

**LANE END FARM TRUST**

**Environmental Policy**

**Environmental Policy Statement**

At Lane End Farm Trust we recognise that all our activities have environmental impacts. Our organisation has a role to play in protecting the environment and can make a difference.

Staff, Trustees and Volunteers will consider the effects of their activities on the local and global environment and take appropriate action to minimise use of resources.

All stakeholders will be encouraged to undertake actions, as outlined in the Environmental Procedures for Lane End Farm Trust, which aim to minimise environmental impact at a local level.

It is our intention to:

1. Comply with and aim to exceed all relevant environmental legislation and regulations and with other requirements and standards to which we subscribe (see Appendix 1 of Procedures)

2. Set ourselves targets with accompanying procedures which address any of our activities, products and services that have significant environmental impacts.

Our main objectives are to continue to minimise:

* our waste and pollution
* our use of energy and water
* our need to travel by car
* our purchasing of products and services with a high environmental impact

3. Ensure all staff, trustees and stakeholders are fully aware and compliant with this environmental policy.

4. This policy will be maintained and reviewed with performance targets being reviewed annually.

ENVIRONMENTAL PROCEDURES

1. **Minimising Waste: Reduce, reuse and recycle**

|  |  |  |
| --- | --- | --- |
| **Action** | **What needs to be done to make this happen?** | **Who is responsible for making these things happen?** |
| Photocopy and print where possible, double sided  | Review of copying  | All staff  |
| Print and copy documents on recycled paper where possible | Paper is available in printer | All staff |
| Send and receive information by email where possible and only print emails where necessary | All to implement | All staff/Trustee |
| Re-use scrap paper for notes and drafts and re-use envelopes | Paper/envelopes available in office | All staff |
| Use small brown or white DL envelopes where possible, preferably made from recycled materials | Staff made aware at induction | All staff |
| Choose refillable products | Look for such products when making an order | Business Support Officer |
| Recycle toner cartridges, batteries and other equipment in a responsible manner | Identify where equipment can be recycled | Business Support Officer |
| Use mugs, glasses rather than disposable cups.  | Available in the kitchen area | All staff/Trustees |

1. **ETHICAL PURCHASING AND PROCUREMENT**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **What needs to be done to make this happen?** | **Who is responsible for making these things happen?** |
| Buy Fair-trade, organic and/or locally produced products where possible for staff use  | Monitor purchases  | Business Support Officer |
| Continue to bank with an ethical organisation  | Review banking practice as necessary | Business Support Officer |
| Use ecological cleaning products and refill bottles where appropriate |  | Business Support Officer |

1. **REDUCING ENERGY AND WATER CONSUMPTION**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **What needs to be done to make this happen?** | Who is responsible for making these things happen? |
| Turn off lights when not in use | Remind staff to carry this out | All staff |
| Turn off computers, printers and other peripherals when not in use. Don’t leave on standby. | Remind staff to carry this out | All staff |
| Only fill kettle with sufficient water for number of drinks being made | Remind staff to carry this out | All staff |

1. **RAISE AWARENESS OF ENVIRONMENTAL IMPACTS**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **What needs to be done to make this happen?** | **Who is responsible for making these things happen?** |
| Encourage staff, trustees, volunteers and stakeholders to participate in developing and carrying out environmental practices | Review progress at meetings | All staff |
| Prepare an induction checklist for new staff, trustees and volunteers which included environmental procedures | Incorporate list into induction pack | Business Support Officer |

**Appendix 1**

**Duty of Care Legislation**

This outlines all environmental legislation which will come into force in the near future:

Control of Pollution Amendment Act 1989

Environmental Protection Act 1990

Controlled waste Regulations 1991

Environmental protection Duty of Care Regs 1991 amendments 2003

Hazardous waste Regulations 2005

**The following items are controlled by regulations and must be disposed of correctly:**

Batteries

Electronic and electrical equipment

Ozone depleting substances

End of life vehicles

Packaging

See [www.netregs.gov.uk](http://www.netregs.gov.uk) for further information

**Signature:** Alison Fox  **Date:** 3rd February 2020

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