

Policy Statement

Aqua Protec Ltd is committed to Fighting Climate Change and Supporting Environmental Protection.

As an SME, Aqua Protec can maximise our direct control of our processes, ensuring continual improvement through innovation and digitisation to reduce the impact of our business activities to fight climate change and support environmental protection. We are committed to achieve NET Zero and take steps to achieve this beforehand where practicable to do so.

We operate an environmental management system that fits the nature, scale and environmental impact of all our activities, and comply with all relevant environmental legislation, regulations and other requirements.

We are committed to understanding, measuring and improving our environmental performance, regularly assessing the environmental impact of our equipment and operations, engaging management and staff in this process and reporting the specific impact on the environment of a contract directly to the client.

Objectives

- Reduce Greenhouse Gas Emissions and Air Pollution
- Promote Circular Economy Principles
- Reduce Consumption and Waste

Carbon Emissions	Baseline Year April 2023 – March 2024	Reporting Year April 2023- March 2024	Target 2050
Total CO ₂ (KG)	355416	355416	0
Average per employee CO ₂ (KG)	14216	14216	0
per mile CO ₂ (KG)	0.0-0.31	0.0-0.31	0

Contract Delivery

The key areas of focus for reducing our impacts are:

- Reducing carbon emissions through assigning low / zero carbon vehicles, route optimisation and monitoring driver behaviour.
- Reducing road miles in the delivery of the contract through route optimisation and innovation.
- Reducing the volume of raw materials including paper and single use plastic used in contract delivery.
- Working with our clients providing effective guidance to ensure systems are well maintained to extend their life and promote a circular economy.
- Digitisation.

Our Project Management team members are tasked with producing a baseline projection of the environmental impact, including carbon emissions, of the contract delivery at contract set-up and initiation, and monitored throughout contract delivery with production of quarterly reports.

Our Facilities, Assets and Equipment

Aqua Protec's offices are based at a biodynamic organic farm in Worcestershire that is committed to the provision of Renewable Energy, Recycling and making positive Social Impacts.

The key areas of focus for reducing our impacts are:

- Use of 100% renewable energy from suppliers, and direct use of ground source heating and solar energy.
- Avoiding energy waste.
- Promoting circular economy principles with all our assets to maximise use ensuring we repair, refurbish, recycle, repurpose, reduce, refuse, and rethink.
- Reduce consumption and waste of, paper, water, electrical equipment and single use plastic.

Indirect Impacts

Aqua Protec Ltd works to source suppliers, manufacturers and commissioned services with operations in line with this document who demonstrate awareness of their respective responsibilities to our Environmental Objectives and Carbon Reduction Plan and reduce the indirect impact on the environment of Our business operations.

Suppliers, manufacturers and commissioned services are considered and reviewed annually using scoring to account for their policies and processes related to our Environmental Objectives and Carbon Reduction Plan.

We aim to ensure that products and materials used in our contract delivery are manufactured in the UK.

Responsibilities

The Managing Director is appointed as responsible for the implementation of this plan and all managers and supervisors (team leaders) are responsible for the implementation and execution of this plan in their area of responsibility on a day-to-day basis.

The Operations Manager is responsible for the planning, reporting and evaluation of the environmental performance. This Environmental Objectives and Carbon Reduction Plan is supported by our Environmental Management System. The action plan is informed by our environmental audit, monitoring and feedback. Project Managers are responsible for the planning, reporting and evaluation of the environmental performance of their individual contracts.

All employees are responsible to understand this Environmental Objectives and Carbon Reduction Plan and apply it in their day-to-day activities and adhere to the Environmental Management System. We encourage our staff to propose improvements in relation to our environmental performance and make sure that they receive training and support to help us to raise awareness, minimise our environmental impact, and actively promote the establishment of a clean and healthy environment.

Arrangements

All relevant procedures linked to this plan are included in the Environmental Management System, Environmental Objectives and Carbon Reduction Plan, including objectives and Management Review, is produced annually with an evaluation of performance and Environmental goals to achieve further improvement of the performance. We take the environmental impact of investments into account when possible.

Display and Revision of this Policy

This policy statement will be displayed on SharePoint and our website aquaprotec.co.uk. It will be brought to the attention of all employees, contractors and suppliers. A pdf version of this policy is available for those wishing to have a personal copy.

The Directors are responsible for reviewing this policy annually and publicising the outcome of this review.

This Environmental Objectives and Carbon Reduction Plan is issued by the Managing Director of Aqua Protec Ltd. In signing this Environmental Objectives and Carbon Reduction Plan, I set out to demonstrate my commitment to the Environmental Policy, Environmental Objectives and Carbon Reduction Plan and the Environmental Management System. It is essential that this policy has the full support of the staff, as all members of the organisation have a responsibility for controlling and reducing our environmental footprint.



Sophia Carter
BEd (HONS) MWMSoc
Managing Director

20/06/2024

Objective	Impact	Specific	How	Processes	Measure
Reduce Greenhouse Gas Emissions and Air Pollution	Direct	Facilities Energy Use	Use renewable energy sources	Ensure electricity supply tariff uses renewable energy sources.	Use of 100% renewable energy from suppliers wind and hydro assets as verified by EcoAct.
				Direct energy supply through Business Park. Ground Source heat pumps provide heating and cooling to all office and storage facilities.	Facilities based at site with a clear commitment to making positive ecological impacts. Use of ground source heating and direct solar energy.
				Use of direct Solar energy for some facilities and installations.	
				EV charger installed at offices	Annual review of usage to ensure sufficient number of chargers onsite.
			Avoid Energy Waste	Annual Energy Audit	Completion of energy audit by electricity supplier.
				Installation and use of smart meters	Smart meter data utilised to inform energy audit and resultant action points.
Reduce Greenhouse Gas Emissions and Air Pollution	Direct	Travel	Vehicle Purchasing	Diverse fleet enabling vehicles to be task specific.	FORS Accreditation MET4 – New Vehicle Impact Assessment Big Change Field Service Management Software
				Consideration of emissions, including low / zero carbon vehicles when procuring new vehicles.	
Reduce Greenhouse Gas Emissions and Air Pollution	Direct	Travel	Direct vehicle emission control	Monitor and control CO ₂ (kg) emissions	FORS Accreditation R22 - CO ₂ (kg) emissions control
				Monitor fuel and AdBlue usage	

			(Procedure O2 – Fuel, Emissions and Air Quality)	
		Vehicle management and maintenance	Regular maintenance and servicing of fleet vehicles (Procedure V1 – Serviceability and Roadworthiness Procedure V2 – Daily Walk Around Checks Procedure - V7 Tyre Management)	FORS Accreditation Big Change Field Service Management Software
		Contract Delivery – Route Optimisation	Route optimisation to ensure compliant, safe and efficient routes (Procedure O1 – Routing) Our fleet meets the requirements of ULEZ so low/zero carbon vehicles are always used when planning entry.	FORS Accreditation Big Change Field Service Management Software Project Management Team track projected emissions vs actual use on Clients Project Trackers. Quarterly Highlights reports summarise difference as a reduction %
		Contract Delivery – Driver Behaviour	Monitor and control driver behaviour including Engine Idling (Procedure O2 – Fuel, Emissions and Air Quality)	FORS Accreditation R22 - CO ₂ (kg) emissions control Project Management Team track projected emissions vs actual use on Clients Project Trackers. Quarterly Highlights reports summarise difference as a reduction %
		Contract Delivery - Innovation	Application of AquaRemote at Customers sites (where required) to reduce emissions associated with Service Operative Travel	Use of remote temperature monitoring as contracted.

	Indirect	Supply Chain	Supplier Selection	<p>Suppliers, manufacturers and commissioned services are considered and reviewed annually using scoring to account for their policies and processes related to greenhouse gas emissions and air pollution.</p> <p>(Procedures LR5 – Outsourced Processes Quality Assurance, LR6 – Outsourced Processes Review)</p>	<p>R13 – Approved Supplier Register</p> <p>Big Change Field Service Management Software</p> <p>LRT1 – Subcontractor selection form LRT2 – Subcontractor Comparison Form LRT3 – Subcontractor Review Form LRT7 – Supplier Selection Form LRT8 – Supplier Review Form</p>
Promote Circular Economy Principles...	Direct	Repair and Refurbish	Maintenance of Facilities	<p>Ensure facilities and resources are well maintained with appropriate checks, and refurbishment where possible to maximise use.</p>	<p>R11 - Buildings Inspection Register MOT5 – Weekly Buildings Checklist</p>
			Maintenance and Calibration of Equipment	<p>Ensure equipment and resources are well maintained with appropriate checks, calibration and refurbishment where possible to maximise use.</p> <p>(Procedure LR8 – Non-conforming Equipment, Procedure LR16 – Calibration of Equipment)</p>	<p>R18 - Asset Register LRT4 – Equipment Non-conformance Report Form</p>
			Contract Delivery – Service provision	<p>By the inherent nature of the services offered to clients by Aqua Protec, these promote circular economy principles through; inspecting, monitoring, cleaning, disinfecting, descaling, servicing and refurbishing as contracted to maximise use.</p> <p>All procedures are reviewed annually, this includes considering how the environmental impact of that procedure can be reduced.</p>	<p>R12 – Master Document Register</p>

			Contract Delivery – Product Supply	Provide effective guidance for both the proper usage of a product, how to dispose of it correctly and extend its most useful lifespan, in a digital format	Project Manager provides guidance for use of any products installed or delivered to client in digital format via agreed portal, e.g. Egnyte or SharePoint.
	Direct	Recycle and repurpose	Use of appropriate containers and scrap services for recycling and repurposing	Ensure that the items that can be, are sorted into appropriate recycling and scrap containers	Facilities based at site with a clear commitment to making positive ecological impacts, inclusive of recycling facilities.
			Return of packaging direct to suppliers for reuse or recycling	Return plastic chemical drums to chemical supplier for reuse or recycling as appropriate.	R11 - Buildings Inspection Register MOT5 – Weekly Buildings Checklist
			Electrical and Electronic Equipment	Electrical and electronic equipment will be updated as much as reasonably practicable to do so in order to maximise usage. When this is no longer appropriate it is either repurposed within the business, reset to manufactures settings and donated.	R18 - Asset Register LRT4 – Equipment Non-conformance Report Form
Promote Circular Economy Principles...	Direct	Reduce and Refuse	Purchasing	Processes are in place to maximise use of fewer goods by refusing unnecessary and unsustainable products. Procedure LR9 – Purchasing	R21- Fleet life cycle
				New vehicles are purchased in accordance with specified parameters	
	Direct	Rethink	Procedure Review	All procedures are reviewed annually, this includes considering how the environmental impact of that procedure can be reduced.	R12 – Master Document Register
Contract Delivery			Contract delivery procedures are designed to maximise the potential of plant and equipment through services that include; inspecting, monitoring, cleaning, disinfecting, descaling, servicing and refurbishing as contracted.	R12 – Master Document Register	

				All procedures are reviewed annually, this includes considering how the environmental impact of that procedure can be reduced.	
	Indirect	Supply Chain	Supplier Selection	Suppliers, manufacturers and commissioned services are considered and reviewed annually using scoring to account for their policies and processes related to promotion of Circular Economy Principles (Procedures LR5 – Outsourced Processes Quality Assurance, LR6 – Outsourced Processes Review)	R13 – Approved Supplier Register LRT1 – Subcontractor selection form LRT2 – Subcontractor Comparison Form LRT3 – Subcontractor Review Form LRT7 – Supplier Selection Form LRT8 – Supplier Review Form
	Indirect	Recycle - Business Park Facilities	Small Scale Incineration Trial	Trail of processing rubbish generated onsite into usable energy All non-recyclable waste is turned into electricity rather than being taken to landfill.	Facilities based at site with a clear commitment to making positive ecological impacts.
Reduce Consumption and Waste	Direct	Reduce consumption	Paper	Rethink processes with view to utilise technology and IoT to reduce paper consumption. Use recycled paper.	R25 - Paper Use Register - Reduction in reams purchased.
			Contract Delivery - Paper	Due to digitalisation, paper is only used in contract delivery by Aqua Protec for labelling analytical samples and in unforeseen circumstances. At contract initiation we can initially report a forecasted baseline figure on paper usage for the delivery of the contract over a defined timescale.	Project Management Team track projected use of paper vs actual use. Highlights reports summarise difference as a reduction %
			Water	Use of water at our office-based facilities is monitored	R26 - Water Use Register – Reduction in cubic meters

			Contract Delivery - Single Use Plastic	At contract initiation we can initially report a forecasted baseline figure on single-use plastic usage for the delivery of the contract over a defined timescale.	Project Management Team track projected single use plastic vs actual use on Clients Project Trackers. Quarterly Highlights reports summarise difference as a reduction %
Direct	Waste	Electrical and Electronic Equipment	Electrical and electronic equipment will be updated, repurposed within the business or reset to manufactures settings and donated. If this is not reasonably practicable, waste Electrical and Electronic Equipment will be responsibly disposed of in accordance with WEEE Regulations	R18 - Asset Register LRT4 – Equipment Non-conformance Report Form	
		Contract Delivery – Water - Leak Identification	Identification of leaks and excessive water use on customer sites reported to responsible persons	Project Trackers – Matters of evident concern beyond the contract obligations	
		Contract Delivery – disposal of chemical	Chemicals used onsite are neutralised and diluted before flushing to waste in accordance with environmental legislation and regulations and specific chemical COSHH and SDS. All procedures, SDS and COSHH are reviewed annually, this includes considering how the environmental impact of that procedure can be reduced. (MSC8 – Sodium Thiosulphate)	R12 – Master Document Register	
		Contract Delivery – disposal of waste on client’s sites	Any waste generated by Aqua Protec is removed from site and disposed of at the National Office for recycling or small-scale incineration.	Facilities based at site with a clear commitment to making positive ecological impacts, inclusive of recycling facilities.	

				(OO4 – Site Tidiness and Environmental Protection)	
	Indirect	Supply Chain	Supplier Selection	Suppliers, manufacturers and commissioned services are considered and reviewed annually using scoring to account for their policies and processes related to reducing consumption and waste (Procedures LR5 – Outsourced Processes Quality Assurance, LR6 – Outsourced Processes Review)	R13 – Approved Supplier Register LRT1 – Subcontractor selection form LRT2 – Subcontractor Comparison Form LRT3 – Subcontractor Review Form LRT7 – Supplier Selection Form LRT8 – Supplier Review Form
			Supplier – Single Use Plastics	Work with suppliers to reduce single use plastics. Whilst it is not possible to remove single use plastics from analytical water sampling collaborate with supplier to obtain activities being undertaken to reduce impact of single use plastics by the business processes.	R13 – Approved Supplier Register LRT1 – Subcontractor selection form LRT2 – Subcontractor Comparison Form LRT3 – Subcontractor Review Form LRT7 – Supplier Selection Form LRT8 – Supplier Review Form