



Window & Door Maintenance

## **ENVIRONMENTAL POLICY**



# ENVIRONMENTAL POLICY

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## **FOREWORD**

This Environmental Policy is an integral part of the Company's commitment to improving its environmental performance, and helps us focus towards further development. As such, this Policy has been designed to ensure that:

- It is appropriate to the nature, scale and environmental impacts of Company activities, products and services.
- It defines the Company's commitment to safeguarding the environment from permanent damage.
- It defines the Company's commitment to continual improvement in environmental management.
- It defines the Company's commitment to comply with relevant environmental legislation.
- It provides the framework for setting and reviewing the Company's environmental management objectives and targets.

The business operations of the Company have the potential to harm the environment, and in recognition of this fact this Policy consists of three parts:

**PART 1 provides details of individual responsibilities.**

**PART 2 details Company policy for the protection of the environment.**

**PART 3 contains procedures to cover location-specific requirements at the Company's Barnsley Unit, Folkestone Office and Ashford Depot.**

Employees should not be dismissive of any procedure contained within this Policy that at first glance does not appear to be relevant to them, and therefore should make frequent reference to the Policy as well as confer with their line manager for clarification of current requirements.

The objective of the Company's Environmental Policy is to ensure we continually improve our environmental performance. To achieve this objective the Company requires the assistance of all its employees and requests that they work to the benevolence of the environment at all times.

This Policy will be monitored on a periodic basis and reviewed annually to ensure Company procedures and work processes are compliant to it. From time to time this Policy shall be amended to reflect changes to environmental legislation or in the Company's business activities. All employees shall be informed in advance of any proposal to make such changes.

This Policy is available for any employee wishing to view it. If it is not readily accessible in your department, please ask Sarah Whitaker (Office Manager, Barnsley – [swhitaker@milamaintenance.co.uk](mailto:swhitaker@milamaintenance.co.uk)) for a copy.

**Policy Revised 14 May 2018**



## Environmental Policy Statement

Mila Maintenance and its employees have a duty to act responsibly towards customers, work colleagues, suppliers, contractors and members of the general public with regard to the effect that its business operations may have on the environment. The Company is therefore dedicated to helping protect the environment from any work activity that may cause it harm or damage and will endeavour to achieve its responsibilities through the following objectives:

- To adhere to any current legislation and where possible to anticipate new requirements, reviewing procedures as required.
- To promote the use of energy efficient systems in business premises.
- Where possible, to purchase from suppliers who share concern for the environment products from sustainable sources.
- To replace products, work process, or equipment with an environmentally-safer alternative, if reasonably practicable.
- To support organisations promoting environmental protection issues.
- To minimise waste from business operations and where possible to re-use or recycle.
- To endeavour to control and minimise the level of harmful emissions, including vehicle exhaust and diesel operated power source emissions, whenever practicable.
- To ensure all Company hazardous waste products are collected by a licensed service contractor.
- To ensure hazardous substances are kept in containers fit for the purpose, and stored so they do not put the environment at risk.
- To ensure hazardous substances or waste does not enter surface water drainage or sewage systems.
- To review risk assessments which are relevant to environmental issues on a periodic basis or when the assessment is considered no longer valid.
- To encourage employees to switch off lights and any electrical equipment when not in use.
- To encourage office-based employees to use power-saving techniques when working with display screen equipment.
- To eliminate or reduce noise to as low a level as possible.

The Company will continue to monitor, evaluate and improve its performance whilst always promoting environmental awareness to employees.

*T Cooke*

Signed .....

Printed .....Tristan Cooke.....Managing Director

Date ..... 23 April 2018 .....

## **PART 1 - RESPONSIBILITIES**

### **1-1. Responsibilities of the Managing Director**

Mr Tristan Cooke is responsible for all environmental matters within the Company, his key responsibilities being to:

- Ensure the implementation of the Environmental Policy.
- Ensure environmental issues are properly assigned and accepted at all levels.
- Allocate sufficient resources to enable the Company to fully meet its legal obligations, as well as achieve objectives.
- Review the environmental performance of the Company on a regular basis.
- Regularly review production processes and associated activities to identify opportunities for minimising any environmentally harmful effects.
- Reduce energy consumption.
- Eliminate or reduce where possible the use of environmentally unfriendly products and services.
- Minimise the production of waste and increase the recycling of waste material.
- Implement Environmental Policy goals and objectives.
- Monitor the performance of the Company in meeting its objectives.
- Ensure risk assessments are carried out to identify any risks to the environment caused by the Company's business activities, and determine and implement any appropriate control measures to minimise any risk found.

### **1-2. Responsibilities of the Operations Manager, Contracts Managers and Office Managers**

Managers' key environmental responsibilities are to ensure that:

- They monitor the performance of their department against objectives laid down in Company policy.
- They work towards achieving objectives as laid down in Company policy.
- They report back to the Managing Director on their performance in achieving, or failure to achieve, goals and objectives.
- Environmental issues are properly assigned and accepted by their team members.
- Arrangement is made for the provision of adequate induction and training relevant to workplace environmental issues for employees.
- Environmental monitoring is periodically undertaken during site inspections.
- Information is obtained whenever possible from suppliers on the environmental performance and impact of plant, equipment and materials purchased.
- Equipment is regularly inspected, serviced and maintained in good working order to ensure it does not pose any threat to the environment through excessive energy consumption, spillages, air emissions, noise pollution etc.
- Boilers, radiators and lighting are regulated to conserve energy.
- Adequate insulation materials are fitted where possible.
- They liaise with other contractors on environmental issues when appropriate.
- Work procedures which may be hazardous for the environment are monitored to ensure that employees work in accordance with any legal requirement as well as in compliance with this Environmental Policy.
- Manufacturers' safety data sheets (MSDS) are provided for all hazardous substances and products obtained by the Company which may be a threat to the environment, and that all staff are i) notified of where each MSDS can be located for reference, and ii) provided with adequate training and information concerning their relevance in relation to work procedures and the environment.
- Hazardous substances and materials are correctly stored in accordance with COSHH legislation.
- Prompt corrective action is taken whenever they are notified of breaches in environmental legislation.
- Work areas are kept clean and free from contamination.
- Contract cleaners provide risk assessments and related safety data sheets appropriate for all hazardous substances/materials brought on to Company premises.

### **1-3. Responsibilities of the Business Development Managers**

The Business Development Manager's key environmental responsibilities are to ensure that:

- The prospective client has written policy for the protection of the environment from work activity.
- The prospective client's pre-qualification questionnaire (PQQ) contains an environmental management section.
- The prospective client's tendering process includes provision for strategic environmental objectives.
- All relevant environmental matters are discussed openly with prospective clients or any legitimate person requesting such information.

### **1-4. Responsibilities of Employees**

It is the Company's belief that all employees, irrespective of status, should develop a personal concern for the safeguard of the environment. It is a requirement of the Company, therefore, that all employees must:

- Be familiar with the Company's Environmental Policy and with the standards and procedures contained within.
- Co-operate fully with any instructions given by the Company which relate to environmental issues.
- Work with due care and attention at all times.
- Dispose of waste responsibly and to the benevolence of the environment.
- Ensure work areas are kept clean and tidy, and free from any obvious environmental hazard.
- Report immediately to their line manager any work procedure, defect or hazard which may have a harmful impact on the environment.

### **1-5. Responsibilities of Visitors**

The Company requires the following of all persons visiting its premises and sites:

- All visitors will, upon request, be provided with a copy of the Company Environmental Policy.
- All visitors will be expected to comply with the Company's Environmental Policy.
- Visitors must ensure that their own organisation's policy is made available on request so that the Company can act on their requirements and needs.
- Visitors must comply with any safety instructions provided by the Company.
- It is the responsibility of all visitors to be aware of and to comply with the obligations under the Environment Act 1995 (as amended), Environmental Protection Regulations 1996 (as amended), and other supporting legislation concerning environmental awareness relevant to their current business operations.
- Any hazardous substance or material brought on site by a visitor must be used and stored in accordance with COSHH and environmental management regulations. Appropriate information, such as manufacturer's safety data sheet (MSDS) and risk assessments, must be provided the Company on request whereby all persons who may be affected must be informed of hazards identified.
- Visitors will be required to keep Company premises tidy and clear of debris and waste materials.
- All waste must be discarded in accordance with current environmental legislation.
- All plant or equipment brought on to Company premises by a visitor must not create any hazard to the environment and must be accompanied by relevant certificates for inspection. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition. All portable electrical appliances must be tested, identified and recorded in a register, which must be available for inspection on request.

## **PART 2 – POLICY FOR THE PROTECTION OF THE ENVIRONMENT**

### **2-1. Environmental Management System (EMS)**

It is the Company's objective to achieve Environmental Management System (EMS) certified to ISO14001, which will help it to identify the impact its business activities, products and services may have on the environment, to identify current and forthcoming legislation, provide a framework for measuring and monitoring environmental performance, as well as establishing controls to help manage down our risks.

Once established, EMS documentation relevant to specific work areas shall be apportioned accordingly. All such EMS documentation will be periodically reviewed, revised as necessary, and approved for adequacy by authorised personnel.

In the meantime, managers shall ensure that all environmental records (such as audit results, training records, and reviews) are legible, identifiable and traceable to the relevant activity, product or service. These records shall be kept in a retrievable storage system that protects them against damage, deterioration or loss, while allowing them to be easily retrieved.

Furthermore, there is a permanent, predetermined programme for auditing the Company's commitment to environmental management, currently undertaken by Arden Risk Consultancy.

To help employees understand what is required of the Company by law, a list of all current legislation and regulations applicable to its business activities has been produced and is available at the Barnsley Unit for inspection upon reasonable request. This list is updated whenever legislation changes or during the annual management review.

The Company will continue to monitor, evaluate and improve its performance whilst always promoting environmental awareness to employees and visitors.

### **2-2. Communication**

The Company will endeavour to ensure that employees are familiar with the contents of the Environmental Policy and will communicate with employees verbally (for example at Team Briefings) and in writing (for example in the form of email directives) any related issue.

To help achieve this objective, a notice board dedicated to safety, health and environmental issues is located outside the ground floor Staff Room at the Barnsley Unit, Conference Room at Folkestone Office and at the Ashford Depot. This may include latest news (for example, changes in legislation); details of H&S representatives; Company policy; minutes from committee meetings; findings from risk assessments etc.

Whenever there is a change in a process or procedure, or introduction of new equipment or technology, and whenever relevant environmental issues affects employees, consultation shall be undertaken with all employees without exception. When considered applicable, employees shall be informed of all findings.

The Company positively encourages its employees to help solve environmental problems. To this extent, any employee who raises an issue will be personally informed of any actions taken as a result of their input.

### **2-3. Training**

All employees will receive training where appropriate to make them aware of their statutory duties concerning the protection of the environment, as well as their responsibilities and their obligations in accordance with the Company's Environmental Policy. It is the policy of this Company that all necessary or relevant refresher training will be provided employees during the course of their employment. Training sessions will be held as often as is deemed required to make employees aware of:

- The importance of conforming to the Environmental Policy and procedures and standards contained therein.
- The environmental impact of their work activities, and the benefits to the environment from improved conscientious performance.
- Their role and responsibility in achieving conformance to the Environmental Policy.
- The consequences of departure from specified work procedures.

Employees are always encouraged to raise their concerns regarding environmental issues at any time with their immediate line manager or directly to Tristan Cooke (MD).

All training will be recorded and maintained on personnel files in accordance with current legislation under the Data Protection Act.

### **2-4. Waste Management**

It is the policy of the Company that where waste is generated during the course of business activities, it shall be disposed of in a controlled and safe manner. Where waste removal requires the application of special control measures to reduce the risk of environmental pollution, the Company shall ensure procedures are in place to render such waste removal free of risk as far as is reasonably practicable.

Engineers shall remove waste from domestic work sites for safe disposal at a licenced site and to the benevolence of the environment. To this extent, engineers will have a copy of the Company's Waste Carriers Licence kept in their vehicle for inspection.

The Company only uses legitimately licensed contractors to dispose of waste from its premises. When applicable, waste contractors shall provide the Company with a copy of a valid/in-date Waste Carriers Licence in order to verify the final destination for waste disposal.

Any hazardous waste (Special Wastes) removed from Company premises MUST be supported by a Consignment Note provided by the Special Waste carrier.

When applicable, waste skips must be checked by a 'skip operator' on each collection to ensure that there are no contaminates included.

However, the Company does NOT encourage waste disposed of by land filling, and shall do everything it can to minimise quantities of waste disposed of in this manner. All other waste material, such as metal, liquids, oily rags etc., should not be allowed to accumulate in the workplace but must instead be disposed of in appropriate containers and to the benevolence of the environment.

Under no circumstances is waste to be burned on Company premises (or work sites) unless an Exemption Licence has been obtained from the Environmental Agency.

The transportation of construction or demolition waste is strictly prohibited.

Only low energy light bulbs and recyclable fluorescent tubes shall be purchased. When exhausted, they will be disposed of in accordance with this Policy as well as current environmental legislation.

## **2-5. Emissions to Air**

### **2-5-1. Vehicles and Transportation**

The Company always ensures its vehicles are in good working order and well maintained. All Company vehicles will be inspected and serviced at appropriate intervals and thoroughly examined by a competent person at least every 12 months or at intervals set by the competent person. When purchasing or leasing new vehicles, priority will be given those with low exhaust emission specification. The Company changes its vans every three (3) years.

To help reduce exhaust emissions, the Company shall where possible limit the number of business journeys made by its employees to only the minimum required for the running of the business.

In order to help others cut down on exhaust emissions, the Company will, whenever possible, use suppliers working to a local rather than national delivery schedule.

The Company positively encourages employees to remain on office premises or work sites during rest breaks to minimise the use of their vehicles.

Visiting drivers to Company premises are requested to switch off the engine to their vehicle once parked-up.

#### *Responsibilities of employees:*

- Drivers must make an inspection of their Company vehicle prior to each use in order to identify any environmental hazards. Any defects must be brought to the immediate attention of their line manager.
- Unsafe, faulty or unsuitable vehicles must not be used under any circumstance.
- Official notices or instructions on vehicles must be obeyed.
- Vehicles must not be left running whilst unattended.
- Only the fuels specified by the respective vehicle manufacturer shall be used.

### **2-5-2. Chlorofluorocarbon compounds (CFCs)**

Only air conditioning or refrigeration units which do not contain CFCs will be purchased. Any unit found to contain CFCs shall be phased out of use and disposed of in accordance with current environmental legislation.

Over the years, there have been several changes in policy for the manufacture and use of expanding foams. To prevent further damage to the environment, current legislation requires all foams used or supplied by the Company to be CFC-free.

### **2-5-3. Radioactive Material**

The Company does not keep on its premises any radioactive material which may knowingly cause persons harm.

While there remains no conclusive evidence either way, employees who regularly use VDU screens (otherwise known as Display Screen Equipment – DSE) are requested to turn off their screens when not in use (such as during leisure breaks or when vacating their workstation) to minimise any emission of penetrating radiation.

#### **2-5-4. Hot Work Emissions**

The completion of hot work (such as soldering, or welding repairs) on Company premises may be required on occasion e.g. by service contractor. Only suitably trained and qualified personnel i.e. competent persons, shall be authorised to carry out such work.

The Company will ensure suitable precautions are taken for the benevolence and safety of the environment before any hot work is undertaken at its business premises'. In any event, no hot work shall commence without the issue of an authorised 'Hot Work Permit'.

#### **2-5-5. Smoking**

The Smoke-free (Premises and Enforcement) Regulations 2006 imposes a duty on the Company to prevent smoking from taking place within its enclosed premises. It is the policy of Mila Maintenance therefore, that smoking is strictly prohibited in ALL areas of the Company's work premises at Barnsley Unit, Folkestone Office and Ashford Depot.

While electronic cigarettes (also known as electronic nicotine delivery systems (ENDS)) are currently Health Act 2006 exempt, it is nonetheless Company policy that the use of e-cigarettes is prohibited in ALL areas of the Company's work premises at Barnsley Unit, Folkestone Office and Ashford Depot.

#### **2-6. Noise Pollution**

The Company shall at all times comply with the Control of Noise at Work Regulations 2005 (as amended). The Company will always endeavour to ensure that risk to employees, visitors, neighbouring workers and the general public from the exposure of noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

It is the Company's duty in accordance with the Control of Noise at Work Regulations 2005 (as amended) to provide employees and visitors affected with ear protectors (hearing protection), if requested by them, if workplace noise levels are between 80dB(A) and 85dB(A). By law, all employees and visitors have the right to request suitable and efficient hearing protection which is free from any defects.

If workplace noise levels are above 85dB(A), the Company shall automatically provide all employees and visitors affected with suitable and efficient ear protectors which **MUST BE WORN**. Employees and visitors have a legal duty to wear hearing protection provided under these circumstances, and to report any defects.

In any case, the Company will, where reasonably practicable, obtain equipment and machinery designed to reduce the emission of noise and vibration.

#### **2-7. Releases to Water**

The Company will ensure that all water fittings (including taps, waste, supply and foul sewer pipes, guttering and drains etc.) and water treatment units at its office premises are regularly inspected and maintained in good working order. To prevent back siphoning of water, an anti-siphon valve will be fitted to all exterior taps when possible.

All spillages must be cleaned up immediately (or as soon as possible) using appropriate methods which do not cause harm to the environment. The discharge of effluent to surface water drains or to soakways is **STRICTLY FORBIDDEN**.

## **2-8. Use of Raw Materials**

It is a policy of this Company that any packaging material is kept to a minimum, bio-degradable when possible, and is able to be reused, recycled or recovered.

Furthermore, the Company will, whenever possible, order products and materials that are supplied in suitable packages which are both recyclable and designed to minimise the release of dust.

## **2-9. Hazardous Substances**

The Company will ensure that any potential harm to the environment caused by hazardous substances is eliminated or minimised and controlled by complying at all times with the Environment Act 1995 (as amended), Environmental Protection Regulations 1996 (as amended), and Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

By obtaining manufacturers' safety data sheets (MSDSs) to determine if the relevant product is a threat to the environment, the Company is working towards eliminating the number of products containing high levels of volatile organic chemicals (VOCs), such as solvents, as well as endeavouring to replace hazardous substances used in the workplace with a safer alternative product.

Good stock control disciplines and training shall ensure that only minimal quantities of hazardous substances will be kept in the workplace i.e. the absolute minimum amount required for immediate use or the requirement of the business. All excess quantities shall be safely and securely stored within purpose-made cabinets.

Employees who come into contact with hazardous substances during their normal work procedures will receive adequate training and information on the environmental issues concerning working with hazardous substances, including safe use and storage.

### *Responsibilities of employees:*

All employees have a responsibility not to put the environment at risk and must therefore adhere to all information, instruction, training and supervision provided when working with hazardous substances. Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) employees must take the following precautions:

- Always refer to the relevant manufacturer's safety data sheet (MSDS) for safe use, handling and storage of hazardous substances.
- Use any personal protective equipment and respiratory protective equipment specifically supplied for the task at hand.
- Avoid cross-contaminating work areas by regularly washing hands and changing into clean work clothing.
- Remove lids/stoppers to hazardous substances only when the substance is to be used, and ensure lids/stoppers are replaced correctly after use.
- Keep all hazardous substances in containers fit for the purpose.
- Clear up all spillages immediately.

**IMPORTANT:** Employees must assume that all substances are harmful to the environment until information confirms otherwise. If there is any doubt as to the substance or its method of use, employees should consult their line manager before working with such substances.

### **2-9-1. Asbestos**

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that cause harm are too small to be seen with the naked eye and diseases related to inhaling asbestos dust can take many years to develop. Asbestos can be found in most buildings and is used in many products such as cement sheets and tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

An asbestos survey shall be conducted around Company office premises if considered necessary, undertaken by competent people (such as suitably trained building surveyors or laboratory analysts). The survey will identify what type of asbestos-containing materials (ACMs) are present and where they are. The Company shall at all times ensure ACMs are clearly labelled and in good condition, and always endeavour to prevent employees coming into direct contact with them.

Should any person discover or encounter ACMs, or believe they may have been exposed and/or contaminated with asbestos material, the following procedure **MUST** be followed:

1. STOP WORK IMMEDIATELY.
2. Do NOT disturb any suspect material.
3. Make sure work colleagues and all other persons in the vicinity are made aware of the location of the suspect material.
4. Raise the alarm by getting someone else to report the incident to a manager or the person in charge immediately.
5. Do NOT go into occupied areas until help arrives as this can spread asbestos contamination.
6. Wear respiratory protective equipment if accessible.
7. Wait for further instruction.
8. On no account take the clothes you were wearing at the time of the incident home with you or out of the area.

### **2-10. Work Equipment and Electrical Appliances**

To help eliminate or minimise potential hazards to the environment caused by work equipment, the Company will ensure that all such equipment is regularly inspected, tested, serviced, and maintained in good working order and repair.

A fixed wiring inspection will be carried out by a competent person at 5-year intervals on the Company's fixed-site premises. All electrical equipment, whether fixed or portable, will be subject to periodic testing (e.g. Portable Appliance Test – PAT), with appropriate records kept on file.

#### *Responsibilities of employees:*

- Operatives are required to inspect equipment prior to use and **MUST** report any defects or environmental concerns to their line manager immediately.
- Operatives using any equipment which discharges sparks, spatter or other debris with the potential of causing harm to the environment **MUST** ensure these by-products are retained or controlled at source.
- Only environmentally-friendly cleaning products may be used during the cleaning of equipment and used in accordance with the manufacturer's instructions for use.
- Operatives are required to switch off their equipment when it is not in use and to isolate the power (i.e. power switched OFF at source).
- It is **STRICTLY PROHIBITED** to interfere with any electrical appliance, including carrying out any unauthorised repair work or maintenance.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.

## **2-11. Risk Assessment**

Appropriate environmental risk assessments will be completed as necessary, whereby the purpose will be to:

- identify environmental hazards in and around the premises.
- identify any person or groups of persons who might be in danger.
- evaluate the risks arising from the hazards and assess whether the existing preventive and protective measures are adequate or whether additional measures are required.
- record all significant findings.
- inform all personnel of any hazards and related risks they were not already aware of.
- identify staff training requirements (including for new procedures).

The Company will always consult its employees on environmental matters, and make them aware of the contents, findings, and subsequent recommendations made in all risk assessments.

## **PART 3 – SPECIFIC TO FIXED-SITE (OFFICE/DEPOT) LOCATIONS**

### **3-1. Office work areas**

Use only toners and ink cartridges that are recyclable.

Do not use or discard paper wastefully. Write or print on both sides whenever possible.

Note: ALL obsolete, discarded and other such unrequired paper document(s) MUST be shredded in accordance with the Company's security procedure.

Do not make non-essential phone calls, particularly lengthy ones.

Regulate radiators sensibly. Do NOT override automatic settings unless authorised to do so.

Ensure the water cooling machine is kept at the right operating temperature, but do not override temperature settings unless authorised to do so.

Switch off all non-essential computer equipment at the end of shift and remove the plug from the electrical socket.

Switch off all lights and all other non-essential electrical equipment when not in use or at the end of shift.

### **3-2. Staff Room / Kitchen**

Use only authorised cleaning products that are not hazardous to the environment. Use only enough water for completion of the cleaning task at hand.

NEVER pour effluent directly into the drainage system.

Ensure water taps have been turned off FULLY after use. Use water sparingly.

Ensure any water cooling machine is kept at the right operating temperature, but do not override temperature settings unless authorised to do so.

Use any dishwashing equipment economically by switching to an economic cleaning cycle but only when it has been filled completely with crockery and eating utensils.

Regulate radiators sensibly. Do NOT override automatic settings unless authorised to do so.

Fill kettles with only enough water for requirement. Do not keep repeating the boil process unnecessarily. ALWAYS switch off at the power source after use and remove the plug from the electrical socket.

Keep refrigerator doors closed when not in use. Refrain from repeated opening. Do not override temperature settings unless authorised to do so.

Use any bread toasting equipment economically by using all compartments whenever possible.

Switch off all lights and non-essential electrical equipment when vacating the room.

At the end of day, switch off wall-mounted water boiling equipment at the power source and remove the plug from the electrical socket.

### 3-3. Toilets

Do not repeatedly flush the toilet cistern unnecessarily. Use the eco-short flush option whenever possible.

Ensure water taps have been turned off FULLY after use.

Use water sparingly.

Switch off all lights and non-essential electrical equipment when vacating the area.

Regulate radiators sensibly. Do NOT override automatic settings unless authorised to do so.

<b>AMENDMENTS</b>			
<b>Date</b>	<b>Reason for amendment</b>	<b>Name of person making changes</b>	<b>Job-role</b>
14 May 2018	p.13: Text added to specify paper shredding security arrangement – “Note: ALL obsolete, discarded and other such unrequired paper document(s) MUST be shredded in accordance with the Company’s security procedure.”	Mark Needham	External health and safety advisor

END