

# **STAPLE HILL COMMUNITY HUB Environmental Sustainability Policy**

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## **1. Environmental Sustainability Statement**

STAPLE HILL COMMUNITY HUB recognises its responsibilities to the environment. We believe that the protection of the environment is the duty of all responsible organisations and is committed to the principles of sustainability.

STAPLE HILL COMMUNITY HUB recognises that its activities have potential impact on the environment and is committed to meet and, wherever practical, exceed the requirements of all relevant legislation.

We will adopt and aim to apply the principles of sustainable development - that is, development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

## **2. Aims**

In its aim to serve the community STAPLE HILL COMMUNITY HUB will need to demonstrate good environment practices and seek to influence its staff members/volunteers and suppliers. It also aims to protect the environment by ensuring the sustainable use and disposal of scarce resources.

We 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 to the extent possible
- 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 staff members/volunteers and trustees to walk, use public transport, travel by bicycles or car share when travelling as part of their job
- Ensure that when travelling by public transport staff members/volunteers book tickets in advance
- Ensure that staff members/volunteers undertaking a business journey identify the cheapest method of travel - either by public transport or if more than one person is going to the same meeting/event, to identify others to car share with including arranging a suitable the pick-up/drop-off point

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Reviewed : January 2022

Next Review Date: 3yrs or change in legislation

- Advocate cycle to work schemes
- 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
- Promote and share good practice with other organisations

### **3. Staff and Volunteers' Induction and Training**

During the staff member/volunteer induction period staff members/volunteers will be made aware of organisational policies and the responsibilities of staff members/volunteers to maintain these practices and relevant specialist training agreed.

### **4. Review of This Policy**

STAPLE HILL COMMUNITY HUB's commitment to environmental sustainability is an active one. This document should be reviewed on a regular basis as part of this active commitment.

STAPLE HILL COMMUNITY HUB's environment sustainability policy will be reviewed in consultation with staff members/volunteers as and when required and in line with changes in legislation and agreed by the Board of Trustees.

Date Agreed by Board of Trustees: 21.2.13

1st review: June 2016

2nd review: January 2022

Next review: No later than January 2025

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