

Spiral Sussex

Environmental

Policy and Procedure

November 2018

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This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 6th November 2018

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 6th November 2018

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

Spiral Sussex Environmental Policy and Procedure

Policy

Spiral Sussex is committed to ensuring that environmental impact is considered in the delivery of activities and services and that the most environmentally friendly practices are adopted where possible. Spiral Sussex's commitment to energy saving and reduction of waste is laid out in this policy and procedure.

Spiral Sussex will ensure that all resources are used efficiently and responsibly. Spiral Sussex considers purchases of items of services based on:

- Quality of product/service
- Location
- Time
- Cost
- The impact on the environment

Whenever purchasing services or items, Spiral Sussex will seek to obtain best value and good quality. Where appropriate, obtaining comparative quotes prior to making purchases.

Procedure

In the Spiral Sussex office and activity premises, we will:-

- turn off the lights overnight and not use lighting unnecessarily during daylight hours
- turn off all office equipment overnight
- ensure heating is turned off when not required
- ensure portable electronic equipment is only charged for the time needed and is not left plugged in unnecessarily
- only use photocopiers and printers when necessary

- include an alert on the signature strip of all emails sent by office staff to remind others not to print the email unless necessary
- ensure facilities for storing bicycles at the premises are provided
- provide mugs and glasses for all drinks, and ensure the use of disposable cups is kept to a minimum and only when necessary for particular events
- ensure the office environment is kept tidy and cleaned effectively daily

Concerning office supplies and their use, we will:-

- only order recycled paper products, where appropriate
- maintain a stationary store, only ordering the necessary quantity of supplies, re-using old folders and files and other stationary equipment, where possible
- encourage staff to use the reverse side of old documents for scrap paper or drafts use a recycle container for waste paper where appropriate
- ensure printer and toner cartridges are recycled
- use rechargeable batteries, not disposable batteries, for equipment requiring them
- communicate via e-mail rather than via hard copy correspondence, where possible
- ensure that any local cleaning products ordered and used by Spiral Sussex staff for office use are chemical-free
- use electronic copies of documents for meetings where possible (e.g. Executive Committee Meetings)

Regarding our services and activities being run at other premises or in the community, we will:-

- follow any local arrangements for recycling which may be available to us
- ensure arrangements exist for the safe disposal of clinical waste
- ensure litter is properly disposed of, by either following local arrangements or by ensuring litter is returned to the Spiral Sussex office for disposal

Audit Guidance

Check	Evidence
Are all office staff aware of this policy and the provisions within it?	Ask staff
What steps are staff taking to ensure best practice re lessening environmental impact?	Ask staff to provide examples
Is best value for money and low environmental impact being achieved?	Check purchase records and speak to senior staff
Are quotes being obtained before purchasing services or items?	Check purchase records and speak to senior staff
Are good quality items being purchased?	Check purchase records and speak to senior staff