

# HEALTH & SAFETY NOTICE



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## ENVIRONMENTAL MANAGEMENT

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## **ENVIRONMENTAL MANAGEMENT**

### **INTRODUCTION**

1. This Health and Safety Notice should be read and understood by all appropriate employees of Vacman Cleaning Ltd. The Company is required by the Environmental Protection Act 1990 to make provision for the improved control of pollution arising from all activities at the various campuses and establishments of, and belonging to the Company, also to minimise energy consumption where reasonably practicable. This statement should be read in conjunction with our documents Environmental Management System (EMS).

### **COMPANY RESPONSIBILITY**

2. The Directors of Vacman have decided that the Company will discharge its duty of care under part II of the Environmental Protection Act (1990) and shall in accordance with the provisions of the Act:
  - 2.1 ensure that emissions of smoke, fumes, gases, dust, steam and smell are adequately controlled;
  - 2.2 ensure that no hazardous substances are discharged into the sewers without consent of the National Rivers Authority or local Water Company;
  - 2.3 ensure that all waste products produced by Vacman Cleaning Ltd is disposed of correctly, transferred to an authorised person for disposal or recycled;
  - 2.4 ensure that noise and vibration emissions are adequately controlled;
  - 2.5 ensure that energy consumption is minimised where reasonably practicable;

The Directors is therefore fully committed to implementing environmental controls and will encourage improvement in the Company's environmental management performance.

### **RESPONSIBILITIES OF THE MANAGING DIRECTOR (BUSINESS and RESOURCES)**

3. The Managing Director will implement this policy, by monitoring, oversight and auditing.

### **MANAGEMENT RESPONSIBILITY**

4. Managers and Supervisors are required to comply with this Health and Safety Notice within the areas under their control. They should where necessary, for the execution of that role, seek the advice of the Managing Director and allocate responsibilities accordingly to staff within their charge.

5. Managers shall draw up registers containing details of the potentially significant effects (if any) that their work activities have on the environment, and the legislation/Safety Notices that applies to them (see Appendix 1 & Appendix 2). This will enable them to identify the main areas of environmental concern. The register of effects will help to improve the environmental performance of the Company.
6. Managers will then draw up an Environmental plan which will set objectives, targets, strategy, management and monitoring of the environmental issues identified. The environmental plan will be reviewed periodically to see that the objectives and targets are being met and the plan amended accordingly.
7. Managers are responsible for the supervision of staff and others in their respective roles with regard to environmental matters. Supervisors are responsible to see that there is adequate training of staff and others in environmental issues.

## **TRAINING**

8. The effectiveness of environmental management systems will depend on the quality of the knowledge of employees. Training should:
  - (a) increase awareness of environmental issues;
  - (b) make employees aware of the environmental policy and their responsibilities and role within the management system;
  - (c) encourage co-operation with environmental schemes, audits, and reviews.
9. Where an environmental issue is specific to that department the training of staff and students must be done within the department. General training in Company wide aspects of Environmental issues will require that the Department arranges this training through the Managing Director.

## **ENVIRONMENTAL REVIEW/AUDITS**

10. Each Site will need to formally periodically review their environmental plan and discuss the findings at the appropriate Environmental meeting. This review must take place annually or must be carried out when any changes occur to the plan. A copy of the review will be sent to the Managing Director.
11. Environmental audits will need to be carried out once the management system has been implemented. These audits will be carried out biennially by the Managing Director or a nominated deputy. An audit would aim to check that the company is complying with the law, environmental policy and safety notices (Appendix 2). Audits will normally be in the form of a checklist or protocol that gives the auditors something to work from. The auditors themselves will be trained in environmental auditing techniques.

## **DISPOSAL OF WASTE**

12. The environmental plan will contain details of how waste will be disposed of. The chain of disposal will be identified and will detail those responsible for each stage in the waste disposal process.
13. The disposal of some wastes will involve reference to The Control of Substances Hazardous to Health Regulations (COSHH) and HSN-19 Hazardous Substances. The disposal would have been detailed on the COSHH assessment forms and this data is required to be available to the authorised person disposing of the waste.
14. Suitable receptacles for the collection of waste are provided in strategic positions throughout the company sites. Each container should clearly display the type of waste that it is designed to hold. Waste products must only be placed in those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers must be emptied regularly and removed by an authorised person. Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

## **DISPOSAL OF HAZARDOUS SUBSTANCES**

15. Suitable arrangements will be made by the Management for the disposal of hazardous waste (as specified in HSN-19 & Appendix 2) that is generated as a by-product of a work activity. Advice on the arrangements for the removal of special waste, e.g. Liquids, Asbestos, Lead waste and other hazardous substances/materials, must be sought from the Managing Director :
16. Hazardous waste for disposal will be placed in suitable containers, clearly and correctly labelled and with adequate information. This will allow the authorised person who is disposing of the hazardous waste to discharge their duties under the act effectively.
17. Approved effluent and liquid waste can be poured into the sewer. Arrangements for disposal of other waste must be made through Head Office.

Approved by:



.....  
(Managing Director)

Date...../...../.....

## **HSN-37: APPENDIX 1**

### **STATUTORY REGULATIONS and CONTROLS**

Environmental legislation and Controls:

- (a) The Environmental Protection Act 1990
- (b) The Health & Safety at Work Act 1974
- (c) Health & Safety (Emissions into the Atmosphere) Regulations 1983
- (d) The Clean Air Act 1968
- (e) The Water Industry Act 1991
- (f) The Water Resources Act 1991
- (g) The Waste Management Licensing Regulations 1994
- (h) The Control of Pollution Act 1974
- (i) The Noise & Statutory Nuisance Act 1993
- (j) The Noise at Work Regulations 1989
- (k) The Building Regulations 1991
- (l) The Control of Substances Hazardous to Health (COSHH) Regulations 1999
- (m) The Chemical (Hazards Information and Packaging ) Regulations 1993 (CHIP)
- (n) Occupational Exposure Limits EH40/\*\* (\*\* = year);
- (o) The Control of Asbestos at Work Regulations 1987;
- (p) The Control of Asbestos at Work (amendment) Regulations 1992
- (q) The Control of Asbestos in the Air Regulations 1990;
- (r) Control of Lead at Work Regulations 1980;
- (s) Control of Pesticides Regulations 1980;
- (t) The Ionising Radiations Regulations 1985;
- (u) The Radioactive Substances Act 1993.

*(Whilst every effort is made to include appropriate information on statutory regulations and controls, this list may not however be comprehensive. Checks should be made to ascertain if there are any further amendments or additions)*

## **HSN-37: APPENDIX 2**

### **RELEVANT VACMAN HEALTH AND SAFETY NOTICES**

Relevant Health and Safety Notices:

HSN-03	Health and Safety Responsibilities of Individual Post Holders;
HSN-19	Hazardous Substances;
HSN-20	Noise;
HSN-35	Asbestos.