



Company Environmental Policy

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ENVIRONMENTAL POLICY STATEMENT

The need for environmental protection forms an integral part of Cater Link'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. We therefore endeavour to operate in harmony with the environment, with particular emphasis on the following areas:

Sourcing Materials:

To utilise raw materials and 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 material.

The Company will ensure that it fulfils its obligations under the Producer Responsibility Obligations (Packaging Waste) Regulations 1997.

Energy:

To reduce the demand on energy resources from our activities.

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 position to improve environmental performance by providing appropriate information, training and consultation procedures.

Tony McKenna

Managing Director

ORGANISATION

- 2.1 The managing director will be responsible for establishing and implementing the environmental policy for Cater Link. This will involve liaising with the company's independent environmental health consultants, management, staff and other interested persons 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 views.
- 2.4 The policy can only be successful with the assistance of the host organisations and the Operations Managers should ensure that their clients are fully apprised of the intentions and requirements of this policy.
- 2.5 Information relating to Cater Link'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 consultants and will be subject to formal review by the company on an annual basis.

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 Cater Link will ensure that none of their food contains genetically-modified ingredient.

PRODUCTION

- 4.1 Whenever a new kitchen is being developed or a refurbishment is taking place, Cater Link will advise the client that, where possible, ecologically-friendly equipment should be introduced. This means that equipment should be energy-efficient and should minimise the use of more hazardous cleaning chemicals or other waste material.
- 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. Where the disposal of waste is the Client's responsibility, the Catering manager will advise on the most appropriate method of disposal.
- 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 matter.

RECYCLING

- 5.1 **Glass:** In order to minimise the risk of food contamination, Cater Link 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, wherever possible, small bins for cans are placed in restaurant areas and nearby any drinks 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, catering managers should liaise with the client to determine whether a collection bin for plastic cups etc can be installed.
- 5.4 **Paper and Cardboard:** Paper disposal is normally organised by the client company but Cater Link will ensure that the amount of paper utilised during its operation is minimised.

- 5.5 **Printer Cartridges:** Whenever possible used printer cartridges should be recycled using the bags provided for this purpose.

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 Cater Link 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 give 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.

The Catering Manager should consult with the Client to ensure that the compactor machine is subject to proactive preventative maintenance by a 'competent person' on a regular basis and should be examined at a frequency of not greater than twelve months.

Any defects to the compactor must be notified immediately to the client and the machine should not be used until corrective action has been taken.

The use of the compactor must be subject to written risk assessment and reviewed at a frequency not greater than twelve months.

Staff using the compactor must be provided with adequate training in the use of the machine and accurate training records must be maintained by the Catering Manager.

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.

TRAINING AND 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 Cater Link 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.
- 8.3 All staff will be encouraged to comment on environmental issues during the monthly safety meetings.

APPENDIX I

Energy Efficiency Guidelines

We believe it is the duty of all Cater Link 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 maximum effect.

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

1. **Food storage**
2. **Food cooking and service**
3. **Ventilation and extraction**
4. **Hot water**
5. **Heating and ventilation**
6. **Lighting**
7. **Computers**
8. **Miscellaneous**

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.

ENERGY CONSERVATION GUIDELINES FOR CATERING OPERATIONS

1. Food Storage

- a. Locate refrigerators and freezers away from sources of heat - cookers, grills etc
- 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 and Service

- a. Minimise pre-heating times for oven, 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 and Extraction (Kitchen)**
 - a. Switch off extractors when not in use
 - b. Ensure that filters, grilles and fan blades are regularly cleaned
 - c. Close external doors when operating extractors

- 4. Dishwasher and 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 pipe work are insulated - if not, then advise clients
 - 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 that leaks are 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 room, storerooms

- 7. Computers**
 - a. All computers should be set to put the monitor to sleep (screen turning black) after 15 minutes of inactivity.
 - b. If you are leaving your office for more than one hour, the computer should be shut down
 - c. Never leave your computer on overnight. It is not good for the environment or the computer. Be sure to turn off the monitor, speakers and any other devices when you leave for the day

- 8. Miscellaneous**
 - a. Switch off tills when not in use

APPENDIX II

Environmental Information Contacts

1. The European Safety Bureau,
The Old Rectory,
Main Street,
Glenfield,
Leicester, LE3 8DQ
Tel: 0116 232 5111

2. Mike Hanson
Environmental Director
The Waterfront
300 Thames Valley Park Drive
Reading
Berkshire
RG6 1PT

3. Save-a-Cup Recycling Company,
Bridge House,
Bridge Street,
High Wycombe,
Bucks HP11 2EL
Tel: 0149 451 0167

4. Aluminium Can Recycling
Association Ltd,
5 Gatsby Court,
176 Holliday Street,
Birmingham, B1 1TJ
Tel: 0121 633 4656

5. Recycling Department,
British Glass,
Northumberland Road,
Sheffield S10 2UA
Tel: 0114 268 6201