

Environmental Management and Hazardous Waste

Issue 3

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- Energy Policy
- Responsibilities for Hazardous Waste

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- Hazardous Waste

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Environmental Policy

Inverclyde Leisure recognises that many of its activities provide an important opportunity to protect and improve the environment in which we work and serve. The company therefore attributes a high priority to the development and use of materials, products, processes and services that seek to reduce environmental damage and waste.

In particular throughout our business and in all our activities and in conjunction with our partner will aim to:

- Utilise, wherever economically viable, the efficient use of energy, water and materials, the sustainable use of renewable resources and the reduction of adverse environmental impacts
- Contribute to the conservation and protection of the natural environment
- Search for, propose and, wherever reasonably practical, adopt low-polluting technologies, processes and practices, employing environmentally sound waste management techniques such as: source reduction and improved specification, re-use, re-cycling and safe disposal
- Operate processes that are prescribed under the Environmental Protection Act 1990: Part 1 (Pollution Prevention and Control Act 1999), and observe the requirements laid down by The

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Right Directions

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Environment Agency. All major incidents of environmental pollution involving Inverclyde Leisure, or its sub-contractors will be investigated and action taken to mitigate its effects and prevent reoccurrence. Any incident will be reported promptly as prescribed

- Expect our business partners, sub-contractors and major suppliers to share our concern for the environment, and to work with us in identifying and applying best practice
- Regularly measure key aspects of our environmental performance and periodically report progress against benchmarks and targets to all stakeholders: Inverclyde Leisure, partners, customers, employees, and the wider community

Energy Policy

Inverclyde Leisure's primary objective is to ensure the efficient and effective use of the energy supplied in consideration with the needs of our customers. The company therefore attributes a high priority to the development and use of materials, products, processes and services that seek to reduce energy usage and waste.

In particular throughout our business and in all our activities, in conjunction with our partner Local Authorities, we will aim to:

- Utilise, wherever economically viable, the efficient use of energy, water and materials, the sustainable use of renewable resources and the reduction of adverse environmental impacts.
- Continuously review Inverclyde Leisure's operations and installations to aim to be energy efficient
- Carry out weekly monitoring of all our utilities in an effort to reduce wastage
- Plan to develop and install smart metering in all Inverclyde Leisure Centres to enhance the data required to effectively control energy use
- Develop, where financially viable, plans to adopt renewable technology in all projects
- Regularly measure key aspects of our energy performance and periodically report progress against benchmarks and targets to all stakeholders: Inverclyde Leisure, partners, customers, employees, and the wider community
- Encourage the management team to communicate and train staff in using our energy resource efficiently, and therefore reduce waste.

The latest revision of this policy or any complementary policy specific to a particular part of the business will be displayed on principal notice boards, or otherwise brought to the attention of all employees / customers. It will also be brought to the attention of our business partners and major suppliers.

Responsibilities for Hazardous Waste

It is the responsibility of the Inverclyde Leisure to ensure hazardous waste is identified and disposed of correctly and appropriate registrations are maintained where required.

Do

Communication of the Policy

The latest revision of this policy or any complimentary policy specific to a particular part of the business will be brought to the attention of staff.

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Energy Saving Initiatives

The following initiatives are in place, in some facilities:

- Using energy efficient light bulbs where ever possible and practical
- Installing sensors in low use rooms to ensure lights are off if not needed were ever possible and practical
- Educating staff to turn lights off when leaving an area
- Push button taps and showers at some centres
- Energy efficiency controls on boilers at some centres
- BMS used to control temperatures
- CHP at the Waterfront

General Housekeeping

Staff will:

- Undertake regular, at least daily, monitoring of all internal and external areas and keep free of litter, graffiti etc.
- Carry out the business and activities of our centres in a way that does not impact on our neighbours such as noise
- Ensure all chemicals are disposed of safely and as per the manufacturer's instructions.

Electricity

Inverclyde Leisure will aim to ensure:

- Lighting in most areas shall be controlled from a central point for ease of switching off lights in areas not required
- Lighting in infrequently used rooms and cupboards shall be controlled by movement sensors, saving energy when the room is not in use and where this is not possible staff are trained to turn off lights
- Air conditioning shall be thermostatically controlled, saving energy when not required
- All equipment such as computers and photocopiers shall be switched off when not in use
- On opening the building, only turn on those lights that are essential
- Wherever possible external lights are on timer switches or light sensitive modulators
- Where presence detectors are not in place, place signs next to light switches reminding staff and customers to switch off each time a room or store cupboard is no longer in use
- Keep lights switched off in areas where and when natural light is sufficient
- Low energy lighting to be used wherever possible
- Switch off computers and screens - do not leave on stand by or on overnight
- Switch off all fitness equipment overnight
- Keep windows and doors closed when air conditioning systems are in use
- Air conditioning units to be switched off in rooms at the end of activities or earlier where possible
- Vending machines to be switched off at night or on timer switches

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Gas

Inverclyde Leisure will aim to:

- Hot water shall be thermostatically controlled for various areas such as Pools, water taps and showers, saving energy when temperatures are achieved
- Boilers shall be synchronised for even and economical use, not all boilers run together
- Heating in infrequently used areas shall be kept to a minimum for comfort saving energy and controlled by the BMS system where applicable
- Pool temperatures shall be controlled to avoid wasted energy

Water

Inverclyde Leisure will aim to ensure:

- Pool water top up shall be automatically controlled to maintain water levels and avoid wastage
- Push button taps are preferred and must be checked regularly. Staff must check taps and showers during centre checks
- All toilet cisterns shall be fitted with a timing device to avoid wastage
- Water leaks, dripping taps, faulty showers and faulty urinal systems are reported and remedied as soon as possible
- Where available, maximise the potential of the Building Management System (BMS) to ensure effective control of systems at all times (Waterfront & Ravenscraig only)
- De-scale shower heads regularly to maintain efficiency
- Ensure boilers are maintained as per the maintenance schedule and sequenced to maximise efficiency

Recycling

Inverclyde Leisure will aim to:

- Photocopy and print double sided wherever possible
- Print in grey-scale where possible
- Recycle paper and use for scrap notes
- Only print emails where necessary
- Dispose of all chemicals as per the manufacturer's instructions
- When ink cartridges need replacing, remove, shake and replace before fitting a new one
- Maximise recycling opportunities where possible for cardboard, paper, cans, plastics, glass, batteries, ink cartridges, cooking oil, lighting bulbs and green waste

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Poolside and Changing Room Etiquette

Inverclyde Leisure will aim to ensure:

- Customers are encouraged by staff and signage to shower and use the toilet before entering the pool
- Require young children to wear aqua nappies and do not allow standard nappies to be worn in the pool
- Do not allow outdoor shoes to be worn on poolside and ensure staff lead by example
- Provide overshoes at pool entrance points
- Do not allow prams or pushchairs to be brought onto poolside, as cross contamination can occur
- Staff to challenge anyone bringing dirty pushchairs onto or wearing outdoor shoes on poolside and ask them to, remove, take shoes off or wear overshoes.

Monitoring Air Temperature

Inverclyde Leisure will aim to ensure:

- The required temperature in different areas shall be set to suit the activity taking place, avoiding unnecessary use of resources
- Temperatures shall be checked manually using a thermometer in extreme weather conditions, checking accuracy of the temperature measuring devices installed as part of the BMS system (Waterfront & Ravenscraig only).

Building Conditions

Inverclyde Leisure will aim to:

- Have comfortable temperatures of water and air that are controlled by the BMS where in place, and ensure facilities are clean and hygienic as well as providing a suitable working environment.

Ideal temperatures will be dependent on outside temperatures and on the ability of the air-handling units and water heating systems. Water and air temperatures in pool areas are checked and monitored every 4 hours to help achieve these.

All buildings are non-smoking including electronic substitutes.

Air handling and extraction units are regularly maintained and serviced, as per the planned preventative maintenance programme and contract specifications.

The workplace temperature should be at, or over 16°C (60-80°F) (Workplace Health, Safety and Welfare Regulations 1992, Approved Code of Practice – controlled environments and concealed rooms), if it falls below this the following should be carried out:

- Ensure maximum use of heating is utilised, deal with draughts
- Relax dress code e.g. allow wearing of outdoor clothing
- Supply hot drinks for staff
- Consider movement of pregnant employees and others with conditions who are at risk

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In respect of indoor working temperatures, legislation lays down only a single minimum working temperature. There are no statutory requirements for temperatures above this figure. However management will endeavour to make employees as comfortable as possible using the following approaches to help in dealing with high temperatures.

- Consider and determine whether pregnant staff or other staff are at particular risk due to a medical condition needs to be released from duty
- Institute job rotation as required
- Provide cool areas, rest breaks and cool water
- Ensure maximum use of available ventilation and air movement devices, e.g. electric fans, open doors, excluding fire and security
- Use blinds to minimise solar gain

Developing Personnel in Environmental Issues and Good Practice

- Advise staff of utilities consumption and costs, supply them with relevant performance information to maximise awareness of energy, this can be achieved through staff meetings
- Include recycling into staff's daily responsibilities
- Where practical, have recycling bins situated in key areas of the building for staff and public use
- Where possible have signage in place to remind staff and customers of good practice

Hazardous Waste

Waste is hazardous when it contains properties that might make it harmful to human health or the environment. This does not necessarily mean it is an immediate risk to health. Many common items, including fluorescent tube lighting, televisions, computer monitors, and vehicles fall within the scope of hazardous waste.

Inverclyde Leisure's waste disposal is managed by Inverclyde Council who monitor on an on-going basis the amount of hazardous waste being disposed of by the group.

As and when the organisation reaches the 500kg/Centre upper limit it is the responsibility of the Senior Engineer to aim to the Centre is registered with the Environment Agency.

All facilities must hold their own asbestos register and where possible asbestos will be removed.

Measure

Service Improvement Plan

Each year the Senior Management Team will review the policy and update the Environmental Action Plan.

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Other Key Performance Measurements

The following are measured:

- Regular utility readings are recorded to provide evidence of a measured increase or decrease in consumption are these results compared against the previous year's readings for the same period from previous year
- Weekly balanced water tests for the swimming pool

Review

Managers will review results of measurements, and will discuss any action required. Any action deemed to improve sales will be added to the service improvement plan. Management should be regularly reviewing their data to ensure they are progressing and revising their targets.

The review should cover:

- Investment update
- Enhanced awareness
- Further consultation
- Sharing best practice

Impact

All managers will discuss the following when the Business Plan is being compiled:

- Impact on the business, such as improved KPIs, reduction in utility consumption, improvement in the DEC score and reduction in chemical usage
- Impact on the staff, such as training achievements and environmental awareness

The building manager is responsible for ensuring these impacts are communicated in the staff meetings.

Associated Forms:

- Service Improvement Plan
- Environmental Action Plan
- Facility Opening & Closing Checks
- Maintenance Defect Log

Associated Work Instructions:

- Site specific WIs

Associated Risk Assessments:

- None

Associated Guidance and Legislation:

Date: September 16

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- Workplace Health, Safety and Welfare Regulations 1992, Approved Code of Practice – controlled environments and concealed rooms
- Service Improvement Plan
- www.thecarbontrust.co.uk
- www.actionenergy.org.uk

Date of Next Update:

This procedure is reviewed once every two years or updated as and when necessary, the next review is September 2018

Updates of procedure:

Issue No	Description of Revision	Date	Action By
1	None - First Issue	20/02/14	Train designated staff & incorporate into QMS
2	General updates – nothing major	Jan 15	Train staff in good housekeeping
3	Minor changes	Sep 16	Not applicable

Training on this procedure is required for the following Staff:

- All Staff