

SIGNS NOW UK

ENVIRONMENTAL MANAGEMENT SYSTEM

OVERVIEW

In 2008 Signs Now decided that we wanted to introduce an Environment Management System. We have successfully brought in a quality management system (ISO 9001 accredited) and we have brought in a health and safety system (approved by CHAS, Constructionline and SAFE Contractor).

We knew that we would need professional advice so we hired a consultant – Colin Green – to advise the company on the development of the system. Colin had previously worked with Bill Dunphy on the development of a quality system and an environment management system whilst working for Lyreco UK. Colin has since moved on to become a specialised consultant in this field.

Therese Dunphy, a Signs Now Director, took on the responsibility for implementing the system on Colin's advice.

ENVIRONMENTAL REVIEW

Therese and Colin undertook a detailed review of how the work of Signs Now impacts on the environment. The following areas of impact were identified:-

- The signs we make are fabricated from materials we buy in
- The signs we install have an impact on the environment where they are located
- The signs and materials we remove from site affect the environment
- Our staff, their journey to work, and their work impacts on the environment

ENVIRONMENTAL SYSTEM

It was recognised that Signs Now would have to find a way of measuring its impact on the environment, that Signs Now would need to create a system of continually reducing its impact on the environment and to involve Signs Now staff in these initiatives.

A report was presented to the Signs Now board at the end of 2008.

SIGNS NOW ENVIRONMENTAL REVIEW – DECEMBER 2009

The following areas should be considered

Transportation

We operate a fleet of diesel Mercedes Sprinters
They are efficient vehicles both on running costs and on maintenance. They keep their residual value well, hence giving them a longer life before a newer vehicle needs to be manufactured/bought.

We keep a small van for local journeys to site etc.

We run a fleet of cars for our sales people/directors. These are all diesel, they are all energy efficient.

We run a Mercedes Vito as a crew bus. This allows up to 6 people to be transported at any one time.

We operate a Car Share scheme. We plan all our work on a minimum mileage basis, be this sales visits or installations.

We operate a Cycle scheme whereby employees can obtain a bike. The bikes are leased to them over a twelve month period.

Stationery & Supplies

We purchase our stationery from a company which holds an environmental standard. We use paper on both sides and encourage our staff to keep e mails in job files on our server to minimise printing and paper use. We are in the process of reviewing our approved supplier lists and will denote which of them have an Environmental Policy. Our aim will be to use suppliers who have an Environmental Policy.

Improved Efficiency

We constantly strive to improve our efficiency. We have recently purchased a flat bed printer which prints only what is necessary. This has reduced vinyl waste when making signs.

Improve Recycling/Minimise Waste

We currently recycle our waste metals, some perspex and acrylic. Cartridges for our printers and also for our JV33 large format printer.

We also have a licence to remove customers waste products, associated with signage, from site.

Like Minded Companies

We are in the process of reviewing our approved supplier lists and will denote which of them have an Environmental Policy. Our aim will be to use suppliers who have an Environmental Policy.

Continuous Improvement

We will include on our agenda at our monthly Management Meetings, Environmental Policy. Ideas from staff will be welcomed. They will be regarded as part of our Bright Spark award.

Therese Dunphy

December 2009

SIGNS NOW ENVIRONMENT PLAN 2010

The Board of Signs Now have agreed to the following plan for 2010.

1. It is the aim of the company to develop and implement an environmental management system that complies with ISO :14001
2. Signs Now will agree on and issue a formal Environment Policy Statement.
3. To that end Signs Now will engage the services of a consultant specialised in this field.
4. Signs Now will carry out a wide ranging review of how the activities of our business impact on the environment.
5. Where possible we endeavour to measure that impact.
6. In each case we will review our impact and consider means by which we can reduce that impact.
7. We will set a Target for each environment issue for 2010 which we believe is reasonably achievable.
8. We will endeavour to get all our staff aware of these issues and involved in working with the business to achieve the environmental targets we will set.

Agreed – Signs Now UK

January 2010

Signs Now **Environmental & Sustainable Policy Statement**

Signs Now UK is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our management of the business. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and suppliers to do the same.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible and prevent pollution.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.
- To integrate sustainability and environmental considerations into all our business decisions.
- To ensure that all staff are fully aware of our Environmental & Sustainability Policy and are committed to implementing and improving it.
- To make clients and suppliers aware of our Environment & Sustainability Policy, and encourage them to adopt similarly sound management practices.

Signed



Director

2nd July 2010

SIGNS NOW ENVIRONMENTAL REVIEW – DECEMBER 2010

The company has implemented and developed an environmental management system.

The system has the following key components:-

- There is a published Environmental & Sustainability Policy
- There is an Environmental System Manual
- There is an internal audit programme
- There is a plan of activity for 2011
- There is clear communication to staff and staff participation.

ENVIRONMENTAL PLAN FOR 2011

We have agreed on the following key initiatives for 2011

- To organise and assessment for ISO 14001 (June/July)
- To include Environment on the weekly Staff Meeting Agenda
- To encourage our staff, through the Bright Spark Award, to put forward ideas for improving our impact on the environment.
- To introduce a system for recycling internal consumables (paper, inks, etc)
- To introduce a system of recycling of materials we do not use (off-cuts and signs we take down)
- To undertake a review of our suppliers and to ensure that we include, as far as possible, on the Approved Vendor List those suppliers who share our commitment to an environmental system
- To better plan our journeys (staff and installations) to reduce our potential impact on the environment
- To source products for our customers which are more environment friendly – such as Eco Vision and energy efficient LEDs

ECO VISION

Signs Now is a leading supplier of illuminated signs. On occasions the customer has to arrange for electrical work to dig and lay cables so that illuminated signs can be powered.

Signs Now has developed a close relationship with a Bristol supplier, Signscape, to offer a range of solar powered poster cases. They are more expensive products but in the long term they are more energy efficient and in the short term there is no need to dig or lay cables.

We are promoting this new range to the education sector as you can see below.

The image shows a screenshot of the Signs Now website's 'Eco Vision' page. The page is set against a background of a notebook with a yellow pencil and a calculator. The website header features the 'Signs Now' logo and a banner for 'Newton Abbot College' with a 'Click here' button. A navigation menu on the left lists various sign types. The main content area is titled 'Eco Vision - brought to you by Signs Now' and describes solar-powered notice boards and poster cases. It lists features such as being powered by daylight, vandal-resistant, and maintenance-free. The page includes several photographs of these illuminated signs in use at various locations.

school
the country's leading supplier of signs to schools, colleges & universities

ST. DOMINIC'S SCHOOL SENIOR SCHOOL
Newton Abbot College

Welcome to Whitechurch C. Junior School
To see a wider selection of our signs take a look at our photo library

Click here

- home
- post and panel signs
- wall signs
- poster case
- healthy eating signs
- promotional & banners
- colleges & universities
- wayfinding **NEW!**
- media division **NEW!**
- others
- help
- gallery
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- contact us

Eco Vision - brought to you by Signs Now

Notice boards and Poster Cases can be used to provide useful information around a public site. It is even better if these units can be illuminated. Illumination makes it easier to read the information at any time of day or night and it enhances the safety of visitors to your site.

In the past it was an expensive exercise to bring illumination to these signs - trenching, cabling, electrical fitting etc. Now you can avoid that expense and reduce your energy bills by fitting these self-contained solar-powered units.

Look at these features:-

- Powered by daylight, not just sunlight
- No running costs
- Vandal resistant
- No trenching or cabling
- Maintenance Free
- Wall or post mounted
- Enhances standard Notice boards
- Adjustable timer

Take a look at our photos and if you are interested call us on **0845 9000 409** or email us sales@signsnow.co.uk

Don't forget... we can make any sign, at any size, in any material

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Environmental INTERNAL AUDIT SCHEDULE

YEAR:2011

PROCESS / PROCEDURE	J	F	M	A	M	J	J	A	S	O	N	D
4.3.1 Environmental Aspects												
4.3.2 Legal Requirements												
4.4.2 Competence, Training, Awarenes												
4.4.3 Communication	5											
4.4.4 Documentation		6										
4.4.7 Emergency Preparation			7									
4.5.1 Monitoring & Measurement				8								
4.5.2 Evaluation Compliance					9							
4.5.3 Non Conformity/Corrective Action						10						
4.6 Management System Review							11					

Key: = planned, \ = non compliance raised, / = closed

ISO 14001 ACCREDITATION

Signs Now has just completed an assessment by ISAQAR for ISO 14001.

Part 1 of the assessment was successfully completed in November 2010 and the second part was successfully completed in March 2011.

