



Hale Community Centre

Environmental Sustainability Strategy & Action Plan

INTRODUCTION:

“Sustainable development” meets the needs of the present without preventing future generations from meeting their own needs. A key part of this is to ensure that we protect the environment.

In line with the Hale Community Centre’s Environmental Policy (dated October 23), this Strategy along with our Action Plan demonstrates how we:-

- *will deliver sound environmental outcomes by managing and mitigating, as far as possible, the impact of our activities on the environment;*
- *will make environmental issues central to our operational and policy decisions so that we continue to be a responsible recipient of public funding;*
- *will work towards key environmental outcomes whilst providing an effective service in line with the **Hale Community Centre Operational Plan 2022 – 2025 Draft Strategic Objective** .*

SCOPE:

- 1) This strategy addresses all the relevant aspects of the operation of the Community Centre
- 2) It applies to all the Community Centre staff, consultants, contractors and volunteers funded by us and our premises and services.

WIDER LINKS

This strategy will support the Government’s key priority areas around the environment¹, it will also support Farnham Town Council, Waverley Borough and Surrey Council Council’s targets.

¹ **The key government priority areas are:-**

- Sustainable development
- Sustainable public purchasing
- Sustainable Business and Resource Efficiency
- Sustainable products and consumers
- Waste and recycling
- Natural environment and biodiversity
- Adapting to climate change
- Mitigating climate change

OUR AIM

The overarching aim of the strategy is to *“reduce, reuse, and recycle wherever possible in all activities so that the Community Centre can contribute to a local, national and global sustainable future”...*

Themed objectives to achieve our aim. To successfully achieve the aim, the following themed objectives have been identified:

1. **Recycling of materials:**

- a) We are committed to reducing the environmental impact of our operations, and will seek to reduce supplies and products used.
- b) We will ensure the maximum recycling of paper (subject to confidentiality), cardboard, glass, plastic, tins, batteries and printer cartridges. If specific recycling bins are used they will be labelled appropriately.
- c) We will minimise as far as possible the use of paper by increasing electronic communication.

2. **Disposal of waste:**

- a) The organisation encourages the reuse and repair of products, to avoid premature disposal.
- b) Redundant IT equipment will be donated to other users or recycled once data has been removed in line with information assurance and confidentiality policies.

3. **Transport:**

- a) We will restrict car travel to necessary trips, using whenever possible public transport (bus, train and underground) or bicycle, and will encourage car sharing whenever possible.
- b) We will reduce the number of face-to-face meetings where feasible by increasing use of telephone and internet (eg Skype).

4. **Use of energy:**

- a) We will reduce the amount of energy used within our premises.
- b) We will ensure that all our premises are as energy efficient as possible.

5. **Use of water:**

- a) We will reduce the amount of water used within our premises.
- b) We will ensure that all our premises are water efficient and water is used appropriately.
- c) We will seek to influence those who make use of our building in the use of water

6. Suppliers and purchasing:

- a) We will monitor supply chain employment conditions and will take reasonable steps to assess suppliers' policies and practices.
- b) We will not purchase goods or services from a supplier if supply chain employment conditions or environmental impacts are found to be unacceptable.
- c) Wherever possible, products used will be zero-waste products, produced in an environmentally sustainable manner, repairable, non toxic and reusable or recyclable.

7. Awareness and education:

- a) We will maximise the above impacts by training staff and volunteers.
- b) We will work with our partners and external organisations to raise awareness even further.

8. Delivering the strategy:

- a) **The strategy will be overseen by:** the Board of Trustees, who will provide the overall strategic direction
- b) **The strategy will be delivered by:** the Centre Manager who will be the nominated environmental lead and report to the Board of Trustees

9. The action plan: The themed objectives will be delivered through an annual action plan. The Centre Manager will be responsible for overseeing the day-to-day delivery of this action plan

10. Action plan outcomes: Each set of actions relating to the themed action plan will have outcome measures and targets to monitor progress. These will be compared to a baseline position which is also outlined in the action plan.

11. Review: The strategy and action plan will reviewed annually. Last review Feb 2021 – agreed by the Board.

Further information can be found at <http://ww2.defra.gov.uk/environment/economy/>

ACTION PLAN



Objective and theme – Recycling of materials

Outcome measure(s):-

- Volume of office waste **generated**, calculated by recording the number of bins and skips removed, converted to tonnes.
 - Baseline to be established at quarter one.
 - Baseline X, target X
- Volume of waste **recycled**, calculated by recording the number of bins and skips removed for recycling, converted to tonnes.
 - Baseline to be established at quarter one.
 - Baseline X, target X

Principle	Action	Lead	Timescale	Red, Amber, Green
Recycle	Ensure that there is a system in place in the organisation to recycle all paper, cardboard, tins and bottles.			
Recycle Reuse	Limited use of plastic			
Reduce	Minimise printing of paper by using electronic documents as much as possible and using a projector and / or laptops at meetings.		Ongoing review progress X (time)	
Reuse	Ensure maximum use of reusable items of stationary and there is a place to store.		Ongoing review progress X (time)	
Recycle	Ensure there is a system in place to recycle toner cartridges and mobile phones.			
Reuse	Encourage staff and volunteers to bring lunch from home in reusable containers or to buy from places that use green packaging.		Ongoing review progress X (time)	
Recycle Reuse	Offer used equipment, furniture etc to other local organisations or charitable service providers and, if this is not taken up, offer equipment on the Freecycle website. If not recycled, dispose of equipment and furniture using X services.		Ongoing review progress X (time)	
Reuse	Use scrap paper to make notepads before recycling.			

Reuse	Save letters, packaging and boxes and reuse where possible.		Ongoing review progress X (time)	
Recycle	Place paper recycling bins close to desks or printers.			
Recycle	Set up a compost bin, or arrange a collection, for kitchen waste.			

Objective and theme – Transport

Outcome measure(s):-

- o Reduced face-to-face meetings
- o Baseline X, target X

Principle	Action	Lead	Timescale	Red, Amber, Green
Reduce	Utilise teleconferencing or internet (eg Skype) as an alternative to face-to-face meetings.		Ongoing review progress X (time)	
Reduce	Review with staff and volunteers which meetings are essential to attend.			

Objective and theme – Use of energy

- Yearly consumption in kWh collected from fuel bills, converted according to Defra Guidelines.
 - o Baseline to be established at end of year one.
 - o Baseline X, target X

Outcome measure(s):-

Principle	Action	Lead	Timescale	Red, Amber, Green
Reduce	Require that staff and volunteers switch off designated lights, computers, photocopiers and other electrical equipment at night.			
Reduce	Purchase an energy monitor to identify the most costly use of energy.			
Reduce	Purchase a Grade A listed dishwasher to reduce of energy (and water) when washing. Ensure dishwasher is used in a way that minimises energy use.			
Reduce	Replace old style light bulbs with low energy light bulbs.			
Reduce	Fit timer / sensor controls to lighting to minimise unnecessary usage.			

Reduce	Minimise the use of lighting and arrange the internal premises layout to maximise the use of natural light.			
Reduce	Put the monitor to sleep mode rather than use screen savers.			
Reduce	Enable other energy-saving features on all computers and copiers.			
Reduce	Draught-proof all external doors and windows.			
Reduce	Insulate pipe work and hot water tanks.			
Repair	Maintain the heating system annually to improve efficiency.			
Reduce	Replace standard fluorescent tubes with slimline tubes.			
Reduce	Turn down the thermostat down by 1 degree Celsius.			

Objective and theme – Use of water				
Outcome measure(s):-				
<ul style="list-style-type: none"> • Yearly consumption of purchased water in gallons. <ul style="list-style-type: none"> ○ Baseline to be established at end of year one. ○ Baseline X, target X • Yearly consumption of water from water meter. <ul style="list-style-type: none"> ○ Baseline to be established at end of year one. ○ Baseline X, target X 				

Principle	Action	Lead	Timescale	Red, Amber, Green
Reduce	Fit tap aerators and flow restrictors across premises.			
Reduce	Replace current taps with spray taps to reduce water use.			
Repair	Check and repair dripping taps on a monthly basis.			
Repair	Check pipes are well insulated to protect against frost damage.		Ongoing review progress X (time).	
Reduce	Install a half flush system or hippo flows to toilets.			
Reduce	Remove water coolers / bottle water dispensers and use tap water.			
Reduce	Ensure staff and volunteers only use the dishwasher when fully loaded.		Ongoing review progress X (time)	
Reduce	Appoint a water monitor to identify water minimisation opportunities.			

Reduce	Encourage staff and volunteers to only use one drinking vessel per day to reduce washing up.		Ongoing review progress X (time)	
Objective and theme – Suppliers and purchasing				
Outcome measure(s):-				
<ul style="list-style-type: none"> • Overall percentage of goods purchased that meet criteria outlined in relevant actions below <ul style="list-style-type: none"> ○ Baseline X%, target X% • Number of products procured in partnership with other organisations <ul style="list-style-type: none"> ○ Baseline X%, target X% 				
Principle	Action	Lead	Timescale	Red, Amber, Green
Reduce	Join up with partners to look at procurement needs and purchasing goods jointly.		Ongoing review progress X (time)	
Reduce	Check your bank's ethical investment policy; discuss option to change bank to ethical banks (such as Triodos, Charity Bank, Co-operative bank) if not satisfied.			
Reduce	Change utility suppliers to green companies that purchase energy from sustainable sources.			
Reduce	Purchase fair-trade certified products where this option is available.		Ongoing review progress X (time)	
Reduce	Ensure that cleaning products used by cleaning contractor are eco friendly - ask them to change if possible or find another contractor.			
Reduce	Choose products and equipment which are repairable and energy-efficient in production ('A' rating).		Ongoing review progress X (time)	
Reduce	Replace worn out printers with double sided printing ones.		Ongoing review progress X (time)	
Recycle	Purchase only 100% post-consumer recycled paper.			
Reduce	Replace older desktop computers with laptops to improve efficiency for staff and energy consumption.		Ongoing review	

			progress X (time)	
Recycle	Purchase stationery made of recycled materials.		Ongoing review progress X (time)	
Objective and theme – Awareness and education				
Outcome measure(s):- <ul style="list-style-type: none"> Percentage of staff and volunteers with a good awareness of environmental issues (using standard follow up quiz post training sessions) <ul style="list-style-type: none"> Baseline X%, target X% 				
Principle	Action	Lead	Timescale	Red, Amber, Green
Cross cutting	Run an awareness training session targeting all staff and volunteers at the launch of the strategy and action.			
Cross cutting	Make environmental strategy / action plan a standing team meeting agenda.			
Cross cutting	Run bi-annual refresher training to staff and volunteers to continue raising awareness of environmental issues and the staff contribution to delivering the strategy and action plan.		Ongoing review progress X (time)	
Cross cutting	Promote our organisation as a service with green environmental credentials using this strategy and action plan to deliver positive environmental outcomes with staff and volunteers and other service providers.			