

Walk

The Walk-round checklist will:

- Help you identify all the environmental impact within your business.
- Ask key questions to help you manage your business for legal compliance
- Ensure your business is managing its environmental data for environmental

The key areas for environmental management are water, waste, transport, energy, hazardous materials, business and health.

Only answer questions that apply to your business.

Audit details:

Name of business	
Site/location	
Walk-round checklist conducted by:	
Date of walk-round checklist:	

Current awareness, monitoring and reporting:

Do you monitor any of the following regularly?	Quarterly	Monthly	Weekly (or more)
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste & recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you raise employee awareness of the following?				Energy consumption of any of the following?	
Energy	<input type="checkbox"/>	Water	<input type="checkbox"/>	Waste	<input type="checkbox"/>
Paper use	<input type="checkbox"/>	Travel	<input type="checkbox"/>	Purchasing	<input type="checkbox"/>
				Hazardous materials	

Have you implemented any saving measures in the following areas: energy, water, waste, travel, paper, procurement etc?		
	Yes	If yes, what measures?
Energy	<input type="checkbox"/>	
Water	<input type="checkbox"/>	
Waste	<input type="checkbox"/>	
Travel	<input type="checkbox"/>	
Paper	<input type="checkbox"/>	
Procurement	<input type="checkbox"/>	

Have you received any grants or financial support for the implementation of saving measures?		
Yes	<input type="checkbox"/>	If yes, please specify the grant or support received.
No	<input type="checkbox"/>	

SAMPLE

Current management of your

Do you have an environmental

Yes

☐

If yes, what are the

No

☐

If yes, how is your

communicated:

What training (if any) has been
environmental responsibilities

Trained

☐

If trained, please

None

☐

Do you carry out environmental
audits?

If yes, how
often?

Annually

☐

Does your business release a
land, or water?

(e.g. exhaust fumes, chemicals)

If yes, what measures have you
impact?

Do you have an environmental
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s to make them aware of their

s

☐

No

☐

erly

Monthly

Weekly

☐☐☐

ne air,

Yes

☐

No

☐

the pollutant(s)

es

☐

No

☐

Have you ever received complaints about your business activities? (e.g. noise, health & safety).

If yes, specify:

Complaints about
noise, smoke,

Yes

☐

No

☐

Do you have a business contract with a local authority?

Yes

☐

No

☐

Energy:

Tick the main types of energy used in your business:

Electricity

☐

Gas

Propane

☐

Petrol

Gas oil

☐

Industrial

Lubricants

☐

Coking

Petroleum
coke

☐

Refinery
fuels

Onsite
renewable
energy

☐

Specify:

Other

☐

Specify:

Business:

☐

Wood
pellets

☐☐

LPG

☐☐

Naphtha

☐

Aviation

☐

spirits

☐

Water:

Do you discharge any materials or waste water into the following?

Surface water
systems

☐

Groundwater
systems

Public sewers *

☐

Public sewers *

☐

*materials other than uncontaminated rainwater

discharge.

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Specialist waste:

Do you store or dispose of any of the following?

- ☐ Asbestos
- ☐ Chemical wastes
- ☐ Brake fluid
- ☐ Printer toner
- ☐ Healthcare wastes, e.g. swabs, dressings
- ☐ Electrical equipment components such as cathode ray tubes or lead solder, e.g. computer monitors, television sets, fridges, freezers, air conditioning units, bulbs
- ☐ Fluorescent light tubes, e.g. UVC, UVB, UVA, CFL, LED
- ☐ Lead-acid batteries
- ☐ Oils, including oily sludge
- ☐ Pesticides
- ☐ Solvents, e.g. aerosols
- ☐ Fuels & oils.

Do you use/store any hazardous materials?

Yes	<input type="checkbox"/>	Please specify materials
		How do you control hazardous materials?
No	<input type="checkbox"/>	Please go to next question

Waste:

Do you do any of the following?

Audit/record waste
Reuse materials
Use authorised waste carriers
Require a license for disposal
Have an EA permit

Use authorised waste carriers	<input type="checkbox"/>
Require a license for disposal	<input type="checkbox"/>
Have an EA permit	<input type="checkbox"/>

Use the table below to help identify waste streams:

	Waste description	Collection method by contractor taken of generated	Waste stream	Collection frequency	Main contractor: (e.g.) Viridor, Biffa, District Council, Other / state (please include license number)
General / Recycling	General waste				
	Paper and cardboard				
	Plastic, cans, glass				
	Confidential waste				
	Printer/ toner cartridges				
Hazardous waste	Fluorescent tubes and bulbs				
	Electrical and electronic items				
	Batteries				
	Waste chemicals/oils				
	Hygiene/sanitary waste (+ nappies)				
	Other				

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Travel:

Do you use any of the following?

Fleet vehicles

Public transport

Cycling

A travel plan

Regular vehicle checks

Alternatives to travel (e.g. video work)

Company's vehicles

Public transport

Vehicle/speed monitoring

Engine idling reduction

Working from home/tele/remote

Biodiversity:

Do you have, on site:

Wildlife habitats/features

Is biodiversity considered in

Yes

☐

Please specify:

No

☐

Protected species

Management of the site?

1. Re-read your checklist and were negative.

2. Are any of these actions of most important ones and set

that you could not answer, or

ed to address? Prioritise the em.

Checklist report		
Issue requiring attention	By (Name and date)	Complete
e.g. Energy, Waste, Water Need to increase employee environmental awareness.	itch- R. Woods 01/03/11	<input type="checkbox"/>
e.g Hazardous materials & storage Solvent spillage requires risk assessment and a spill kit	appropriate K. Richards 01/02/11	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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