

FCS Laser Mail Environment Report



Founded in 1971, FCS Laser Mail has been providing information technology solutions for 30 years and employs approx 30 staff.

FCS Laser Mail is situated on Wood Lane, Erdington in an increasing area of development.

FCS Laser Mail maintains a high level of skilled employees who operate only the latest technology equipment.

FCS Laser Mail is a flexible computer based organization providing database administration, electronic printing, intelligent mailing and networked print management.

Prior to FCS Laser Mail commencement of work at this site there have been no detrimental environmental issues or disasters at this site.

Since commencement of work by FCS Laser Mail at Wood Lane they have had no environmental problems or incidents arise.

The shop floor area is of a high standard of cleanliness and tidiness, there are no areas of concern with the overall ergonomics.

The storage areas are always at a high level of stock of various paper materials this is a high risk for fire but the likely hood of fire is low as there are no direct sources of fire by the stocks.

The machinery is situated away from the storage area. The machinery is well maintained under contracts and is in operation 24hrs a day, in the event of a fire there are extinguishers available and a Hi-tech Fire Alarm system.

Due to the 24hr shifts and a high tech security system it is unlikely break-ins would happen so arson would be a low risk. A sprinkler system could be installed as a further fire prevention but as materials stored are customer supplied, wide spread damage could occur if the system was set off accidentally.

In the event of a fire all water would be taken away via the storm drains situated at the front of the building in the car park area. There is a canal / river situated approx 40 ft from the rear of the building this is a low category canal / river and with no significant chemicals used it is a very low risk of contamination in the event of spillage or firewater.

Electricity is a high factor but with only the latest machines in use no new electricity saving machinery could be used. Computers are in use through out the day, these are necessary for the works. The only way to cut down on the use of electricity is to train employees to turn off power supplies when they are not needed.

A light sensitive external system is in place, which saves electricity by making sure the lights are on and off at the correct times of day.

Paper is a major issue. 90 % of paper used is supplied by the customer with 10 % supplied by FCS Laser Mail, letters to all customers have been sent regarding changing to recycled paper. The results of these letters will determine the use of what sort of paper is required. FCS Laser Mail can only use what the Customer specifies although they will continue to urge customers to use as much recycled paper as possible. Excessive stock will be held by FCS Laser Mail until the customer collects or gives FCS Laser Mail the go ahead to dispose. Disposal of all materials will be sorted into there different groups and disposed by registered waste companies to recycle.

Water usage is minimal; all employees are trained in the conservation of resources and are to report any leaks or wastage to the top management.

Noise levels are monitored and reductions in noise are always an amender. PPE is issued to all employees where required by law.

FCS Laser Mail meets all regulations and legislation.

Top management is committed to the environment and is willing to discuss any matters raised, which will help improve and conserve the environment.