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Guidance for use:

Complete the Aspects Register with senior management or responsible persons.
Step 1: List the sources of each environmental aspect. If an environmental aspect is not applicable to your organisation, do not identify its source. If you have identified other aspects, please list them as OTHER at the end of the list.
Step 2: Understand the environmental impacts of each aspect.
Step 3: List the person responsible for each aspect. E.g. cleaner removes rubbish.
Step 3: Score each aspect according to severity and likelihood.
Step 4: Identify significant aspects using the aspects chart. Significant aspects are scored as follows:
1-4 Green Key Low Rating requires minimal monitoring.
5-9 Yellow Key Moderate Rating monitoring & intervention to reduce.
10-15 Red Key Unacceptable Rating requires review of process, reduction plan & active monitoring.
Optional Step 5: In the GOLD column you can list what measures (work instructions, procedures etc) you have taken to reduce the risk.
Optional Step 6: In the SILVER column you can list what legislation (if applicable) the aspect relates to.

Severity
Should be considered both in terms of negative impact and positive opportunity.

5 = Un acceptabel effect: ie: legal breach, long term clearup?
4 = Undesirable effect ie: CO2 ouptut, reportatable event?
3 = Moderate effect ie: clean up required, training mandatory?
2 = Low effect ie: minor leak, carbon footprint influence?
1 = Minimal effect on locality ie: generates rubbish, requires disposal?

Answering "yes" to any of these questions should increase the score:
- Will the impact cause substantial damage or nuisance?
- Are there opportunities to provide environmental enhancement?
- Might the impacts be perceived in a very negative way by the public or press?
- Are there legal ramifications from the impact with potential prosecution and fines?
- Are there potential savings to be made by managing this issue effectively?

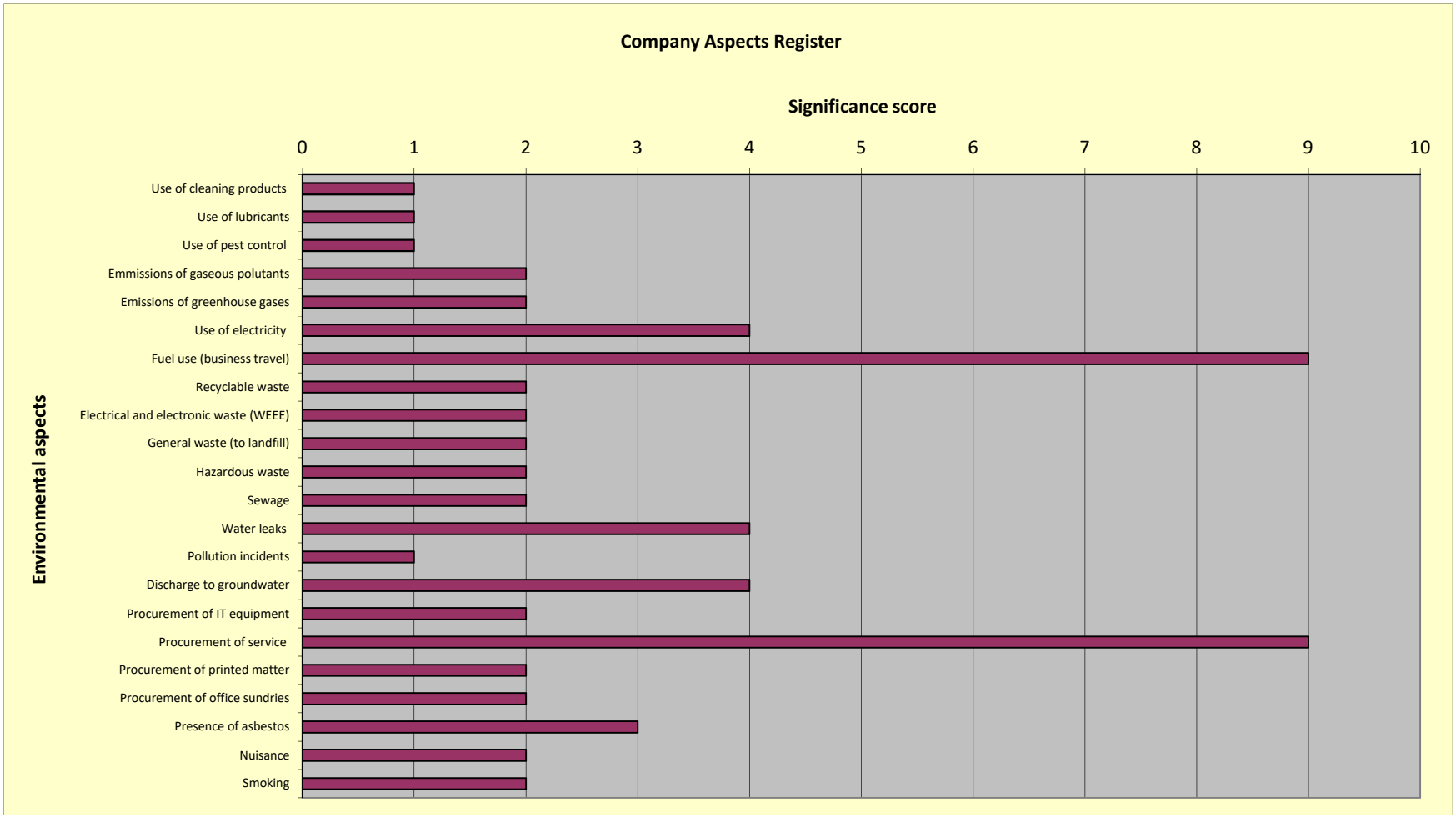
Likelihood
determines the frequency of the impact occurring and the following questions can be asked to determine the score:

5 = Is activity continuous or very frequent (e.g. daily?)
4 = Is activity regular and frequent (weekly/monthly)?
3 = Is activity regular but infrequent (e.g. bi-annual/annual)
2 = Might activity occur occasionally?
1 = Is activity likely to occur rarely, if at all?

Environmental Aspect	Source	Potential Environmental Impact	Person responsible	Location	Severity	Likelihood	Score	Control measures improvements required in red see evaluation	Relevant legislation
Resource Consumption									
Use of cleaning products	Cleaning products used by the cleaning contractors: Bleach, Air Freshener, toilet cleaners	Soil and water pollution. Odours & spillages. Risks to human health.	Site Manager	LAN/HQ	1	1	1	COSHH Controls; Aspects Register; Facility Checks.	**Control of Substances Hazardous to Health Regulations 2002**
Use of lubricants	Engine oils, mechanical lubricants	Soil and water pollution through fire or spill . Odours and Risks to human health.	Site Manager/Subcontractor	LAN	1	1	1	COSHH Controls; Aspects Register; Facility Checks.	**Control of Substances Hazardous to Health Regulations 2002**
Use of pest controls	Ant powders & fly sprays in use Rodent control	Soil and water pollution. Odours, spillages and pests. Risks to human health.	Facilites Management	LAN/HQ	1	1	1	COSHH Controls; Aspects Register; Facility Checks.	**Control of Substances Hazardous to Health Regulations 2002**
Emissions to air									
Emissions of global warming gases	Refrigerants from AC units R 410; Refridegerants from Water Cooler R134	**R410** has no ozone depletion potential, and only a modest direct global warming potential. - ODP = 0, GWP = 1600 **R134** has no ozone depletion potential, and only a modest direct global warming potential. - ODP = 0, GWP = 1300. Ricochet Co2 emissions have been measured at 9622.61 per month based on vehicle activity.	Facilites Management	LAN/HQ	2	1	2	Regular maintenance; Facility Checks; Rasing staff awareness; COSHH Controls; Evaluation of compliance.	**Florinated Greenhouse Gas SI 2015/310**
Energy use									
Use of electricity	Consumption for lighting & equipment	Impacts on air quality and contribution to climate change. Loss of non-renewable fossil fuels. Ricochet energy consumption has been measured at an average of 19.88 KW per month.	Site Manager	LAN/HQ	2	2	4	Light sensors; Electrical systems checks; Staff awareness training; Spot checks on usage; Climate Change Levy; Sourced low impact energy.	**Electricity At Work Regulations 1989** **Finance Act 2000**
Fuel use	Commuting activities; Fleet Activities; FLT Activities; Business Travel	Impacts on air quality and contribution to climate change. Loss of non-renewable fossil fuels. Ricochet Co2 emissions have been measured at an average of 9622.61 per month based on vehicle activity.	Fleet Manager	LAN/HQ	3	3	9	Use of Euro 5/6 vehicles; Direct shipments; Best practice; New FLT planned;	
Generation and disposal of waste									
Recyclable waste	Paper, packaging, ink & toner cartridges	Generation of methane and other bi-products during decomposition. Loss of recyclable material and landfill space. Odour from waste transfer stations and landfill sites. Ricochet waste has been measured at an average of 1.5 tonnes per month.	Site Manager/PM	LAN/HQ	1	2	2	Waste & Recycling Policy; Recycling bins; Approved carriers/recyclers; Staff awareness; Re Use of paper & cardboard.	**The Waste (England & Wales) Regulations 2011.**
Electrical and electronic waste (WEEE)	Redundant IT equipment, phones & consumables	Soil and water pollution if disposed of incorrectly. Loss of recyclable materials and loss of landfill space.	Site Manager/PM	LAN/HQ	1	2	2	Recycling Policy; Approved carriers/recyclers; Staff awareness.	**Waste Electrical & Electronic Equipment (WEEE) Regulations 2013**
General waste (to landfill)	None recyclable packaging, kitchen, bathroom & miscellaneous waste.	Generation of methane and other bi-products during decomposition. Upstream porcessing impacts. Ground transportation impacts Odour from waste transfer stations and landfill sites.	Site Manager/PM	LAN/HQ	1	2	2	Approved waste carriers; Facility checks; Staff awareness; Policies & Procedures; Segregation of waste type.	**The Waste (England & Wales) Regulations 2011.**
Hazardous waste	Spent batteries & light bulbs	Soil and water pollution, generation of toxic and hazardous leachates. Loss of recyclable material and landfill space. Health risks.	Site Manager/PM	LAN/HQ	1	2	2	Recycling Policy; Test protocols to ensure use; Staff awareness; Removed to recycling station; Use of approved carriers;	**Batteries & Accumulators Directive 2009/890/EC** **Hazardous Waste (England & Wales) Regulations SI 2015**
Waste water and water use									
Sewage	Kitchen ie: washing up; , Bathroom ie: toilet flushing;	Soil & water pollution if contaminated. Impacts on treatment plant capacity. Odours and health risks.	Facilites Management	LAN/HQ	1	2	2	Facility Checks; Sanitary collection; Regular Manitenance.	**Water Resources Act 1991**

Water leaks	Soil pipes, kitchens, bathrooms, ac units, water coolers, heating systems, stakeholders premises.	Soil pollution. Impacts on stakeholders environment. Odours and health risks; Excessive consumption; Upstream resource depletion .	Facilites Management	LAN/HQ	2	2	4	Facility Checks; Cleaner procedures; Disaster Recovery plan; Utility baseline comparison; Regular Manitenance.	
Pollution incidents	Spillage of cleaning products, water tank failure, incorrect disposal of pest control products	Soil & water pollution. Impacts on treatment plan capacity. Odours and health risks.	Facilites Management	LAN/HQ	1	1	1	Facility Checks; Cleaner procedures; Disaster Recovery plan; Regular Manitenance.	**Water Resources Act 1991**
Discharge to groundwater	Building Run off; Disaster event: Flood, Fire,	Soil & water pollution. Impacts on stakeholders. Odours and health risks.	Site Manager/EM	LAN/HQ	4	1	4	Fire Plan; Disaster Recovery plan; Regular Manitenance.	
Use of raw materials									
Procurement of IT equipment	IT Hardware & consumables; Office electrical equipments	Soil & water pollution if disposed incorrectly. Loss of non-renewable resources.	PM/IT	LAN/HQ	1	2	2	Purchasing Policies; Internal re distribution; Recycling policies; Staff awareness	
Procurement of services	Transport	Ozone depleting emmisions; Global warming impacts; Loss of habitat, loss of non-renewable resources.	Site Manager/GAM	LAN/HQ	3	3	9	Approved carriers; Supliers checks; Staff awareness; Policies & Procedures; Direct shipments.	
Procurement of printed matter	Marketing Materials; operational documents	Loss of renewable resuces due to upstream processing. Manufacturing process impacts.	Site Manager/PM	LAN/HQ	1	2	2	Use of electronic documents;	
Procurement of office sundries	Paper, envelopes etc	Loss of habitat; Loss of non-renewable resources. Manufacturing process impact.	Site Manager/PM	LAN/HQ	1	2	2	Use of high pc content paper; Re use of paper; Environment printing policy.	
Contamination of land									
Presence of asbestos	Building pre 1983 construction	Air quality and atmospheric pollution. Nuisance, quality of life and health risks.	Facilites Management	LAN/HQ	3	1	3	Asbestos Report; Approved contractors	**Control of Asbestos Regulations 2012**
Local environmental and community issues									
Noise generation	Building Maintenance, Stakeholders activities	Local noise environment. Impact of quality of life, health risks.	Directors	LAN/HQ	2	1	2	Facility Checks; Evaluation of compliance	**Control of Noise at Work Regulations 2005**
Other									
Nuisance	Poor maintenance, emissions prejudicial to health, accumualtion of waste, general noise	Impacts on air quality for stakeholders Contribution to land contamination. Local welfare.	Directors	LAN/HQ	2	1	2	Facility Checks; Evaluation of compliance, Regular maintenance	**Statutory Nuisance & Clean Neighbourhood Acts 2005 part 7 & 9**
Smoking	Staff smoking at work	Impact on stakeholders & or quality.	Directors	LAN/HQ	1	1	1	Designated area; Signage; Facility Checks	**The Smoke Free (Premises Enforcement) Regulations 2006**

Use of cleaning products	1
Use of lubricants	1
Use of pest control	1
Emmissions of gaseous polutants	2
Emissions of greenhouse gases	2
Use of electricity	4
Fuel use (business travel)	9
Recyclable waste	2
Electrical and electronic waste (WEEE)	2
General waste (to landfill)	2
Hazardous waste	2
Sewage	2
Water leaks	4
Pollution incidents	1
Discharge to groundwater	4
Procurement of IT equipment	2
Procurement of service	9
Procurement of printed matter	2
Procurement of office sundries	2
Presence of asbestos	3
Nuisance	2
Smoking	2


Company Aspects Register
Significance score
0
1
2
3
4
5
6
7
8
9
10
Environmental aspects
Use of cleaning products
Use of lubricants
Use of pest control
Emmissions of gaseous polutants
Emissions of greenhouse gases
Use of electricity
Fuel use (business travel)
Recyclable waste
Electrical and electronic waste (WEEE)
General waste (to landfill)
Hazardous waste
Sewage
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Procurement of IT equipment
Procurement of service
Procurement of printed matter
Procurement of office sundries
Presence of asbestos
Nuisance
Smoking

Asset / Consumable	Procurement	Consumption	End Of Life
	Lease of equipment. Full service agreement Time frame 3-5 yrs	**Fuel**: Electric. **Tyres:** Replaced at cost by maintenance contractors (Lease)	**MHE**: Returned to Lease company or extended 12 months **Tyres**: To contractor for recycling **Service consumables**: Disposed of via suppliers or appointed contractor
	Low energy purchase as required. Mobile phones on Contract In house IT support Typical life span 2-5 yrs	Low energy electrical items	**IT**: Stored until sufficient to recycle via contractor under WEEE. **Phones**: Recycled via suppliers or charities for re use.
	Low energy purchase ad hoc. Typical life span 5 + yrs	Low energy electrical items	Disposed of via approved carrier or recycling centre. Disposal or transfer notes supplied & held 2 yrs
	Standard light fitting, none eco. At replacement consider eco equivalent based on ROI. Life span 5 + yrs	Standard energy items.	Dispose of via contractor appointed to changes under cover of waste transfer/disposal note.
	Purchase high PCC where possible. Always FSC Approved. Use to exhaustion.	Hi consumption, minimise through no print policy. Look to develop increased paperless billing protocols to reduce.	All job files scanned, paper recycled through approved contractor Destruction certificates maintained, volumes monitored for carbon footprint