

| | |
|--------------------------------|--|
| Title of policy: | Environmental Policy |
| Date of original issue: | September 2019 |
| Date of this version: | September 2022 |
| Version: | 1.1 |
| Author: | Development & Engagement Lead |
| Owned by: | Chief Executive |
| Approved by/date: | Board of Trustees |
| Date of next review: | September 2025 [3 years from approval] |

Related policies, procedures and guidance:

This is a discretionary policy which does not form part of a contract of employment. The Board of Trustees of Carers in Bedfordshire may vary or amend the policy as it deems necessary.

Policy statement

Carers in Bedfordshire is committed to identifying and rectifying any of our practices which are wasteful and harmful to the environment. We recognise that in some cases, addressing these can achieve cost savings or more efficient ways of working.

This Environment Policy covers all aspects of Carers in Bedfordshire operations - from good housekeeping measures to environmentally sound decision making. The policy also commits us to sourcing suppliers and services that adhere to environmentally sound ways of operating.

Notwithstanding the provisions of specific statutes applicable to environmental law, Carers in Bedfordshire is mindful of the impact which its day-to-day business activities may have upon the environment. It recognises that harm may be caused to the environment not only as a result of pollution, or output, but also indirectly as a result of utilisation of natural resources of energy and materials. Accordingly, it examines the effect of the whole of its operations from an environmental point of view and introduces measures to ensure that environmental considerations are integrated within its policies and practices.

The British Standards Institute has published BS 7750, which aim to help organisations establish an effective management system for sound environmental practice, and to form a basis for

environmental auditing. The standard specifies requirements for the development, implementation and maintenance of an environmental management system (EMS). BS 7750 is aimed primarily at organisations whose activities will have an environmental effect as a result, say, of emissions to land, air or water. The activities of Carers in Bedfordshire are not relevant in this respect. However, this Statement has regard to all the practical advice contained within BS 7750.

Policy implementation

Responsibility for the implementation of the Environmental Policy rests with the Chief Executive and is delegated to the Leads. Leads have a responsibility for ensuring that the environmental policy is properly implemented in services and premises.

Carers in Bedfordshire has identified a "Four Point Plan" to pursue those environmental matters which are most relevant to its activities.

These are:

- (a) Energy Efficiency and Global Warming.
- (b) Efficient use of all energy supplies
- (c) Recycling and the Disposal of Waste.
- (d) Use of products from sustainable sources whenever financially possible.

Carers in Bedfordshire will minimise any disturbance to the local and global environment and to the quality of life of the local community. It will comply fully with all statutory regulations applicable to the sites on which it operates, and maintain the appearance of the premises to the highest practical standards.

The 3 R's: Reduce, Reuse, Recycle

Carers in Bedfordshire will practise the principles of the 3Rs: **Reduce, Reuse, Recycle**

Reduce waste where possible by thinking about what we buy and how we use it.

- Non-essential documents, publications and emails will not be printed.
- We will regularly review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money.
- We will endeavour to avoid disposable cups and food packaging for events and activities.
- We will ensure all printing and photocopying is done on double-sided paper.
- We will use low energy light bulbs in offices
- We will reduce use of electricity through reminders to switch off lights and PCs
- We will monitor office temperatures to reduce energy use on heating/cooling
- We will promote water efficiency through signage in washrooms and kitchens

Reuse wherever possible by trying to find a second life for items especially paper and office stationery.

- Scrap paper will be used in printers, for taking messages and writing notes or draft copies of documents.

- Envelopes and packaging will be reused where possible.

Recycle where reduce or re use are not possible

- Carers in Bedfordshire will have a nominated person who will have the responsibility to recycle paper, cardboard, toner cartridges and inkjets.
- If office furniture or IT equipment is being replaced then Carers in Bedfordshire will seek to have those items reused or recycled.

Additional steps we will take:

- Buy recycled paper. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers; any additional purchasing costs will be balanced against reduced consumption.
- Seek to purchase fair traded and environmentally sound goods.
- Promote car sharing, including through the travel expense procedure
- Promote the use of cycling and walking as the main means of travel to local meetings. Use online alternatives to face to face meetings where practicable.
- Seek to minimise the use of energy in its activities. Only switch on lights and equipment when needed. Keep heating to a minimum and regular check the thermostat.
- Encourage staff, volunteers and visitors to suggest further steps that we can take to continually improve our environmental practices; appoint Energy Champions to embed and promote further improvements to reduce waste.

Operational practices

A recycling bin for Paper, Cans, Plastic Bottles and cardboard is situated outside the Bedford office premises. We also have a shredding machine in the main office for shredding confidential data; the shredded paper is then recycled for packaging or animal bedding.

We are mindful of the electricity use. We turn off lights when not in use and don't leave taps running or waste hot water. We follow the principle that we should act locally, but think globally.

Whenever financially and operationally practicable, we buy our stock from local manufacturers guaranteeing their supplies are made from sustainable sources (e.g. furniture made from sustainable forest wood, paper that has been recycled).

Policy Review

This policy and its operational implementation will be reviewed annually and reviewed by Carers in Bedfordshire trustees 3 yearly.