



## Environmental Statement

As an organisation aiming to improve our local environment we need to lead by example. We recognise that our operations have an effect on the local, regional and global environment. As a consequence of this, Communityworks is committed to continuous improvements in environmental performance and the prevention of pollution, to minimise our carbon footprint.

Communityworks regards the need for an Environmental Statement of good practice within its business as an essential part of its responsibilities. Furthermore, it regards the promotion of environmental issues as a mutual objective for all staff.

The following statements are issued as a guideline and will be added to as and when good practice demonstrates a need for review or additional actions:

- a. All suitable waste paper is placed in the recycling container
- b. The immediate vicinity of the building will be kept free of litter
- c. All photocopying will be kept to a minimum and be double sided and black and white where possible/suitable
- d. All laser printer toner cartridge will be dispatched for recycling
- e. Only energy saving light bulbs to be used, where possible
- f. All future computer monitors to be low radiation models
- g. Lights to be turned out in all empty rooms
- h. Laminating will be kept to a minimum
- i. Doors to be kept closed to maintain heat in a room
- j. When staff are travelling to outside locations, they will share vehicles where possible
- k. Where possible intercepted food will be sourced and used
- l. All staff will adhere to COSHH\*/RIDDOR\* regulations
- m. All staff will encourage people accessing CW to be environmentally friendly and we will support proactive initiatives to improve the local environment.

**Purchasing behaviour:** We will seek to address its impact on the environment through the adoption of a sustainable procurement policy. Where relevant, products that meet national/international standards will be used, such as the fsc mark for wood, peat-free soil, fair-trade for certain food and drink products. In terms of food supplies local suppliers and caterers will be used when possible. Paper will be recycled paper.

**Monitoring:** We will regularly conduct self-evaluation of our performance.

This policy will be reviewed annually and presented for approval if amendments are made.

\*Control of Substances Hazardous to Health Regulations 2002

\*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

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