



ENVIRONMENTAL POLICY

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1. Environmental Policy Statement

The need for environmental protection forms an integral part of Heathcotes Outside's business philosophy. The fact that our activities, or those of our employees, may have an effect on the environment is of great consequence to us. Heathcotes Outside endeavours to operate in harmony with the environment, with particular emphasis on the following areas:-

- Sourcing Materials:** to utilise raw materials & processes which make minimum demands on the environment and which produce minimum waste
- Production:** to carry out our service using environmentally friendly materials and equipment, which are energy efficient and produce minimal harmful waste when disposed of
- Waste & Recycling:** to minimise the waste produced through the business activities and look for innovative ways to recycle waste materials
- Transport & Distribution:** to utilise, where applicable, efficient distribution and transport systems for goods and personnel
- Consumers:** to provide all the information necessary to enable products to be properly used, stored and disposed of so as to avoid damage to the environment
- Employment & Training:** to ensure that all employees are in a positive position to improve environmental performance by providing appropriate information, training and consultation procedures. In order to ensure that our Environmental Policy promotes action rather than words, it is the responsibility of the company to ensure that employees understand and carry out this policy to the best of their ability.

2. Organisation

- 2.1 The Directors of the company are responsible for establishing and implementing the Environmental Policy, and will liaise with the Company's independent Environmental Health Consultants in order to ensure that the Policy is consistent with all relevant environmental legislation.
- 2.2 Continuous development of the policy will take place in consultation with Operations Management to ensure that the requirements of the Policy are able to be fulfilled and that the information is provided to all sites and acted upon.
- 2.3 Consultation will take place with employees on a regular basis in order to obtain their comments, problems and ideas.
- 2.4 The Policy can only be successful with the assistance of the host organisations and the Catering Manager should ensure that their clients are fully apprised of the intentions and requirements of this Policy.
- 2.5 Information relating to Heathcotes Outside's Environmental Policy should be included in all future tenders for new contracts.
- 2.6 It will be the responsibility of the Catering Manager to ensure that the requirements of this Policy are actively pursued at their sites.
- 2.7 The level of compliance with this Policy will be assessed during the site audits carried out by the Company's Independent Environmental Health Consultant, and will be subject to formal review by the Company on an annual basis.

3. Sourcing

- 3.1 We will encourage all of our suppliers to minimise the amount of packaging used on incoming goods bearing in mind the food hygiene requirements for the protection of foodstuffs.
- 3.2 Suppliers will be encouraged to use biodegradable or recyclable materials or reusable systems.
- 3.3 Wherever possible, with due regard to economic constraints, the catering sites will use 'environmentally caring' foodstuffs. e.g. tuna fish caught in dolphin friendly nets, free range eggs, etc.
- 3.4 The environmental performance of our suppliers will be examined and reported on as part of our annual supplier-auditing programme.
- 3.5 Heathcotes Outside takes all reasonable precautions to ensure that none of their food contains genetically modified ingredient.

4. Production

- 4.1 Whenever a new kitchen is being developed or a refurbishment is taking place, Heathcotes Outside will endeavour to ensure that ecologically friendly equipment is introduced.
- 4.2 All staff will ensure that the use of all types of power resources e.g. water, electricity and gas, is kept to a minimum by responsible kitchen practice. This requirement will be a key point for emphasis during staff training on environmental issues. The specific requirements may be found in the Energy Conservation Guidelines, which are shown as Appendix 1 to this document.
- 4.3 Staff will ensure that all waste is disposed of in a hygienic manner in compliance with the environmental requirements of this policy.
- 4.4 The company COSHH Policy will ensure that the use of cleaning chemicals is carefully controlled and that all such chemicals will be stored, applied and disposed of in a prescribed manner.

5. Recycling

- 5.1 Glass In order to minimise the risk of food contamination, Heathcotes Outside will minimise the use of glass containers within their sites. The company will maximise the use of returnable bottles at their sites.
- 5.2 Cans The company will promote the recycling of steel and aluminium cans by ensuring that, whenever possible, small bins for cans are placed in restaurant areas and nearby any drink vending machines. Customers will be informed of the initiative using appropriate signage and encouraged to support it by disposing of cans in the appropriate bin.
- 5.3 Plastics The opportunity for recycling plastics is limited, however, plastic cups can be recycled through 'Save-a-Cup', and Catering Managers should liaise with the client to determine whether a collection bin can be installed.
- 5.4 Paper & Cardboard Paper disposal is normally organised by the Client Company, but Heathcotes Outside will ensure that the amount of paper utilised during its operation is minimised.

6. Waste Management

6.1 Waste Transfer

The disposal of waste is controlled by the Environmental Protection Act – Duty of Care Regulations 1992. This legislation places four main responsibilities on organisations like Heathcotes Outside, who produce controlled waste as defined, e.g. kitchen waste. These are:-

- a) To ensure that the person or company collecting waste is a registered waste carrier.
- b) To ensure that all of our waste is securely packaged or contained.
- c) To ensure that a description of the waste is given to the registered waste carrier.
- d) To ensure that a waste transfer note is completed and a copy given to the registered carrier.

The collection of the waste is most commonly organised by the client organisation. However, Catering Managers will ensure that disposal is via a registered carrier and that the transfer note completed by the Client includes a description of the catering waste.

Waste will be prevented from spilling, leaking, blowing away or being attacked by pests whilst awaiting collection. Waste stored outside will therefore be stored in secure, lidded containers and bags must be securely tied. All drums must have secure lids and skips must be covered.

The Catering Manager will ensure that at least one Waste Transfer Note is completed per year unless there is a material change in the nature of the waste or the registered carrier.

6.2 Use of Compactors

Wherever possible waste compactors will be used at large sites. This will reduce the volume of the waste by up to 80% and assist in the storage and disposal requirements.

7. Transport

- 7.1 The company will ensure that all vehicles utilised will be subject to regular maintenance programme in order to promote their energy efficiency.
- 7.2 All new company vehicles will be fitted with a catalytic converter.
- 7.3 As far as operational requirements allow, Catering Managers will ensure that the use of vehicles is kept to a minimum by careful planning of activities in order to minimise the number of journeys undertaken.

8. Training & Information

- 8.1 All staff will receive training on the key requirements of this Policy as it affects their work. This will also include the reasons for Heathcotes Outside's commitment to promoting a safe and healthy environment.
- 8.2 Managers will include environmental issues as part of their monthly safety audit required by the Company Safety Policy.
- 8.4 All staff will be encouraged to comment on environmental issues during the monthly safety meetings.

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Appendix 1

Energy Efficiency Guidelines

We believe it is the duty of all Heathcotes Outside employees to assist our clients, wherever possible, to conserve energy. Energy conservation is not only cost effective, it also forms an important part of our environmental philosophy.

All catering operations need energy for cooking, ventilation, heating etc. It is our responsibility to ensure that our client's energy and resources are used carefully, and to maximise effect.

Within catering operations there are seven key areas where energy savings can be made:-

1. FOOD STORAGE
2. FOOD COOKING & SERVICE
3. VENTILATION & EXTRACTION
4. HOT WATER
5. HEATING & VENTILATION
6. LIGHTING

Increased energy awareness will lead to good housekeeping and ultimately cost savings. Energy efficiency is important, and not difficult to achieve, using our guidelines for energy conservation within the catering operation.

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Energy Conservation Guidelines for Catering Operations

1. Food Storage

- (a) Locate refrigerators and freezers away from sources of heat i.e. cookers
- (b) Avoid putting hot food in refrigerators
- (c) Minimise the frequency of opening refrigerator and freezer doors
- (d) Adopt a regular defrosting programme
- (e) Do not over fill refrigerators and freezers

2. Food Cooking & Service

- (a) Minimise pre-heating times for ovens, hotplates, fryers etc. Adopt a phased switch-on of equipment
- (b) If possible, switch off ovens before the end of cooking time
- (c) Keep hotplates and gas burners clean
- (d) Minimise hot storage of cooked food
- (e) Ensure that cooking appliances are regularly serviced, including thermostats and auto timers
- (f) Plan menus to ensure full capacity of ovens when in operation

3. Ventilation & Extraction (Kitchen)

- (a) Switch off extractors when not in use
- (b) Ensure that filters, grills and fan blades are regularly cleaned
- (c) Close external doors when operating extractors

4. Dishwasher & Hot Water

- (a) Maximise dishwasher loads with correct stacking
- (b) Scrape/rinse plates prior to washing
- (c) Clean and maintain regularly
- (d) Consider using sanitisers and water softeners to reduce wash/rinse temperatures
- (e) Ensure that storage tanks and pipework are insulated – if not, then advise client
- (f) Suggest to client where point of use water heaters may be appropriate
- (g) Ask maintenance to check hot water thermostats are correctly set, reduce where possible
- (h) Ensure that taps are switched off after use, and leaks attended to

5. Heating and Ventilation (Dining Areas)

- (a) Ensure that kitchen extraction system does not draw excessive outside air into dining area
- (b) Ensure that external doors and windows are not left open
- (c) Check if room thermostats are correctly set. If too high and room is over warm, ask maintenance to reduce

6. Lighting

- (a) Switch off lights when not required
- (b) Discuss with client the fitting of automatic lighting controls for intermittently used areas e.g. changing rooms, storerooms etc.

7. Miscellaneous

- a) Switch off lights when not in use

