


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Site Management		Procedure No: 9
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O M reference:		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 19 - Maintenance of Register of Applicable Legislation and Other Requirements ▪ Procedure 1 - Communications ▪ Procedure 12 - Resources/Consumables ▪ Procedure 12 - Contractor management on-site 		

1. Purpose

- 1.1 To set out the requirements relating to the general management of operational sites in meeting the aims of Vacman Cleaning Ltd's Environmental Policy.

2. Scope


- 2.1 This scope of this procedure covers all sites, both indoors and outdoors, under the management control of Vacman Cleaning Ltd.

3. Definitions

- 3.1 Site /operational site– means all internal and external areas occupied or controlled by Vacman Cleaning Ltd.


4. Responsibilities

- 4.1 A nominated Director of Vacman Cleaning Ltd will have ultimate responsibility for the management of sites.
- 4.2 It is the Site Managers'/Area Supervisors' responsibility to ensure that this procedure is implemented and enforced across all sites.
- 4.3 The Managing Director is responsible for providing advice relating to biodiversity on company sites.
- 4.4 It is the responsibility of all persons to comply with this procedure in so far as it related to areas under their control or influence.

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5. Procedure

- 5.1 Vacman Cleaning Ltd's sites will be managed in an environmentally responsible manner, ensuring that the buildings, land, plant or activities do not adversely impact on the local environment to an unacceptable level.
- 5.2 Actions will be taken to minimise and mitigate any potentially adverse impact on the environment (e.g. from contaminated soil, building materials, air emissions, gas migration, wastewater discharges, etc.).
- 5.3 The wildlife of the local environment will be protected from direct impact from the company's activities; this includes minimising the use of pesticides and artificial fertilisers, and using good husbandry to encourage native and natural flora and fauna. In addition the company will ensure that all pests and vermin are controlled on its sites.
- 5.4 Efforts will be made to preserve and promote biodiversity on company sites. Biodiversity in urban areas can be encouraged principally through wildlife gardens. Simple low-cost measures for consideration include building a pond, growing plants as nectar and pollen sources for insects, installing artificial sites for nesting for birds and insects, allowing areas of meadow to develop, creating cracks and crevices for insects, nurturing native trees, providing bird food and creating roof gardens.
- 5.5 An asbestos register will be maintained for all sites; asbestos in the workplace will be controlled through regular monitoring, encapsulation and safe removal, where necessary.
- 5.6 The storage and use of hazardous substances on site will be minimised wherever possible and practicable. All stores containing hazardous substances will remain locked when not in use. All redundant substances will be removed at the earliest opportunity in compliance with the relevant legislative requirements.
- 5.7 The use of ozone depleting substances will be phased out at the earliest practical opportunity.
- 5.8 Smoking will only be permitted in designated areas, in accordance with the relevant policy.
- 5.9 All sites will be kept clear of litter and refuse will be stored in appropriate containers.
- 5.10 Best Practice principals relating to site management will be adopted, where practicable.
- 5.11 Environmental considerations will be incorporated into new design projects e.g. new premises/plant and into any company strategy.

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5.12 Only timber and timber products that have been lawfully obtained and have come from forests and plantations which are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous or forest-dependent people, will be used on company projects and sites where we are able to control purchasing. Documentary evidence will be obtained and filed.

6. Further References

Scottish Natural Heritage www.snh.org.uk
The Wildlife Trust <http://www.wildlifetrusts.org/>
Scottish Environmental Protection Agency www.sepa.gov.uk
Business and Biodiversity Resource Centre <http://www.businessandbiodiversity.org/>

7. Record Forms

None.