



MARTRA BRUSH & MOPSTICK CLEANING SERVICES LTD

2025

HEALTH & SAFETY
POLICY





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1. POLICY STATEMENT

Martra Cleaners is committed to reducing its environmental impact and promoting sustainable business practices across all areas of operation. The company recognises the importance of protecting the environment and addressing climate change by minimising carbon emissions, reducing waste, conserving resources, and adopting environmentally friendly cleaning practices.

This policy applies to all employees, contractors, and stakeholders and reflects Martra Cleaners' commitment to integrating sustainability into its business strategy while complying with relevant environmental legislation, including UK environmental regulations and industry standards.

The company will actively pursue opportunities to reduce energy consumption, minimise greenhouse gas emissions, and promote responsible resource management, thereby contributing to a healthier environment for communities, clients, and staff.

2. OBJECTIVES

Martra Cleaners is committed to embedding sustainability into all aspects of its operations, with the primary objective of reducing the company's environmental footprint and carbon emissions. This includes optimising energy use, managing water consumption efficiently, and minimising waste production across all cleaning and administrative activities. By implementing these measures, the company ensures that its business practices are both environmentally responsible and economically sustainable.

Martra Cleaners is committed to integrating environmental sustainability into all aspects of its operations. The company has defined clear objectives to guide its activities and ensure measurable improvements in reducing its environmental impact:



❖ **Carbon reduction**

- Minimise carbon emissions from cleaning operations, travel, and office activities.
- Optimise vehicle routes and maintain fleet efficiency to lower fuel consumption.
- Track and report carbon footprint annually to measure progress.

❖ **Energy Efficiency**

- Reduce energy consumption in offices, vehicles, and cleaning equipment.
- Encourage staff to switch off unused electrical equipment and adopt energy-saving practices.
- Invest in energy-efficient equipment and technologies where possible.

❖ **Waste Management & Recycling**

- Promote recycling of paper, plastics, packaging, and other operational waste.
- Minimise single-use plastics and encourage the use of reusable or biodegradable materials.
- Ensure safe and responsible disposal of hazardous cleaning materials.

❖ **Water Conservation**

- Use water efficiently in all cleaning operations to reduce unnecessary waste.
- Implement water-saving techniques such as controlled-use spraying, damp mopping, and regular maintenance of taps and equipment.



❖ **Use of Eco-Friendly Products**

- Prioritise biodegradable and non-toxic cleaning products.
- Ensure all staff are trained in safe and environmentally responsible use of chemicals.
- Engage suppliers who demonstrate sustainable and eco-friendly practices.

❖ **Staff Awareness & Training**

- Provide training and guidance to employees on sustainability initiatives.
- Encourage staff to actively participate in environmental improvement projects and provide feedback.
- Recognise and reward contributions to the company's environmental goals.

❖ **Continuous Improvement**

- Monitor and evaluate performance against environmental targets regularly.
- Review policies and procedures annually or when legislation changes to ensure best practices are followed.
- Implement corrective actions and innovative practices to continually reduce environmental impact.

3. SCOPE OF POLICY

This Environmental & Carbon Reduction Policy applies to all areas of Martra Cleaners' operations. It defines the boundaries of the policy and ensures that sustainability measures are



applied consistently across the organisation. The scope covers all employees, contractors, suppliers, and business activities that may have an environmental impact:

❖ **Operational Cleaning Services**

- Includes domestic, commercial, end-of-tenancy, and specialist cleaning services.
- Covers all activities that may affect energy use, water consumption, and waste generation.
- Ensures eco-friendly cleaning practices are consistently applied at client sites.

❖ **Office & Administrative Activities**

- Applies to office operations including electricity usage, heating, lighting, and equipment.
- Covers responsible management of paper, water, and general office waste.
- Promotes sustainable procurement and recycling within administrative functions.

❖ **Transport & Logistics**

- Applies to all company vehicles used for staff travel and service delivery.
- Covers vehicle maintenance, route planning, and fuel consumption.
- Encourages optimisation to reduce emissions and overall environmental impact.

❖ **Procurement & Supplier Management**

Includes sourcing of cleaning products, chemicals, equipment, and materials.

Prioritises suppliers with sustainable practices and environmentally responsible products.

Promotes bulk purchasing and reduced packaging to minimise waste.



❖ **Waste Management & Recycling**

- Covers the safe disposal and recycling of all operational and office waste.
- Includes packaging, used cleaning materials, hazardous substances, and general refuse.
- Ensures compliance with environmental regulations and industry best practices.

❖ **Staff & Stakeholder Engagement**

- Extends to all employees, contractors, and stakeholders involved in operations.
- Ensures everyone understands their role in implementing sustainable practices.
- Encourages participation in training, awareness initiatives, and feedback programs.

❖ **Environmental Reporting & Compliance**

- Includes monitoring, reporting, and reviewing environmental performance.
- Covers compliance with UK legislation, industry standards, and company targets.
- Supports continuous improvement across all areas of business activity.

4. RESPONSIBILITIES

Martra Cleaners recognises that successful implementation of its Environmental & Carbon Reduction Policy requires clear accountability at all levels of the organisation. Each role has defined responsibilities to ensure that sustainability objectives are met:



❖ **Managing Director / Senior Leadership**

- Holds overall accountability for environmental performance and policy implementation.
- Allocates resources for sustainability initiatives and ensures compliance with legislation.
- Reviews performance reports, sets targets, and integrates environmental objectives into strategic planning.

❖ **Operations Manager**

- Oversees day-to-day implementation of environmental practices within cleaning operations.
- Ensures staff follow eco-friendly procedures, minimise waste, and use energy efficiently.
- Monitors vehicle use, chemical handling, and resource consumption to reduce environmental impact.

❖ **Administrative Staff**

Supports sustainability initiatives within office operations, including energy efficiency, recycling, and responsible procurement.

Maintains records of environmental performance, reporting, and compliance documentation.

❖ **Cleaning Operatives / Field Staff**

- Adhere to environmentally responsible cleaning practices, including correct chemical use and waste disposal.
- Follow energy-saving procedures, minimise water usage, and use provided PPE correctly.
- Report environmental hazards, incidents, or improvement opportunities to supervisors.



❖ **Suppliers & Contractors**

- Provide products, services, and equipment that meet environmental standards and sustainability requirements.
- Comply with the company's environmental policies when performing work on behalf of Martra Cleaners.

❖ **All Employees**

- Take personal responsibility for environmental practices and contribute to sustainability initiatives.
- Participate in training, feedback programs, and campaigns to reduce carbon footprint.
- Support the company's commitment to continuous improvement in environmental performance.

5. COMMITMENT & COMMUNICATION

Martra Cleaners is committed to embedding environmental sustainability into all aspects of its operations. This commitment is demonstrated through leadership, staff engagement, stakeholder collaboration, and continuous improvement. The following outlines the company's approach to commitment and communication:

❖ **Leadership Commitment**

- The Managing Director and senior management allocate resources for sustainability initiatives.
- Environmental performance is regularly reviewed, and targets are set for carbon reduction, energy efficiency, and waste management.



- Sustainability goals are integrated into the company's strategic planning and decision-making processes.

❖ Staff Responsibilities & Engagement

All employees and contractors are expected to follow eco-friendly cleaning procedures and energy-efficient practices.

Staff are trained on proper chemical handling, waste management, and environmental best practices.

Feedback mechanisms are in place for staff to suggest improvements and share innovative sustainability ideas

Recognition and incentives are provided for staff contributions to environmental initiatives.

❖ Client & Stakeholder Communication

Clients are informed of the company's environmental policies and encouraged to support sustainable cleaning practices.

Sustainability initiatives are communicated through marketing materials, social media, and direct client engagement.

Collaboration with suppliers ensures that procured products meet environmental standards and reduce overall carbon impact.

❖ External Engagement & Industry Involvement

The company stays updated on environmental legislation, industry best practices, and new sustainability technologies.



Participation in industry forums, local community programs, and environmental initiatives reinforces leadership in sustainable cleaning practices.

❖ **Continuous Improvement & Transparency**

1. Regular monitoring and reporting of energy usage, waste management, and carbon emissions ensure accountability.
2. Policies and procedures are updated as needed to reflect new standards, legislation, or operational improvements.
3. Open communication ensures all staff, clients, and stakeholders are aware of progress and can contribute to environmental goals.

❖ **Community Responsibility**

Martra Cleaners actively seeks to reduce environmental impact in the communities it serves.

Promotes awareness of eco-friendly practices and engages in local initiatives to support sustainability and environmental education.

6. MONITORING & REVIEW

Martra Cleaners is committed to continuously monitoring its environmental performance to ensure that the objectives of this policy are met. Monitoring and review processes are structured to provide measurable insights, ensure compliance, and drive continuous improvement:

❖ **Performance Monitoring**



- Regularly track energy usage, water consumption, and waste production across all operational and administrative activities.
- Measure vehicle fuel efficiency, route optimisation, and chemical usage to assess environmental impact.
- Collect data to evaluate progress against set sustainability targets.

❖ Audits & Inspections

- Conduct periodic audits of cleaning operations, office practices, and procurement procedures.
- Identify areas for improvement and implement corrective actions to enhance sustainability performance.
- Ensure compliance with environmental legislation and industry best practices.

❖ Staff Compliance & Feedback

- Monitor employee adherence to environmental procedures and protocols.
- Encourage staff to provide feedback and report any environmental concerns or suggestions for improvement.
- Recognise contributions and achievements in promoting sustainability.

❖ Supplier & Contractor Monitoring

Assess suppliers and contractors for compliance with the company's environmental standards.

Ensure that products, services, and equipment sourced align with sustainability objectives.

Review supplier practices regularly to maintain high environmental standards.

❖ Reporting & Transparency



- Prepare regular reports on environmental performance, including energy, water, waste, and carbon emissions.
- Communicate results internally to staff and externally to stakeholders where appropriate.
- Use reporting insights to inform policy updates, training, and improvement initiatives.

❖ Policy Review & Updates

- Conduct formal reviews of the policy annually or following changes in legislation, operations, or industry standards.
- Update procedures and targets to reflect new technologies, best practices, and sustainability goals.
- Ensure continuous improvement through ongoing evaluation and refinement of environmental practices.

7. POLICY APPROVAL & SIGNATURE

This Environmental & Carbon Reduction Policy has been approved and endorsed by Martra Cleaners' senior management. By signing below, the Managing Director confirms the company's commitment to implementing, monitoring, and continuously improving its environmental and sustainability practices.

Policy Owner: Martra Cleaners Ltd

Date of Approval: 20/11/25

Next Review Date: 20/11/26

Signature: _____