


HSP 015 Environmental Policy

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<ul style="list-style-type: none"> • All staff and volunteers of Deafblind UK and its subsidiaries About Me Care and Support Ltd (hereafter referred to the Deafblind Group). 	
Related documents	
<ul style="list-style-type: none"> • HSP03 Control of Substances (COSHH) • HSP01 Health and Safety Policy 	

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Signature	
Position	Chief Executive
Date	20-07-18

Introduction

The DBUK Group will at all times abide by any national and local legislation with regard to the environment throughout the undertaking of its business activities

The DBUK Group during the course of their day to day activities will not knowingly do anything which may cause lasting harm to the environment; nor will the company use, or cause to be used, any substance which may have a detrimental effect on the environment.

Where it could be conceived that the environment could possibly be unavoidably affected in some way by the day-to-day activities of the company then all due precaution shall be taken in order to ensure that any such effect on the environment, as may be caused, will be either eliminated or kept to an absolute minimum in accordance with local and national legislation and guidelines.

All waste generated by, or as a result of work done by, DBUK Group will be properly disposed of through an approved waste disposal company or agent.

DBUK Group will, where circumstances allow, use substances which have been re-cycled and / or which can be re-cycled after their use.

The following Acts and regulations are key when considering our environmental impact;

- Waste (England and Wales) Regulations 2011
- The Hazardous Waste (England and Wales) Regulations 2005
- Environmental Protection (Duty of Care) Regulations 1991
- The Environment Act 1990
- The Control of Pollution (Amendment) Act 1989
- WEEE Regulations 2007

Environmental Aspects

DBUK Group has identified the environmental aspects that it can be expected to have control or influence over and the significance of their environmental impact.

Items include, but are not limited to:

- Legal requirements
- Discharges to air, land and water
- Potential COSHH and Health & Safety aspects of materials used
- Waste management
- Working practices
- Use of resources
- Suppliers' and sub-contractors' environmental profiles

- Consumption of energy
- Business travel
- Air emissions
- Water discharges
- Land contamination
- Sustainability of natural resources used
- Local and community environmental issues
- Technological options
- Financial requirements
- Operational requirements
- Business requirements

Objectives

1 Energy and Water

We will reduce our consumption of energy and water.

2 Waste

We will reduce the amount of waste we produce and increase the percentage of waste that is reused and recycled.

We will reduce the volume of hazardous materials and chemicals that we use.

3 Transport

We will encourage sustainable alternatives to single occupancy car travel for staff commuting.

We will aim to reduce business travel but where it is necessary we will encourage sustainable methods of transport.

We will aim to have staff where possible based from home to reduce our carbon foot print.

4 Buildings

We will aim to meet current environmental best practice for the maintenance of our buildings, plants and equipment.

5 Communications

We will work with our employees to raise awareness of environmental issues and encourage participation in environmental projects and in reducing environmental impacts.

We will work in partnership with local community and national organisations to reduce our environmental impact on the regions in which we operate.

6 Pollution

We will meet legislation and aim to reduce further all forms of pollution and noise generated from DBUK Group business activities.

Training and awareness

Training needs must be identified. All employees, whose work may create a significant impact on the environment, must receive appropriate training. All members of staff must be aware of their roles and responsibilities with regard to the Environmental Policy and related procedures.

Control and Disposal of Waste Substances

DBUK recognises its duty of care and will deal responsibly with waste. When required we will only use a licensed waste business to collect, recycle, recover or dispose of waste.

The DBUK procedure for disposal of Oils, Fats and Greases is as follows:

- Shall be properly contained prior to disposal. If in any significant quantity, the disposing agent shall be informed of the nature and quantity to be disposed. Procedure shall then depend on the disposing agents instructions.
- Shall not be disposed of into soil or surface water drains, or by any method whereby that disposal could cause hazard to waterways or the environment. They will not be disposed of by burning, other than in a controlled way by a licensed body.
- Cloth paper or other absorbent material used for the containment or mopping-up of oil, fat or grease and which has been heavily contaminated, shall be contained in plastic sacs or plastic metal bins. The contained waste shall be protected, as far as is practicable, from excessive compaction or sources of heat whereby ignition of that material may be a risk.

Control and Disposal of Sharps (Rainbow Court)

- Designated Sharps bins will be available where required.
- Sharps bin to dispose of medical supplies such as: needles , syringes , finger-pricking devices, clippers.
- Boxes must only be filled to the manufacturers' line and should be disposed of every three months, even if they are not full.
- Whilst the sharps bins are in use or waiting to be disposed of they will be stored in the service users flat.
- Sharps bins are to be returned to the relevant pharmacy or doctors surgery.

Control and Disposal Fluorescent Tubes

- Fluorescent tubes shall be separately stored, preferably in the protective sheath in which they are purchased. The tubes shall be protected from breakage as far as is reasonably practicable.
- When a sufficient number of tubes has been collected awaiting disposal, those tubes shall be loaded into a storage cardboard box for that purpose and the disposing agent informed that they are awaiting collection.

- Fluorescent tubes shall not be deliberately broken.
- Fluorescent tubes can be broken under water using a breaking, compacting and washing machine built for that purpose.

Control and Disposal of Garden Waste

- All garden waste will be collected in designated bins.
- A designated provider will collect all garden waste.

Control and Disposal of Aerosol Cans

- Aerosol cans shall not be incinerated or mixed with other waste which may be subject to heat or flame.
- Aerosol spray cans in significant amounts shall be contained separately from other waste and labelled as such prior to disposal through the disposal agent.
- Products are used in line with the COSH procedure

Recycling

- DBUK encourages its staff, volunteers and visitors to contribute to its recycling efforts in the following ways:

Paper and household waste

- Every office at DBUK Group Head Office has a paper recycling bin for the disposal of non-confidential documents.
- Confidential waste bags are available for the disposal of confidential documents. These are collected, shredded and recycled by a local company.
- The staff kitchen area has a recycling bin for the disposal of waste including plastic bottles, cartons, cans, tins, paper and other recyclable items.
- The conference rooms and breakout area have designated bins for the recycling of paper cups.

Control and Disposal of any electronic items and electrical

- All items will be placed in a waste stillage container
- A waste disposal certificate/Waste transfer notice will be provided to DBUK by any company used to dispose of electrical equipment

Batteries

Deafblind UK staff are able to recycle household waste batteries by using the recycling box at head office. The following batteries can be recycled:

- AAA and AA, C and D cells
- Button batteries (e.g. watch or hearing aid batteries)
- Mobile phone batteries

- Laptop batteries
- Powertool batteries

Hazardous Waste

- Sanitary bins provided on DBUK premises will be collected and disposed of by Cannon Hygiene.

Action Plans

Vehicles

Aspect/Impact:	Vehicles and the impact of CO2 and other emissions on global warming and the environment.
Objective:	Minimise the impact of vehicles on the environment.
Target:	<ol style="list-style-type: none"> 1. Reduce fuel consumption and emissions contributing to global warming, and the general impact of the vehicles on the environment. 2. Identify and agree a method for monitoring the use of vehicles for business purposes.
Method statement:	<p>Encourage employees to:</p> <ol style="list-style-type: none"> 1. Advise employees to check tire pressures regularly and check that they are inflated to the recommended pressure, maximising fuel economy and tire wear
Monitoring method	Team meeting notes

Business Travel

Aspect/Impact:	Business travel and the impact of vehicles and other modes of transport on the environment in contributing to global warming.
Objective:	Minimise business mileage and encourage vehicle sharing and the use of energy efficient modes of transport including public transport.
Target:	<ol style="list-style-type: none"> 1. To reduce the overall number of business miles 2. To increase the number of business miles completed by public transport and other efficient modes of transport.

Method statement:	<ol style="list-style-type: none"> 1. Ensure the need for each business journey is evaluated and encourage other forms of communication, including telephone conferencing. 2. The use of public transport is to be encouraged whenever the journey allows. 3. Encourage car sharing should more than one member of staff be travelling to the same destination on essential business. 4. Encourage local recruitment when resourcing and staffing maintenance contracts whenever possible 5. Encourage local procurement when sourcing suppliers of goods and services
Monitoring method:	<p>Monthly business miles to be monitored through management accounts</p> <p>Millage to be included on finance logs</p>

Electricity Consumption

Aspect/Impact:	<p>Electricity Consumption: – Use of Fossil fuels from non-sustainable sources and the impact of CO2 emissions on the environment contributing to global warming.</p>
Objective:	<p>Minimise consumption of electricity through efficient use of office electrical equipment and lighting.</p>
Target:	<p>Conduct baseline monitoring of consumption over a twelve month period with a view to identifying and setting future reduction targets.</p> <p>Take steps to reduce consumption</p>
Method statement:	<ol style="list-style-type: none"> 1. Ensure all staff are briefed on the organisation's objective and issue regular reminders 2. Turn off lighting and sockets whenever working activity allows and maximise the use of natural lighting 3. Instigate policy of purchasing energy saving, maximum efficiency light bulbs as replacements are required 4. Instigate the use of energy saving functionality, and switch off computing and office equipment when not in use 5. Ensure all non-critical equipment is switched off at night. 6. Ensure heating and air conditioning systems are set to the minimum/maximum acceptable limits during periods of hot / cold weather 7. Promote good practice and provide reminders through the use of posters and notices around the office

	<p>8. Identify other opportunities for reducing consumption including the installation of zonal lighting and timers where appropriate</p> <p>9. Ensure energy efficiency is included in the selection criteria when purchasing new or replacement office equipment</p> <p>10. Energy saving lighting to be installed throughout</p> <p>11. Energy saving lighting to be used in our rented office spaces.</p> <p>12. Lights will always be turned off in rooms that are not in use.</p> <p>Consideration given to implementing a three year change around on IT Equipment to achieve efficiencies both environmentally and in performance.</p>
Monitoring method:	Monthly electricity consumption in Kilowatt hours. Readings taken monthly and compared by Head of Finance

Paper Consumption

Aspect/Impact:	Use of paper within the office environment:- Depletion of natural non-sustainable resources
Objective:	Minimise paper consumption within the organisation whenever business activities allow and strive to achieve a paperless office environment.
Target:	Implement method statement.
Method statement:	<p>1. All existing working practices are to be reviewed and consideration given to replacing paper based documents and records with electronic alternatives whenever practical</p> <p>2. Consideration is to be given by all staff on the need to print documents whilst carrying out their day to day role. Whenever practically possible, documents should be viewed and held electronically – email message reminders not to print unless essential</p> <p>3. When printed matter is required, a double sided format is to be utilised at all times</p> <p>4. Consideration should be given on printing documents for internal review on the blank side of scrap paper retained for use – Ongoing education</p> <p>5. The organisations' customers, suppliers and other business associates are to be encouraged not to print</p>

	documents unnecessarily through the inclusion of a simple statement in the signature box of each email. 6. Head office conveniences are fitted with biodrier hand dryers, reducing the use of paper towels
Monitoring method:	Monthly paper consumption through management accounts

Paper Supplies

Aspect/Impact:	Use of paper within the office environment: – Depletion of natural non-sustainable resources
Objective:	To ensure all paper is supplied from sustainable sources and/or is produced from recycled material.
Target:	Implement method statement.
Programme:	An investigation of existing suppliers, their environmental policy and current products is to be conducted
Method statement:	<ol style="list-style-type: none"> 1. All new and existing stationary suppliers are to be made aware of the organisation's Environmental policy. 2. All office paper supplies are to be from FSC (Forestry Stewardship Council) approved or equivalent sustainable sources 3. An investigation is to be conducted and consideration given to the use of recycled paper.
Monitoring method:	Central Admin to monitor orders as central function

Printer Cartridge Recycling

Aspect/Impact:	Printer cartridges not re-entering recycling chain and contributing to landfill.
Objective:	Ensure all printer cartridges are returned to an Approved Supplier who will recycle the cartridges.
Target:	Implement method statement
Programme:	Ongoing / Continuous
Method statement:	<ol style="list-style-type: none"> 1. All stationary suppliers are to be provided with a copy of the organisation's Environmental policy 2. Printer Cartridges are only to be purchased from suppliers providing facilities for return and recycling. 3. All staff are to be made aware of the organisations' arrangements for recycling. Spent cartridges are to be placed in the bins provided pending return for recycling. 4. Used Printer cartridges to be returned for refilling and recycling by the supplier or specialist recycling company.
Monitoring method:	Central Admin to monitor orders as central function

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Cleaning Materials

Aspect/Impact:	Office Cleaning: - Potential pollution from the use of cleaning chemicals
Objective:	Minimise potential harmful effects from the use of cleaning chemicals and subsequent disposal of empty containers.
Target:	Short term: - Encourage best practice by existing contractors Long term: - Include consideration of environmental factors in any future renewal or existing cleaning contract or appointment of new contractors
Programme:	Short term: - Brief cleaning contractor Long term: - As applicable
Method statement:	<ol style="list-style-type: none"> 1. Brief cleaning contractors on the organisation's environmental policy and explain implications. Encourage use of environmental cleaning products where practical 2. Consider all relevant environmental factors during contract renewal / renegotiation of existing cleaning contract
Monitoring method:	1. Regular assessment of cleaners performance / review of product COSHH sheets

Water consumption

Aspect/Impact:	Energy reduced to produce and transport clean water.
Objective:	Reduce the consumption of water
Target:	Conduct baseline monitoring of consumption over a twelve month period with a view to identifying and setting future reduction targets We will reduce by the annual target our consumption of energy and water
Programme:	Regular reminders and progress checks
Method statement:	<ol style="list-style-type: none"> 1. Ensure all staff are briefed on the organisation's objective and issue regular reminders 2. Turn off taps to reduce water wastage 3. Introduce leak detection systems to help identify and report leaks efficiently. 4. Encourage use of recycled rainwater and grey water to reduce mains water consumption 5. Install water butt to harvest rain water for the DBUK garden.

	<p>6. Operate a water management system and regularly review opportunities for reduction of mains water consumption.</p> <p>7. Install water efficient fittings and technology where economic and practical.</p>
Monitoring method:	Water readings taken monthly and compared by Head of Finance