



Environment Policy

effective from January 2008

Introduction

As a service-based voluntary organisation, operating within rented accommodation and with no manufacturing and limited transportation facilities, Lancaster District CVS's exposure to environmental risk is limited, as is its ability to control the environmental impact of its activities.

However:

- LDCVS is committed to following the best environmental practices in the day-to-day conduct of the charity and management of its resources and facilities.
- In addition LDCVS believes that it has a moral and ethical obligation to encourage its member organizations to operate in a manner that, wherever possible, affords protection towards the environment in which we live and operate.

The policy provides for the promotion of an understanding of environmental consideration and all managers are directed to encourage staff to follow the good practice outlined in the policy at all times. The aims of the LDCVS environmental policy are:

- to take all practical steps to ensure that LDCVS activities have the minimum negative impact on the environment
- to achieve the most economic and careful use of fuel and energy
- to minimise the production of waste
- to make the maximum practical use of recycling
- to reduce the environmental impact of transport
- to encourage member organizations of LDCVS to adopt an environmental policy.

The policy also provides that the Executive is ultimately responsible for ensuring that the obligations imposed by all current and future environmental legislation are met. Responsibility for the co-ordination of the policy throughout LDCVS rests with the Executive, with the Chief Officer having specific responsibility. The policy is administered by the Deputy Chief Officer.

Specialist web sites / advisors such as 'The Carbon Trust' will be consulted, if appropriate, to ensure that best practice is followed, and to ensure that LDCVS is aware of potential opportunities to improve performance and that all legislative and statutory requirements are met.

This policy will be reviewed regularly - usually on an annual basis, or, if LDCVS's activities change significantly.

We welcome discussion, suggestion and feedback from our staff and others.



Policy

This policy is a guide to reducing the environmental and subsequent social impact that the day-to-day activity of LDCVS has in its work.

It is our policy to:

- Integrate environmental management into our day-to-day business operations to ensure environmental issues are addressed, whilst providing an excellent service to the Lancaster District VCFS sector.
- Comply with all relevant environmental legislation, regulations and requirements, which we will monitor by accessing relevant web pages.

LDCVS understands that its actions have an impact not only on members, staff and suppliers, but also a wider impact upon the Environment. We will adopt an “environmentally friendly” approach at work in a number of ways:

Waste

- Compost food waste.
- Recycle all paper, cardboard, glass, metal in the appropriate recycling bins.
- Collect tinfoil, used stamps and re-usable envelopes.
- Crush all other waste to minimise space.
- Recycle all ink cartridges from printers, faxes etc, with empty cartridges being donated to appropriate member charities for their fundraising purposes.
- Consider whether ‘hard copies’ of documents, emails etc are necessary.

Stationery / Consumables

- A responsible attitude will be taken by LDCVS in the production of all marketing material. The amount of waste paper and ink will be monitored and paper usage will be considered in the design and production of new material.
- Where possible, we will source and buy products locally, so as to minimise fuel costs.
- We will minimise packaging, whilst at the same time protecting products from damage whilst in transit to clients.
- We will work with, wherever possible, suppliers and distributors who take steps to work in an environmentally-responsible manner.
- We will where possible use electronic means of communication
- We will where possible Purchase and use recycled paper and card.
- Re-use envelopes, paper and use re-use labels where appropriate.
- We will where possible avoid PVC folders and wallets and instead use other plastic and card substitutes.

Energy

LDCVS occupies premises at an all inclusive rent and the responsibility of purchasing energy lies with the landlord. LDCVS will encourage its Landlord to purchase energy from sustainable sources. However, clearly there is also a need to conserve energy consumption, we will:



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- Switch off lights when leaving a room for a significant amount of time.
- Turn radiators down when leaving for the weekend.
- Close windows at the end of the day.
- When not in use put photocopier and other appliances on stand-by.
- When not in use for an extended period eg overnight or weekend we will turn off the photocopier and other appliances.
- Use low energy equipment.
- Encourage sensible energy use.

Water

LDCVS occupies premises at an all inclusive rent and the responsibility of water control lies with the landlord. LDCVS will encourage its Landlord to initiate water conservation techniques such as

- Using the low flush option on toilets when possible.
- Conserving water when cleaning etc.
- Only using environmentally-friendly cleaning products.

Transport

Vehicle use will be kept to a minimum and we will encourage walking, cycling and the use of public transport.

Air Quality

- Encourage the use of indoor plants to clean the air.
- Avoid using aerosol paints and cleaners.
- Avoid solvent correction fluids, marker pens, paints etc. and use water based alternatives.
- Hold a preference for products made from natural materials like wood and avoid foam-backed carpets and other synthetic furniture made from MDF etc.

Food

We probably have our greatest impact on the environment and on our health through the food we eat. We will therefore encourage people to purchase local produce, organic and cruelty free foods.