

Policy Name:	Environmental Sustainability Policy
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Policy Custodian:	Health, Safety & Facilities Manager
Policy Champion: (if applicable)	Environmental Action Group Lead

This document also relates to the following St Basils policies, procedures and guidelines:

- Health and Safety
- Learning and Development
- Driving for Work
- Code of Conduct
- Risk Management
- Environmental Management Strategy
- Environmental Action Plan
- Corporate Social Responsibility Statement

The changes made in this review

In this review the addition of energy management was included as St Basils feel it is key that we not only monitor our energy usage but also control and conserve it in our buildings and across the organisation. This will enable St Basils to find opportunities to save energy and in doing so make economic savings that can be put back into environmentally friendly improvements within St Basils.

The changes can be found on page 2 in the policy statement and definitions and also on page 3 in the commitments and aims.

Consultation Framework:

Consultation of this policy has taken place with the following parties during the following periods of time:

Custodian	24.03.2021 – 30.03.2021
Champion	02.02.2021 – 30.03.2021
Environmental Action Group	22.01.2021 – 22.04.2021
Senior Leadership Team	29.04.2021 Approved
Committee	10.05.2021 Approved
Board	10.06.2021 Approved
Other (please specify)	E4Environment

Approved by:	The Board	Approved date:	10.06.2021
Issue date:	29 th July 2021	Review due by:	June 2023

Policy Statement

St Basils is committed to integrating environmental best practice into all its business activities. The organisation accepts its environmental responsibilities and recognises its obligation to prevent pollution and reduce the impact of business activities on the environment. The organisation will achieve this through a policy of continual improvement in environmental performance.

St Basils recognises that we use a lot of energy across the organisation, and therefore we have an important role to play in helping to tackle climate change by significantly reducing our CO² emissions. We are committed to responsible energy management and the highest standards in energy efficiency. It is in our best interest to reduce the amount of money we spend on energy, allowing us to reinvest the savings into positive environmental activities or other products and services whilst at the same time reducing our energy consumption and environmental impact.

We are committed to providing a quality service in a manner that ensures a safe and healthy environment for our employees and young people and minimises our potential impact on the environment. We will strive to coordinate our activities and operations to comply with all relevant environmental legislation and best practice. This includes working with the National Housing Federation in meeting government targets to bring all its greenhouse gas emissions to net zero by 2050 and the government's ambition to improve the energy efficiency of homes, and move to cleaner ways of heating homes, in order to halve the energy use of new buildings by 2030.

Scope of Policy

This policy applies to the governance of St Basils, all employees in all departments and services as well as young people. For the purposes of this policy the term 'employee' will include all employees (whether full time or part time), volunteers, casual workers and contracted workers.

The scope of this policy also includes suppliers of goods and services, partner organisations and the wider community.

Definitions

Environmental management - 'to manage human activities with a view to prevent, reduce, or mitigate harmful effects on nature and natural resources, and ensuring that man-made changes to the environment do not have harmful effects on humans, animal and plant life'.

Energy management is the process of tracking and optimising energy consumption through changes in the way we do business, changes in culture and behaviour and investment in more efficient environmentally friendly products and technologies.

Environmental sustainability is the responsibility to conserve natural resources and protect global ecosystems to support health and wellbeing, now and in the future.

Legislation and Guidance

Environmental Protection Act 1990

Environmental Protection (Duty of care) Regulations 1991

Water Resources Act 1991

Trade Effluent (Prescribed Processes and Substances) Regulations 1989

Revised Building Regulations April 2002 New Part H

Pollution Prevention and Control Act 1999

Companies Act 1985 (Operating and Financial Review and Directors' Report etc) Regulations 2005 (SI 2005/1011)

The Waste Electric and Electronic Equipment (WEEE) Regulations 2013

Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2002

Controlled Waste Regulations 1992

Waste (England and Wales) Regulations 2011

Hazardous Waste (England and Wales) Regulations 2005

Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007

General Principles

St Basils recognises that it has environmental responsibilities beyond legal and regulatory requirements and are committed to reducing our environmental impact by continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular reviews of our progress. and by involving and encouraging employees, young people, customers, suppliers and other stakeholders to do the same.

We will:-

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- promote environmental awareness among young people and our employees and encourage them to act in an environmentally responsible manner,
- train, educate and inform young people and our employees about environmental issues that may affect their work and living conditions
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- promote efficient use of materials and resources throughout our organisation including water, electricity, paper and other resources, particularly those that are non-renewable,
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- purchase and use environmentally responsible products accordingly,
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency response programmes,
- communicate our environmental commitment to external providers, customers, contractors and the public and encourage them to support it,
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.
- Strive to introduce, where permissible; new environmental and energy efficient innovations within both our refurbishment/development programs and planned maintenance contracts.

A key element of St Basils Environmental Strategy is consistent with the organisation's wider objectives and the resources available, we have therefore produced Energy Management aims to:

- Assess and regularly reassess the energy consumption of the organisational activities and the factors contributing to that consumption;
- Reduce energy consumption across the organisation through the introduction of energy-efficient measures;
- Continually improve energy efficiency, measured by the use of appropriate Energy Performance Indicators
- Review energy performance indicators, objectives and targets at least once per year as part of the Energy Management Review process, updating energy performance indicators, objectives and targets as necessary;
- Train employees in energy related issues, including ensuring that each level of management is trained to the extent necessary to ensure effective understanding appropriate to their role;
- Increase awareness of energy issues and encourage all employees and young people to help reduce energy consumption whenever they can;
- Support the purchase of energy-efficient products and services for energy performance improvement;
- Ensure that the highest energy-efficient design standards are included in all new buildings;
- Wherever possible, obtain energy from sustainable sources.

To implement, monitor and maintain this policy the areas of key importance have been defined in an Environmental Action Plan, which details activities, targets and progress.

Implementation of the policy:

This Policy will be implemented by Environmental Action Group (EAG) via an Environmental Action Plan (EAP), covering a five year period which will:-

- Review energy usage and other resources within the organisation
- Consider how these can be reduced or replaced
- Develop the use of renewable resources and products
- Promote research into environmental issues, and disseminate information
- Provide advice, training and guidance for young people and employees

Developing the Environmental Plan:

In developing the Environmental Plan, St Basils will:

- Communicate and consult about the plan with all employees and young people
- Set up a working group
- Review the capture and collation of base data across the organisation
- Monitor base data and agree objectives and set targets
- Introduce energy management key performance indicators
- Budget for energy efficient works

Implementing the Plan:

The Environmental Action Plan will be implemented and reviewed in consultation with employees and young people for greater commitment and improved performance. An annual report will be submitted to the Senior Leadership Team, setting out progress and putting forward priorities for the future.

Roles and Responsibilities

All St Basil's employees have a commitment to follow the principles of this policy in order for the organisation to collectively ensure we reduce our carbon emissions and environmental impact.

Training Requirements

St Basils will raise awareness among employees and young people to help them understand how they can make their workplace and homes more sustainable and environmentally friendly.

Communication

This policy will be communicated effectively to all employees and young people via a range of different media avenues and can be produced in other formats where needed.

Policy Responsibility

The Board of Directors and Directorate of St Basils have accepted this policy and have overall responsibility for its implementation and effectiveness.

The day to day implementation of this policy is the responsibility of the Health, Safety & Facilities Manager.

All employees, partners and young people in receipt of services, are responsible for adherence to the spirit and intent of this policy.

Continuous Renewal Clause

This procedure will be reviewed every 3 years by the organisation to ensure it is in accordance with good practice guidance, prevailing legislation and statutory frameworks. However this policy may be assessed before that time as necessary – such as:

- if it becomes ineffective
- to reflect substantial changes in practice
- following inspection, as recommended by auditors
- or changes required by law and / or best practice

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