



BLENKIN ASSOCIATES LTD

ENVIRONMENTAL MANAGEMENT POLICY

Blenkin Associates Ltd is a recruitment business providing management staff for interim and permanent positions into the healthcare sector.

Our mission is to provide high quality staff into management positions in the NHS and other healthcare organisations to support delivery of high quality healthcare services.

Blenkin Associates takes seriously its responsibility to trade in a way that minimises the impact on the environment and as such commits to the following:

- to continually improve our environmental performance
- to prevent pollution and effectively manage our significant environmental impacts (see below)
- to comply with relevant environmental legislation
- to ensure all staff are educated and trained in environmental issues and the environmental effects of their activities
- to monitor progress and review environmental performance against targets and objectives annually
- to communicate the businesses environmental aims and objectives to all staff, as well as to customers, investors and other external stakeholders

We expect workers provided by Blenkin Associates to commit to reduce their own impact on the environment.

The attached environmental report outlines step to be taken by Blenkin Associates to reduce its impact on the environment.

Harriet Blenkin
Director

18th June 2009

ENVIRONMENTAL REPORT

Blenkin Associates has a single office site which is based in the grounds of the Director's private home; staff work mainly from home coming to the office site approximately once a week for a team meeting. The office is a small self contained unit of approximately 10' * 10' – staff utilise the kitchen and bathroom facilities of the Director's house.

Whilst the office accommodation is very small Blenkin Associates commits to minimise its impact on the environment.

ENERGY CONSUMPTION

Building insulation and heating:

Blenkin Associates office is sited in the garden of the owner's house – and staff utilise kitchen and toilet facilities within the main house. Reducing energy consumption refers both to the office building and main house:

- Turn off lights and heating in the office outside working hours
- When possible use the oil fired radiator rather than the electric fan heater
- Keep windows and doors closed when the heating is on
- Close blinds and windows early in winter to retain heat
- Ensure insulation of roof and floor in office
- Service boiler regularly

Office equipment

- Blenkin Associates commits to buy IT equipment that is as energy efficient as possible.
- The staff needs to ensure that computers are switched off instead of placing them in standby mode when not in use
- Turn off the copier/printer overnight
- Turn off screensavers

Lighting

- Lights to be switched off when not needed and overnight
- Low energy lightbulbs to be installed

Parking

Staff should park with due consideration to neighbouring houses; there are no parking restrictions in place

General

- Aim to repair equipment where possible rather than replacing it
- Reuse items instead of discarding them

Office paper

We commit to reduce waste paper through taking the following steps:

- Only print and photocopy where absolutely necessary and do so double sided when possible
- re-use paper whenever possible – recycling bin to be kept next to printer

- to stop the printer/copier jamming we will store paper to be re-used near the machine under a heavy weight so that all the paper is flat and at a similar humidity and temperature.
- Where possible we will use labels to re-use envelopes for external post
- Make notepads out of scrap paper rather than buying new
- To reduce junk mail – we will register with the mail preference service

Recycling

We aim to either: reduce, reuse or recycle our business waste

Supplies

There is no stationery cupboard at present – the staff buys and recharge for their own stationery
The staff is asked to review their requirements and identify unwanted office supplies once a quarter so that it can be given to other members of staff

Where possible we will buy more environmentally friendly products

Fire Prevention

Blenkin Associates aims to reduce the risk of site fires occurring and to minimise the environmental damage that could result from fire and fire control methods

We will:

- Carry out a fire risk assessment to identify and reduce potential causes of site fires. The assessment will reduce sources of ignition, minimise ways fire could spread, and set up fire controls such as extinguishers and sprinklers.
- Use and store flammable or explosive materials safely
- Create a well rehearsed contingency plan for protecting the environment. Keep the plan up-to-date, display it clearly for all staff and document it fully
- Ensure the staff knows how to react in the event of a fire
- Review the contingency plan regularly

Firefighting equipment

- We will not keep or use firefighting or fire protection equipment that contains halons.
- We will ensure that fire protection systems and fire extinguishing equipment comply with ozone depleting substances regulations.

18th June 2009

Review date: 18th December 2009