

**NORTHDALE**

**POLICY AND PROCEDURE**

**ENVIRONMENTAL POLICY**

**Policy Statement**

Northdale acknowledges its role in promoting a healthy and sustainable environment and its responsibility to play a part in addressing environmental concerns, both for its own sake and that of the environment.

Our commitment to the environment is such that a Trustee will be appointed to oversee the implementation of this policy and to make recommendations to the Board of Trustees for continued improvements.

**Procedure**

Northdale will demonstrate this commitment in the following ways:

**Legal Compliance**

* Comply with all relevant environmental legislation and regulations that affect the organisation

**Waste Solutions.** It should be noted that the following list is not exhaustive.

* Implement a dynamic waste recycling system for paper, cardboard, plastics and metal
* Collect spent compost and use on site
* Encourage sharing of copies of agenda and minutes by people in meetings
* Internal documents to be printed in draft quality black
* Maintain a central ordering system with appropriate controls
* Print documents only if necessary and in black if appropriate
* Promote waste solutions by putting a line at the bottom of each staff member’s email saying “Please don’t print this email unless absolutely necessary”
* Purchase recycled paper wherever possible
* Reuse incoming packaging materials such as boxes and envelopes
* Share office supplies and have them centralised
* Use china cups and hard plastic drinking glasses where possible as opposed to disposable alternatives
* Use duplex printing as a default setting
* Using scrap paper for note taking, printing draft copies, etc.
* Reduce the number of printers by linking all PCs and laptops to a central printer.

**Energy Use**

* Investigate practicality of installing motion activated lighting where appropriate
* Monitor building temperature via room thermometers and conduct a formal monitoring review twice each year
* Switch off lights when not use in use provided this is the cheapest alternative and that access and safety issues are not compromised
* Turn off the computer including monitors at the end of day, or if they will not be used for a few hours
* Use energy efficient lights when possible
* Use natural light as much as possible
* Use the central heating only when necessary to maintain an adequate working temperature
* Transfer electricity supply to a ‘Green’ supplier
* Continue use of solar energy

**Transport Solutions**

* Actively lobby for footpath/cycle path between Northallerton and Northdale
* Encourage car sharing but with due regard for the safeguarding policy
* Encourage employees to car share when traveling to and from work and to visit partner and other organisations where this is practical. Using public transport is not an option at present; this will be encouraged should this medium of transport become more accessible to our location in the future.
* Begin carbon offsetting vans and buses
* Ensure all replacement vehicles are the most environmentally efficient in their class.
* Encourage meetings to be held online to reduce the requirement to travel.

**Purchasing and Procurement**

* Be aware of the environmental effects of products and the credentials of their suppliers, making a conscious decision to choose those who have sound environmental practices
* Give consideration to the purchase and installation of energy efficient and/or renewable energy resources
* Purchase Fair trade tea, coffee and sugar
* Endeavour purchase at least 20% locally sourced ingredients for catering group.
* Purchase recycled plant pots and offer plant pot return service to customers
* Purchase 40% peat free compost and aim to be completely peat free within the next 3 years for commercial purposes. Compost for general sale will be peat free from 2024.
* Support local enterprises where possible and practical

**Water Conversation**

* Encourage employees to conserve water by turning off taps when not in use
* Install rainwater storage equipment
* Repair promptly any dripping taps etc.
* Use dual toilet flush systems where is possible.

**Training Requirements**

All members of Staff, Volunteers and Service Users will be briefed on this requirement on induction and encouraged to participate in its continued implementation.

**Related Policies and Procedures**

HASAW

Risk Assessment

Safeguarding Vulnerable People