



ecoSense  
Cleaning & Hygiene

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STAFF HEALTH AND SAFETY HANDBOOK

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## INTRODUCTION

L Burridge Ltd / T/A ecoSense Limited is committed to ensuring that all activities undertaken on its premises, or on clients' sites, are carried out to the highest possible standards of health and safety.

We want everyone to remain safe and healthy, regardless of whether they are an employee, a client's employee, or a visitor.

As stated in the Health & Safety Act 1974 everybody has a responsibility to protect the health and safety of themselves and others when carrying out any activity.

Please take a few minutes to read this booklet and to familiarise yourself with the Company's rules and emergency procedures and complete the questionnaire at the front.

### NOTE:

The content of this handbook is not all inclusive of health & safety requirements and is intended as a guide only. Further information can be found in ecoSense and Safety Manual.

If you have any questions, or are unsure of anything contained in this booklet, please speak to your Line Manager or contact the Company's Health & Safety Department.

## HEALTH AND SAFETY POLICY

As Director of Ecosense I recognise that I have ultimate responsibility for the health, safety and welfare of all employees, whether on Ecosense property, or elsewhere while on company business.

I also accept that I bear responsibility for other persons whether they are visitors or who may be affected by the company's activities.

Under my direction, ecoSense undertakes to provide, and maintain, workplaces and systems of work that are, as far as is reasonably practicable, safe and without risk to health.

Information, instruction and supervision, is provided to ensure, so far as is reasonably practicable, the health, safety and welfare of those who work within, or visit, our premises, or occupy premises at which we are providing a service.

My Health & Safety Manager is assigned responsibility, as professional head of Health & Safety, of advising management and staff on health & safety matters. All managers are assigned responsibility for ensuring that the provisions contained in the Health & Safety at Work etc Act 1974, (along with its related Regulations), the Company Vehicle User's Guide, which covers work related road safety (WRRS), the Company Health & Safety Policy and Manual, are implemented in the workplace. They are further assigned the responsibility for ensuring that hazards, or situations that fail to meet the above, are rectified locally, or raised with the appropriate department for rectification without delay.

A Health and Safety Manual, reviewed annually, is provided to all the Regional, Area, and Contract Managers. This Manual details the arrangements to be made to ensure compliance with health & safety legislation. Also provided, where necessary, are the Rule Book, Group Standards and Internal Policies of our clients.

All members of staff, including managers, are made aware of their responsibilities under Section 7 of the Health & Safety at Work etc Act 1974; i.e., to take reasonable care for the health, safety and welfare of themselves and for those other persons that may be affected by their acts or omissions. All staff are encouraged to immediately draw the attention of their line manager to anything they may notice which may affect the health and safety of themselves, their fellow employees, clients, or visitors.

The Health and Safety Manual is an integral part of ecoSense health and safety policy arrangements and is also an important part of our commitment to BS EN ISO 9001:2000.

Signed



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Mr MATthew BUrridge

Director

Issue Date: 11 June 2014

## YOUR HEALTH & SAFETY RESPONSIBILITIES

You have a legal responsibility to co-operate with management to achieve a healthy and safe workplace and to take appropriate care of yourself, your colleagues and others that may be affected by your work.

You can ensure the health and safety of yourself and others by:

- Complying with all written and verbal health and safety instructions.
- Familiarising yourself with the contents of this handbook.
- Reporting all hazards, potential hazards, or persons creating hazards.
- Co-operating with the Company in seeing that regulations are observed at all times and making suggestions for improvements.

You have a legal duty to wear protective clothing and safety equipment, in the proper manner, as issued and instructed by the Company.

It is your responsibility to ask for replacement protective clothing and safety equipment if they are lost, become worn or damaged.

Legislation requires you to report all accidents and near misses (incidents) to your employer, regardless of whether injury was sustained or not.

If you are suffering from a medical condition, disability or disadvantage that may affect your work, prevent you from carrying out a specific task, that might be exacerbated by your work, or that may affect your own personal safety, or that of your colleagues, whilst at work, you must inform the Company as soon as you become aware of it. The Company pledges to do all within its power to assess any additional risk and implement additional measures to keep you safe, but can only do this if it is made aware of your situation.

Ensure all wounds, cuts, grazes and sores are covered with waterproof plasters before starting work. If you know, or suspect, that you are suffering from, or are a carrier of, any disease likely to be transmitted, either directly or indirectly, to other persons, or have an infected wound, skin infection, sores or diarrhoea, you must report it to your line manager immediately. Failure to do so may be regarded as gross misconduct resulting in disciplinary action being taken.

You must not interfere with, abuse or misuse anything provided in the interests of your health and safety or that of others.

Wearing of Personal Protective Equipment (PPE) is compulsory and is issued to protect you.

Take care when working; PPE may reduce the severity of an injury but it will not prevent an accident occurring.

# BEHAVIOURAL SAFETY

Behaviour is a term used to explain how we conduct ourselves.

## UNSAFE BEHAVIOUR

This is a person's conduct that unnecessarily increases the likelihood (risk) of injury, or violates established safety rules, or is contrary to expected behaviour.

Examples of unsafe behaviour include:

- Not displaying warning signs whilst working to make others aware of the hazards.
- Taking short cuts, i.e. not following the risk assessment / method statement for the
- Not reporting hazards.
- Not telling your colleagues if you see them doing something unsafe.
- Mixing or misusing chemicals or decanting them into drink bottles or food containers.
- Wearing unsuitable footwear for your job.
- Horseplay, bravado or larking about in the workplace.
- Wearing personal belongings which impede hearing, e.g. personal stereos, i-Pods, etc.), while at work.
- Using the wrong equipment or materials for the task being undertaken.
- Using unauthorised equipment, chemicals, or materials.
- Doing work you are not authorised, or trained, to do.
- Not using safety devices provided.
- Unauthorised absence from your workplace during the working shift.
- Leaving equipment and chemicals unattended or insecure.
- Not wearing the necessary PPE for the task or chemicals being used.
- Blocking fire or emergency exits.
- Removing fire extinguishers to prop open doors.

Your aim must be:

## SAFE BEHAVIOUR

- To take care of yourself, colleagues and others around you.
- Be aware and make others aware of any potential hazards.
- Tell your colleagues if you see them doing something unsafe, point it out at the time and not later.
- Encourage them to do the same to you.

## PERSONAL HYGIENE

Personal hygiene is more than ensuring that you do not smell of body odour or have bad breath; it is your principles and practise of health and cleanliness.

- Do not eat, drink or smoke while working.
- Do not touch your mouth, scratch your skin, or rub your eyes without washing your hands first.
- Wash your hands before and after taking breaks or visiting the toilet.
- Wash your hands between tasks and at the end of your shift.
- Wash work clothes and uniform regularly, especially if they become contaminated.
- Never wear your work clothes or uniform at home.

Remember that your hands are liable to come into contact with surfaces and items that may be contaminated by a variety of sources depending on where we are working. Not only is this potentially harmful to you if it enters your body but your hands are a means of cross-contamination by moving it from one place to another for some unsuspecting person to pick it up.

To prevent this you must ensure that you wash your hands regularly and thoroughly.

## EMERGENCY

For any emergency, incident or accident, inform your line manager immediately and follow their instructions.

### FIRST AID

For minor first aid assistance please contact your local Appointed Person, for more serious injuries dial 999 and ask for the ambulance service.

There is a first aid box available on all contract sites. Please ensure that your line manager shows you the location of the first aid box and informs you of your Appointed Person during your site induction.

### FIRE

#### IF YOU DISCOVER A FIRE:

Operate the nearest emergency call point then call the Emergency Services by dialing 999 from a place of safety and ask for the Fire Brigade.

#### NEVER PUT YOURSELF AT RISK

**You must never go back into the building until the Fire Brigade, say it is safe to do so.**

By acting quickly you can prevent the fire brigade being called out unnecessarily and perhaps save someone else's life.

- Only tackle the fire if you have been trained and are confident.
- Leave the building by the nearest exit, and go to your local building control point.  
Do not stop to collect personal belongings. Do not use the lifts.

#### IF YOU HEAR THE ALARM:

- Make your work area safe e.g. close windows if possible and switch off any equipment at the socket.
- Leave the building by the nearest exit.
- Do not stop to collect any personal belongings.
- Go to the local building assembly point.

## ACCIDENT/INCIDENT REPORTING

The Company wants to know about any accident or incident so that we can make sure that no-one else is injured in the same way. PLEASE ensure any accident or incident is fully recorded in the Accident Book and on an Accident or Incident Form. At the earliest opportunity inform your line manager and they will ensure that the completed paperwork is sent to the Health & Safety Department.

The location of the Accident Book and forms will be shown during your site induction.

### REMEMBER

Always record any accidents or near misses you have at work on an Accident/Incident form, even if you are not injured.

It does not matter how trivial the incident might appear to be at the time. Reporting it could help to prevent a more serious accident in the future.

## RISK ASSESSMENTS

A hazard is something that has the potential to cause harm, e.g. chemicals, electricity, using ladders etc.

The risk is the chance, however great or small, that someone will be harmed by the hazard.

There are five steps in the risk assessment process:-

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings and inform those affected.
5. Review your assessment from time to time and get it revised when necessary.

Risk Assessments are no good unless you, the worker / user, are fully aware of their content. They will tell you what risks are involved and the control measures you will need to have in place. This will then help you carry out your activity reducing the risks to yourselves and anyone else.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work.

If you feel there is a significant risk that is not currently supported by a written risk assessment, please report this to your Line Manager or the Health & Safety Department.

The Company requires that any activity where a hazard is identified is supported by a written Risk Assessment. This includes activities necessitating the use of a company vehicle. There may also be specific issues regarding risk assessments for disabled staff, and/or new and expectant mothers, in relation to the activity and further advice may be obtained from the Health & Safety Department.

## SAFETY EQUIPMENT

All the required safety equipment and Personal Protective Equipment, (PPE), is specified within the Risk Assessment for the activity and in the COSHH Assessment for any chemical(s) you intend to use.

Always make sure that all required safety equipment is available before you start work.

Check any personal safety equipment to make sure that it is in good condition and is fit for use. If you note any defects, do not use it and inform your supervisor / line manager.

It is a criminal offence to interfere with any equipment intended for either your own safety, or the safety of others.

## LONE WORKING

Lone working activities must be risk assessed.

Staff with mobility, visual or hearing impairments must inform their line manager of this so that their needs will be considered during the risk assessment prior to working alone.

If you have any concerns in relation to working alone you must inform your line manager of these immediately or contact the Health & Safety Department.

## ASBESTOS

You may be required to work in premises which were built when asbestos was a common construction material. When in good condition, asbestos does not pose a threat to health or safety.

Around some of these buildings you may see yellow stickers with the letter 'A' printed on it. The sticker indicates that asbestos is present and is in good condition and does not present any health risks. Never remove an asbestos sticker.

## PORTABLE EQUIPMENT

The Company makes regular inspections of electrical equipment to ensure that it is safe and fit to use. Each piece of equipment should have a label on it which details the date that the equipment was last tested and the date when the next test is due. If an item does not have a label on it or is out of date, then it needs to be tested before you continue to use it.

Visually inspect electrical equipment prior to use to ensure there is no damage to the plug, cable, etc. If damage is observed, you must not use it or allow anyone else to. Inform your line manager of the damage immediately so that repairs by a qualified electrician can be arranged.

Under no circumstances are staff to undertake repairs of any description, this includes changing a fuse.

If you bring in any electrical equipment to your work place e.g. kettles, radios, then you must get the item tested before you use it.

Testing can be arranged through your line manager or the Health & Safety Department.

### HANDLING MACHINERY

- Only use equipment that you have been trained on and familiar with.
- Never allow the cable to become fully extended as this will cause it to be raised off the floor and become a trip hazard.
- Keep the trailing cable behind you to prevent it becoming caught up in the machine.
- Never leave equipment unattended.
- When not in use put the machine in the upright position.
- Place warning signs in the vicinity of the trailing cable.

### ELECTRICAL SAFETY

Although not extensive, the following are common causes of electrical shock:

- Loose connections.
- Poor insulation.
- Exposed wires.
- Damaged cables.
- Broken switches.
- Overloaded circuits.

The following safety guidelines must be observed:

- Never use equipment that has frayed cables or exposed wires. Report it to your line manager immediately.
- Never overload plugs.
- Never place drink containers close to electrical equipment.
- Never balance equipment on chairs or any other pieces of furniture or fixtures.
- If available, use circuit breakers.
- Never use adapters.
- Sockets must be switched off before inserting plugs.
- If the machine starts to smoke, switch off at the socket immediately.
- Ensure hands are thoroughly dry before using any electrical equipment.

## MANUAL HANDLING

Most staff will be involved with varying levels of manual handling as part of their job. You must have assessed whether you are able to lift items in a safe manner BEFORE you undertake the task. If in doubt, ask your supervisor / line manager but some general guidance follows:

- Has a risk assessment for the task already been completed? – check;
- Do YOU really need to move it? Get help if required;
- Assess HOW you will move it and where to BEFORE undertaking the task;
- Always try to eliminate or reduce the load i.e. split the load, undertake 2 or 3 rather than just one;
- Ensure your route is clear of obstructions and is well lit;
- Position your feet apart to get a stable base;
- Bend from your knees and not your back;
- Never twist from the waist;
- Get a firm grip of the
- Keep the load close to the body – this means there is less impact on your spine;
- Lift the item in a smooth manner – do not jerk;
- Use the strength in your legs and arms to lift the object, NOT your back;
- Try not to move from the floor to “over shoulder height” in one move.  
Break the move up if possible.

## CHEMICAL SAFETY

You will probably be using a variety of chemicals, all of which can be hazardous. You must read and familiarise yourself with the COSHH assessment for the chemicals you use.

All the required PPE stated within the COSHH assessment must be worn throughout the entire period that you are using that chemical.

You must:

- Never mix chemicals as poisonous gas may be given off that can be fatal.
- Always ensure there is adequate ventilation as some chemicals, e.g. graffiti removers, floor strippers, etc., give off dangerous fumes.
- Never spray chemicals onto a hard surface as this may cause splash-back to the face and eyes. Spray onto a cloth and apply using this cloth and polish off with a dry cloth.
- Never leave chemicals unattended.
- Store chemicals upright with the tops securely closed, away from direct sunlight and sources of ignition.

**IF IN DOUBT – ASK**

## SLIPS, TRIPS & FALLS

These are the commonest of all hazards and the cause of the majority of accidents. Tips on avoiding them include:

### SLIPS

- Wear suitable footwear.
- Always display a “Wet Floor” sign at all entry points to the work area and only remove them once the floor is totally dry. Remember – these are hazard signs not person at work signs.
- Work in sections and leave a dry area for others to walk on if possible.

### TRIPS

- Always look where you are going.
- Never trail machinery cables over furniture, fixtures or fittings. Keep them flat on the floor.
- Do not leave equipment unattended where they may become a hazard to others.

## FALLS

- Do not walk on wet surfaces.
- Do not work above head height without suitable access equipment.
- Do not use access equipment unless you have been fully trained on its safe use.
- Do not distract colleagues who are working on stairways.
- Use the banister hand rail when using stairways.
- Walk, do not run.

## SHARPS

In today's society the majority of staff working in public areas may be exposed to discarded, and possibly used, needles and syringes.

If clients have their own policy for the handling of sharps, these must be complied with.

However, the following basic rules will ALWAYS apply:

- Used sharps must always be placed in a designated yellow container which is clearly labelled "FOR SHARPS ONLY".
- Always take the sharps container to the sharp, do not carry the sharp to the sharps container.  
procedure which will be explained to you by your supervisor.
- Always report the finding of a sharp to your supervisor.
- In the event of a needle-stick injury, report it immediately. Do not suck the wound. Make the wound bleed whilst holding under running clean water. Seek medical attention, taking the offending sharp with you if safe to do so.
- Take extra care in public areas known to be used by drug takers.
- Do not place bare hands in blind areas where your vision is obscured. High ledges, behind W.C.s, cisterns, tanks are some of the places users hide their needles and syringes.
- Use tweezers or bulldog clip to pick up sharps and to place into the sharps container.
- Used sharps, or full sharps containers, must not be put into general refuse sacks/bags.
- Never put your hand into a waste bin; always tip the bin straight into a refuse sack/bag.
- Do not pick up a sharp with your bare hands.

## COLOUR CODING

To prevent cross contamination of viruses and germs from a high risk area to a low risk area, it is a requirement by law that we colour code our cloths, mops and buckets as

RED Toilet Floors, WC Pans, Seat and Lids Changing rooms

BLUE General Cleaning

YELLOW See your line manager

GREEN Water Fountains - Eating Tables

If you do not have sufficient stores to comply with the above colour coding requirements, you must inform your supervisor / line manager immediately.

## USING DISPLAY SCREEN EQUIPMENT (DSE)

- You should NOT sit directly facing a window or with your back to a window. Ideally the DSE should be positioned at 90 degrees to the window.
- Your screen should be in front of you with the top of the equipment approximately level with your head.
- You should not twist your body in order to use the DSE, rather reposition the equipment or adjust your chair.
- When using the DSE your elbows should be at an angle of about 90 degrees to the keypad, with your wrists flat.
- When sitting, your legs should ideally be at 90 degrees and your feet should be flat on the floor. Your legs should not touch the top of your desk. Any problems, contact the Health & Safety Department for advice.
- Chairs should ideally have five pronged feet. This reduces the risk of toppling. All new chairs should have fully adjustable height, back support and seat tip. The majority of DSE problems are generated by not adjusting your seat properly.
- If you share your desk, you should consider your comfort each time you use the DSE.

**Remember these guidelines are NOT to be considered as an exhaustive list**

## WORK RELATED ROAD SAFETY

All staff who will be required to drive a company vehicle will be issued with a copy of the "Company Vehicle User's Guide.

A risk assessment should be carried out for any business travel undertaken on behalf of the Company. Ask yourself:

- Is the journey really necessary?
- Can public transport be used?
- How long will the journey take?
- Should travel be split over two days to ensure drivers are fully rested?

Before using any vehicle, run through the following check list to make sure that it is roadworthy. Check that:

- tyre pressure is correct;
- tyre tread is within the legal limit;
- lights, indicators and hazard warning lights are all working;
- windscreen washers and wipers are working;
- oil and water levels are correct;
- brakes are working properly.

Before planning a journey check the following documentation:

- Check that the vehicle and driver are insured for the journey. If you are driving your own car, do you have business use cover?
- Check that the vehicle has a current MOT certificate and is taxed.
- Does the driver have the correct driver's license for the vehicle?

## VIOLENCE AT WORK

Staff who have direct contact with the general public may at some time suffer verbal abuse, threats, or even physical violence.

Aggressive behaviour may be the result of one or more of the following:

Pain; worry; fear; depression; frustration; anger; drugs; medical conditions; alcohol; prejudice – either racial, sexual, or religious.

Try to recognise when aggressive behaviour may develop.

### HOW TO TELL IF SOMEONE IS BECOMING AGGRESSIVE

You can normally spot the warning signs by looking for the following:

- Muscle tension in the face, hands and limbs.
- Either exaggerated, slow, measured speech or loud, excited speech.
- Finger wagging or jabbing.
- Staring eyes and sweating.
- Fidgeting or hand wringing.
- Drawing sharp breaths.

### WHAT YOU CAN DO TO DEFUSE THE SITUATION

If possible, walk away from the situation quietly and calmly. If you cannot:

- Stay calm, speak gently, slowly and clearly.
- Tell the person who you are, ask their name and use it.
- Make eye contact, but never stare.
- Listen to what they have to say attentively and show compassion; do not argue or respond until they have vented their frustration.
- Adopt an open posture, avoid crossing the arms, putting hands on hips, wagging fingers or a raised arm.
- Give them plenty of space, do not crowd them.
- Try not to show fear or contempt.
- Do not hide behind your authority, status or jargon.
- Never become aggressive yourself.
- Do not turn your back on the person.
- Do not allow yourself to become trapped, look and position yourself for an easy escape.
- Never put your hand on them.

Should a threat be made or you are physically assaulted:

- Try to escape.
- Raise the alarm by shouting.
- Get someone to call the police.
- Report it to your line manager immediately.

Make a note of what happened, the time and date, names and addresses of any witnesses, what you were doing at the time, what the outcome was, (injury, verbal abuse, damage to personal property, anti-social behaviour), the location of the incident and any other relevant information, such as a description of the aggressor and what they were wearing.

The company will not tolerate aggressive behaviour either towards, or by, its employees.

Physical violence will be reported to the Police and may become a criminal matter.

## SMOKING

As from the 1st July 2007 smoking is prohibited by law in all workplaces. This also includes clients' premises and company vehicles.

If any member of staff would like advice on quitting smoking, they may contact the Human Resources or Health & Safety Departments.

## INFORMATION AND WHERE TO FIND IT

The ultimate responsibility for Health and Safety lies with the Company. However, each and every member of staff is responsible for their own health and the safety of their colleagues, clients' staff and visitors and others who may be affected by what you do or may not do. The Managing Director has delegated the day to day administrative responsibility to other staff members. Details of staff with specific health and safety responsibilities are set out in Section 2 of the Company Health & Safety Manual "Health and Safety Policy Arrangements"

The Company has a variety of policies and documents covering various aspects of health & safety and the environment. Those detailed policies and documents relevant to your work location and tasks can be found in the site specific Health & Safety file held on each contract site. The location of this file should be covered during your site induction. If you have not been told of its location you must ask a colleague or your supervisor / line manager.

It is important, for your safety, that you take time to regularly review the contents of this file.

## HEALTH & SAFETY INFORMATION

**Don't leave safety to chance. Take responsibility for your own safety, and the safety of others. If you see anything that you think could be dangerous tell your line manager immediately.**

**We are ALL responsible for Health and Safety at work.**

## ENVIRONMENTAL POLICY

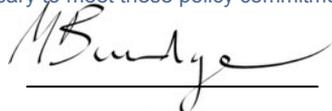
ecoSense is an established family run cleaning service operating throughout the UK. We pride ourselves on the quality of a broad range of services, each tailored to our clients' needs. ecoSense recognises that it has the potential to impact upon the environment, and is committed to assessing this impact and managing activities and services in a responsible manner to protect the environment.

ecoSense commits to: -

- Prevent or minimise pollution from its activities on the environment, and to ensure compliance with applicable environmental law and other requirements to which we subscribe.
- Reducing the carbon footprint of our fleet through vehicle selection and to offsetting carbon, to underline our commitment to a carbon neutral fleet.
- Favouring environmental friendly cleaning chemicals where they are capable of performing the task and are acceptable to our clients.
- Reducing our environmental impact associated with resource consumption by using supplies sparingly, buying in bulk where it is possible, and avoiding excessively packaged goods.
- Reducing the amount of energy used in our office premises as far as is practicable, and supporting initiatives that will help offset our carbon footprint.
- Ensure employees and those who work on our behalf are aware of their responsibilities and are trained as necessary, with regard to their environmental impacts.
- Ensure all solid and liquid wastes are disposed of in accordance with legislation. Recycling and reuse of wastes is our favoured waste option.
- Assess opportunities for improvement and implement programmes to continually improve our environmental performance.
- Operate an environmental management system to ISO 14001 standard to implement these policy commitments, and to undertake monitoring and periodic audits to assess our performance.
- Reviewing and setting objectives and targets in accordance with the documented procedure.

This policy extends to all ecoSense' supervisors, managers and other employees, and applies to all of our activities at our own premises and our activities on clients' sites. ecoSense will provide the resources necessary to meet these policy commitments.

Signed



Mr Matthew Burridge]  
Director  
Issue Date: 03 June 2014

## ENERGY CONSERVATION

Energy conservation is:

- A reduction in the use of non-renewable natural fuels – coal, natural gas, and oil, (also electricity generated by the use of these fossil fuels).
- A reduction in the use of renewable sources of energy – electricity, either hydroelectric, wind or nuclear generated.
- Reduced pollution of our planet caused by wasted or escaping energy, or its by-products.

Why is it important?

Natural fuels, (coal, gas, oil), are unsustainable and are expected to be completely exhausted by 2050.

How will conservation help?

- A reduction in the use of oil, coal and natural gas will also reduce carbon dioxide, (CO<sub>2</sub>), emissions.
- Using less oil, coal, and natural gas will prolong their availability.
- Will reduce pollution of our planet from wasted and escaping energy thereby reducing global warming.
- Improved company performance: energy spend is not an unavoidable overhead, it is a controllable cost.

Your duties are:

- Switch off lights when leaving an office or room if no one else is in it.
- Is it bright enough with natural daylight only?
- Use energy saving fittings where provided.
- Turn down heating thermostats to a comfortable temperature, (temperature reduction of 1 degree equates to a reduction in fuel consumption of 6-7% and reduces the heating bill by a third!).
- Keep doors and windows closed.
- Turn off equipment at the socket when not in use, but do not turn off other people's equipment.
- Do not turn off or unplug anything you are not sure of.
- Do not switch off lighting in any area where others may have to walk through in the dark.

## WATER CONSERVATION

Why is it important?

Water is a limited resource that continually needs to be treated and recycled. This costs money. The more water consumed, the greater the cost!

Your duties are:

- Turn off taps after
- Report dripping taps immediately, (a tap dripping at 2 drips per second equates to 5,241 gallons of water per year wasted down the drain!).
- Do not heat water unnecessarily.
- Do not use, or heat, more water than is needed to do the job.

## PREVENTION OF POLLUTION

### Waste minimisation, segregation and disposal

- Do not dispose of any waste water or substances down storm drains or into other controlled waters; this is an offence and could lead to prosecution by the Environment Agency.
- If you are unsure of where to dispose of waste liquids safely, check first with your supervisor / line manager.
- Do not allow any spillages to enter drains, streams, rivers, etc, or soak into the ground. Contain them as much as possible and get help immediately.
- Keep waste secure from escape, vermin and scavengers.
- Ensure you know the different disposal procedures for the site – if in doubt, ASK!
- If any waste you handle is classed as 'special' or 'hazardous' and needs separate handling and disposal, i.e. bio-hazards, oils, tyres, batteries, chemicals, etc., you must adhere to the procedures in place on site.
- On sites where re-use or recycling of certain items is carried out you are expected to adhere to these programmes and report any non-compliance.

### Fly-tipping

Fly-tipping is illegal, you face immediate dismissal for gross misconduct, and possible prosecution if caught – DO NOT DO IT!

### Emissions to air

- Do not burn any materials on open ground.
- When working, contain all dust, fumes and vapours as much as possible.
- Where local exhaust ventilation is available, use it.
- When driving, keep the revs down and accelerate slowly to reduce exhaust emissions.

### Noise pollution

- If your equipment or machinery starts to make more noise than usual report it immediately.
- If noise suppression is fitted to the equipment ensure it is working.
- Try to carry out your work as quietly as possible, especially late at night and early mornings.
- If you receive a complaint about the noise you are making, respond positively. If you cannot stop work, or have not got any quieter work to do, contact your supervisor / line manager and report the incident immediately.

