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**Environmental Policy**

**Aims**

To ensure that Sutton Mencap:

* Carries out all its activities in an environmentally sustainable manner.
* Promotes issues of environmental sustainability amongst service users, carers, staff and volunteers.
* Complies with relevant legislation and commits to continuous improvement in relation to environmental performance.

**Introduction**

Sutton Mencap is committed to being an environmentally responsible organisation. We are committed to minimising the impact of our activities on the environment and to promoting environmental sustainability throughout the organisation. We will seek to continuously improve our environmental performance and will monitor our progress towards meeting our aims.

**Procedures**

We aim to maintain and improve our environmental performance in the following areas:

1. Minimising energy consumption

* Maintain heating at an appropriate level to meet the requirements of service users and staff.
* Ensure lighting is switched off when not in use.
* Use low energy lighting and other equipment, such as computers, printers, etc.
* Ensure building maintenance and improvements take account of the need to minimise energy consumption.
* Use a sustainable energy provider, where economically viable.

1. Minimise water consumption

* Conserve water, e.g. using sprinklers on taps and ensure they are switched off when not in use.
* Avoid the use of garden sprinklers and other equipment with high water consumption.

1. Minimise waste.

* Purchase according to need and minimise waste from unwanted goods, food etc.
* Keep paper use to a minimum: purchase recycled paper; discourage printing of e-mails; print on both sides; reuse one sided paper as scrap pads.
* Seek to purchase goods that minimise packaging. Reuse packaging were possible in service delivery, e.g. art activities.
* Where possible make use of donated or recycled goods.
* Seek to maintain and repair goods to get the maximum life from them, where economically viable.
* Recycle where possible, e.g. toner cartridges.

1. Purchase sustainably

* Use local suppliers and local community services, where possible.
* Purchase products which minimise damage to the environment, e.g. fair trade goods; recycled paper, non-harmful and biodegradable cleaning materials.
* Aim to use suppliers and contractors who minimise their environmental impact, e.g. through their own environmental policies and procedures, and monitor the way they work with us to promote environmental sustainability.

1. Make use of sustainable transport and travel

* Promote walking, cycling and public transport as a first choice for work related activities.
* Organise activities that minimise reliance on cars, e.g. by using local activities or venues that have good public transport links.
* Where car use is required, encourage multi-occupancy, e.g. car sharing, or use of a minibus.
* Where possible, support service users to gain the skills and confidence to travel independently using public transport.

1. Raise awareness

* Promote awareness and understanding amongst service users, carers and the wider community of how they can protect and improve the environment in their own lives.
* Promote inclusion of people with a learning disability in community activities to protect and improve the environment.
* Help service users get involved in sustainable projects: e.g. growing and preparing healthy food, exercise, leisure activities.

1. Monitor performance.

* Review at staff meetings and report to trustees on a regular basis.
* Involve service users in monitoring performance
* Develop indicators/ metrics for measuring improvements in performance

**Responsibilities**

Trustees

* To approve and review the policy on a regular basis
* To take reasonable steps to satisfy themselves that the policy is being implemented.

Senior staff

* To act in accordance with the policy.
* To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.
* To monitor performance of the policy and report to trustees

All Staff and volunteers

* To act in accordance with the policy

**Signed on behalf of the Trustee Board of Sutton Mencap**

**Chairman:  Date: November 2017**

**Mavis Peart**

**Appendix - Environment policy monitoring**

**Introduction**

As part of their day to day work, Sutton Mencap Managers monitor general compliance with our environmental procedures and will act accordingly.

This form is designed to provide an overall check on environmental performance. The results from this check will be reported to trustees on a 6 monthly basis, along with any actions taken or required.

**Date of check: Carried out by:**

**1. Building**

|  |  |  |
| --- | --- | --- |
|  | **Checks done** | **Action required** |
| Is the heating at an appropriate level? |  |  |
| Are lights and equipment switched off when not in use? |  |  |
| Are any taps left running? |  |  |

**2. Computers, printing and recycling**

|  |  |  |
| --- | --- | --- |
|  | **Checks done** | **Action required.** |
| Are all computers set to print double sided by default? |  |  |
| Is computer equipment being recycled (e.g. print cartridges). |  |  |
| Are the recycling and waste bags being used appropriately? |  |  |