



## A really useful place for community groups

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# Environmental policy

This is the Environmental Policy of Brighton & Hove Social Welfare & Educational Trust Ltd.

This policy and the way in which it operates will be reviewed every 2 years.

The policy was reviewed in June 2019.

Signed:

Date:

Director of B&H SWET Ltd (the employer)

## 1. Introduction

- 1.1. The Resource Centre is committed to running our organisation in the most environmentally sustainable way possible. This policy sets out the steps taken by the Resource Centre to minimise damaging environmental impacts and support sustainable practices.

## 2. Scope

- 2.1. This policy covers all aspects of our management and delivery of the Resource Centre's work, in particular:
  - 2.1.1. Our equipment services
  - 2.1.2. Heating and lighting within the Centre
  - 2.1.3. Electrical equipment in the Centre
  - 2.1.4. Chemicals
  - 2.1.5. Transport
  - 2.1.6. Purchasing of supplies
  - 2.1.7. Waste and recycling

## 3. Equipment services

- 3.1. The Resource Centre's equipment services are designed to enable efficient use of resources by the voluntary and community sector in Brighton & Hove.
- 3.2. By making available a shared pool of equipment for hire, we enable hundreds of groups in the city to:
  - 3.2.1. **Reduce** their individual consumption of resources
  - 3.2.2. **Reuse** equipment without having to store it
  - 3.2.3. Return equipment to a central point for **repair** if it becomes damaged
- 3.3. By providing a community print room, we enable hundreds of groups to:
  - 3.3.1. **Share** the maintenance and repair of a few print machines, rather than purchasing their own
  - 3.3.2. **Minimise waste**, by printing only the number of leaflets or newsletters they need
  - 3.3.3. Print **locally**, rather than adding to transport impacts by sending their printing to be done remotely
  - 3.3.4. Use **recycled paper** at no additional cost

## 4. Heating and lighting

- 4.1. In selecting an electricity supplier, we consider the proportion of renewable energy sources alongside cost. Our current electricity supplier is Solarplicity and we are on a 100% renewable tariff.
- 4.2. Our gas supply is shared with BUCFP, and we do not have control over the choice of supplier.
- 4.3. We use LED light bulbs throughout the building.
- 4.4. We have an efficient combi boiler for our hot water, which is regularly maintained. Our central heating relies on an older boiler, which will need to be replaced within a few years.
- 4.5. We use thermostatic valves on all radiators, to control the temperature in each area of the building.

4.6. Our energy efficiency review in 2016 identified the following areas for future action. We have agreed to pursue these when funds permit:

- 4.6.1. Replace the print room doors with better insulated doors
- 4.6.2. Replace the central heating boiler with a new condensing boiler
- 4.6.3. Secondary double glazing on large windows

## 5. Electrical equipment within the Centre

- 5.1. All computers in the Centre are set to save power by going to sleep after 30 minutes without being used.
- 5.2. We turn off all electrical equipment (except the laser copier, server, router, telephone system and fridge) at the wall at the end of each day.
- 5.3. Our energy efficiency review in 2016 identified the following areas for future action:
  - 5.3.1. When fridge is replaced, purchase an A++ rated model

## 6. Chemicals

- 6.1. We use chemicals for cleaning and maintaining our print and hire equipment, and for cleaning the premises.
- 6.2. All chemicals are used and disposed of in accordance with the COSHH regulations (see Health & Safety Procedures for more details).

## 7. Transport

- 7.1. All our staff travel to work on foot, by bicycle or on public transport.
- 7.2. We do not provide car parking facilities, but we have ensured there are bike parking spaces outside the building.
- 7.3. When organising events, we ensure that we use venues that are easily accessible by public transport.

## 8. Purchasing of supplies

- 8.1. We buy catering supplies from local shops, using Fair trade brands whenever possible.
- 8.2. We minimise plastic waste by buying cleaning products in bulk and refilling containers.

## 9. Waste and recycling

- 9.1. We **reuse** cardboard boxes and packaging, and encourage Centre users to do so
- 9.2. We always attempt to **repair** equipment before disposing of it. If we are disposing of any equipment that can still be used, we give it away to other local community groups.
- 9.3. We **recycle** all paper, cardboard, glass, plastic and batteries, using Magpie's collection service.
- 9.4. We **recycle** used ink and toner cartridges.

## 10. Monitoring and review

- 10.1. We carried out an internal energy efficiency review in December 2016, and recommendations from that process are incorporated into this policy.
- 10.2. This policy will be reviewed in June 2020