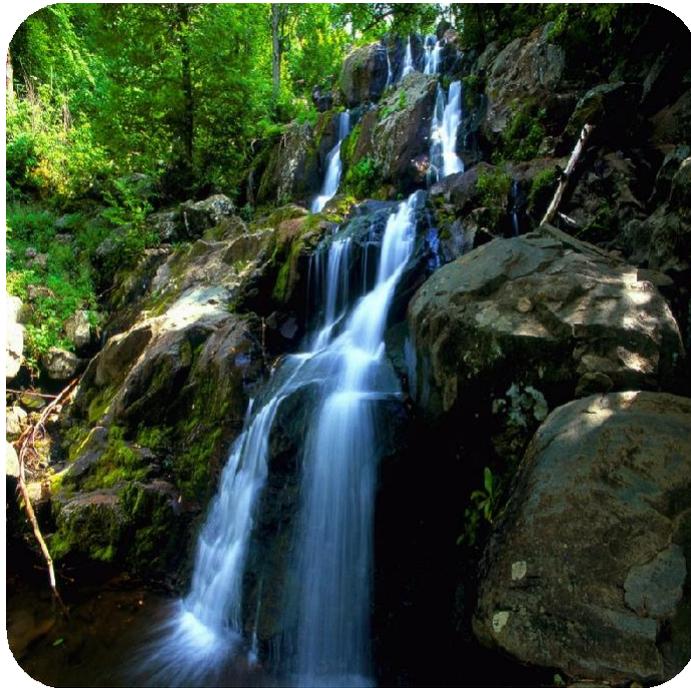




FACILITIES  
MANAGEMENT  
SERVICES

## Environmental Policy



Review Date	Next Review Date	Document Number	Person Responsible
Nov 2021	May 2022	IMS11 - EPS - 06	Jason Aves

### Lewis & Graves Partnerships Vision

To be a leader in environmental change through reducing its environmental impact to a minimum, whilst maintaining the high level of service that its customers expect.

### Environmental Policy

Lewis & Graves is a professional and environmentally conscious organization which acknowledges the impact that our operations may potentially have on the local and wider environment and the need to install and adhere to strict environmental policies.

To ensure the company is performing to the highest environmental standards, Lewis & Graves Partnership is working closely with an independent environmental consultancy company, Carbon Footprint Ltd, to act as an external monitoring agent, examining the company's environmental performance and advising management of the latest technologies and behavioral initiatives, guaranteeing continued carbon reduction is achieved.

Lewis & Graves Partnership has a commitment to continual improvement and prevention of pollution and compliance with any applicable legal or other requirements.

Lewis & Graves Partnerships environmental policy provides a framework for the setting and reviewing of environmental objectives and targets to facilitate reductions.

Our environmental policy and procedures are reviewed internally and audited annually by British Standards Institute.

### Environmental Accreditation

Lewis & Graves achieved ISO 14001 accreditation in 2009

Our accreditation authority British Standards Institute audit all our environmental procedures audit will include site inspections to ensure we are meeting ISO 14001 environmental procedures and standards on site

Our internal auditor will prepare an annually audit schedule and this will be agreed with one of the partners.

Internal audits are carried out monthly, part of the audit would be conducted on site to ensure we are meeting our environmental obligations on our client's premises.

To ensure impartiality all internal audits are checked by the Health and Safety Manager.

Our legal register is reviewed twice annually in line with the EA legal reviews

Our Compliance team have over 60 years' experience at all levels in the cleaning industry giving them the knowledge and experience to fulfill its compliance obligations and to determine the environmental training needs of the staff Lewis & Graves work closely with an independent leading environmental company that produces our annual Carbon Management Policy & Plan.

### Carbon Neutrality

Lewis & Graves working closely with Carbon Footprint achieved carbon neutrality in 2010. Our emissions are offset through tree planting in the UK and other various projects around the world.

### **Energy Saving Opportunity Scheme (ESOS)**

Carbon Footprint produce Lewis & Graves ESOS Evidence Report  
Lewis & Graves submitted there ESOS notification to the EA in October 2015, stage 2 has now been submitted December 2018.

### **Environmental steps implemented at Lewis & Graves**

#### **Company Vehicles:**

One of the key factors that we take into consideration when purchasing a vehicle is carbon emissions

Our aim is to purchase vehicles that meet EU CO<sub>2</sub> Emissions. The average van sold in the EU is 169.2g CO<sub>2</sub>/km, this being the EU target for vans.

We are currently replacing our fleet with hybrid vehicles as leases come up for renewal.  
Our aim is to have electric vehicles on one of our contracts by 2020.

In some situations, this may not be possible as the vehicle required for the work in question may exceed the recommended CO<sub>2</sub> emissions.

We would try to limit the use of these vehicles to reduce the carbon emissions.

#### **Vehicle Mileage:**

All drivers must complete a monthly Mileage Report, these reports form part of the monthly Fuel & Energy Review that is attended by the Partners, Operations Director or Operations Manager and Compliance Manager.

The review will show a breakdown of each manager's monthly mileage. Managers plan and diary the week's site visits to reduce excess mileage.

#### **Operatives**

We will allocate staff to sites as near as possible to their residence to reduce travel

#### **Public Transport Travel:**

We try to assign operatives as close as possible to the work locations, to reduce commuting travelled.

Office based staff have access to Oyster Cards public transport is encouraged were practicable.

In 2018 we began to collect receipts for public transport. Our aim is to increase public transport travel for 2019.

#### **Office behavior:**

Lewis & Graves Partnership implements a `turn it off` practice within the office for lights, computers and any other electrical equipment.

During meetings, laptops are set to hibernate.

Reusable cups and glass are used, not plastic cups.

Wastepaper is re-used as scrap paper for telephone messages and notes.

There are recycling bins in all offices, these are emptied daily and placed in a separate area for collection by TLM Management Ltd

The collections are organized by the Office Manager, collection notes are retained in the office for inspection by BAB.

Lewis & Graves is a professional and environmentally conscious organization which acknowledges the impact that our operations may potentially have on the environment

**AIMS & OBJECTIVES:**

The organization fully commits to:

- protect the environment
- determine compliance obligations and ensure operations are completed in accordance with them
- continually improve the environmental management system to enhance environmental performance
- evaluate fulfilment of the compliance obligations
- maintain our environmental management system that is compliant with ISO 14001 2015
- correct non-conformities
- allocate suitable and sufficient resources which enable the company to achieve its environmental aims & objectives
- prevent pollution, reduce waste and ensure that, wherever practical, measures are implemented to protect and preserve natural habitats, flora and fauna
- consider the effects that our operation may have on the local community
- act to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts
- promote environmental awareness amongst our suppliers, contractors and partners by the implementation of operational procedures
- complete internal audits and follow the path of continuous improvement
- ensure that the partners and management are fully engaged in the management of environmental issues
- seek to work within partnership with the community by behaving in a considerate and socially responsible manner
- ensure effective and expedient incident control, investigation and reporting
- assess and where practicable to do so, reduce the environmental impact of the company's products and service.



## Environmental aspects of our Induction – On Site Training

### Induction Training Programme covers:

- Safe use of chemicals
- Dilution control charts are displayed in all cleaning cupboards
- Close windows to preserve the heat
- Turn off the lights to save electricity
- Product Risk Assessments & Material Data Sheets
- Reporting building defects – leaking taps – windows that will not shut

### On Site Training

- ISO 14001 Environmental Standard
- Site Recycling procedure
- Location of Site Manual
- Dilution Control
- More in-depth understanding of Product Risk Assessments & Material Safety Data Sheets
- Task Risk Assessments & Safe Systems of Work
- Storage of chemical
- Accidental chemical spillage procedure
- Good House keeping

### Supervisor Training

Lewis & Graves carry out in house training for Supervisors. This includes the following:

The 3 Mandatory Skills form part of their training

- Chemical Competence
- Safe Use & Storage of Materials & Equipment
- Safe Use of Machinery & Equipment

This is cascaded down to the workforce

Staff training is reinforced with the Staff Handbook and the Site Manual. The staff handbook was last updated June 2018.

## Purchasing of products

Lewis & Graves set out its own environmental values when selecting suppliers. Its two main suppliers are companies with established environmental accreditation ISO 14001

The products we use now are all bio-degradable and were possible in the pH range of 7 - 9

All existing products used by Lewis & Graves are reviewed annually, if the classification or composition of a product has changed and it now presents a potential danger to our environment, we would immediately suspend its use, contact the supplier and look for an alternative product.

Before a new product is purchased the Compliance, Team examine the Material Safety Data Sheet (MSDs) for any potential environmental long- and short-term detrimental effects as well as potential harm to the person.

When Risk Assessing a product, we would use the worst-case scenario the person in contact with each individual product for the longest period

Product Risk Assessments and the MSDS for the products used on site are retained in the Site Manual, staff are informed of the location of the manual at On Site Training.

Product Risk Assessments show an Issue date – review date – Individual site identification number and MSDS revision number

Product Risk Assessments & MSDS are reviewed annually or sooner if the product, procedure or exposure time has changed.

Lewis & Graves Partnership actively searches for safer and more environmentally friendly products through dialogue with suppliers/manufacturers. trade magazines, visiting trade shows.

Our aim is to only use products that are safe for our staff and have no adverse effects on our environment. In some situations, this may not be possible, in this situation will we implement strict control measures to eliminate, if possible, risks to our staff and the environment.

## Internal audits/monitoring of the use of chemicals

To ensure that Lewis & Graves Partnerships Integrated Management System conforms to planned arrangements for environmental management, including the requirements of BS EN ISO 14001 standard and has been properly implemented and maintained, Lewis & Graves Partnership will carry out monthly internal audits.

Lewis & Graves Partnership deals with actual and potential non-conformities through the implementation of the annual Management Review and monthly internal audits. This includes measures to take corrective and preventative action were appropriate.

Area Managers will monitor the stores orders to ensure they are within budget and the correct chemicals are ordered.

Area Manager's general site visits or inspections would incorporate checking the usage of chemicals, dilution charts are in place and the Site Manual is up to date.

Supervisors will monitor the use of chemicals through:

- Distribution
- Daily routine checks
- Training
- Placing dilution charts in all cleaning cupboards
- Observation

Monthly Fuel & Energy Reviews show the use of chemicals month by month for budgetary control. These meetings are attended by the Partners and senior management.

### **Recycling:**

Lewis & Graves work closely with existing customers on environmental issues such as recycling. If the customer has a recycling scheme in place and would allow Lewis & Graves to use the facility, we will train our staff to comply with the customer's procedures and method of disposal.

Repairs to floor machines are carried out if practical and economical to do so, rather than buying new, as manufacturing has a greater impact on the environment.

Machines that are uneconomical to repair, computers, printers and fluorescent tubes are collected and disposed of by TLM Management LTD.

### **Compliance Obligations**

Lewis & Graves have identified the legal mandatory requirements, interested parties related to the organization and the environmental aspects relevant to the Environmental Management System.

Our legal register is reviewed twice annually in line with the EA legal reviews in May and November to ensure we are compliant. Any amendments to the existing legislation or the introduction of new legislation will be first discussed with the senior management team, then if relevant or required the legal register would be amended and the staff would be informed of any changes that effect their role.

Compliance obligations are reviewed as part of our internal audit procedure and Management Reviews

### **Communications**

Internal communications of our Integrated Management System are conducted via email, newsletter, internal audits, management meetings and the Webb site

External communications of significant environmental aspects are available on request.

### **Our long- term commitment**

The Partners, management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and the day-to-day supervision of all work. All employees and sub- contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as reasonably practicable, is carried out without risk to themselves, others or the environment. This includes co-operating with management on any environmental – related matter

Mark Graves has the overall responsibility for environmental matters.

Mark Graves Partner



Reviewed Nov 2021