



Environmental Policy

2015

Date	Changes	Made By	Director Sign off
09/01/2015	Policy Signed off	Maggie Gooch	
09/01/2015	New Policy Document	Rachel Osborn	

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Gooch Group Mission Statement

Our organisation recognises that it has a responsibility to the environment and to comply with local government, national government and regulatory requirements.

We are committed to reducing our environmental impact wherever possible and continually strive to improve our environmental performance as part of our business strategy and operating methods.

Our policy is reviewed annually although we hold regular review points where new ideas and processes can be included and implemented.

We believe in working with other local and UK based businesses to further reduce our environmental impact and encourage where possible our customers and suppliers to take environmental impacts into consideration.

Responsibility

We believe it is the responsibility of all members of Gooch Group Ltd to ensure that the environmental policy is adhered to and that the aims and objectives of the policy are met.

We also believe that it is the responsibility of all staff members to input ideas of where we can improve to further meet our targets.

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Our Aims for 2015

We will endeavour to

- To monitor our environmental performance.
- To strive to reduce our environmental impact.
- To incorporate environmental factors into business decisions.
- To increase our employee awareness and training.

Paper

- We will minimise where possible the use of paper in the office.
- We will reduce packaging where possible.
- We will source and use recycled paper products where possible.
- We will recycle and reuse paper where possible.
- We will recycle all cardboard.

Energy and Water

- We will seek to reduce the amount of energy used by the business premises as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy and efficiency of all equipment and products will be taken in to consideration before purchase and where possible the most efficient products will be chosen.

Office Supplies

- We will evaluate how best to meet the office needs without making purchases.
- We will look in to renting equipment before purchases are made.
- We will evaluate the environmental impact of any new purchases before they are made.
- We will favour more environmentally friendly products and equipment where possible.
- We will reuse or recycle everything we are able to.

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Transportation

- We will reduce the need to travel where possible.
- We will take the most fuel efficient route where possible.
- Fuel consumption will be monitored for each vehicle operating to see where improvements can be made.
- We will accommodate members of staff wishing to use public transportation or bicycles.
- We will ensure vehicles are maintained to ensure efficient use.

Maintenance and cleaning

- All cleaning materials used within the office and during operations where possible will be biodegradable and as environmentally friendly as possible.
- Where possible items such as cloths will be reusable and able to be washed and used again.
- We will only use licensed and appropriate organisations to dispose of waste in compliance with the law.

Monitoring and improvement

- We will comply with all items listed in the policy and wherever possible exceed them.
- We will continually strive to improve our policy and monitor our environmental performance.
- We will update this policy at least once annually in consultation with staff and directors.
- We will provide all staff with relevant training to enable them to comply with the policy.
- We will give all staff a platform to suggest improvements we can make to our performance and environmental impact.
- We will use local labour and suppliers where available to reduce our carbon footprint.

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Improvements to the business environmental impact planned for 2015

- All cardboard to be recycled – 30 tonnes recycled in 2014 and we aim to exceed this total in 2015.
- All office lighting to be replaced with more efficient LED lighting to reduce energy consumption.
- Exterior lighting to be put on timers or motion activation to reduce energy consumption.
- Lighting in areas which are not in constant use to be changed to motion activation lighting to reduce energy consumption.
- Hot water boiler for tea and coffee to be changed to a more energy efficient model to reduce energy consumption.
- Tracking system to be implemented for all vehicles to enable fuel monitoring, route planning and idling time to be reduced which will reduce fuel consumption and emissions.
- One older vehicle to be replaced with a newer model to increase fuel efficiency and emissions.
- Consideration to be given to level of other waste i.e. plastic to assess if more efficient recycling is possible.
- All items recovered from property clearance etc where possible will be donated to charity or persons where it can be reused to reduce landfill waste.

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