



# Reynolds

## Training Services

<b>POLICY NAME</b>	Aspects and Impacts			<b>POLICY NUMBER</b>	Po-019-RTS
<b>EFFECTIVE DATE</b>	November 2023	<b>NEXT REVISION</b>	November 2024	<b>VERSION NUMBER</b>	1.0

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	February 2023	Policy Implemented	John Reynolds
1	John Reynolds	November 2023	Annual Review – No Amends	John Reynolds

**Approved by:** John Reynolds  
**Position:** Managing Director  
**Date:** 15<sup>th</sup> November 2023

**Approved by:** Andrew Reynolds  
**Position:** Centre Manager  
**Date:** 15<sup>th</sup> November 2023



### Introduction

Reynolds Training Services are a training provider with a head office, classrooms, and training plant located on the Redwood Park Industrial Estate in Stallingborough on the CATCH facility, our current areas of responsibility include four training rooms, three offices, and an operational tank farm, all of which are covered by this aspects and impact assessment.

### Purpose

To establish, implement and maintain a process for identification of environmental aspects of activities, products, and services and to evaluate the environmental aspects and further determine significant impacts on the environment.

### Scope

This assessment covers all office, classroom, operational plant, and activities within the responsibilities of Reynolds Training Services Ltd, and how these are co-ordinated with CATCH who are the landlord and responsible for the overall environmental management of the facility.

### Definitions

- ❖ Environment - Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelationships.
- ❖ Environmental Aspect - Element of an organisation's activities, product or services that interacts or can interact with the environment.
- ❖ Environmental Impact - Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the organisation's aspects.
- ❖ Environmental Condition - State or characteristic of the environment as determined at a certain point in time

Aspects and Impacts Assessment

ACTIVITY	REF	ASPECT	IMPACT	CONDITION	CONTROL OR INFLUENCE	RISK RATING (UNCONTROLLED)	RISK RATING (CONTROLLED)	CONTROLS
Business Travel	AI01	Travel to and from CATCH	CO <sub>2</sub> Emissions Particulates Fossil fuel depletion	N	I	C4 High	B4 Medium	<ul style="list-style-type: none"> <li>Car sharing where possible</li> <li>Encourage cycling to work</li> </ul>
	AI02	Travel to and from third party sites	CO <sub>2</sub> Emissions Particulates Fossil fuel depletion	N	I	C4 High	B4 Medium	<ul style="list-style-type: none"> <li>Car sharing</li> <li>Route planning</li> <li>Use of public transport</li> <li>Online meetings/delivery</li> </ul>
Buildings	AI03	Office equipment & lighting	CO <sub>2</sub> Emissions Resource use	N	C	C4 High	B2 low	<ul style="list-style-type: none"> <li>PIR sensors on office and classroom lighting</li> <li>Printers and computers power down when not in use</li> <li>Low energy usage equipment purchased</li> </ul>
	AI04	Heating & Air conditioning	CO <sub>2</sub> Emissions Resource use	N	C	C3 Medium	B2 Low	<ul style="list-style-type: none"> <li>A/C units maintained as per manufacturers instruction</li> <li>System only used when required</li> <li>Natural ventilation encouraged</li> <li>If system is in use, ensure all doors and windows are</li> </ul>

								closed to prevent energy wastage
	AI05	Water use in the training building	Natural resource depletion	N	I	B2 Low	A2 Low	<ul style="list-style-type: none"> <li>• Installation of a new sewerage system on site</li> <li>• Grey water drainage system</li> </ul>
Waste	AI06	Waste production & storage (wood, paper, cardboard, aluminium, food)	Depletion of natural resources, use of landfill space and increased emissions into the environment	N	C	C3 Medium	B2 Low	<ul style="list-style-type: none"> <li>• All recyclable waste separated and placed into the recycle bin locally, this is then transferred into the site wide recycle bin for collection by a waste management company</li> </ul>
	AI07	Hazardous Waste (Ink Cartridges)	Potential pollution	N	C	C3 Medium	B2 Low	<ul style="list-style-type: none"> <li>• Waste cartridges placed back in original packaging then placed into a spent cartridge box, this box is then emptied periodically by the cartridge company and the cartridges reused.</li> </ul>

Raw Material Inputs	AI08	Paper Use	Depletion of natural resources, deforestation, increased greenhouse gas emissions into the environment	N	C	C4 High	B2 Low	<ul style="list-style-type: none"> <li>• CO<sub>2</sub> neutral, 100% recycled, responsibly sourced paper procured</li> <li>• No excess work material printed</li> <li>• Some online training conducted</li> <li>• All waste paper is placed into the recycle bin</li> </ul>
	AI09	Cardboard Use	Depletion of natural resources, deforestation, increased greenhouse gas emissions into the environment	N	C	B2 Low	A2 Low	<ul style="list-style-type: none"> <li>• Minimal cardboard use in the company</li> <li>• Where possible, boxes that have been received into the company are reused</li> <li>• Where boxes are not reused, they are recycled</li> </ul>
	AI10	Plastic Use	Use of fossil fuels in primary production, introduction of non-biodegradable substance into the environment and landfill	N	C	C4 High	B3 Medium	<ul style="list-style-type: none"> <li>• All compatible plastics are recycled</li> <li>• Spent electronic goods to be disposed of in the correct manner</li> </ul>
Operational Plant	AI11	Water Usage (process)	Natural resource depletion	N	C	B2 Low	A2 Low	<ul style="list-style-type: none"> <li>• The plant water is contained in a closed system</li> <li>• All pipework integrity is checked prior to plant operation to ensure no loss of resource</li> <li>• Any loss of water will be contained in a bunded area</li> </ul>

								or closed drain, this can then be recovered back into the system or pumped into the grey water drain
	AI12	Electricity Usage	CO <sub>2</sub> Emissions Resource use	N	C	C3 Medium	B2 Low	<ul style="list-style-type: none"> <li>System are only energised when the plant is to be used</li> <li>All IT equipment within the control room is of low energy usage and goes into standby if not operated for a set time</li> <li>PIR lighting systems used</li> <li>Plant only operated between the hours of 9-5 so natural lighting mainly used</li> </ul>

Assessment Matrix

Likelihood of Occurrence	<b><u>Certain</u></b> Constantly in normal conditions	4				
	<b><u>Likely</u></b> Intermittent in normal conditions e.g. monthly or weekly	3				
	<b><u>Occasional</u></b>	2				

	Possible may occur e.g. annually may be due to staff or equipment failure					
	<b>Unlikely</b> No evidence of occurring, extreme conditions only	<b>1</b>				
			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Severity of Consequences</b>	<b>Scale &amp; impact</b>	Minimal impact, environmental impact reversible in 1 month	Minor impact, short term localised impact reversible in 1 year	Moderate impact, medium term implications not reversible in 1 year	Major long-term impact, irreversible	
	<b>Legal/Policy/Other</b>		Effecting policy and performance	Potential breach of regulations	Actual breach of regulations	
	<b>Reputation</b>		Potential for internal complaint/non conformance	Potential for external complaint	Because of a breach, actual serious complaint/PR issue	
	<b>Carbon Emissions</b>	Reduction in carbon Emissions	No increase or decrease in carbon emissions	Minor increase in carbon emissions	Major increase in carbon emissions	

**Risk Ranking**

REF	GROUP	ACTIVITY	RISK		RANK
AI02	Business Travel	Travel to and from third party sites	B4		1
AI01	Business Travel	Travel to and from CATCH	B4		2

AI10	Raw Material Inputs	Plastic use	B3		3
AI03	Buildings	Office Equipment and Lighting	B2		4
AI04	Buildings	Heating and Air Conditioning	B2		5
AI06	Waste	Waste production and Storage	B2		6
AI07	Waste	Hazardous Waste	B2		7
AI08	Raw Material Inputs	Paper Use	B2		8
AI12	Operational Plant	Electricity usage	B2		9
AI05	Buildings	Water Usage in the Training Building	A2		10
A109	Raw Material Inputs	Cardboard Use	A2		11
AI11	Operational Plant	Water Usage (process)	A2		12

**Legislation**

Aspect & Impact Reference	Relevant Legislation
AI01, AI02	Road Traffic Act 1988
AI01, AI02	Road Traffic (Vehicle Emissions) (Fixed Penalty) Regulations 1997
AI01, AI02	The Cleaner Road Transport Vehicles Regulations 2011
AI01, AI02	EC Regulation 443/2009 Setting Emission Standards for New Passenger Cars
AI01, AI02	Control of Pollution (Amendment) Act 1989 (c.14)
AI03, AI04, AI05, AI11, AI12	Finance Act 2001 (Climate Change Levy)
AI03, AI04, AI05, AI11, AI12	Climate Change & Sustainable Energy Act 2006
AI03, AI04, AI05, AI11, AI12	Climate Change Act 2008
AI03, AI04, AI05, AI11, AI12	The CRC Energy Efficiency Scheme Order 2010
AI03, AI04, AI05, AI11, AI12	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
AI06, AI07, AI08, AI09, AI10	Environmental Protection Act 1990



AI06, AI07, AI08, AI09, AI10	Environmental Protection (Duty of Care) Regulations 1991
AI06, AI07, AI08, AI09, AI10	Waste (England & Wales) Regulations 2011
AI07	Controlled Waste (England and Wales) Regulations 2012 (as amended)
AI06, AI07	Control of Pollution (Amendment) Act 1989 (c.14)