# ENVIRONMENTAL POLICY

Cardiff Park Plaza Hotel

12th August 2022

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# Environmental Policy

Cardiff Park Plaza recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of business strategy and operating methods.

**Responsibility**

Alison Skinner is responsible for ensuring that this policy is implemented, however, all employees have a responsibility in their area to ensure the aims and objectives of this policy are met.

**Policy Aims**

We will endeavour to:

- Comply with all regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Increase Employee awareness

**Paper**

We will :

- Minimise the use of paper in the business
- Reduce packaging as much as possible
- Seek to buy recycled and recyclable paper products
- Reuse and recycle all paper where possible

**Energy & Water**

We will:

- Reduce the amount of energy and water used as much as possible
- Switch off lights and electrical equipment when not in use
- Adjust heating and air conditioning settings with energy consumption in mind
- Take energy and water consumption and efficiency in consideration when purchasing new equipment
- Measure and monitor the business carbon footprint using a recognised C02 measurement tool
- Keep accurate records of monthly water and energy usage
- Display instructions for saving water and energy next to appropriate appliances
- Use energy efficient light bulbs where possible
- Fat Filters in the kitchen exhausts to be cleaned at least annually
- Where possible install sensor activated lights

**Transportation**

We will:

- Make additional efforts to accommodate the needs of those using public transport or bicycles
- Be able to inform guests about local public transportation systems
- Be able to inform guests the nearby locations for charging electric vehicles
- Be able to suggest other means of transportation such as cycle hire or walking alternatives

**Maintenance and Cleaning**

We will:

- Use cleaning products and procedures that are as environmentally friendly as possible
- Provide training to the housekeeping staff on linen and towel usage
- Have a procedure in place to ensure all taps and toilets are regularly checked for leaks
- Keep the use of swimming pool disinfectants to a minimum and use products containing non harmful substances where available
- Ensure all cleaning and disinfectant products are stored safely
- Comply with nationally approved standards for water quality, health and safety for swimming pools
- Only Purchase cleaning products which have a nationally or internationally recognised eco label
- Inspect the swimming pool daily for any leaks
- Only use disinfection substances where necessary and in accordance with the current legislation on hygiene
- Provide training on, the need, dosage, and handling of all cleaning substances
- Use fibre cloths for cleaning to save water and chemicals

**Waste**

We will:

- Only use licensed and appropriate organisations for the disposal of waste
- Separate Waste as per national legislation
- Recycle and reuse where possible
- Have instructions on how to handle and separate waste easily available to staff in an understandable and simple format
- Ensure each bathroom has a bin to prevent Hygiene waste being flushed through the sewerage system
- Record the monthly amount of waste produced by the business and create a waste plan to reduce or reuse waste

**Food and Beverage**

We will endeavour to:

- Reduce the use of single use packages
- Ensure packaging can be recycled where possible
- Ensure all disposable cups, plates & cutlery are biodegradable
- Use as many organic, eco-labelled, fair trade or locally produced food and beverage products as possible
- Where appropriate communicate on menus items that are organic, fair trade eco labelled or locally produced
- Include vegetarian and vegan options on all menus
- Record food wastage monthly and take initiatives to reduce it

**Monitoring and Improvement**

We will:

- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness through training
- Review this policy and any related business issues at management meetings

**Culture**

We will:

- Form a staff environmental committee with a representative from each department to attend to Quarterly meetings to discuss and implement ideas
- Include at least one Environmental topic a week in the “focus of the day”
- Use departmental monthly meetings to brief staff on issues concerning existing and new environmental initiatives
- Update this policy at least annually in consultation with staff and other stakeholders where necessary

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| Signed | Date | reviewed on 04/11/25 by A M Skinner |
| A M Skinner | 04/11/25 | Next Review 04/11/26 |