Scope

Bakkavor Meals Boston (BMB) in an M&S dedicated site situated in rural Lincolnshire the site produces Italian ready meals, at present the factory operates 24/7, 364 days a year with approximately 700 staff with agency covering any shortfall.
The site Environmental Champion (Site GM) is accountable for the implementation of this Standard at the BMB.
A Responsible Person (SHE Manager) must be nominated in writing by the Safety Champion as being responsible for the implementation, improvement, and ongoing maintenance of this standard. The nominated person must accept these responsibilities in writing. The responsible person will report into the GM

1. GENERAL REQUIREMENTS

1.1. INTRODUCTION

This Environmental Management System has been devised to enable Bakkavor Meals Boston to formulate and implement a structured approach to environmental compliance and continual improvement.

The system is designed to comply with relevant legislation, Bakkavor corporate policies, the ISO 14001 standard and other standards to which we chose to subscribe at any time.

2. BAKKAVOR & SITE ENVIRONMENTAL POLICY AND OPERATING STANDARDS

Bakkavor maintains an environmental policy which will be adopted by the Bakkavor Meals Boston site. This establishes the scope and top-level operating criteria for all sites within the Group.

The site policy shall be amended periodically in response to changes in corporate requirements, and in response to any significant changes to statute, stakeholder requirements, business changes or other relevant influences.

The site policy shall be reviewed at least annually otherwise. All other Environmental Management System Procedures will be reviewed every three years as a minimum unless stated otherwise or unless there is a significant change that affects them.

The group and site environmental policies shall be published on site notice-boards, selected employee and visitor/contractor documents and is publicly available on request.

3. ENVIRONMENTAL PLANNING

3.1. Environmental Aspects and Impact Assessment

The Environmental Aspects covered by this EMS are:-

- Emissions to air, including particulate, liquid and gaseous materials.
- Noise and vibration
- Emissions to water resources.
- Emissions to land.
- Procurement and use of raw materials and natural resources, including energy and water.

This scope of environmental aspects shall be reviewed 5-yearly, or in response to any relevant factors or operational changes within this review timeframe.

All operations shall be subject to an Environmental Impact Assessment to determine the actual or potential environmental effect(s) of any operation in relation to the specified Environmental Aspects.

The Environmental Impact Assessment of all operations shall be undertaken in accordance with normal, and abnormal and emergency scenarios. To save repetition, facilitate consistency and ease of use, operating pre-requisite controls will be adopted as specified within the risk assessment process.

This procedure shall be undertaken by a suitably competent person, using defined environmental impact risk assessment procedures based on an evaluation of probability and severity of the actual or potential impact on local, national and global receptors and taking account of legal requirements, performance history and current standards of control.

3.2. Legal and other requirements

The Company shall operate procedures to identify and maintain knowledge about legal requirements that are applicable to its operations.

Statutory requirements that relate to the significant environmental impacts of the site shall be documented within an Environmental Legislation Compliance Register. This shall specify:

- The relevant site activity
- The environmental compliance criteria, source and enforcement body.
- Summary of control and monitoring requirements
- Compliance status of the site / processes
- Details of required corrective actions, timeframes and accountabilities for achieving compliance

The accuracy of the Register shall be maintained through a system of regular review, at least annually.

3.3. Environmental Objectives and Targets

The Company shall, on the commencement of each financial year, establish and communicate a documented schedule of environmental targets. This shall be completed, verified and communicated to relevant parties.
Environmental champions exist at all levels of the organisation and appropriate training has been given on environmental issues.

The environmental objectives set by the Company shall enable;

- Compliance with all environmental standards, emission limit values and operating conditions prescribed by United Kingdom legislation as assessed within the Company Environmental Compliance Register.

- Adoption of non-statutory standards and other appropriate Good Environmental Practices the site may choose to subscribe.

- Awareness and promotion of continual improvement in environmental performance throughout the Company, with customers, suppliers and other stakeholders.

- Environmental baselines, targets and progress are visible in public places on site

.
The Company will establish and undertake environmental improvement programmes to improve environmental performance of the site and to achieve its environmental objectives and targets.

The scope, tasks, timeframes and responsibilities for any environmental improvement will be defined in each case, and progress reviewed periodically to ensure that the goals of the improvement plan are achieved within an appropriate timescale. Objectives may be adjusted in the light of such reviews.

4. IMPLEMENTATION AND OPERATION

4.1. Resources, Roles, Responsibility and Authority

The Company shall ensure suitable and sufficient resources are available for establishing, implementing, maintaining and improving the environmental management system.

The Company will appoint a suitably qualified senior manager who has defined responsibilities and authority for ensuring the EMS is established, implemented, maintained and reviewed.

Senior site management shall define, allocate and document environmental responsibilities and authorities of management and operational personnel for environmental management, controls and compliance. Provisions shall be made for visitor and contractor controls, this will form part of our managers KPI's.

4.2. Competence, Awareness and Training

The company will maintain systems for the identification of competence, awareness and training requirements of Company employees and contractors in relation to environmental tasks and performance.

Procedures will be maintained and recorded for ensuring these requirements are met, to provide information and instruction about how activities must be conducted and the implications of failure to comply with environmental policies and operating procedures.

This will include:

Induction / Basic Awareness Training: All newly appointed personnel will receive a brief overview of Company Environmental Policy, the main environmental aspects of site operations, the general rules and good practices associated with environmental performance on site.

Management Training: Middle and Senior management on sites shall receive training in more detailed environmental issues including legislation, Company Policy and Objectives, the structure and intentions of the EMS, environmental aspects relating to the site and their operational and management responsibilities for ensuring compliance and continual improvement. This will be achieved by attending IOSH environmental management system or NEBOSH Environmental Certificate, with in-house training, when available for completion.

Activity-Specific Training: Subject to training needs evaluation, staff will receive instruction in operational controls and EMS system procedures as relate specifically to their work activities. This will include advice regarding the implications of non-compliance with control / behavioural requirements.

Contractor & Vistor Awareness: Contractors / visitors shall be provided with site environmental operating instructions and, for works which may present a significant environmental impact, an environmental impact assessment detailing suitable controls and responsibilities.

Training and appraisal systems relating to Environmental requirements will be integrated with, and administered through, Company training and appraisal protocols under the management of site Human Resources department.

4.3. Environmental Communications

Effective, documented procedures for effective communication of relevant environmental information within the Company. Provisions shall be in place for environmental communications with other interested parties including statutory bodies, customers, and business partners and selectively to the public within the realms of confidentiality.

4.4. EMS Documentation

The EMS, and associated documents, shall be documented on the Company's IT systems, with paper copies documents being printed as required. Where only paper copies of relevant documents exist, these shall be suitably controlled.

Procedures and instructions relating to environmental compliance may be presented in stand-alone EMS documents, or within other media relating to operations management, including product quality assurance and occupational health and safety systems.

All EMS documentation shall be clearly legible and unambiguous, giving all necessary information to enable correct application by trained employees / users. This includes the use of text, diagrammatic, photographic and audio-visual media.

Documents shall be accessible to relevant employees.

Procedures shall contain references to directly associated documentation and should make reference to the relevant environmental standard or impact via their statement of purpose.

4.5. Document Control

A system of document control shall be maintained for all specifications, work instructions, process control, and records.

The system will ensure that:

- New or revised documents are issued only to specified, relevant personnel.
- Obsolete documents are removed from circulation, with one copy archived and all others destroyed.
- Documents are uniquely indexed (document reference and version), dated and authorised. All pages must be numbered sequentially.
- Archived documents must be marked clearly as such.
- An up-to-date master register must be maintained to identify all current and withdrawn documents.

4.6. Operational Control

The Company will identify, through the environmental aspect and impact assessment, and legal compliance assessment, those operations which do, or could have, a significant environmental impact and are associated with the delivery of Company environmental objectives and performance requirements.

The Company will plan, document and closely manage these activities to ensure these are effectively controlled by:-

- Designing and implementing documented systems of work to prescribed operating criteria and procedures based on prevention and minimisation of environmental impacts.
- Establishing and integrating compliance standards into Company management systems and standards.

- Establishing procedures for the control of goods and services used by the Company and communicating relevant requirements to suppliers.

4.7. Emergency Preparedness and Response

The site management shall identify the potential for, and necessary response to, accidents and emergencies capable of presenting significant environmental impact(s).

The assessment of emergency scenarios shall form part of the environmental impact assessments for areas and activities and the type and severity of potential harm. These shall be documented within risk assessment documentation. Identification of general emergency situations is contained within the site emergency management systems and is considered as pre-requisite controls.

Necessary controls and procedures shall be designed and implemented to eliminate or minimise the risk of emergency scenarios and the resultant risk of pollution.

5. CHECKING AND CORRECTIVE ACTION AND MANAGEMENT REVIEW

5.1. Monitoring and Measurement

The Company will monitor and / or measure legal compliance, all significant impacts and performance against environmental objectives and targets.

Documented schedules, procedures and associated record-keeping provisions, will be devised and implemented for all monitoring, testing and audit activities.

The Company shall ensure that all environmentally critical measurement / monitoring procedures provide accurate and timely information and demonstrate innovative approaches, technologies, processes are applied.

Specific provisions relating to the accuracy and calibration of monitoring and test equipment include;

- The use of properly calibrated testing / monitoring equipment, registered on site.
- Frequency of calibration will be based on the criticality and purpose of the monitoring / measurement being undertaken and knowledge of any drift or inaccuracies of the measurement equipment over time.
- All calibration procedures and results will be recorded, with details of actual readings shown.
- All laboratories and test procedures must be accredited to the necessary 3rd Party Accreditation Standard.

5.2. Evaluation of Compliance

The company will formally assess its compliance status against relevant legislation and other standards to which it subscribes on an annual basis, as a minimum.

5.3. NON-CONFORMITY, CORRECTIVE AND PREVENTIVE ACTION

All non-conformances against prescribed environmental standards, including statutory notices, audit observations and procedural compliance, shall be investigated by a competent person. This shall include establishing responses to mitigate environmental impacts and initiating corrective or preventative action.

Non-conformances and their corrective actions shall be documented on appropriate records.

Periodic management reviews of non-conformances and their associated corrective action status shall be undertaken as part of the EMS performance review processes.

A system shall be maintained to record and investigate all complaints and, where these are justified, to devise and implement solutions to minimise the impact or recurrence of any issue.

5.4. CONTROL OF RECORDS

The Company will ensure that copies of documentation associated with the operation of the EMS and its environmental performance are maintained in a safe and proper manner for a defined period of retention, readily retrievable when required. This shall include paper, hard copy and electronic records.

Environmental records shall be legible, identifiable and traceable to the relevant activity, product or service.

5.5. Internal Audit

A documented schedule of internal audits shall be carried out by competent auditors to determine the currency, accuracy, effectiveness and compliance status the EMS on a regular basis, to:

- Determine that the EMS conforms to planned arrangements for complying with necessary legal and company environmental standards.
- Ensure that the EMS has been properly implemented and maintained
- Ensure that observations from audits are reported to relevant management and staff to ensure that compliance is maintained.
- Ensure that non-conformances are addresses in a proper, timely manner to restore compliance and minimize environmental impacts.

Environmental performance indicators may also be incorporated in other inspections and audits within the site for ease of completion, consistency and additional reinforcement of environmental standards and improvement opportunities.

5.6 External audit

The documented EMS will be subject to a third party audit, either from the parent company or another suitably qualified external EMS auditor. (EMS 3.1)

6. MANAGEMENT REVIEW AND CONTINUAL IMPROVEMENT

A management review will be held annually to assess performance and to drive the process of continual improvement. This review will involve senior site management and will include the assessment of the following criteria:-

- Environmental performance; the extent to which targets / objectives have been achieved and the cause of any shortfalls. Senior managers have environmental KPI's built into their business objectives
- Results from audits, non-conformances and complaint history.
- The effectiveness and continuing suitability of the EMS in relation to performance, changing conditions, and information.
- Stakeholder requirements and industry best practice information

Observations and conclusions, incorporating any action points, must be recorded and communicated to relevant parties for action within specified time-frames, followed up as appropriate to ensure completion.