# OR05 Environmental Policy

| Document Reference | OR05 Environmental Policy |
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| Version No | 6 |
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| Approved by (Sponsor) | Leadership Team |
| Ratified by | Board of Trustees 9th March 2021 |
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## Document Change Log

This document will be reviewed two years or as changes in legislation dictate.

| Version No | Date | Document Change |
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| 1 | February 2012 | New policy – Simon King |
| 2 | September 2014 | Scheduled review – Susan Dormer |
| 3 | January 2016 | Scheduled review – Susan Dormer |
| 4 | August 2018 | Scheduled review - Julia Fazackerley |
| 5 | July 2019 | Updated as part of organisational policy review – Andy Parkins |
| 6 | March 2021 | New EDP Policy based on Humankinds Environmental Policy (V9 April 2019) (Review date December 2022) - Tony Broadway & Phil Radcliffe |

## Equality Statement

All customers, employees and members of the public should be treated fairly and with respect, regardless of age, disability, gender, marital status, membership or no membership of a trade union, race, religion, domestic circumstances, sexual orientation, ethnic or national origin, social & employment status, HIV status, or gender re-assignment.

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# Introduction

EDP recognises that its activities impact the environment. Therefore, we are committed to developing and maintaining good environmental management practices throughout the organisation with staff, volunteers, and service users.

# EDP Environmental Policy statement

We will therefore comply with relevant environmental legislation and are committed to promoting and embedding good practices throughout the organisation. We will also strive to reduce our environmental impact through the development and implementation of set objectives and targets.

We are committed to the continuous improvement of our environmental performance and to work towards reducing the environmental impact of our activities.

EDP environmental objectives are to:

- Manage our business in an environmentally friendly way wherever practical
- Encourage staff, volunteers, and service users to contribute and participate in EDP's environmental initiatives.

We have, therefore, identified six commitments to encourage staff, volunteers, and service users to think about their impact on the environment and the actions they can take locally on issues such as transport, energy use, water use, and waste management.

**Our six commitments are to:**

- promote the concept of Re-use and Recycle schemes;
- reduce the energy we use by implementing energy-efficient measures across all premises;
- reduce the use of vehicles and staff journeys by better planning and electronic communication systems;
- lead by example to actively encourage responsible environmental practice and raise awareness and understanding of environmental issues among staff, volunteers, and service users;
- make efficient use of natural resources including water, heat, and electricity, and promote the use and development of appropriate sources of renewable energy and recycled products; and
- act to prevent pollution and minimise environmental risks.

# EDP Environmental Action Plan

## Introduction

EDP recognises that its activities impact the environment. Therefore, we are committed to developing and maintaining good environmental management practices throughout the organisation to minimise this impact as far as reasonably practicable.

This Environmental Action Plan (EAP) sets out how EDP will go about achieving the commitments set out in its Environmental Policy Statement through initiatives that can be achieved locally across the organisation.

EDP recognises that not all initiatives will be achievable in every location due to differences in premises, the type of service provided, and available resources, but each service can contribute to achieving the overall commitments.

## Objectives and Commitments

The EDP Environmental Policy Statement set the following overall environmental objectives:

- Manage our business in an environmentally friendly way wherever practical
- Encourage staff, volunteers, and service users to contribute and participate in EDP's environmental initiatives.

# Roles and Responsibilities

A summary of key roles and responsibilities is provided below.

## Chief Executive

The Chief Executive shall be responsible for:

- Ensuring that the EAP is effectively implemented throughout the organisation.
- Ensuring adequate resources (including human resources and specialist skills, organisational infrastructure, technology, and financial resources) are available to effectively establish, implement, maintain, and improve the EAP.
- Ensuring there is sufficient training, information, instruction, and supervision provided for all employees.

## Directors and Senior Management

Directors and Senior Management have delegated responsibility from the Leadership Team level for environmental management and performance. Responsibilities shall include but not be limited to:

- Implementing the Environmental Policy and providing the resources required to implement and maintain the EAP.
- Approving the environmental action plan detailing environmental objectives and targets and assisting in establishing and maintaining an organisational culture of continual improvement in environmental management.

## All Managers

Managers have the responsibility for embedding both the environmental policy and plan and driving environmental improvement. Responsibilities include but are not restricted to:

- Promoting and embedding the Environmental Policy and EAP within their areas of responsibility.
- Providing the resources required to maintain the EAP within their areas of responsibility.
- Nominating a named Champion(s) as a point of contact within their areas of responsibility to assist the Properties and Health & Safety Manager in the promotion of environmental awareness, campaign roll-outs, provide information upon request and act as a mentor for other members of staff and service users.
- Assisting in establishing and maintaining an organisational culture of continual improvement in environmental management.
- Promoting employee and service user awareness and involvement in initiatives to improve environmental management.
- Ensuring that all environmental controls are used and maintained in a manner, which gives adequate protection to all employees, service users, and the environment.

- Reporting and investigating environmental incidents and dangerous occurrences following statutory and organisational requirements and for the implementation of corrective and preventive actions.
- Ensuring that all relevant information and data related to their environmental responsibilities are documented and appropriate records are maintained.

## Environmental Champions

Environmental Champions are to promote environmental awareness and environmental initiatives to support the achievement of environmental objectives. Responsibilities include but are not limited to:

- Assist the Properties and Health & Safety Manager in executing the implementation and maintenance of the Environmental Action Plan, as well as encouraging staff, service users, and partners to actively support the Environmental Action Plan
- Act as a point of contact for the Properties and Health & Safety Manager and for employees and stakeholders within their Service Delivery area on environmental management
- Attend and provide input into environmental meetings, telephone conferences, one-to-ones, etc. as requested by the Properties and Health & Safety Manager
- They will also facilitate the dissemination of Health, Safety, and Environmental related information according to the existing communication structure within their Service Delivery Unit.

## Employees

All employees have a responsibility to support the achievement of environmental objectives and participate in environmental initiatives relevant to their Service Delivery area. Responsibilities include but are not limited to:

- Be familiar with and conform to both the Environmental Policy and EAP
- Be familiar with and work towards achieving environmental objectives and targets
- Take an active involvement in environmental matters concerning themselves and other persons who may be affected by their actions
- Be aware of and comply with statutory and organisational requirements relevant to their activities
- Report to their line manager all accidents, dangerous occurrences, or any other situation, which in their opinion could be detrimental to the environment and be familiar with environmental emergency procedures if required.

## Information, Instruction and Training

Information, Instruction, and Training will be provided to all staff to enable them to fulfil the requirements of their role. This will include:

- General environmental induction awareness for all new staff. This will be incorporated into the Health & Safety Induction course
- On the job training for any staff with environmental responsibilities. This training will be provided when requested from the Properties and Health & Safety Manager
- Environmental training for managers. This will be incorporated into the Health & Safety training for managers.

## Initiatives

The environmental objectives and commitments will be achieved using a range of initiatives across the organisation.

Many of these are delivered at a local Service Delivery area or team level and can be achieved by making small changes to everyday activities without incurring additional costs or impacting the delivery of services. It is recognised that not all would be suitable for every location, premises, and local circumstances.

We have identified several initiatives that we believe will help to promote the achievement of the six commitments. These include but are not limited to:

| Six Commitments | How this will be achieved |
| --- | --- |
| Encourage staff to conduct paperless meetings | - using PowerPoint rather than printed documents to cascade information;<br>- display agendas and information on flip chart, white board, tablets, or laptops; and<br>- avoid printing information that could be distributed electronically. |

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| Reduce overall staff transport costs | <ul><li>encourage better travel arrangements and car sharing arrangements;</li><li>permitting homeworking where appropriate; and</li><li>promote the use of alternative transport and reduce car journeys by utilising electronic facilities such as video conferencing, skype, etc.</li></ul> |
| Reduce energy and material usage | <ul><li>use double sided photocopying where possible;</li><li>minimise hard copy document creation;</li><li>reproduce physical documents digitally;</li><li>turn heating thermostats down;</li><li>switch off lights and equipment after use;</li><li>use energy efficient light bulbs when replacing bulbs;</li><li>review energy suppliers and look to source our energy from renewable suppliers when renewing contracts; and</li><li>consider energy efficiency in refurbishments when selecting lighting and equipment and balancing this against the expected tenancy/contract length to determine best value.</li></ul> |
| Re-use and recycle Stationary | <ul><li>use scrap paper as jotter pads;</li><li>re-allocate spare mobile phones;</li><li>re-use envelopes for internal use;</li><li>review stationery and move towards the use of recycled unbleached paper and envelopes; and</li><li>set up stationery re-cycling systems in all offices.</li></ul> |
| Education | <ul><li>incorporate environmental awareness in H&S induction and training;</li><li>Environmental Champion to be nominated at each site to promote our Environmental Policy and Environmental Action Plan; and</li><li>include environmental management and good practice advice in Health & Safety newsletters.</li></ul> |
| Cascade | <ul><li>improve the environmental management section on MyEDP; and</li><li>raise awareness of the information on MyEDP.</li></ul> |

## Communication

Environmental issues within EDP will be communicated in a variety of methods including:

- Posters in communal areas to promote good practice linked to the environmental commitments and initiatives
- Health & Safety newsletters to incorporate environmental issues and messages
- Use of staff notice boards to promote awareness of the Environmental Policy, Environmental Action Plan, and practical measures to achieve the objectives
- The use of MyEDP as a reference point for environmental information
- Signs and labels to promote saving energy usage, for example to turn off lights
- Promotion of national campaigns relating to the environment that match the objectives and commitments of EDP.

# Relevant Documentation

- OR11 Risk Management Policy
- OR14 - Quality Management Policy
- OR15 - Business Continuity Policy
- HS01 - Health & Safety at Work Policy
- P14 – Needle Exchange Policy and Procedure
- P10 Infection Control (re waste disposal)

# Acts and Legislation that frame this policy

- Climate Change Act 2008
- Environmental Protection Act 1990
- Environment Act 1995
- Protection of the environment, employees and the general public in relation to activities prescribed under the Environmental Permitting (England and Wales) Regulations 2010
- The Environmental Permitting (England and Wales) (Amendment) (EU Exit) Regulations 2018
- The Waste Electrical and Electronic Equipment Regulations 2013