

1. Environmental Management System Introduction

- 1.1. Intercleanse Cleaning Services Ltd is committed to operating in an environmentally and sustainable manner and has therefore introduced an environmental management system which supports and demonstrates the approach adopted for managing its interactions with the environment which arise from its activities, products or services.
- 1.2. This management system has been developed in accordance with widely documented requirements and is designed to maintain continual improvements through the adoption and implementation of the system. Intercleanse recognises that the design of the environmental management system is an ongoing process which provides the structure, responsibilities, procedures, process and resources for implementing environmental policies, objectives and targets and one which supports the Company's overall management style and approach.
- 1.3. This environmental management system has been broken down into sections. Where relevant these are broken down into sub-sections to enable implementation of the section requirements. Each sub-section details the purpose, scope, management requirements and where relevant additional guidance to assist the implementation of their respective requirements. As part of the ongoing development of the environmental management system and to maintain legal compliance the Company recognises that additional sections and/or sub-sections may need to be developed.
- 1.4. The Company is committed to maintaining a best practice approach towards environmental management and all employees are tasked with adopting the requirements of the environmental management system. In addition, the Company is developing a bespoke environmental manual which will need to be read in conjunction with this environmental management system to ensure adequate and appropriate implementation and the development of suitable working practices.

2. Environmental Management System Definitions

For the purposes of the Company's Environmental Management System (EMS) the following definitions apply:

- 2.1. **Continual Improvement**
Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the Company's environmental policy. Note: The process need not take place in all areas of activity simultaneously.
- 2.2. **Environment**
Surroundings in which the Company operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation. Note: Surroundings in this context extend from within the Company to the global system.
- 2.3. **Environmental Aspect**
Elements of the Company's activities, products or services that can interact with the environment. Note: A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

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- 2.4. **Environmental Impact**
Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the Company's activities, products or services.
- 2.5. **Environmental Management System**
The part of the overall management system that includes the Company structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.
- 2.6. **Environmental Management System Audit**
A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether the Company's environmental management system conforms to the environmental management system audit criteria set by the Company, and for communication of the results of this process to management.
- 2.7. **Environmental Objective**
Overall environmental goal, arising from the environmental policy, that the Company sets itself to achieve, and which is quantified where practicable.
- 2.8. **Environmental Performance**
Measurable results of the environmental management system, related to the Company's control of its environmental aspects, based on its environmental policy, objectives and targets.
- 2.9. **Environmental Policy**
Statement by the Company of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.
- 2.10. **Environmental Target**
Detailed performance requirement, quantified where practicable, applicable to the Company or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- 2.11. **Interested Party**
Individual or group concerned with or affected by the environmental performance of the Company.
- 2.12. **Prevention of Pollution**
Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution. Note: The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

4. **Environmental Aspects – Management Standard**

- 4.1. **Purpose**
To identify the environmental aspects of the Company's activities, products and services, in order to determine those which have (or can have) significant impacts on the environment and which feed into the setting of the Company's objectives and targets.

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4.2. Scope

This procedure is applicable to those environmental aspects and impacts which arise from the Company's owned and/or controlled sites.

4.3. Responsibilities

The Directors shall provide the resources necessary to enable Company employees to undertake environmental assessments of their works activities, products and services.

All Managers shall identify the environmental aspects associated with their activities, products and services and consider normal, shut down, start up operations and abnormal/emergency situations.

All Managers shall identify the environmental impacts which their activities have on the environment and introduce effective control measures to control those which are significant. These should be recorded on a suitable environmental impact assessment form to be provided.

All Managers shall identify significant environmental impacts and consider their requirements when setting objectives and targets.

5. Legal and Other Requirements

5.1. Purpose

To define the system for identifying and accessing legal and other requirements to which the Company subscribes that are applicable to the environmental aspects of its activities, products or services.

5.2. Scope

This procedure details the responsibilities and arrangements for identifying, implementing and maintaining those legal and other requirements (UK and international laws) that are applicable to the Company's environmental aspects of its activities, products and services and for communicating these requirements to employees and other relevant persons. The Company has identified compliance with applicable legal requirements as the minimum acceptable standard although the Company shall comply with best practice wherever reasonably practicable.

5.3. Responsibilities

The Company in carrying out its operations shall comply with all relevant environmental legislation and determine the applicability of associated guidance and best practice.

The Company Directors shall provide adequate resources for the Company to enable legal and other requirements applicable to the Company to be identified, communicated, implemented and maintained.

The Company's Directors shall ensure that all legal and other requirements applicable to the Company are clearly identified and a register developed of all applicable requirements.

The Company Health & Safety Advisor shall ensure an annual review is carried out of the legal and other requirements applicable to the Company. During such reviews, consideration will be given to any existing and proposed legislation and best practice.

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6. Training, Awareness and Competence

6.1. Purpose

The Company shall provide as appropriate, information, instruction and training for all employees whose work activities may create a significant impact on the environment to enable them to competently carry out their tasks and understand the environmental aspects, benefits and procedures in place.

6.2. Scope

This procedure details the training, awareness and competence requirements necessary for carrying out work activities.

6.3. Responsibilities

The Directors shall provide the resources to enable all employees to be trained and become competent in performing their allocated tasks.

The Managers shall ensure arrangements are in place for recording all employee environmental training and records for such shall be retained for the period of the employment plus three years.

Where requested, employees shall attend environmental training programmes which are designed and provided to enable them to better carry out their work activities.

All Managers/Supervisors shall ensure those persons whose work could cause significant environmental impacts are competent to perform the tasks to which they are assigned.

All Managers shall carry out an employee environmental training review during the performance review process. Details shall be provided to Head Office on employee performance and competence along with any additional training requirements, for example, in relation to the following areas:

General environmental awareness including policy overview of EMS systems and procedures.

Incidents and complaints.

Generation of airborne dust.

Gaseous emissions.

Water management.

Fuel and chemical storage.

Traffic management and issues.

Noise and vibration.

Waste generation and recycling.

Energy usage.

Managers must ensure that all employees are trained in the emergency preparedness and response procedures and understand the action required following an incident.

The Manager/Supervisor shall ensure all new employees attend environmental awareness training within six months of commencing work.

7. Communications

7.1. Purpose

In line with environmental aspects and environmental management system, this procedure details the Company's arrangements for communicating internally and externally with all relevant persons for maintaining systems for receiving, documenting and responding to relevant communication from internal, external or other interested parties.

7.2. Scope

This procedure is to be adopted by all employees in relation to the Company's activities, products and services.

7.3. Responsibilities

The Directors shall provide the necessary resources to establish appropriate internal and external communication arrangements to be implemented.

8. Good Practice Environmental Requirements

8.1. Purpose

To ensure that all Company activities are carried out in such a manner so as to minimise any environmental impact.

8.2. Scope

This procedure applies to all Company activities, employees, contractors and consultants.

8.3. Flora, Fauna and Archaeology

Provide measures to protect flora and fauna as necessary.

Visual Impact

Minimise the impact of temporary traffic movement and position appropriate warning signs.

Position floodlights if used to avoid nuisance to local properties.

Non Hazardous Materials

Ensure that run off water from work cannot directly enter watercourses.

Ensure waste containers are secure and properly labelled and covered as such.

Assess work activities to ensure that waste production is minimised.

Dispose of waste in accordance with product data sheets and waste management regulations.

Hazardous Materials

Chemical containers should be stored in designated storage areas, away from drains or watercourses in case of leakage.

Ensure that leaking containers are removed from site as soon as practicable and disposed of correctly.

Ensure that all hazardous materials are labelled, stored, handled and disposed of in accordance with COSHH regulations and the manufacturers recommendations.

Ensure that all personnel handling hazardous materials have been properly trained and provided with the appropriate personal protective equipment.

Fuel Storage and Handling

Locate any fuel stored away from watercourses.

Ensure all persons carrying out re-fuelling operations are appropriately trained.

Place drip trays under any fuel barrels.

Water Discharge

Water from wash down areas should be contained for proper treatment and disposal.

Air and Dust Emissions

Use road brushes to keep roads, footpaths and work area free from grime and debris.

Noise and Vibration

Do not start pressure washers before agreed times, eg, 8am.

Turn off all plant and equipment when not in use.

Position plant and equipment away from site boundaries and sensitive areas.

9. Waste Management

9.1. Purpose

The Company is required by law to plan and manage all wastes arising from its activities, products or services in accordance with legal requirements and best practice.

9.2. Scope

These procedures apply to all substances or objects that are required to be discarded or recycled.

9.3. Responsibilities

All Managers/Supervisors shall ensure that all waste arising from projects for which they are responsible is clearly identified, handled, packaged, stored, managed and disposed of in accordance with all current waste legislation and suitable records are kept and maintained for a minimum of three years.

10. Noise Management

- 10.1. Purpose
To ensure noise levels arising from Company activities are identified and managed to reduce the potential of a statutory nuisance being caused to the surrounding community.
- 10.2. Scope
These procedures apply to all Company activities and contractors carrying out works on the Company's behalf and require health, safety and environmental risks to be identified and controlled.
- 10.3. Responsibilities
Managers/Supervisors must plan and organise all work activities in such a way that potential noise sources are identified and practices are adopted to reduce noise so as not to cause a nuisance.

11. Water Management

- 11.1. Purpose
To enable the Company to carry out its operations in a manner which prevents pollution, provides the best use of the nation's water.
- 11.2. Scope
These procedures apply to all Company activities.
- 11.3. Responsibilities
The Directors shall ensure the Company effectively communicates with the relevant bodies to achieve the appropriate management of water resources.

Managers/Supervisors must ensure that static plant and equipment operating near, adjacent or directly above controlled watercourses or drains should be placed on drip trays to prevent oil and diesel spillage onto the ground, into drains and into surface waters and groundwater.

12. Environmental Procurement and Evaluation

- 12.1. Purpose
The Company shall demonstrate its commitment to the environment by ensuring suppliers and contractors used to supply and carry out works/services on the Company's behalf are committed to achieving legal compliance, best practice and have established appropriate environmental management systems.
- 12.2. Scope
This procedure is applicable to all products purchased and activities and services undertaken by the Company and to those working on its behalf where there is the potential for causing an environmental impact.

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12.3. Responsibilities

The Company's Directors shall ensure environmental management programmes are developed where necessary which specify the requirements for identifying and evaluating the performance of contractors where necessary.

All relevant Managers/Supervisors shall as part of a project assessment, request the completion of an environmental assessment questionnaire.

Signed.....

Dated.....

Name.....

Position.....

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