

Aspect	Activity/Product/Service	Impact	How can it be reduced?	Impact Rating	Sites Affected
Energy use – Including electricity, gas or other fuels	Power for computer systems Heat, light for staff welfare/comfort Power for operational systems – conveyor etc. – in major facilities	Global warming Use of natural resources	Control activity when systems not in use (i.e. switch off at night) Use motion sensors	2	All
Business Travel – Road/Rail/Air	Road – mainly field sales Rail – personnel travel Air – Europe and intercontinental for meetings/conferences etc. Normally involves only senior management	Global warming Use of natural resources	Improved routing for field sales operatives Review fuel types Use more efficient vehicles. Use rail travel more Arrange teleconferences or engage face-to-face at location of highest population	4	All
Transport 1	Delivery to customer premises using own transport	Global warming Use of natural resources Other emissions	Use satellite navigation Review fuel types Use more efficient vehicles Ensure regular service	3	All B&H sites
Transport 2	As above but via third party carrier	As above	Use global carrier with defined delivery infrastructure	2	All B&H sites

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Hazardous Waste	Spills or leakage from hazardous products retained in stock Out-of-date products	Contamination to land or watercourses	Ship large consignments direct from supplier and reduce handling	1	Coventry & all B&H branches
Solid Waste	Inbound packaging materials accompanying goods from suppliers Office waste Catalogues Aluminium Cans	Use of natural resources Increase landfill	Recycle	2	All
Water	Staff welfare and comfort. Drinking, toilet and canteen facilities Watering garden areas	Use of natural resource Global warming	Fit flush controllers to staff toilets Fit controllers to water taps Collect rainwater for gardens	2	All
Fire (Emergency)	Unwanted, uncontrolled incident	Pollution to air Pollution to land or watercourses via drains	Fire procedures Automated detection and extinguishing systems Good housekeeping Maintenance programmes	4	All

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Fuel Oils (Diesel etc.)	Fuels stored on site for generators to provide back-up power for generators and for sprinkler motors	Contamination of land and watercourses	Double skinned tank Bunded holding area Underground "bunker" storage	4	Coventry B&H Tyne & Wear
Packaging Waste	Deliver to end user in "as new" condition	Use of natural resources	Use recycled products	3	

		Global warming Increase waste to landfill	Use recyclable products Ensure range of box sizes to suit different needs Train operatives to use optimum box sizes Re-use in house e.g. pallets		Coventry
Catalogue Production	The various product catalogues are the main route to market for the distribution businesses	Use of natural resource Global warming	Use "farmed" paper Use recycled material Encourage use of e-solutions, e.g. web, CD etc	3	Coventry

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Emissions to Air	Emergency back-up generators	Pollution to air	Fuel selection Efficient fuel use (test & maintenance) Filtered exhaust Exhaust monitor Prohibit indiscriminate use	2	Coventry and B&H sites
Site Drainage	Drainage of surface water/sewage waste	Contamination of land or	Site drainage drawings to	4	Coventry

	to foul sewer or other approved soak away	contamination of water courses if "unauthorised" waste enters system	enable control plans Fit oil separators Spill kits at strategic points Sand bags in emergency Controlled disposal of any hazardous wastes		and B&H branches
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