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Friends of Cathja
ENVIRONMENTAL POLICY

Approved by the Board of Trustees

Friends of Cathja Environmental Policy

A commitment to this policy forms part of the Friends of Cathja Conditions of Service for paid members of staff; however the policy itself may be changed from time to time.

1. Statement of belief

Friends of Cathja believes that everyone contributes to environment protection and therefore it is crucial that all staff and volunteers should comply with this policy.

2. Statement of intent

The Friends of Cathja has the intent to apply the principle of sustainable development, i.e. a development which sustains our present need without compromising the future needs of ourselves and others.

3. Responsibility

The Friends of Cathja Board of Trustees take responsibility for ensuring the effective implementation of this policy throughout the organisation.

4. Implementation

a) The environmental policy will be applied in all operational areas of this Organisation.

How to achieve this.

Key targets for first year.

- Switch to a Green Electricity Supplier.
 - Ensure all light bulbs are energy efficient.
 - Place recycle bins throughout the office to encourage and promote the separation of items for recycling.
 - Consistently check sources of external draughts, such as gaps in windows, with a view to making them energy efficient where possible, in a cost effective way i.e. making them draught proof with strip insulation.

- Control the use of boiler and heated water.
- Turn all the electrical equipment off when leaving the premises and limit the use of full heating in day time.

HEATING.

i) Temperature setting.

The recommended office temperature in winter is 19C. It is advised to get a Thermometer and to regularly check the temperature. Every degree above 19C in Winter uses 10% extra energy, which means 10% extra costs and 10% on climate crisis gas emissions.

There should be an allocation of management responsibility for temperature level settings.

It is crucial that hot water settings are correctly set. The minimum should be 55C but the maximum should be no more than 60C.

ii) Heating controls.

Copies of boiler/timer manuals should be easily available for current and future staff.

Electronic heaters on external walls should have reflective insulation installed behind them.

Next steps

Invest in a Thermometer.

A hot water controller should be installed ASAP. This guarantees that hot water is on only when needed.

ELECTRICITY.

i) Green Energy

When buying new electronic equipment, the A++ standard energy efficiency should be included in the selection criteria.

Green energy tariff - To change energy supplier to one that supplies 100% renewable electricity is the quickest way to decrease carbon emissions from electricity use.

ii) Lighting.

In the UK, lighting accounts for 7% of total energy production. Energy saving bulbs can use up to 80% less electricity than traditional bulbs.

Current good practice.

- ✓ Fluorescent lamps are used.
- ✓ Wasteful halogen lamps are avoided.

Next steps.

Where new lightings are installed, it is crucial to install fittings that use energy saving lamps or LEDs.

When the fluorescent tubes are replaced, the use of the latest LED tube technology should be taken into account. A wide range of energy saving bulbs are available online at www.ebulbshop.com or www.commercial-lamps.co.uk or www.bltdirect.co.uk.

INFORMATION TECHNOLOGY

Current good practice.

- ✓ Flat screens computer monitor screens are in place. The flat screens use only 11 Watts of power and 0.6 on standby.

Next steps.

Should the desktops need to be changed, it is better to replace them with laptops, as these save more energy. Moreover this can prevent overheating in summer.

Put labels on the equipment to remind staff to turn them off when not in use.

It should always be taken into consideration that PCs have a range of power consumption settings. Staff should be trained to minimise power consumption.

WATER.

Next steps.

Consider changing the flush on the toilet to dual.

Hippo the Water Saver is a robust polyethylene bag which sits at the bottom of the cistern. When the toilet is flushed, up to 3 litres of water is held in the Hippo preventing it from going down the toilet. To prevent the water in the Hippo from stagnating, a small hole in its bottom lets water slowly circulate throughout the cistern.

A FREE Hippo can be obtained by visiting the Thames Water [Order a water-saving device form](#). Customers of [Thames Water](#) can request up to fifty FREE Hippos.

Check that flow regulators are installed in all sink units.

RECYCLING AND WASTE REDUCTION.

Current Good Practice.

- ✓ Scrap paper is re-used.
- ✓ Recycling bins for paper are available next to desks.
- ✓ Milk Cartons get recycled.

Next Steps.

It is necessary to check that all types of paper are recycled.

Recycle bins should be labelled with what can be recycled.

Non-recyclable items should be placed in separate bins.

One person should be in charge of recycling .

PURCHASING.

Current Good Practice

- ✓ Plastic bottles are recycled.
- ✓ Ecover cleaning products are used.
- ✓ Mugs and real glasses are also available.

Next Steps.

Check whether milk in returnable glass is available in the area.

Use recycled bathroom paper.

Buy re-used furniture as and when necessary.

Buy wood products that are FSC certified (Forest Stewardship Council).

Consider asking general suppliers about their environmental policies.

PRINT AND PUBLICITIES

Posters, publications, headed notepaper and compliment slips should be printed on recycled paper.

Only print when necessary.

EVENTS

At each event, one person should always be responsible for energy efficiency/recycling.

There should be an eco checklist for events.

Whenever a venue is selected, it is important to take into consideration their eco-policy as part of the selection criteria.

Disposable crockery and cutlery should be avoided.

When choosing wine or other drinks, miles should be considered.

Use tap water rather than bottled water.

English apple juice is more environmentally friendly than orange or tropical juice.

People should be encouraged to use sustainable transport methods, - provide local transport information.

ECO-AUDIT IMPLEMENTATION.

The eco-audit should be e-mailed to all staff.

In meetings, the progress on the implementation of eco-audit should be regularly considered.

There should be supervision of waste reduction, recycling and energy efficiency initiatives.

The management should discuss with staff how to implement and improve the environmental policy.

Note, investments in water saving devices from the Water Technology list qualify for tax relief via the Enhanced Capital Allowance Scheme. www.eca-water.gov.uk

Energy-Efficiency Loans from the Carbon Trust help save money when you replace or upgrade existing equipment with a more energy-efficient version.

Small or medium-sized enterprise (SME) in England can borrow £5,000 to £100,000 unsecured and interest free loans to fund projects such as lighting, boilers or insulation.

<http://www.carbontrust.co.uk/energy/takingaction/loans.htm>

Environmental performance should be placed in the website, including how members should take action.

There is now a whole range of funding streams available to fund environmental initiatives. London Community Recycling Initiative provides a monthly email update on such funding.

www.lcrn.org.uk

Minimize the use of all materials and supplies.

We expect these environmental standards to be applied by everyone who is involved in our work.

HOW TO ACHIEVE THIS.

Board of Trustees (policy and management recommendations):

The environmental policy should be updated after the eco- audit report has been considered. Staff and volunteers should be included in the process.

This report should be presented to the Board as information as their recommendations and approvals are required.

Staff and volunteers:

It is important to ensure that environmental procedures are included in inductions for new staff.

A member of staff should be responsible for the implementation of recommendations in developing the environmental policy.

In case of hiring external consultants, ask about their environmental policy.

Staff and volunteers should be trained to always apply this environmental policy.

5. Service provision

Friends of Cathja will ensure that in planning, delivering and monitoring strategies and policies, environmental issues are considered at all stages.

6. Monitoring and evaluation

To evaluate the effectiveness of the Environmental Policy, Friends of Cathja will undertake an annual review to ensure our aims are being implemented.