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MV Corporate Environmental Policy

Magna Vitae recognises that many of its activities provide an important opportunity to protect and improve the environment in which we work and serve. The company therefore attributes a high priority to the development and use of materials, products, processes and services that seek to reduce environmental damage and waste.

**Throughout** our business and in all our activities and in conjunction with our partner we will:

- Utilise, wherever economically viable, the efficient use of energy, water and materials, the sustainable use of renewable resources and the reduction of adverse environmental impacts
- Contribute to the conservation and protection of the natural environment



- Search for, propose and, wherever reasonably practical, adopt low-polluting technologies, processes and practices, employing environmentally sound waste management techniques such as: source reduction and improved specification, re-use, re-cycling and safe disposal
- Operate processes that are prescribed under the Environmental Protection Act 1990: Part 1 (Pollution Prevention and Control Act 1999), and observe the requirements laid down by The Environment Agency. All major incidents of environmental pollution involving Magna Vitae, or its sub-contractors will be investigated, and action taken to mitigate its effects and prevent re-occurrence. Any incident will be reported promptly as prescribed
- Expect our business partners, sub-contractors and major suppliers to share our concern for the environment, and to work with us in identifying and applying best practice
- Regularly measure key aspects of our environmental performance and periodically report progress against benchmarks and targets to all stakeholders: Magna Vitae, partners, customers, employees, and the wider community

Magna Vitae will develop and implement an environmental management system (EMS), sufficient to ensure control of the environmental impacts arising from their activities. A report detailing progress against the EMS will be prepared at the end of each year.

#### Corporate Energy Policy

Magna Vitae's primary objective is to ensure the efficient and effective use of the energy supplied in consideration with the needs of our customers. The company therefore attributes a high priority to the development and use of materials, products, processes and services that seek to reduce energy usage and waste.

**Inparticular** throughout our business and in all our activities, in conjunction with our partner Local Authorities, we will:

- Develop an annual strategic energy reduction plan to ensure year on year improvements in Energy consumption
- Utilise, wherever economically viable, the efficient use of energy, water and materials, the sustainable use of renewable resources and the reduction of adverse environmental impacts.
- Continuously review Magna Vitae operations and installations to ensure that we are energy efficient
- Carry out regular monitoring of all our utilities in an effort to reduce wastage
- Plan to develop and install smart metering in all Magna Vitae venues to enhance the data required to effectively control energy use
- Develop, where financially viable, plans to adopt renewable technology in all projects
- Regularly measure key aspects of our energy performance and periodically report progress against benchmarks and targets to all stakeholders: Magna Vitae, ELDC, partners, customers, employees, and the wider community
- Encourage the management team to communicate and train staff in using our energy re-source efficiently, and therefore reduce waste.

Magna Vitae will incorporate the Energy policy template referenced in ISO 14001. (ISO 14001 **sets out the criteria for an environmental management system**. This can be certified too. It maps out a framework that a company or organization can follow to set up an effective environmental management system or EMS). A report detailing progress in the reduction of energy use and the use of renewable technology will be presented annually.

The latest revision of this policy or any complementary policy specific to a particular part of the business will be displayed on prominent notice boards, or otherwise brought to the attention of all employees / customers. It will also be brought to the attention of our business partners and major suppliers.

#### Responsibilities for Hazardous Waste

It is the responsibility of Magna Vitae to ensure that hazardous waste is identified and disposed of correctly and appropriate registrations are maintained where required.

#### **Do**

#### Communication of the Policy

The latest revision of this policy or any complementary policy specific to a particular part of the business will be displayed on prominent notice boards, or otherwise brought to the attention of all employees. It will also be brought to the attention of our clients, business partners and major suppliers.

#### Energy Saving Initiatives

The following initiatives are in place:

- Using energy efficient light bulbs wherever possible and practical
- Installing sensors in low use rooms to ensure lights are off if not needed
- Educating staff to turn lights off when leaving an area
- CHP – (combined heat and power units) installed in some sites
- Grey water
- Push button taps and showers
- Energy efficiency controls on boilers
- BMS used to control temperatures
- Solar Power installed at all sites

A list of all initiatives is maintained at all venues.

#### General Housekeeping

Staff will:

- Undertake regular, at least daily, monitoring of all internal and external areas and keep free of litter, graffiti etc.
- Carry out the business and activities of our centres in a way that does not impact on our neighbours such as noise.
- Ensure all chemicals are disposed of safely and as per the manufacturer's instructions.

## Electricity

The Magna Vitae Management Team will ensure that:

- Lighting in most areas shall be controlled from a central point for ease of switching off lights in areas not required
- Lighting in infrequently used rooms and cupboards shall be controlled by movement sensors, saving energy when the room is not in use and where this is not possible stickers are in place and staff are trained to turn off lights
- Air conditioning shall be thermostatically controlled, saving energy when not required
- All equipment such as computers and photocopiers shall be switched off when not in use
- On opening the building, only turn on those lights that are essential
- Wherever possible external lights are on timer switches or light sensitive modulators
- Where presence detectors are not in place, place signs next to light switches reminding staff and customers to switch off each time a room or store cupboard is no longer in use
- Keep lights switched off in areas where and when natural light is sufficient
- Low energy lighting to be used wherever possible
- Switch off computers and screens - do not leave on stand by or on overnight
- Switch off all fitness equipment overnight
- Keep windows and doors closed when air conditioning systems are in use
- Air conditioning units to be switched off in rooms at the end of activities or earlier where possible
- Vending machines to be switched off at night or on timer switches

**Electrical equipment such as lights, a/c, vending machines, computers should be switched off at night.**

## Gas

The Magna Vitae Management Team will ensure that:

- Hot water shall be thermostatically controlled for various areas such as Pools, water taps and showers, saving energy when temperatures are achieved
- Boilers shall be synchronised for even and economical use, not all boilers run together
- Heating in infrequently used areas shall be kept to a minimum for comfort saving energy and controlled by the BMS system
- Pool temperatures shall be controlled to avoid wasted energy

## Water

The Magna Vitae Management Team will ensure that:

- Pool water top up shall be automatically controlled to maintain water levels and avoid wastage
- Push button taps are preferred and must be checked regularly. Staff must check taps and showers during centre checks
- All toilet cisterns shall be fitted with a timing device to avoid wastage



- Ensure water leaks, dripping taps, faulty showers and faulty urinal systems are reported and remedied as soon as possible
- Where available, maximise the potential of the Building Management System (BMS) to ensure effective control of systems at all times
- De-scale shower heads regularly to maintain efficiency
- Ensure boilers are maintained as per the maintenance schedule and sequenced to maximise efficiency

### Recycling

The Magna Vitae Management Team will ensure that:

- Photocopy and print double sided wherever possible
- Print in grey-scale where possible
- Recycle paper and use for scrap notes
- Not to send unnecessary emails
- Only print emails where necessary
- Avoid sending blank fax headers, particularly when faxing other Centres
- Dispose of all chemicals as per the manufacturer's instructions
- When ink cartridges need replacing, remove, shake and replace before fitting a new one
- Maximise recycling opportunities where possible for cardboard, paper, cans, plastics, glass, batteries, ink cartridges, cooking oil and green waste



**Ensure customers follow signage regarding etiquette...**

### Poolside and Changing Room Etiquette

The Duty Managers / Management Team will ensure that:

- Customers are encouraged by staff and signage to shower and use the toilet before & after using the pool
- Require young children to wear aqua nappies and do not allow standard nappies to be worn in the pool
- Encourage swimmers to use swim caps
- Do not allow outdoor shoes to be worn on poolside and ensure staff lead by example
- Encourage customers to remove shoes in changing rooms
- Do not allow prams or pushchairs to be brought onto poolside, as cross contamination can occur
- Staff to challenge anyone bringing pushchairs onto or wearing outdoor shoes on poolside and ask them to, remove, take shoes off.

Monitoring Air Temperature

The Duty Managers / Management Team will ensure that:

- Outside air entering the building shall be heated/ cooled to maintain a pre-set temperature within the building
- The required temperature in different areas shall be set to suit the activity taking place, avoiding unnecessary use of resources

Temperatures shall be checked manually using a calibrated thermometer, checking accuracy of the temperature measuring devices installed as part of the BMS system.

Area	TARGET	RANGE	TEST FREQUENCY
Swimming Pool	29°	28°- 30°	Am & Pm
First Aid Room	29°	28°- 30°	Am & Pm
Health Suite	29°	28 - 30°	Am & Pm
Changing Areas	27°	26° - 28°	Am & Pm
Fitness Studios	18°	17° - 19°	Am & Pm
Disabled	27°	26° - 28°	Am & Pm
Balcony/ Foyer	26°	25° - 77°	Am & Pm
Activity Rooms	26°	25° - 27°	Am & Pm
Sports Hall	22°	21° - 23°	Am & Pm
Theatre Stage	22°	21° - 28° Performance dependant	PM & During Performance
Theatre Bars	22°	21° - 23°	Am & Pm
Theatre Auditorium	22°	21° - 24°	PM & During Performance

Building Conditions

The Duty Managers/ Management Team will ensure that:

- Comfortable temperatures of water and air are controlled by the BMS, where in place, and ensure facilities are clean and hygienic as well as providing a suitable working environment.

Ideal temperatures will be dependent on outside temperatures and on the ability of the air-handling units and water heating systems. Water and air temperatures in pool areas are checked and monitored every 3 hours to help achieve these.

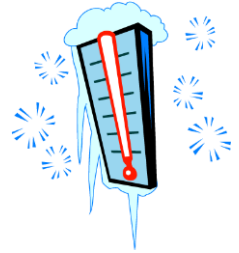
All buildings are non-smoking.

Air handling and extraction units are regularly maintained and serviced, as per the planned preventative maintenance programme and contract specifications.



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The workplace temperature should be at, or over 16°C (60-80°F) (Workplace Health, Safety and Welfare Regulations 1992, Approved Code of Practice – controlled environments and concealed rooms), if it falls below this the following should be carried out:



- Ensure maximum use of heating is utilised, deal with draughts
- Relax dress code e.g., allow wearing of outdoor clothing
- Supply hot drinks for staff
- Consider movement of pregnant employees and others with conditions who are at risk

In respect of indoor working temperatures, legislation lays down only a single minimum working temperature. There are no statutory requirements for temperatures above this figure. However, management will endeavour to make employees as comfortable as possible using the following approaches to help in dealing with high temperatures.

- Consider and determine whether pregnant staff or other staff are at particular risk due to a medical condition needs to be released from duty
- Institute job rotation as required
- Provide cool areas, rest breaks and cool water
- Ensure maximum use of available ventilation and air movement devices, e.g., electric fans, open doors, excluding fire and security
- Use blinds to minimise solar gain



Developing Personnel in Environmental Issues and Good Practice

- Advise staff of utilities consumption and costs, supply them with relevant performance information to maximise awareness of energy, this can be achieved through staff meetings, staff communication folder and the Monthly Staff Performance Update
- Include recycling into staff's daily responsibilities
- Where practical, have recycling bins situated in key areas of the building for staff and public use
- Have signage in place to remind staff and customers of good practice

Hazardous Waste

The Hazardous Waste (England and Wales) Regulations 2005 were amended on 6 April 2009. All types of premises that produce hazardous waste are now exempt from registration if no more than 500kg of hazardous waste is produced in a year.

Waste is hazardous when it contains properties that might make it harmful to human health or the environment. This does not necessarily mean it is an immediate risk to health. Many common items, including fluorescent tube lighting, televisions, computer monitors, and vehicles fall within the scope of hazardous waste.

Magna Vitae waste disposal is managed by Duty Managers/ Management team who monitor on an on-going basis the amount of Hazardous Waste being disposed of by the group.

As and when the organisation reaches the 500kg/Centre upper limit, it is the responsibility of the Area General Managers / Operations Managers to ensure that the Centre is registered with the Environment Agency.

Magna Vitae disposes all hazardous waste through registered suppliers.

### **Check**

#### Monthly Environmental Audits – Internal

Environmental Audits and Environmental Checks are conducted every month by the Environmental Champion; any findings are added to the Fault Log or Magna Vitae Service Improvement Plan.

#### Environmental Audits – External

Environmental audits are reviewed as part as Magna Vitae's annual Quest audit, the findings are used to evaluate the compliance and success of the previous periods environmental performance as well as to review the actions to achieve ISO 14001.

#### Environmental Action Plans

Each year the Senior Management Team will review the policy and update the Environmental Action Plan. [Environmental Policy and Action Plan KLG Draft.](#)

#### Other Key Performance Measurements

The following are measured:

- Regular utility readings are recorded to provide evidence of a measured increase or decrease in consumption are these results compared against the previous year's readings for the same period from previous year
- Chemical usage is measured and controlled
- Weekly balanced water tests for the swimming pools.

### **Act**

A Quarterly Environmental Review is undertaken by the relevant member of the Management Team; any findings are subsequently added to the Fault Log or Service Improvement Plan.

Managers will review results of measurements and will discuss any action required. Any action deemed to improve sales will be added to the Service Improvement Plan. Management should be regularly reviewing their data to ensure they are progressing and revising their targets.

The review should cover:

- The review of DEC certificate and has the score improved
- Periodic reviews
- Investment update
- Enhanced awareness
- Further consultation
- Sharing best practice



Management Team will discuss the below points in Quarterly Health & Safety meetings:

- Impact on the business, such as improved KPIs (Key Performance Indicators), reduction in utility consumption, improvement in the DEC score and reduction in chemical usage
- Impact on the staff, such as training achievements and environmental awareness
- Impact they have had on partners and customers lives since the last meeting. This may include items such as satisfaction with environmental conditions, pool water, activity area air temperature.

The Magna Vitae Management Team is responsible for ensuring these impacts are communicated in the relevant meetings

#### Action Required:

- ✓ Communicate and train staff in using our energy resource efficiently;
- ✓ Ensure all chemicals are disposed of safely;
- ✓ All equipment such as computers and photocopiers shall be switched off when not in use;
- ✓ Staff to challenge anyone bringing pushchairs onto or wearing outdoor shoes on poolside;
- ✓ All buildings are non-smoking;
- ✓ Include recycling into staff's daily responsibilities;
- ✓ Ensure that staff are trained in this procedure as part of the Health and Safety Induction Training for all new employees and a refresher training programme is in place, the training must be recorded on the member of staff ***Individual Training Record***.

#### Associated Forms:

- Changing Rooms awareness posters
- Contractor Management - Contractors Health & Safety/ Environment Questionnaire
- Environmental Management – Monthly Environmental Action Plan
- Environmental Management – Monthly Environmental Checklist
- Environmental Management – Quarterly Environmental Review
- Facility Inspections, Hazardous Reporting & Monitoring – Duty Manager Pre-opening & Closing. Opening/closing checks (Daily COVID re-open check sheet)
- Reactive Maintenance Log - Site Specific
- Pool Safety Operating Procedure – Poolside Hygiene Etiquette
- Pool Water Management & Testing - Weekly Balance Water Testing Log
- Environment poster

**Associated Safe Systems of Work:**

- Recycling
- Pool Plant Room Operations
- Hazardous Waste Management

**Associated Risk Assessments:**

- Pool Plant Room Operations
- Staff Welfare

**Associated Guidance and Legislation:**

- Workplace Health, Safety and Welfare Regulations 1992, Approved Code of Practice – controlled environments and concealed rooms
- Magna Vitae Service Improvement Plan (SIP)
- Energy Action Plan
- [www.thecarbontrust.co.uk](http://www.thecarbontrust.co.uk)
- [www.actionenergy.org.uk](http://www.actionenergy.org.uk)

**Date of Next Update:**

This procedure is reviewed every 2 years or updated as and when necessary, the next review is due on 19<sup>th</sup> August 2023.

**Updates of procedure:**

Issue No	Description of Revision	Date	Action By
1	None - First Issue	19 <sup>th</sup> August 2023	Train designated staff & incorporate into IMS.

**Training on this procedure is required for the following Staff:**

- All Staff