



Environment Policy

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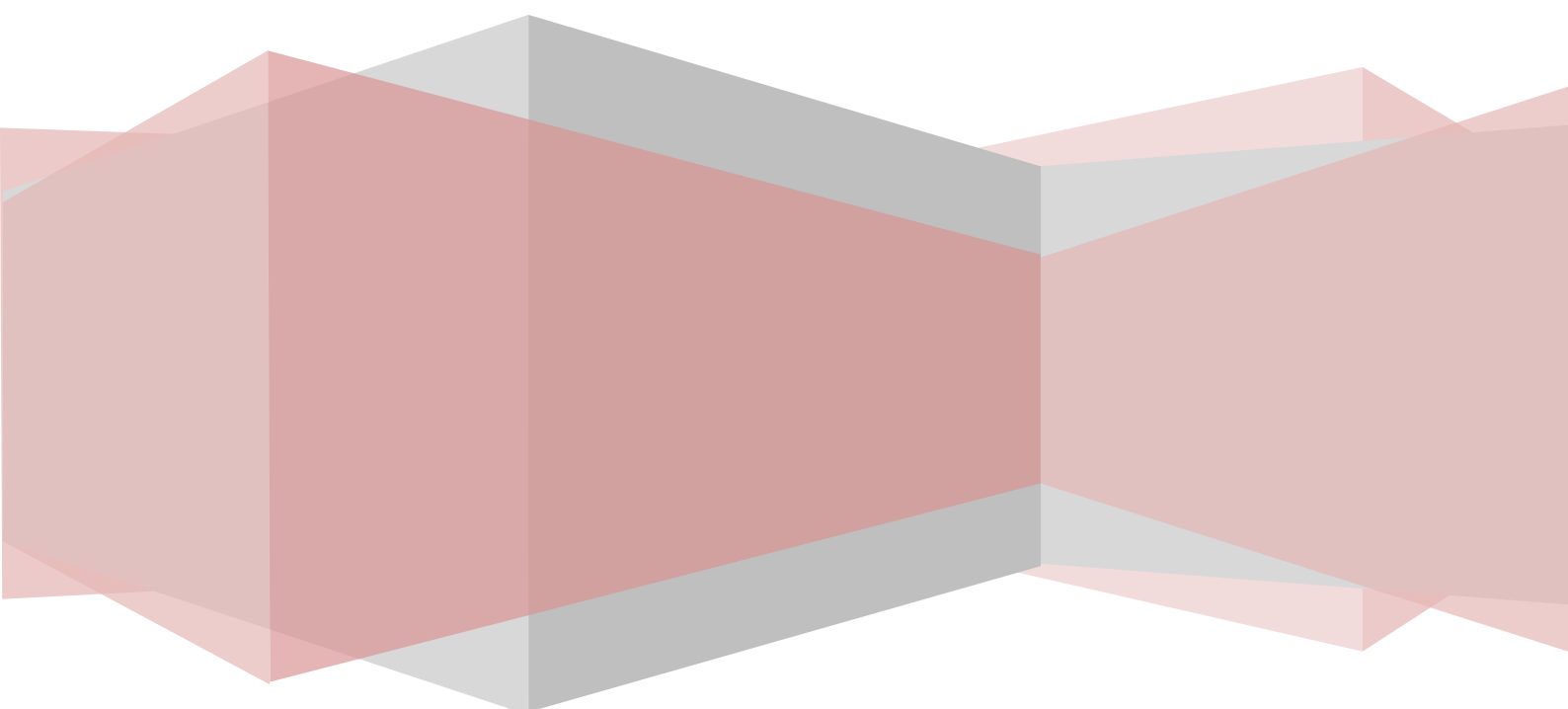
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Review Record

| Reviewer | Trustee Approved | Changes Made | Version No. | Date |
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| Alan Webb | | Cover pages added | 1.0 | Apr 08 |
| Alan Webb | | Review, numbering | 1.1 | Jul 10 |
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1.0 Terminology and Cross Reference

- 1.1 The term “staff” refers to employees, volunteers and trustees.
- 1.2 The term “senior staff” refers to the full-time employees.
- 1.3 The term “workers” refers to those employed as youth workers.
- 1.4 The term “volunteers” refers to those that are formally contracted to assist youth workers.

2.0 Policy

The Connections Bus Project will:

- look carefully at its activities and ways of working and seek, wherever possible, to reduce the environmental impact of these.
- ensure that the protection and enhancement of the environment, and sustainable development, is included in its educational and other activities provided for young people.
- encourage staff and users of the charity to make suggestions to senior staff for ways the charity could be more environmentally friendly.

3.0 Procedures

3.1 Premises (office and buses) Management

Staff will take action to reduce energy consumption and waste, for instance:

3.1.1 In the office:

- ensuring that lights are not left on when the premises are unoccupied.
- that rooms are not heated unnecessarily.
- by switching off appliances such as computers, printers etc when not in use.
- photocopying and keeping hard copies of documents only when absolutely needed.
- by using only as much water, and heating it for drinks, as is needed.

3.1.2 On the bus:

- turn off the engine and do not leave idling when not required.
- run the heating/cooling system only as needed, and to the lowest setting commensurate with a comfortable environment.
- turn off electrical appliances including computers and sound equipment when not in use for a prolonged period.
- encourage staff and bus users to move away from the use of bottled water and to use tap water instead.

3.2 Purchasing Policy

3.2.1 In making purchasing decisions staff will consider:

- Whether the product or service is needed in the first place and whether less of the product could be used?

- Could a lower specification material be used?
- Is the product manufactured using reused, recycled or renewable raw materials?
- Can the product be reused or recycled once it is obsolete?
- Is the product fair-trade or local produce?

3.2.2 Whilst products and services must be obtained at the lowest possible price preference should be given to environmentally friendly products and services if these are available for the same money.

3.3 Recycling

- A scrap paper box will be kept in the office for use as memo pads, photocopying, and other relevant uses. However, confidential waste must be disposed of by shredding.
- Ink cartridges will be recycled in the box provided by Histon Baptist Church
- All paper and cardboard waste will be disposed of in the appropriate recycling bin.
- Items of office furniture/equipment will be offered to other groups when surplus to requirements

3.4 Travel & Transport

- Staff will be actively encouraged to use public transport and where possible to car share.
- Where ever possible meetings and events will be arranged at venues accessible by public transport, bicycles or on foot.

3.5 Electronic Communication

- Where possible e-mail will be used to cut down on use of paper & envelopes.
- Store documents electronically if possible, ensuring there are adequate safeguards with back-ups.