



Environment Policy

Purpose

Impetus recognises that its staff, trustees and volunteers will in their day-to-day operations impact on the environment in a number of ways and the organisation wishes to minimise the potential harmful effects of such activity wherever and whenever possible. Impetus will contribute positively to environmental wellbeing and conserving resources.

As part of our continuing drive for quality in all things we do, we have therefore developed a comprehensive policy statement which will enable us to set the targets by which our efforts towards sustainable environmental improvement can be measured and monitored on a regular basis.

Scope

The policy applies to the staff, trustees and volunteers of Impetus.

Context/Background

The Landfill (England and Wales) Regulations 2002 required a major change in the way the UK managed its wastes. Government policy is to move away from landfill and push waste management by concentrating on minimisation, reuse, re-cycling or recovery options.

Environment Protection Act 1990

The Environmental Protection Act 1990 places certain obligations on businesses to ensure that their waste is suitably contained and disposed of in a proper manner.

Section 34 (1)(b): It shall be the duty of any person who produces, keeps or disposes of controlled waste, to prevent the escape of waste from his control.

Section 34 (1) (c): It shall be the duty of any person on the transfer of the waste, to ensure that the transfer is only to an authorised person.

The Environment Protection (Duty of Care) Regulations 1991 require that businesses have a 'transfer of waste document' from the company which removes their waste or recycling.

The handling and storage of waste and materials to be recycled is to be in line with the following Impetus guidelines and Risk Assessments:

- Working Environment
- Fire Precautions
- Manual Handling
- Guidance notes on the handling of substances
- Health & Safety Risk Assessment
- Fire Risk Assessment

Policy

Impetus will;

- meet, and where appropriate exceed, the requirements of all relevant legislation;
- recycle paper, cardboard, tins, glass bottles, plastic bottles, ink toners and mobile phones;
- minimise waste by using scrap paper for printing draft copies; use double sided photocopying where appropriate; only printing out emails where necessary; printing the necessary amount of documents and buying products that keep packaging to a minimum;
- encourage its staff, volunteers and trustees to walk or use public transport or bicycles when travelling as part of their job;
- reduce its energy consumption by ensuring that equipment and lights are switched off at night; making sure that office equipment is properly maintained and serviced; switching off lights when leaving an empty room; not opening windows when the heating is on and making the maximum use of daylight;
- use crockery and metal cutlery rather than disposable cups, plates and plastic cutlery where appropriate;
- purchase recycled paper;
- offer unwanted items in good condition to other organisations;
- regularly monitor our implementation of this policy including energy consumption, recycling strategy and transport usage.

Related documents

- Working Environment
- Fire Precautions
- Manual Handling
- Guidance notes on the handling of substances
- Health & Safety Risk Assessment
- Fire Risk Assessment

Date approved by Board: 25 March 2008

Review Date: March 2010

MONITORING

We are here for the benefit of the local community and therefore want to minimise the damage that our operations cause to the environment that will affect the community locally, regionally and globally.

	Action	Already do	Could do	
Energy	Monitor energy consumption			
	Review heating system			
	Proper maintenance of office equipment to enable them to work more efficiently			
	Regularly service heating appliances			
	Ensure monitors, PCs, photocopiers, printers and phone chargers are switched off at night			
	Make maximum use of daylight, switch off lights if last person leaving a room and always switch off lights at the end of the day			
	Use low energy light bulbs where appropriate			
	Choose appropriate sized rooms for activities			
	Timetable meetings to minimise heating use			
	Fit draft excluders around windows			
	Don't open windows when the heating is on			
	Water	Fix drips and leaks		
		Install water-saving devices		
Waste	Don't overprint documents			
	Photocopy using double sided where appropriate			
	Use scrap paper for printing draft copies			

	Do not print out emails etc unless necessary		
	Buy products that keep packaging to a minimum		
Recycling	Paper, cardboard, toner, mobile phones		
	Tins, glass bottles, plastic bottles		
	Giving unwanted items to other charities		
Catering	Use crockery rather than disposable cups, plates and forks.		
	Use local suppliers		
	Purchase fairly-traded products		
Purchasing	Use local suppliers where possible		
	Purchase recycled paper products		
	Use environmentally-friendly cleaning materials		
Transport	Wherever possible walk, cycle or use public transport to get to meetings		
	Ordering several items not just one from Eurostat etc		