

QD32/1

Reviewed	
Reviewed By	

Activity	Aspect	Impact	Type (Normal, Abnormal & Emergency)	Severity	Probability	Legal & Other	Cost Issues	External Interest	BAT (best available technique) Measures	Current Controls	Risk Level	Residual Controls (As Required)	Residual Risk Rating	Action Complete?
Office Activities	A1 Electricity Use	Energy Usage	Normal	2	2	2	2	2	2	LED Lights, Turning off lights and electrical items when not in use.	5			
	A2 Gas Use	Energy Usage	Normal	2	2	2	2	2	2	Minimal use of heating (gas boiler).	5			
	A3 Water Use	Natural Resource Usage	Normal	2	2	2	2	2	2	Taps and faucets in good working order, water turned off when not in use.	5			
	A4 Ink & Toner Cartridges	Waste	Abnormal	2	2	2	2	2	2	Waste ink cartridges are disposed of through the printer manufacturer.	5			
	A5 Mixed Commercial Waste	Waste	Abnormal	2	2	2	2	2	2	Mixed commercial waste will be separated and disposed of in a responsible manner according to legislation. Waste Transfer Notes are kept as required.	5			
	A6 Paper & Cardboard	Waste	Abnormal	2	2	2	2	2	2	Minimal use of paper/card. Most files are kept digitally. Used paper / card will be disposed of in a responsible manner through recycling.	5			
	A7 Disposal of Waste Electrical Equipment	Waste	Abnormal	2	2	2	2	2	2	Waste electrical equipment will be disposed of in a responsible manner. Records should be retained for any disposals. Very infrequent waste stream.	5			
	A8 Disposal of other Hazardous Waste	Waste	Abnormal	2	2	2	2	2	2	Hazardous Waste are disposed of responsibly. Records are retained for all disposals. Very infrequent waste stream.	5			
On site Activities	A9 Vehicles (Significant Aspect)	Emissions	Normal	4	4	2	2	2	2	Vehicles are modern, fuel efficient and well maintained with servicing records held on file. All Vehicles are Euro 6. Safe driving in accordance to highway code - no overloading. Regular monitoring of vehicles.	7	Vehicle/van sharing where possible.	5	No
	A10 Vehicles (Significant Aspect)	Fuel Use	Normal	4	5	2	2	3	2	Vehicles are modern, fuel efficient and well maintained with servicing records held on file.	8	Fleet to be well maintained. Look at purchasing electrical vehicles in the future.	4	No
	A11 Deliveries of products / services	Emissions	Normal	2	2	2	2	2	2	The company will endeavour to order product in batches and use environmentally friendly suppliers where feasible.	5			
	A12 Deliveries of products / services	Fuel Use	Normal	2	2	2	2	2	2	The company will endeavour to order product in batches and use environmentally friendly suppliers where feasible.	5			
	A13 Chemical usage	Spillage	Abnormal / Emergency	2	2	2	2	2	2	The company endeavours to reduce the likelihood of spillages. Bunded areas are used for chemicals. Spill kits are at all sites and in the workshop.	5			
	A14 Fire	Emissions	Emergency	2	2	2	2	2	2	Fire extinguishers are in place. Fire marshalls trained. Fire horn/alarm in place in office. Fire drills completed at least annually. Fire risk assessment in place.	5			

Aspect Rating	Significance
1-3	LOW
4-6	MEDIUM
7-8	HIGH