



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. Therefore, Communityworks is committed to continuous improvements in environmental performance and the prevention of pollution, to minimise our carbon footprint.

Staff Engagement

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. We will promote responsibility for the environment and communicate and implement this policy across the organisation. All employees should think about and be familiar with the environmental requirements relevant to their role and responsibilities, including exploring the carbon footprint and impact of specific areas of work. They will take responsibility for thinking about their own impact on the environment while in the workplace or working from home, sharing ideas on how to reduce personal impact. This policy will be shared with staff during induction, as part of regular policy reviews, and used when shaping new projects or initiatives. We encourage staff to think about their knowledge of environmental impact when considering their learning and development needs.

Ways of working and operations

As an organisation, we commit to taking practical steps to reduce our resource usage and carbon emissions, as well as finding innovative solutions to operational challenges. This may include decisions between the most cost effective and the “greenest” options, which will require budget consideration.

The waste hierarchy identifies ways to be more environmentally friendly, in priority order.

1. **Eliminate** - Avoid producing waste in the first place
2. **Reduce** - Minimise the amount of waste you do produce
3. **Re-Use** - Use items as many times as possible
4. **Recycle** - Recycle what you can only after you have re-used it.
5. **Dispose** - Dispose of what's left in a responsible way

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. Buy UK, ideally local, instead of overseas produced food (and other materials) and try to buy in-season foods – it's cheaper, healthier, reduces air miles and supports local businesses.
- b. Where possible intercepted food will be sourced and used
- c. When ordering stationery and resources etc, do so in bulk. It costs less and reduces transport costs.

[Jun08Apr10Nov11Feb13Feb14May15Apr16Apr17Apr18Apr19Apr20-Oct 22Feb23]Feb24

- d. Where practicable buy products manufactured from recycled waste.
- e. Rather than printing leaflets, posters, etc create digital versions - not only more eco-friendly, these are also easier to share and cost less.
- f. Don't automatically print e-mails and documents. Retaining them on the hard drive reduces toner and paper usage, and you can find them again, if you need to.
- g. All photocopying will be kept to a minimum and be double sided and black and white where possible/suitable. Unused or single copied paper should be recycled as scrap paper.
- h. All laser printer toner cartridge will be dispatched for recycling
- i. Laminating will be kept to an absolute minimum
- j. All suitable wastepaper is placed in the recycling container
- k. If you do need to use disposable plates/cutlery at an event, buy cardboard, not plastic.
- l. If it is practicable rechargeable batteries should be used, this is both economical and is far better for the environment.
- m. Include energy efficiency in your purchasing of electronic equipment - you'll use less energy, when you use them, and less waste when you dispose of them.
- n. Hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc, and electrical items must be disposed of properly and not simply dumped in the bin.
- o. Utility providers will use renewable energy at 100% where possible (electricity). Replacement heating systems will be carbon neutral.
- p. Only energy saving light bulbs to be used, where possible and replacement light fittings will be LED.
- q. All future computer monitors to be low radiation models
- r. Lights must be turned off and computers, monitors and other equipment when not in use.
- s. Doors to be kept closed to maintain heat in a room
- t. All staff will adhere to COSHH*/RIDDOR* regulations
- u. All staff will encourage people accessing CW to be environmentally friendly
- v. The immediate vicinity of the building will be kept free of litter, and we will support proactive initiatives to improve the local environment.
- w. When staff are travelling to outside locations, they will share vehicles where possible

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 will be used when possible. Paper will be recycled paper – unless intercepted.

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