

ENVIRONMENTAL RESPONSIBILITY ACTION PLAN

Operator - Leisure Tours

Date - April 2022

Environmental Impacts	Action	Person(s) Responsible	By When	Follow - Up
1. Waste Water (Coach Washing)	a) Check Hoses and taps for leaks b) Ensure all water turned off when not in use c) Ensure all waste water drains to appropriate waste water drain d) Ensure minimal detergent is used to reduce suds.	a) – d) All Drivers	Immediately	Constant Review
2. Fuel	a) Check all fuel caps secure after fuelling b) Check Vehicles for fuel leaks, engines, fuel tanks and feeds c) All vehicle engines to be turned off whilst vehicle is not in use or stopped waiting for longer than 3 minutes d) Look at alternative fuel sources	a) All drivers b) Mechanic c) All drivers d) Management	a) Immediately b) On all vehicle inspections c) Immediately d) Within 6 months	a) Constant Review b) Constant Review c) Constant Review d) 6 monthly review
3. Electricity and Heating	a) All unnecessary lights to be switched off b) All computers and other electrical equipment to be switched off when not in use c) Air conditioning / Heating to be set on eco mode with a temp range of 21/22 degrees d) Change all bulbs to Eco Bulbs	a) All Staff b) Office Staff c) Office Staff d) Management	a) Immediately b) Immediately c) Immediately d) 3 to 6 months	a) – d) Constant Review

4. Refuge	<ul style="list-style-type: none"> a) Use Council Red, Yellow and Green Recycle bins for all disposable waste b) All other waste recycle where possible 	All Staff	Immediately	Constant Review
5. Vehicle Emissions	<ul style="list-style-type: none"> a) Servicing and regular oil changes b) Maintenance of diesel pumps and injectors c) Fleet Upgrades 	<ul style="list-style-type: none"> a) Mechanic b) Mechanic c) Management 	<ul style="list-style-type: none"> a) As per scheduled service b) As required c) Constant Action 	Constant Review