

## Statement of Environmental Policy

The Board of Directors of CCM Facilities Ltd is committed to the need to provide control of activities to avoid unnecessary or unacceptable risks to employees, customers, the general public and the environment. Planning and assessments of all operational aspects are to be determined to ensure effectiveness and best practicable Environment Options that apply together with the duty of care by establishment; and maintenance of high operational standards.

Such standards shall comply with or exceed regulatory control i.e. Environmental Protection Act 1990 as amended, Water Resources Act 1991 as amended, etc. and/or relevant Approved Codes of Practice.




Operational standards shall continue to be developed and improved where feasible by on-going assessment, controls and monitoring concerning emissions of noxious fumes etc. into the atmosphere and the leeching of dangerous substances into watercourses that might adversely affect people and/or the Environment.

The objectives of the Policy shall be to develop safety and environmental awareness amongst employees at all levels by full and effective consultation and provision of all relevant training, information and supervision to maintain a safe and healthy working environment that shall not adversely affect the community and by taking positive steps to conserve energy resources and minimize waste and pollution.

This Statement together with associated documentation relating to Organisation and Arrangements shall be disseminated to all staff and form a constituent part of the Statement of General Safety Policy. The Environmental Policy shall be subjected to constant monitoring and periodic review that may result in the issue of revisions or amendments as appropriate.

CCM recognises the importance of environmental protection and is committed to operating it's business responsibility and in compliance with all legal requirements relating to the supply of quality cleaning services to buildings. It is the organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

Endorsed by;   
Greg Doherty, Managing Director: Dated: 01/06/2017

## Environmental Policy Organisation, Arrangements & Responsibility

It is CCM's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- 1 Assess and regularly re-asses the environmental effects of the Organisation's activities.
- 2 Carry out training of employees in environmental issues.
- 3 Minimise the production of waste.
- 4 Minimise material wastage.
- 5 Promote the use of recyclable materials.
- 6 Reduce and/or limit the production of pollutants to water, land and air.
- 7 Control Noise emissions from operations.
- 8 Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

### Organisation

To ensure adherence to determined standards and levels of performance, environmental factors are integrated into responsibilities of all personnel.  
In general terms, responsibilities parallel those set out in the General Health & Safety Policy with few exceptions or additions.

### Management

Environmental control requires continual assessment: a permanent prevention of a pollution problem is recognised as being cheaper than repetitive cure.

Maintenance is intended to design out faults, not just repairs.

All managers are responsible for ensuring that all staff under their control are aware of their part in reducing damage to the environment, the workforce and others who may be affected by emissions of noise, pollutants etc.; such awareness shall be developed by provision of adequate training, instruction, information and supervision as necessary.

Each manager shall ensure that a document is prepared covering the environmental aspects of their operational area.

### Employees

Environmental protection involves contributions from all employees who shall be prepared to assist management to improve their immediate environment and reduce wastage.  
Suitable training with regard to specific problem areas and general environmental aspects shall be provided by local managers, environmental care forms part of the induction-training programme.

## Arrangements

Because it is recognised that pollution may cause substantial or irreparable damage to the local or wider environment, CCM Facilities Ltd have ensured total integration of environmental consideration into its policies, plans and practices as appropriate with the intention of minimizing environmental impact of all business activities

i.e.: Emissions produced e.g. smoke, flumes, dust, other effluvia, noise, and effluent.  
Energy usage. Choice and handling of materials and substances e.g. material source, recycle materials, bio degradable etc. Disposal of waste.

The Company is committed to:

- (a) Minimize any disturbance to the local and global environment and to the quality of life of the local communities in which the Company operates.
- (b) Comply fully with all relevant statutory regulations.
- (c) Maintain premise structure and appearance in good condition.
- (d) Take positive steps to conserve resources and energy usage.
- (e) Carry out all necessary assessments of the workplace environment, determine adequate controls, monitor effectiveness and adopt the client's environmental policy.

## Arrangements cont:

- (f) Provide adequate information and training to ensure proper use of equipment, substances (use and storage) and safe disposal to avoid unacceptable effect on staff and/or the environment.
- (g) Keep the public informed of any aspects of change that may affect them in their locality.
- (h) Work with suppliers who operate Environmental policies

As part of the environmental strategy to facilitate management control of environmental practices and assess compliance with company policies, a competent person in the company will quantify performance with regard to environmental policies and shall conduct a systematic examination by means of a regular

## Environmental Audit –

- (a) Ensuring compliance with legislation.
- (b) Ensuring efficiency of business activity.
- (c) Predicting future controls.
- (d) Establishing confidence of employees, neighbours, customers, suppliers and the general public.
- (e) Providing a benchmark for measuring environmental performance.

Other factors to lessen the impact on the environment include:

## Environmental Policy Equipment

We strive to use equipment on all our sites that has minimum impact on the environment. We recognise the need to use energy efficient equipment that reduce emissions and noise into the environment.

## Consumables and Chemicals

Our chemical supplier, has developed a range, which helps to reduce ozone depletion and stop the pollution of our rivers and waterways. It also helps to reduce harm to wildlife and protect people from harmful and carcinogenic elements. The advantages of the range can be summarised as follows:

- Fully biodegradable
- No optical brighteners
- No E.D.T.A
- No butyl glycols
- No phosphates
- No chlorine bleaches
- No isopropanol
- No formaldehydes
- No nonlyphenol ethoxylates
- No enzymes
- No polycarboxylates
- No C.O.S.H.H. classification

Continuing rationalization of harmful/hazardous substances (e.g. move to non-toxic cleaning agents etc.) – assessments/controls of substances hazardous to health (COSHH Regulations 2002 as amended).

Office consumables are purchased with a view to reducing environmental impact.  
i.e. Recycled Paper, solvent free adhesives, Pens, Markers etc.

## Recycling

In addition to helping reduce environmental degradation through the chemicals that are used , we also regard recycling as an important part of our business. Many of the other consumables are sourced, such as paper towels, toilet rolls, black sacks are all recycled products.

We currently segregate waste where site amenities allow us to do so.

## Continuous Improvement

We strive to provide as environmentally friendly as possible service, without compromise on quality and efficiency. We continually investigate new improved methods of cleaning through our Supplier's innovations, our own experience and our corporate membership of the British Institute of Cleaning Science.

It is the Company's policy to develop awareness on the part of all suppliers and employees of the necessity to take all reasonable steps to ensure that any actions, processes or materials shall be such that they have no adverse effect on the environment in general either during work or on disposal.

## Environmental Policy Purchasing

- Suppliers shall be aware that the Company will purchase on a preferential basis materials from those companies manufacturing and packaging products which have no deleterious effect on the atmosphere, are biodegradable or can be incinerated safely.
- Use of recycled products shall be preferred, taking commercial considerations into account.

## Site Managers/Supervisors

Site Managers and Site Supervisors will identify areas within their own workplace where a positive contribution to Environmental Health, in general, can be effected.

- All Supervisory and management staff must be aware of the environmental implications of the tasks for which they are responsible.
- They must ensure that all necessary equipment, procedures and working practices are in place and all appropriate training has been given.
- Any sub-contractors used are expected to operate to the same high standards and supervisory staff must ensure that this occurs.

## Cleaning Staff

- All incidents, such as the spillage of chemicals, improper disposal of waste chemicals or other unnecessary emissions to water and the atmosphere must be prevented and reported to line management if they occur.
- Where special collection facilities are available, waste shall be segregated to allow for separate processing of recyclable waste.

## Associated Policies:

- Sustainability Policy.
- Green Transport Policy
- Energy Efficient Practices Policy
- Water Efficient Practices Policy
- Green Waste Practices Policy
- Corporate Social Responsibility Policy

Web Site at [www.ccmfacilities.com](http://www.ccmfacilities.com)