



LONDON SECURITY SERVICES (UK) LTD

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## Full Environmental Policy

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## 1.0 INTRODUCTION

### 1.1 The Policy

This policy document applies to London Security Services.

For any policy to be effective it must be applied throughout London Security Services, this policy applies to all staff regardless of position or seniority.

### 1.2 Policy Statement

As a company committed to the communities in which we work, we understand our responsibility towards current and future generations. The **Managing Director** has set this policy which commits the Company to:

- develop and continuously improve its environmental performance
- minimise the extent of environmental impacts of operations within the Company's sphere of influence
- liaise with our clients on potential environmental issues and work with them to address concerns, in so far as project constraints permit
- strive to minimise any emissions or effluents which may cause environmental damage
- conserve energy through minimising consumption and maximising efficiency
- minimise the use of materials which may be harmful to the environment
- promote efficient purchasing which will both minimise waste and allow materials to be recycled where appropriate
- employ sound waste management practices
- Prevent pollution to land, air and water
- put in place procedures and support information that enables compliance with the law, regulations and codes of practice relating to environmental issues

- provide suitable training on environmental issues for employees
- recognise and encourage the contribution every employee can make towards improving environmental performance
- develop procedures and, where appropriate, set performance targets
- sustain and develop this policy by the implementation of an Environmental Management System (EMS)
- monitor environmental performance, make regular reviews of the policy and EMS, and make improvements where possible
- It is our intention to wherever practicably possible reduce overall energy use, so reducing the overall energy costs incurred by us.
- We are also committed to reducing carbon and other emissions that impact upon the environment.
- We are committed to constantly improving energy efficiency.

This policy will be reviewed and updated when necessary, particularly in respect of major changes within the company and/or changes in legislation and bring these changes to the attention of all employees.

We will as a minimum comply with all environmental legislation in force in this jurisdiction and any other jurisdiction in which we carry on our business.

This policy is intended to be practical and relevant to all employees and simple to apply in everyday work situations.

### 1.3 Monitoring

We will monitor progress and review our environmental performance regularly.

Wherever possible steps to reduce environmental impact will be taken as soon as they are identified and where it is reasonably practicable to do so.

## 2.0 ADMINISTERING THE POLICY

### 2.1 Scope of the Policy

The provision of Security Guarding, key holding and door supervision services, further details can be shown on [www.lss-security.co.uk](http://www.lss-security.co.uk)

### 2.2 Effective Date Of The EMS

The environmental management system is effective from the 28/11/2015

### 2.3 EMS Review Date

Environmental Management System will be reviewed as and when business needs dictate, however it will be formally reviewed by the Managing Director no less than annually.

### 2.4 Training Implications

All employees will receive training appropriate to their needs in the delivery and management of the Environmental Policy; which will be assessed through the induction process and the annual training needs analysis exercise.

### 2.5 Financial Implication

Cost of training, accreditation under BSI 14001, ongoing audit and annual assessment to maintain the standard will be allowed for in annual business plan. Our aim is to achieve savings through the introduction of environmental objectives to reduce energy consumption and waste within our offices.

## 3.0 ENVIRONMENTAL PROCEDURES

The following section sets out how the Environmental Policy will be achieved.

### 3.1 Roles & Responsibilities

We are committed to the ongoing establishment and refinement of organisational responsibilities and relationships which promote a positive environmentally aware culture. An overview of responsibilities is as follows:

#### 3.1.1 Director Responsibility For Environmental Issues

Our Managing Director takes overall responsibility for the organisations environmental strategy; including policy formulation and the development of environmental issues.

The Managing Director is responsible for the following tasks in the delivery of the Environmental Policy and EMS.

- lead by example; by complying with all necessary requirements and promoting a positive, environmentally responsible culture
- ensure compliance throughout the organisation with all relevant environmental laws and regulations
- reviewing the operation of the Environmental Policy and ensuring that it is adopted throughout London Security Services
- setting corporate environmental performance targets and monitoring the organisations performance against those targets
- establish the scale of the organisations environmental impacts and ensure that appropriate action is taken to minimise them
- setting the organisational environmental requirements for the vetting, managing and monitoring of consultants

- setting the environmental parameters of London Security Services purchasing policy
- ensure London Security Services establishes a Environmental Management System that conforms with current best practice and seeks appropriate accreditation for that system
- where appropriate abide by the good practice standards set by our clients
- lead by example; by complying with all necessary requirements and promoting a positive, environmentally responsible culture
- read, understand and work to deliver this Environmental Policy, by establishing action plans to convert corporate environmental performance objectives into day to day reality
- monitoring the achievement of these organisational objectives and striving for continual performance improvement
- ensure compliance throughout the operations under their control with all relevant environmental laws and regulations
- ensure that all employees and sub-consultants under their control are aware of their responsibilities
- oversee London Security Services Environmental Management System and work to achieve external accreditation

### 3.1.2 Compliance Manager

Our General Manager takes responsibility for the implementation of environmental issues.

The General Manager is responsible for the following tasks in the delivery of the Environmental Policy and EMS.

- updating the operation of the Environmental Management System and ensuring that it is adopted throughout the organisation
- ensuring that corporate environmental objectives are met
- ensure that London Security Services environmental impacts are monitored and assessed
- monitor consultants are complying with London Security Services environmental policy
- ensure that the environmental purchasing policy is implemented
- lead by example; by complying with all necessary requirements and promoting a positive, environmentally responsible culture



- read, understand and work to deliver this Environmental Management System
- ensure the day to day performance of all contractors employed by London Security Services meets the standards required by the Director
- ensure that all employees and consultants under their control are aware of their responsibilities
- operate the organisations Environmental Management System and work to achieve external accreditation

### 3.1.3 Employees

For the purposes of this policy, all references in this section to employees apply to all persons either permanently or temporarily employed by London Security Services. All employees must:

- read, understand and support the delivery of this Environmental Policy
- look to reduce consumption of materials, minimise waste and improving processes in their day to work
- co-operate with organisational initiatives such as recycling and the use of recycled products

Any failure to co-operate fully with the job role requirements of this environmental policy will be regarded as grounds for disciplinary action.

## 3.2 Environmental Legislation And Regulation

We are committed to meeting and where appropriate exceeding all relevant environmental laws and regulations within our organisation. See our Compliance Register. The Compliance Register also shows all 'other' requirements including leaseholder, supplier, client and by-law requirements in relation to the environment. We use [www.legislation.gov.uk](http://www.legislation.gov.uk) to keep up to date with new environmental legislation, we also use gov.co.uk. to see what changes affect London Security Services these changes will be advised to all staff at team meetings and the legal register will be updated immediately.

### 3.3 Environmental Management System (EMS)

An Environmental Management System (EMS) is a system for managing an organisation's environmental impacts. The system should be comprehensive, systematic, planned, regular and documented. An EMS includes the following:

- written objectives for managing environmental impacts
- written procedures to control processes that impact on the environment
- a clear allocation of roles and responsibilities
- measurement and audits of performance; which reveal the scale of the company's impacts and whether the procedures are being followed
- reviews of the system to see where continuous improvements can be made

The final stage of implementing an EMS is to have it assessed and registered with an independent certifier.

### 3.4 ISO 14001

We are committed to maintaining an EMS that complies with the requirements of ISO 14001, a standard which was achieved by the end of 2015.

## 4.0 MANAGING THE POLICY

### 4.1 Environmental Aspects And Impact

We will ensure that we consider all environmental aspects of our activities and will establish the criteria to judge whether the aspects have a significant impact on the environment and use this to establish organisational objectives. We have completed a register showing environmental aspects and impacts.

### 4.2 Environmental Aspects

Environmental aspects are the elements of an organisation's activities, products or services that can interrelate with the environment in either a positive or negative way. We will take into consideration both the direct and indirect aspects of their operations in their considerations. The business will look at what we consider to be the most significant environmental aspects. As a business, we will communicate our most significant aspects to any external body or person who wishes to be made aware of such.

#### 4.2.1 Direct Aspects

These are aspects of our operations over which we have full management control, for example disposal of solid waste from our offices such as paper. See section [4.3.8 Recycling](#).

#### 4.2.2 Indirect Aspects

These are aspects of our operations over which we do not have full management control, for example the performance and practices of our consultants. While ISO 14001 does not require the assessment of indirect aspects, we consider it prudent to include them as they manage a number of third party contractors on behalf of their clients.

## 4.3 Environmental Impact

Environmental impacts are any changes that occur to the environment, whether adverse or beneficial, wholly or partly resulting from an organisation's activities, products or services. It is then necessary to calculate the 'significance' of these impacts for our business.

### 4.3.1 Assessing The Significance of Environmental Impact

When considering the 'significance' of these environmental impacts the following issues will be looked at:

- process regulated by legislation or Codes of Practice
- process consumes resources that are finite
- the process is not sustainable in the long term
- the process has measurable, negative and unsustainable impacts on the environment
- there is scientific evidence indicating risks
- history of complaints about the process

However, in general the Failure Modes Effects Analysis (FMEA) approach will be used to calculate the risks associated with an environmental impact. This is:

Risk = (the potential impact) x (likelihood of occurrence).

Where 3 = high likelihood and 1 = low likelihood; 3 = high impact and 1 = low impact

This approach assigns a score between zero and 9 and the higher the score the more significant the effect; anything over 7 generates a significant impact.

#### 4.3.2 Selecting And Control Of Consultants

We will ensure that all consultants through whom they propose to act are thoroughly vetted, to ensure that they have the necessary knowledge, experience, competence and resources to work in a way that will minimise the impacts to the environment. This will be achieved by the following measures:

- our service specifications will ensure that appropriate environmental requirements are detailed within the contract documentation; for example, opportunities for recycling
- to gain entry to our approved list all consultants will be asked to provide details of their Environmental Policy and/or be required to comply with this policy
- during any tender process consultants will also be asked to provide procedures and examples where this has been put into practice; in particular how they assess the environmental impacts of their work
- the environmental performance of consultants will be regularly monitored and reviewed by the senior manager responsible for their work
- where appropriate the consultant will be asked to work towards formal accreditation under ISO 14001 during the life of the contract

#### 4.3.3 Business Continuity Plan

London Security Services has a business continuity plan to ensure that if there was an emergency situation we would be able to prevent adverse environmental impact and continue to provide a service to our clients. The business continuity plan is revised annually.

#### 4.3.4 Work Related Travelling

To further reduce work-related travel we will provide where practical alternative methods for conducting business, such as:-

**Flexible working times** – We offer flexible working for our staff, including part time, term time contracts and flexi-time.

**Working from home** – Our IT system allows for all users to login remotely over remote desktop connections and virtual private networks.

**VOIP Technologies** – Using Voice Over Internet Protocol technology, we are able to service office administration functions remotely and hence reduce the need to attend the office.

We do not provide Company vehicles. However, potentially in the future with a large number of employees we include car benefits within the employment package. The impact of this will be minimised by:

- add the cost of car benefits to the salary to allow employees to buy their own car
- encourage car sharing to and from work and during the working day
- encourage use of public transport
- we may also at our discretion install after-market satellite navigation systems into employees' vehicles to reduce the risk of avoidable poor route planning
- employees using their own vehicles for business use will be required to prove that their vehicles are regularly serviced and maintained in strict accordance with the manufacturers' service intervals and that all tyres are inflated to the correct pressure to ensure efficient running and reduce energy use.
- at the discretion of the Managing Director, employees will be offered the opportunity to attend Advanced Driving instruction to provide training on efficient driving, i.e. correct tuition in accelerating and braking techniques

- we encourage informal car sharing for employees who live in the same locality, (where other transport methods are not practical) as a method to further reduce car usage for journeys to and from work.

All employees, regardless of seniority are encouraged to use forms of transportation that reduce their personal use of fuel and reduce carbon emissions. Where possible, employees are asked to make journeys to and from work and on work-related business using public transport. Employees are also encouraged to cycle or walk to and from work where possible.

To increase usage we provide secure storage facilities for employees' bicycles and suitable provision for changing into work clothes.

#### 4.3.5 Organisational Purchasing Policy

Purchasing is an important part of any organisation's environmental strategy; but particularly that of a service organisation. All our suppliers are vetted for their environmental credentials and this is reviewed annually. In particular, we only use suppliers who are local to our business operations so as to avoid the need for long distance travelling. Furthermore, through good stock management, in particular, stationery, we minimise the number of orders so that deliveries are kept to a minimum.

#### 4.3.6 Office Management and Equipment

Wherever possible, overall office and building lighting will be reduced outside work hours. All employees must turn off individual desk lights and office lights when leaving at the end of the day and when such lighting will not be required overnight. This excludes all lighting intended for security, fire and health & safety purposes.

Where any offices or buildings are due to be cleaned, lighting should be left on. We will provide details to all staff of dates when cleaning is to be undertaken. All cleaning and maintenance staff or contractors will be advised to turn-off lighting outside hours when no longer required by them to perform their duties. We will where possible upgrade lighting to use energy efficient bulbs, timed light switches and in the future, motion activated lighting.

All staff must ensure that their computers are configured to go into sleep mode if not used for a period of 10 minutes. If you are unsure how to do this please consult the IT department or ask a colleague. For those employees with desktop computers; we ask that you turn off your screens at the power button on the screen if you know you are going to be away from your computer for 5 minutes or longer.

All employees who know that they will be away from their computers for a period of 30 minutes or more, (for example when attending a meeting or during a break or rest period) should turn off their computers completely. Not only will this will reduce energy usage significantly, it also increases the security of company property by reducing the risk of unauthorised access to computers.

If you use a laptop computer we ask that you use a suitable stand to elevate and angle it when in use. This makes the computer easier and more comfortable to use, it also allows heat generated by the laptop to dissipate more easily and so reduces the overall power consumption of the laptop. Taking this measure also maintains the reliability and speed of the laptop.

We are committed to reducing printing costs and paper waste. Emails and documents should only be printed out when strictly necessary, for example for compliance reasons or where signatures are required. Where possible all emails and documents should be read from your computer screen and archived on your computer or a server. We ask all suppliers to make BACS payments and send invoices and statements by email. London Security Services uses electronic invoicing which has been agreed for use by 100% of our clients, therefore reducing our printing requirements. We also encourage clients and suppliers to send all correspondence by email therefore approximately 95% of correspondence is sent electronically. London Security services also sends all payslips by email.

#### 4.3.7 Carbon Offsetting

We will use a reputable Government approved organisation to audit and offset emissions produced by air travel where such travel is undertaken for work purposes.



We may in the future offset all work-related travel or transport that produces carbon emissions.



#### 4.3.8 Recycling

London Security Services actively encourages all employees to recycle paper, plastics, glass, tin cans, uniform and other items in the workplace. Recycling containers are provided in the office and only non-recyclable waste is disposed of in general waste bins.

London Security Services landlord provides a mixed recycling bin in the car park area of the building for disposal of all paper, cardboard, plastic bottles, cans, bottles. This is collected biweekly by Royal Borough of Greenwich In line with The Waste (England and Wales) Regulations 2011, waste transfer notes are kept by the Landlord.

The recycling of paper and any other items, for example computers, which may hold important or confidential company data will be strictly controlled in order to comply with the Data Protection Act and preserve ourselves and client data and information. If in doubt employees should seek clarification from the compliance manager as to whether any items should be simply recycled or disposed of securely.

IT equipment is disposed of or recycled by Recycle technology [www.recycle-technology.co.uk](http://www.recycle-technology.co.uk) they do have a WEEE License. All other office equipment is hired and is returned to the supplier for disposal or recycling.

All old uniform is recycled by Assured Security Shredding <http://assuredsecurityshredding.co.uk/our-services/uniform-recycling/> . All uniform is sent to their secure premises in Surrey and a certificate of destruction is provided.

General waste is collected by Royal Borough of Greenwich on a bi-weekly basis

#### 4.3.9 Satisfying Agreed Environmental Training Needs

We will ensure that all our employees whose work has a significant environmental impact receive appropriate training. Procedures have been developed to establish and maintain that relevant personnel are aware of:

- the potential and significant environmental impacts of their work, and the environmental benefits of improved personal performance
- their roles and responsibilities in relation to our environmental management system
- the levels of competence required for certain areas of work that have significant environmental impacts
- the mandatory training associated with a particular post

For long standing employees, training and development needs for the forthcoming year are thoroughly reviewed once a year in January with the aim being to meet these needs within the following financial year. However, training and development is an ongoing process and these needs are reviewed throughout the year as part of the One to One process.

For new staff, training needs are initially assessed during the induction and three-month probation period.

#### 4.3.10 Emergency Preparedness and Response

London Security Services has an emergency preparedness and response procedure in place and we will ensure that all employees are aware of this procedure upon commencement of employment.

All Employees who work on client sites are advised of the emergency procedures and will abide by the client procedures.



## 4.4 Measuring Environmental Performance

### 4.4.1 Organisational Objectives

Through the annual business plan review sessions held by the Director. We will set organisational environmental objectives in the annual business plan. These objectives will be cascaded through the organisation and then converted into individual key objectives. These objectives will focus on the following stages:

- defining, developing and maintaining the environmental policy
- developing and maintaining performance management arrangements
- developing and maintaining performance standards and systems of control

Performance against these objectives is monitored

### 4.4.2 Audit

We recognise the importance of formal arrangements for monitoring environmental performance. Monitoring is carried out in three main ways:-

- conducting an annual audit of the environmental management systems.
- random visits to work sites and offices, to confirm that the policy is being effectively implemented in the workplace;
- the results of this monitoring will be incorporated into regular annual reviews of the health and safety policy and associated risk assessments, there will also be an annual management review as part of our QMS.

#### 4.4.3 Complaints

All complaints are dealt with by London Security Services Director who will investigate thoroughly, if after an internal investigation the complainant is not satisfied we will forward the complaint to an independent arbitrator as per our standard complaints policy.

#### 4.4.4 Corrective Action

London Security Services takes corrective actions to eliminate the cause of complaints/non-conformities in order to prevent those complaints/non-conformities from recurring and is tracked to ensure action is taken at every stage.

#### 4.4.5 Environmental Objectives

In establishing and reviewing its objectives, London Security Services takes into account the compliance requirements to which it subscribes and its significant environmental aspects. Furthermore, London Security Services will also consider its technological options, financial, operational and business requirements, and the views of interested parties.

The Company's compliance and interested parties register is updated and reviewed at senior management meetings or sooner if required.

London Security Services aim to reduce the impact of the business on the environment, and set out in Appendix A are realistic objectives for the next 4 years

## Amending The EMS

If you have any questions regarding this document and how it applies to you please consult the Director.

This EMS will be subject to change and updating. Any alterations will be communicated to you by the Director.

Director  
Vivien Ekeocha  
London Security Services

June 2025

