

SIGNIFICANT ASPECTS & IMPACTS REGISTER

Date of Assessment:
31/07/2024

Recommended Review:
Within 1 year or change

Assessor:
C. Jennings

Version:
1

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Area	Activity	Aspect	Impact	Legislation (if applicable)	Frequency of Occurrence	Environmental Controls (to eliminate or reduce impact)	Influence	Impact Severity	Significance Rating
Offices/Premises	Energy Use in day-to-day business operations Heating Lighting Equipment – printers, computers etc Refrigeration	Consumption of electricity	Production of CO2 and depletion of natural resources Increased carbon footprint	N/A – minimal energy usage	Daily (10)	All non-essential equipment, including PCs and printers turned off overnight (apart from server, or CCTV) Modern office equipment in place leading to low electricity consumption. Staff to switch off computers at the end of the day. Printers switched off when not in use. Consideration of life cycle perspective when making purchases. Use of low energy lighting (L.E.D. lighting and sensors via PIR)	Good	Minimal (1)	Low (10)
	Waste production: Paper Printer ink Packaging Food Electrical items	Waste generated for either recycling or production	Recyclable items could end up in landfill Waste not disposed of correctly and causing harm to the environment Any leakage to environment	Environmental Protection Act Waste Regulations FGas and ODS Regulations	Daily (10)	Good housekeeping inclusive of the separation of waste and recyclable materials General waste available throughout the office space Improvement: Consider recycling facilities (being implemented August 2024) Use of registered waste carriers for disposal which are Corey Environmental (general/recycling) Storing of waste transfer notes from waste providers	Moderate	Minimal (1)	Low (10)
	Printing	Use of paper for printing	Depletion of natural resources	N/A	Weekly (8)	Staff encouraged to print as little as possible (moved from several printers to one printing system to cut down). Limited printing within the business. Preference given to minimise paper consumption includes: <ul style="list-style-type: none"> Emailing Using online systems 	Good	Minimal (1)	Low (10)

Frequency of Occurrence

10	8	5	3	1	X	10	8	5	2	1
Daily	Weekly	Regularly	Less Often	Remote		Severe	High	Moderate	Low	Minimal

Impact Severity

Environmental Significance Rating Table

High (50-100)	Medium (20-49)	Low (1-19)
Requires Specific Controls	Monitor, Measure or Continually Review	Occasional Review

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Offices/Premises	Refrigeration: Air Conditioning Fridges	Possible leaks from system Use of air con	Leakage to environment End of life disposal not carried out correctly – landfill	F Gas and Ozone Depleting Substances Regulations	Remote (1)	Air conditioning regularly serviced by registered organisation. Fridge maintained and kept in good condition. All units disposed of correctly at end of life – recycled where possible. Hazardous waste transfer notes kept for all transactions (ie disposal of refrigerant systems).	Good	Moderate (5)	Low (5)
	Cleaning	Cleaning substances and chemicals	Depletion of resources Potential spills that cause damage to the environment.	Control of Substances Hazardous to Health	Weekly (8)	Substances in place have minimal environmental impact and are not generally hazardous (generally office cleaning products) Approved suppliers in place. Defined storage area in place for cleaning materials/ substances. Improvement: Consider flammable cabinet for the occasionally storage of chemicals Improvement: Consider removing bleach from offices for lower impact upon the environment	Good	Minimal (1)	Low (8)
	Water Use: Welfare facilities including kitchens and washrooms	Consumption of water	Depletion of natural resources	Water Resources and Water Industry Act	Daily (10)	Minimal water usage, domestic including tea/coffee making, toilets and handwashing plus showers within the gym area.	Good	Minimal (1)	Low (10)
	Business Operations	Production of noise and light through business activities	Noise pollution Light pollution	N/A	Daily (10)	Offices only operated within normal business hours (8am until 5pm). Low energy lighting in use. Motion sensors on lights so that they are only on when require (PIR). Minimal buildings in the area (local building rented, residential premises across the field and the Royal Anthological society).	Good	Minimal (1)	Low (10)

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Business Travel	Staff commuting to work	Use of vehicles	Emissions to air Increased carbon footprint	MOT emission requirements London Low and Ultra Low Emission Zones	Daily (10)	<p>Staff encouraged to use public transport where possible i.e. where available within London or where travelling to sites.</p> <p>Cycle to work by some employees.</p> <p>Works planned to utilise quickest routes and most direct routes thus reducing travel.</p> <p>Staff responsible for carrying out MOT/servicing on personal vehicles as required.</p> <p>Procurement of vehicles incorporates environmental credentials and business needs (i.e. combination of vehicles in the fleet).</p> <p>Company vehicles maintained/ kept in good working order – procedures in place for reporting issues and conducting MOT/servicing.</p> <p>Consideration given to electric vehicles with 7 charging points in place.</p> <p>Email conferencing utilised wherever possible for client meetings.</p> <p>GPS tracking on fleet monitoring engine idling.</p>	Moderate	Low (2)	Medium (20)
	Travel to visit clients	Use of vehicles Flying	Emissions to air Increased carbon footprint	MOT emission requirements London Low and Ultra Low Emission Zones	Regularly (5)	<p>Staff encouraged to use public transport where possible.</p> <p>Staff responsible for carrying out MOT/servicing on personal vehicles as required.</p> <p>Procurement of vehicles incorporates environmental credentials and business needs.</p> <p>Company vehicles maintained/ kept in good working order with a fleet of electric vehicles in place.</p> <p>Consideration given to electric vehicles where feasible.</p> <p>Email conferencing utilised wherever possible for client meetings.</p>	Moderate	Moderate (5)	Medium (25)

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Suppliers	Purchasing	Purchasing of: Office supplies Project supplies	Emissions to air from deliveries Depletion of natural resources during production/manufacture	N/A	Regularly (5)	<p>Purchasing criteria gives preference to products / services that are:</p> <ul style="list-style-type: none"> Ethically sourced Carbon neutral Fair trade Recycled From sustainable sources <p>QS on site outline requirements for purchasing/supplies. Design consultant specifies purchases. This is based on environmental considerations along with pricing and lead time.</p> <p>Influencing the client where possible.</p> <p>Supplier review and monitoring in place.</p> <p>Deliveries ordered in bulk to avoid frequent, smaller deliveries.</p> <p>Where necessary, we consider the indirect impact of shipments / deliveries to the business</p> <p>Consideration of the life cycle of products i.e. where to they come from, how will they be disposed of.</p>	Good	Low (2)	Low (10)
Clients	Client requirements during projects	Influencing services provided and working in accordance with communicated environmental requirements	Increased travel leading to emissions to air Products from less sustainable sources leading to resource depletion	N/A	Less Often (3)	<p>Client brief/communicated requirements considered when planning delivery of services (client provides a generally wide scope i.e. meet requirements and obligations for waste etc.)</p> <p>Influence provided to customer to utilise best 'green' solutions available given specific requirements.</p> <p>Compliance with Building Regulations which set the latest standard (focus on sustainability recently i.e. PV, air source heat pumps)</p>	Good	Low (2)	Low (6)

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Changes	Development of new / modified activities or services	Dependant on changes made to business, could include: Increased travel Requirement for more resources Larger offices required	Dependant on changes made to business, could include: Increased emissions to air Larger depletion of natural resources Increased noise pollution Increased light pollution	Dependant on change	Remote (1)	Risks and opportunities register in place and regularly reviewed (SWOT) Processes in place for planning of changes on site is generally via the site waste manage change. Review of legal register and review of Government white papers, industry bodies, seminars, etc. Top management (board of Directors) to review any potential changes and the impacts they may have ahead of changes being made. CPD and other training conducted as required with new developments, or changes in activities. Lifecycle and longer-term impacts considered as necessary where there is control, influence.	Dependent on change	Moderate (5)	Low (5)
Emergencies	Emergency issue (planned and unplanned deviations).	Emergency situation for example: Fire Spill	Various, dependent upon the emergency issue. Potentially: Emissions to air Leakage to environment	Dependent on emergency situation.	Remote (1)	Good housekeeping maintained within the premises. Policies displayed/communicated. Staff induction and training. Communications of responsibilities (job descriptions and awareness sessions). Various suppliers available to assist in emergency situations. Communication with employees, clients and suppliers as relevant to the emergency situation – could potentially include calls, emails, letters and updates to website. Directors on call for emergency situations. Each site has emergency contact available/displayed.	Good	High (8)	Low (8)

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Site /Construction Based Activities	Operational Controls (site activities)	Construction Activities	Depletion of resources Noise pollution Emissions (dust)	Control of Noise Dust Regulations CDM Regulations Environmental protection act	Daily (10)	Training/awareness provided to all staff to ensure awareness of controls – supported to periodic discussions/meeting with management. Communication of responsibilities. Staff to clean up after completion of visit – suitable equipment provided i.e. dust pans, brooms, cloths etc. Contractors / Staff employed as a result of their competence, skills and experience within the field.	Moderate	Low (2)	Medium (20)
	Waste & Recycling	Waste produced by business activities on site	Potential for waste to landfill	Waste Regulations	Daily (10)	Site inspections carried out to ensure work sites are kept clean and tidy, and that waste is being appropriately separated. Waste transfer notes collected from registered and approved waste carriers. Waste is separated into waste streams where possible.	Moderate	Low (2)	Medium (20)
	Use of COSHH / Hazardous Substances / Chemicals	Spills + Storage	Pollution of watercourses	CDM Regulations Environmental protection act	Daily (10)	COSHH assessments in place supported by MSDS. Spill kits in place as required. Permits and licences obtained as required (Environmental or Local Authority) following a site specific assessment. Archaeological / ecology survey and environmental assessment performed by qualified person (this is generally part of the planning process).	Moderate	Low (2)	Medium (20)

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