

## **ENVIRONMENT POLICY**

This Policy applies to all employees, volunteers and trustees of Age UK Oldham as appropriate. For the purpose of this Policy, employee, volunteers and trustees are referred to collectively as 'employees'.

Age UK Oldham's goal is to achieve continuous environmental improvement based on a policy of **reducing, reusing and recycling**.

The purpose of this Policy is to minimise any negative impact Age UK Oldham has on the environment by considering potential pollution risks and minimising waste and resource consumption. This will be achieved by:

- ensuring compliance with statutory legal requirements as a minimum standard;
- promoting good environmental practice and awareness amongst employees;
- encouraging and supporting good practice initiatives to improve the quality of the environment; both within and outside the organisation.

**Awareness & Education** - Age UK Oldham is committed to adherence to good environmental practice when organising and/or attending Age UK Oldham or external events and activities to enhance awareness of environmental issues amongst employees, customers, partners, community groups and clients.

**Energy Saving** - Age UK Oldham will:

- ensure that all Age UK Oldham premises are as environmentally friendly as they realistically can be;
- ensure that any refurbishment of new or existing premises complies with Age UK Oldham's commitment to reduce resource consumption via the use of energy saving systems, which will be installed and used whenever possible;
- expect employees to switch off lights and other electrical appliances and machinery when these are not in use;
- ensure heating systems are programmed 'on' only during core working hours;
- encourage the purchase of energy saving products;
- encourage the purchase of biodegradable products.

**Managing and Reducing Waste** - Age UK Oldham will make more effective use of resources by adopting a "Think before you Print" ethos to reduce paper and ink consumption. Employees will also be expected to print double sided documents whenever possible.

Waste that cannot be eliminated, reduced, reused, recycled or composted, will be disposed of through safe and responsible methods using only approved licensed waste carriers and/or recycling centres and notes of any waste transfers will be kept in accordance with legal or regulatory requirements. Hazardous materials or substances will be stored, used and disposed of in accordance with legislation.

**Managing Materials on Site** - Any materials or containers of chemicals and oils held at Age UK Oldham sites will be segregated, correctly marked, securely stored and used only in accordance with manufacturer's guidance. No chemicals or oils will be loaded, unloaded or stored close to surface water/foul drains or water courses or sources of ignition.

Designated storage areas will be identified and any hazardous materials will be kept securely away from populated areas.

Employees will be encouraged to use chemicals and materials in a way that minimises spillage. Any spillage of chemicals will be contained quickly and cleaned up in accordance with safe working practice, to reduce the risk of harm and pollution.