

## Environmental aspects and impacts: TM 11

6				
5				
4				
3				
2				
1				
0	12/3/2012	FIRST ISSUE	IP	
Rev	Date	REVISION DESCRIPTION	AUTHOR	APP

### 1.0 PURPOSE

The purpose of this procedure is to describe the method of determining the environmental aspects and impacts of the organisations activities.

### 2.0 SCOPE

This procedures covers all the activities and process within and organised from the Bereavement Service sites (as identified in the scope of the Quality Manual)

### 3.0 RESPONSIBILITY

Senior Bereavement Officer – the person allocated the task of conducting an environmental review of an activity or process.

### 4.0 REFERENCES

Work Instruction – Completing the EMAS Information Log WI 4

Work Instruction – Environmental Aspect/Impact Review WI 5

### 5.0 DEFINITIONS

Aspects: The element of the Service's activities, products or services, which can have a positive or negative impact on the environment.

Impact: any positive or negative change to the environment.

DOC REF: TM 11	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 1 OF 3
-------------------	----------------	--------------	--------------------------	--------------------

## 6.0 PROCEDURE

The Senior Bereavement Officer shall evaluate the activity or process allocated to them in accordance with Work Instruction – Undertaking an Environmental Aspect/Impact Review WI 5 and complete the first section of the form (see 7.1) of this procedure.

The Senior Bereavement Officer shall identify all Legislation/Corporate policy that are associated with the Impacts that have been identified in the review.

From the information the Senior Bereavement Officer shall determine the Initial Significant score in accordance with work Instruction WI 5 and update the Emas Information Log, Aspect Assessment section, and form (see 7.1.)

The Senior Bereavement Officer shall ensure that Environmental aspect is evaluated at the Management Review meeting so the impacts can be evaluated and to establish an Environmental Management Programme.

The Senior Bereavement Officer shall complete the Environmental Management Programme section (objectives and targets) of the Emas Information Log.

The Senior Bereavement Officer shall be responsible for monitoring the time scales and noting any slippage in the 'Time scale' column of the Emas Information Log.

On completion of an item on the Environmental Management Programme the Senior Bereavement Officer shall calculate the post-significant score in accordance with Work Instruction WI 5 and forward the results to the Management Review Group meeting.

The Senior Bereavement Officer shall ensure that the Aspect Assessment section remains up to date and request further aspect reviews following potential changes in legislation, changes in practice and BMDC requirements.

DOC REF: TM 11	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 2 OF 3
-------------------	----------------	--------------	--------------------------	--------------------

7.0 **DOCUMENTATION**

7.1 Example of Environmental Aspect/Impact Review (reduced)

**Environmental Aspect/Impact Review**

Location:

Date:

Activity

--

Aspects

--

Impacts

--

Completed by

---

---

For office use only

Legislation/Corporate Policy

--

Initial Significance

Post Significance

1: 0	1.
2: 8	2.
3: 1	3.
4: 1	4.
5: 0	5.
Total: 13	Total

Completed by