**SOP 8**

**ENVIRONMENTAL RESPONSIBILTIES**

**Looking after our Clients**

As a Security officer you are expected provide an environmentally friendly service to the client. While providing the core responsibility of maintaining onsite security you must also assist the client to reduce their effect on the environment and minimise their fuel usage and waste.

Security officers perform this service by continually monitoring the client’s premises, reducing carbon emissions, waste and energy costs.

**9.0 Reducing Emissions and Energy Costs**

The client will let us know which lighting should be left on and which lighting should be turned off when staff are not working.  Security officers check that only the lighting needed is left turned on. *A single light left switched on out of hours and at weekends can cost up to £30 per year and generating the power to work the light releases additional CO2 into the atmosphere*

The client will let us know which windows and doors should be kept closed in order to maintain the building temperature and reduce heating or air conditioning costs? Security officers check that doors and windows are closed when required. *Door and windows left open release the warm air from heaters or the cool air from air conditioning straight into the atmosphere, costing hundreds of pounds per year in energy costs and releasing tonnes of CO2 in to the atmosphere.*

**9.1 Preventing Waste**

During patrols Security officers check for dripping taps, turning them off where possible and reporting faulty taps that need attention. *A dripping tap can lose gallons of water during a single night, wasting a valuable resource plus the energy needed to get it to the tap and process the waste in the treatment plant.*

During patrols  Security officers look out for leaks from storage tanks and pipelines, reporting any found immediately in order to reduce both the environmental impact and the cost of the lost water or chemical, preventing or reducing contamination of the environment from the accidental release of waste or chemicals. *Chemicals leaking from storage tanks and pipelines go directly into the surrounding land and watercourse, killing fish, insects and animals and increasing the energy needed to clean the land for further use and water ready for human consumption*

At all times Security officers keep their workplace clean and tidy, ensuring that all waste in placed in the bins provided. As patrols are conducted loose waste paper should be placed in bins and waste found spilling out of skips and liquid waste containers should be reported in order to help maintain a clean site. *Large amounts of energy are needed each year collecting waste that has spilled or blown from skips and areas of land are contaminated for hundreds of years because of spills that aren’t dealt with.*

There is also a legal duty to ensure that items which are thrown away are segregated as far as practical. Where separate waste facilities are provided paper, plastics and metal should be placed into separate bins and waste electrical items (including batteries) must be separate from all other waste.

**9.2 Additional Duties**

All officers must ensure that any additional environmental duty i.e. Spill response, is reported to the Site Security Manager for inclusion into the Standard Operating Procedures and Risk Assessment.

**9.3 Environmental Incidents**

**9.3.1 Purpose**

To ensure that once the incident has been successfully dealt with following all site procedures, the Company is notified of all environmental incidents and near misses, to ensure effective monitoring of working practices under the Environmental Protection Act 1990.

**9.3.2 Responsibility**

**All Security staff are responsible for reporting incidents.**

**Procedure**

1. The Incident must be logged on AIR 3 is to be used for all environmental incidents

2. All incidents including chemical or oil spills and leaks should be reported via helpdesk to organise specialist cleaning and recorded.

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| SPECIFIC INSTRUCTIONS RELATING SOP8  |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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