



## ENVIRONMENTAL PURCHASING

We arrange to have all our supplies of cleaning materials and hygiene consumables delivered directly to our customer's sites.

All our cleaning supplies are 'green' products and environmentally friendly. We only source our supplies from reputable companies such as Bunzl, Premier Products, PHS, Smarts and Cannon Hygiene. They provide all the necessary COSHH data, which is held on site. The data details how products should be disposed of. All our employees receive on-site COSHH and other Health and Safety training.

As we are sub-contractors we are not responsible for the removal of waste products from our customer sites. This responsibility remains with our customers, however all our staff are trained to ensure they comply with all instructions issued by our clients. If we are requested to arrange the removal of waste products, we only use reputable carriers such as Hales, Biffa, Onyx and Sita. They provide us with Waste Transfer notes, which we retain at Head Office along with notes provided by the hygiene companies.

We hold a certificate issued by the Environmental Agency for the control of pollution, which allows us to procure the services of waste carriers. This certificate recognises our competence in arranging the removal of waste by third party providers. We do not directly produce any waste or packaging, which would result in additional responsibility under the various environmental regulations.

We support the Lord Mayor of London Environmental Initiative. We follow the Environmental Protection Act Code of Practice and actively advise clients in respect of their responsibility to the environment by encouraging recycling and other practical measures.

In respect of our own offices and workshops we ensure that no chemicals are discharged into the drains and that special arrangements are made for the collection/disposal of such items as:

- Obsolete Chemicals
- Tyres
- Batteries
- Florescent Tubes
- Aerosols
- Oil Filters
- Electronic Goods

We ensure that there is no wastage of energy or water at our own premises e.g. Exterior lighting is controlled by time switches, computers are not left on when offices are closed, heating is controlled by time switches.

We train our operatives to minimise energy and water waste and at our larger sites have introduced dosage vending of chemicals into set quantities of water to ensure waste is minimal.

# WASTE DISPOSAL

- 1) Controlled waste is defined as any waste product from trade or business premises, or by sport and recreation venue.
- 2) Douglan Support Services Limited is registered with Hampshire County Council as a carrier of controlled waste.
- 3) Douglan Support Services Limited will only transfer controlled waste to another authorised person or carrier.
- 4) Douglan Support Services will obtain "transfer notes" from the person collecting controlled waste from a site. These transfer notes will be passed to the Health & Safety Officer at Head Office, who will retain them for a minimum period of two years.
- 5) Transfer notes will be completed as considered appropriate between the parties, but no one note can cover a period exceeding one-year.
- 6) The Health & Safety Officer will be responsible for ensuring all waste disposable sub-contractors provide details of their registration and either provide a "controlled Waste Transfer Note" or sign a Douglan Support Services Limited transfer note (HASF 6).
- 7) If the contract between the client and Douglan Support Services excludes the disposal of controlled waste, then the client as the producer of the waste is responsible for ensuring that it does not escape his control and that it is eventually transferred to an authorised person.

Douglan Support Services will ensure that all waste is placed in suitable receptacles and complies with any specific instructions issued by the client prior to its disposal.