

THE VICTORIA INSTITUTE

Registered Charity Number: 521068



POLICY STATEMENT ON THE ENVIRONMENT

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Contact:

Community Centre Manager: Mr Peter Collins
Victoria Institute
2-4 Brookhouse Road
Caton
LA2 9QT

Telephone: 01524 771733

Email: admin@victoria-institute.org.uk

Website: <http://www.victoria-institute.org.uk/>

Facebook: <https://www.facebook.com/victoria.institute.caton/>

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1 Declaration of Intent

The Victoria Institute recognises that it has a responsibility to the environment beyond legal and regulatory requirements. It is committed to reducing its environmental impact and continually improving its environmental performance and will endeavour to keep abreast of changes to legislation. It will encourage customers, suppliers and other stakeholders to do the same.

2 Responsibility

The Victoria Institute is responsible for ensuring that the environmental policy is implemented. However, all employees, Hirers and any person in the building have a responsibility to be aware of this policy and to ensure that the aims and objectives of the policy are met.

3 Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually try to improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

4 Paper

- We will minimise the use of paper in the office.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

5 Plastic

1. The Victoria Institute does not use disposable plastic catering items and actively discourages their use.

6 Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

7 Office supplies

- We will evaluate if the need can be met in other ways.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

8 Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will use only licensed and appropriate organisations to dispose of waste.

9 Monitoring and improvement

- We will aim to exceed all relevant regulatory requirements.
- We will aim to improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.

10 Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy as appropriate within national legislation.
- We will provide staff with relevant environmental training where necessary.
- We will use local labour and materials where available to reduce CO2 and help the community.

THE VICTORIA INSTITUTE

Registered Charity Number: 521068

Funders:

Big Lottery

Awards for all

Post code lottery

Cottam trust

Thrive Renewables

Flood relief fund

The Co-operative Group Ltd

Asda

Station Hotel, Caton

Trustees:

Please see our website:

<http://www.victoria-institute.org.uk/contact>