

Environmental Management Checklist

1. Checklist Details

Location assessed:	Inspection by:	Site:
	Position:	Inspection date:
	Inspection ref:	Review date:

2. Policy

(X as applicable)

<input type="checkbox"/> Has an Environmental Policy been established? <input type="checkbox"/> Are staff appointed to co-ordinate environmental activity? <input type="checkbox"/> Are environmental issues considered as part of procurement? <input type="checkbox"/> Are site tours undertaken to monitor environmental performance? <input type="checkbox"/> Has a formal complaints procedure been established? <input type="checkbox"/> Are there any environmental consents in place?	<input type="checkbox"/> Are environmental control measures monitored and maintained? <input type="checkbox"/> Has any of the site been identified as 'contaminated land'? <input type="checkbox"/> Is a formal management system (e.g. ISO14001) in place? <input type="checkbox"/> Have emergency procedures and facilities been established? <input type="checkbox"/> Are board reports produced on environmental performance? <input type="checkbox"/> Have all staff been trained on environmental issues?
Comments:	

3. Energy Efficiency

(X as applicable)

<input type="checkbox"/> Is electricity and gas usage monitored regularly? <input type="checkbox"/> Is equipment, lighting and heating switched off when not required? <input type="checkbox"/> Are light fittings regularly cleaned? <input type="checkbox"/> Are reflectors installed behind radiators on external walls? <input type="checkbox"/> Are leaks from compressed air systems monitored?	<input type="checkbox"/> Is energy efficient equipment used where possible? <input type="checkbox"/> Are heating and water systems set to avoid over-heating? <input type="checkbox"/> Are radiators and ventilators unobstructed? <input type="checkbox"/> Are computers set to power-down after a period of inactivity? <input type="checkbox"/> Is compressed air generated at the minimum required pressure?
Comments:	

4. Water

(X as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Is water usage monitored regularly? | <input type="checkbox"/> Are tests undertaken if usage is high or leaks are suspected? |
| <input type="checkbox"/> Are leaks and dripping taps repaired as soon as possible? | <input type="checkbox"/> Are displacement devices fitted to toilet cisterns? |
| <input type="checkbox"/> Are non-removable spray gun nozzles fitted to hosing? | <input type="checkbox"/> Are low-flow taps and water aerators used? |
| <input type="checkbox"/> Is the site monitored for water leaks? | |

Comments:

5. Transport

(X as applicable)

- | | |
|--|---|
| <input type="checkbox"/> Are vehicles regularly serviced and maintained? | <input type="checkbox"/> Are vehicle tyres regularly checked for pressure and wear? |
| <input type="checkbox"/> Are drivers educated to drive in a fuel-efficient manner? | <input type="checkbox"/> Is the performance of vehicles and drivers monitored? |
| <input type="checkbox"/> Are vehicles routes planned to ensure efficiency? | <input type="checkbox"/> Are vehicle loads planned to avoid unnecessary journeys? |

Comments:

6. Bulk Storage and Connections

(X as applicable)

- | | |
|--|---|
| <input type="checkbox"/> Are secondary containment systems (e.g. bund walls) installed? | <input type="checkbox"/> Are overflow pipes within secondary containment areas? |
| <input type="checkbox"/> Are all hazardous drums stored in bunded areas? | <input type="checkbox"/> Are cut-off or high-level alarms installed to prevent overflowing? |
| <input type="checkbox"/> Are colour-coded or non-interchangeable connections used? | <input type="checkbox"/> Do all toilets and sinks drain to the foul sewer? |
| <input type="checkbox"/> If a septic tank is used, is it regularly maintained and emptied? | <input type="checkbox"/> Is the site vandal proof and secure? |

Comments:

7. Material Handling and Processing

(X as applicable)

- | | |
|---|---|
| <input type="checkbox"/> Are all deliveries supervised? | <input type="checkbox"/> Are loading and unloading areas clear of surface water drains? |
| <input type="checkbox"/> Are handling and processing areas clear of surface water drains? | <input type="checkbox"/> Is the use of underground pipework minimised? |
| <input type="checkbox"/> Are processes monitored for waste efficiency? | <input type="checkbox"/> Is packaging waste kept to a minimum? |
| <input type="checkbox"/> Is manual handling reduced as much as possible? | |

Comments:

8. Cleaning and Waste

(X as applicable)

- | | |
|--|---|
| <input type="checkbox"/> Are cleaning and wash down areas clear of surface water drains? | <input type="checkbox"/> Is detergent prevented from entering oil interceptors? |
| <input type="checkbox"/> Is waste stored in an area clear of surface water drains? | <input type="checkbox"/> Is hazardous waste properly disposed of and records kept? |
| <input type="checkbox"/> Are waste bins and skips not overfilled? | <input type="checkbox"/> Is the content of waste bins and skips monitored? |
| <input type="checkbox"/> Is waste separated at source for re-use or recycling? | <input type="checkbox"/> Are effluent drainage and treatment systems checked for leaks? |

Comments:

9. Oil

(X as applicable)

- | | |
|--|---|
| <input type="checkbox"/> Do all oil storage vessels have adequate secondary containment? | <input type="checkbox"/> Is any underground oil pipework regularly checked for leaks? |
| <input type="checkbox"/> Are oil interceptors installed and regularly maintained? | <input type="checkbox"/> Are facilities available on site to deal with spillages? |

Comments:

10. Nuisance

(X as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Are sources of noise, odour, dust, and fumes monitored? | <input type="checkbox"/> Have neighbours been consulted about potential nuisances? |
| <input type="checkbox"/> Has a nuisance complaint procedure been established? | |

Comments:

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