals by Employees
Instruct staff to be aware to switch off equipment, appliances and installations when not in use, place signage around the building.					Such instruction has been given
Ensure lights and windows are kept clean					This is planned to become part of employees duties
Look to reduce the number of lights or fluorescent tubes used in rooms or departments					
Introduce motion sensor lights or other such equipment to ensure lights are not used when the rooms are empty					In the Warehouse
Transport :-					
Ensure regular servicing of vehicles, tyre checks etc					Vehicle under goes regular servicing
Carefully plan delivery routes to minimise mileage					When appropriate Delivery Contractors are used
Legislation/Regulations :-					
To prevent the escape of waste from their containers					Spill Kit in place and employee training on its use.
To ensure that there is a written description of the waste when it is transported to and arrives at the waste disposal site					Waste is identified using the correct identification codes
To ensure that transport of waste is carried out by an authorised, licensed waste carrier					The Company authenticates a Contractor's details in the Environmental Agency (EA) website
To ensure, within reason, that waste is dealt with in an appropriate manner at a licensed landfill or waste management facility					Company's have been authorised by the EA
Recycling :-					
Paper					Currently recycled
Cardboard					Currently recycled
Print Cartridges					Currently recycled
Chemicals					Currently recycled
Machinery Fluids					Planned after discussions with waste contractor

Timber						Planned after discussions with waste contractor
Batteries						Planned after discussions with waste contractor
Electronic and Electrical Equipment						Planned after discussions with waste contractor
Glass						Planned after discussions with waste contractor
Furniture						Planned after discussions with waste contractor
Plastics						Currently recycled
Tools						Planned after discussions with waste contractor
Raw Materials :-						
Plastics						A product required for the business; waste is kept to a minimum
Chemicals & Glues						A product required for the business; waste is kept to a minimum. Products are reviewed regularly
Packaging Materials :-						
Cardboard Boxes						Recycle boxes sent in from suppliers and clients
Plastic Shrink Wrap						Required for current business practises
Bubble Wrap						Required for current business practises
Tape/Labels						Required for current business practises
Polypropylene Sacking						Required for current business practises
Timber Pallets						Recycle timber pallets sent in from suppliers and clients
Aluminium Pallets						Use own pallets; not used for despatches
Lay Flat Tube						Required for current business practises

Additional Areas Considered:-						
Refrigerant Gases						The Company has one source of refrigerant gas and that is from a small domestic refrigerator stored in the Kitchen.