

Havelock Community Centre
M5 Environmental Sustainability Policy

1. Introduction

Over the next year Havelock Community Centre will be consulting with local residents on a Business Development Plan but it is already clear from its partnership with the Fawcett Road Greening Group and from discussions with residents using the centre, that environmental sustainability is an immediate concern for the local community. Portsmouth City Council is committed to becoming a net zero-carbon organisation by 2030 and Havelock Community Centre wishes to play its part by minimising the negative impact of its activities on the environment. The City Council have already provided solar PV panels on the building roof and carried out a high level energy report in Spring 2023. This report gave a list of recommendations for Potential Energy Saving (see Appendix 1).

2. Statement of Intent

- 2.1 Havelock Community Centre acknowledges the importance of minimising the negative impact of its activities and its responsibility to reduce its carbon and environmental footprints. It aims to work towards achieving sustainable development and improving the quality of life for the local community by being an environmentally responsible charity.
- 2.2 Havelock Community Centre recognises the importance of the impact of its activities on the environment and that there is a need to constantly consider ways in which it can conserve energy and minimise waste in all activities that it undertakes.
- 2.3 This policy provides the framework for setting and reviewing environmental objectives and targets.
- 2.4 The Centre Manager will ensure that this policy is communicated to all volunteers and persons working for or on behalf of the organisation.

3. Policy Framework

- 3.1 Havelock Community Centre will ensure that environmental priorities are integrated into the decisions it takes on all its services.
- 3.2 The Charity Excellence Framework provides a free Environmental and Sustainability Policy Template included at Appendix 2. This provides details of relevant resources and suggested actions (although not all are relevant to Havelock Community Centre).
- 3.3 Havelock Community Centre will:-
 - a) Review the recommendations included at Appendix 1. The Centre Manager will investigate which recommendations are feasible and cost effective and the Committee will apply for any available funding opportunities.
 - b) Make the most efficient use of energy. It will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation

of its heating, lighting, plant and machinery. It will from time to time review its energy sources, energy using appliances and energy efficiency with a view to causing the least environmental impact. It will monitor consumption and eliminate excessive or unnecessary use. It will communicate to hirers and staff the means by which energy may be conserved, e.g. closing doors.

- c) Encourage those using the centre to walk, cycle and use public or communal transport as alternatives to the private car. It will seek to provide safe cycle storage and information about public transport on publicity materials. Opportunities for providing electric car charging points will be investigated.
- d) Minimise and where possible eliminate all forms of pollution, using biodegradable chemicals where possible, and minimising use of solvents and lead-based paints. Users will be encouraged to avoid creating noise pollution, especially at night.
- e) Use the minimum quantities of water possible in accordance with its activities and ensure that the water it uses is both supplied and disposed of, in the purest condition possible, meeting statutory requirements. It will reduce leakage and eliminate excessive or unnecessary use, e.g., through avoiding unnecessary flushing of urinals when the Centre is not in use. It will communicate to users and staff the need to conserve water e.g., turning taps off after use.
- f) Avoid waste and encourage the appropriate conservation, re-use and recycling of resources. It will re-use and recycle materials as far as possible and, if this is impractical, disposal by a means which will have the least impact on the environment and conforms to statutory requirements. It will encourage users and staff to minimise waste, including the provision of separate disposal facilities for recycling glass, tins and paper.
- g) Ensure that the potential environmental impact of any building projects will be assessed and minimised. This will include, where possible, methods of construction which make best use of resources; designs which result in low maintenance and high energy efficiency and the use of building materials from sustainable sources such as timber. It will encourage volunteers, hirers and staff to use and operate the building correctly to conserve energy and minimise waste.
- h) Promote a sense of responsibility and understanding for the environment and participation in environmental issues, by raising user and staff awareness, by information provision and open consultation with the local community.

Document Number: M5

Revision number: 1

Revision Date: July 2023

Approved By: J O'Neill (Chair)

- i) Encourage the use of effective environmentally friendly products such as cleaning materials and peat-free compost.

- j) Seek, where possible, to purchase from local or regional suppliers, in order to maximise input to the local community and minimise carbon emissions from transport.
- k) Monitor, review and where possible improve performance each year with positive action on any areas of non-compliance.
- l) Work in partnership with other third sector organisations, with the local community and Portsmouth City Council towards environmental improvements in the centre and its environs.

4) Monitoring

4.1 To monitor these commitments the Centre Manager will report on progress regularly to the Committee

4.2 The Committee will review this policy annually to ensure that there is continuous improvement.

This policy will be reviewed by the Management Committee annually or when legislation changes or amendments are required (whichever falls first).

Approved by the Chair of Havelock Community Centre on(date)

Signed Chairperson on behalf of Trustees

Appendix 1

(awaiting schedule from Owen Buckley PCC)

Appendix 2

Charity Excellence Framework: UK Charity Environmental and Sustainability Policy Template

(https://www.charityexcellence.co.uk/Home/BlogDetail?Link=Charity_Environmental_Policy_Template)

Environmental Policy - The Waste Hierarchy

The waste hierarchy identifies ways to be more environmentally friendly, in priority order.

1. **Eliminate** - Avoid producing waste in the first place
2. **Reduce** - Minimise the amount of waste you do produce
3. **Re-Use** - Use items as many times as possible
4. **Recycle** - Recycle what you can only after you have re-used it.
5. **Dispose** - Dispose of what's left in a responsible way

Environmental Policy Section 1 - Materials and Resources.

1. Consider installing recycling bins in your office and/or at events.
2. When ordering stationery, fundraising resources etc, do so in bulk. It costs less and reduces transport costs.
3. Where practicable buy products manufactured from recycled waste.
4. For fundraising, you can now buy items such as running vests made from recycled material and poly bags that are biodegradable and;
5. Rather than printing leaflets, posters, fundraiser packs, etc create digital versions - not only more eco-friendly, but these are also easier to share and cost less.
6. To find eco-friendly suppliers, try the [Green Providers Directory](#).
7. To find charity specific suppliers, or for advice, try the [Charity Eco Hub Face Book](#) page.
8. If you're working with a commercial partner, you may wish to ensure they've signed up to the [TRUST \(Trader Recycling Universal Standard\) registration scheme](#).
9. Unused or single copied paper should be recycled as scrap paper. For sensitive or confidential information, use a crosscut shredder, then recycle it.
10. Double sided printing and back-to-back photocopying should be undertaken where practicable.
11. Don't automatically print e-mails and documents. Retaining them on the hard drive reduces toner and paper usage, and you can find them again, if you need to.
12. Make use of e-mail in preference to hard copy mail. For example, for distribution of minutes of meetings. This not only avoids wasting resources, but is cheaper and quicker.
13. Encourage the use of water in jugs at meetings rather than plastic water bottles. Make your own 'posh water' by adding slices of orange, lemon, cucumber, strawberry, whatever.
14. If you need a water bottle for car/train journeys, the gym etc make it a re-usable one.
15. Where water dispensers are provided, consider installing those that draw and cool mains water, rather than bottled supplies.
16. Where possible encourage the use of fair-trade tea and coffee, and other products.

Document Number: M5

Revision number: 1

Revision Date: July 2023

Approved By: J O'Neill (Chair)

17. If it is practicable rechargeable batteries should be used, this is both economical and is far better for the environment.
18. Don't buy fruit/vegetables pre-packed – it's more expensive and creates plastic waste.
19. When you do buy loose fruit/vegetables, leave them loose and don't use plastic bags.
20. Buy UK, ideally local, instead of overseas produced food (and other materials) and try to buy in-season foods – it's cheaper, healthier, reduces air miles and supports local businesses.
21. If you do need to use disposable plates/cutlery at an event, buy cardboard, not plastic.

Environmental Policy Section 2 - Managing Waste.

1. Where cost effective, every effort should be made to recycle waste, such as cardboard, glass, paper and plastics.
2. The Hippo '[Grants Up for Grabs](#)' scheme awards free waste disposal help to applications from UK charities and community groups.
3. Mobile phone, and toner and cartridge recycling can generate some income.
4. Include energy efficiency in your purchasing of electronic equipment - you'll use less energy, when you use them, and less waste when you dispose of them. Some supermarkets have battery recycling boxes you can dump your batteries into and most waste sites will take you electronics.
5. Hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc, and electrical items must be disposed of properly and not simply dumped in the bin.
6. Encourage the use of effective environmentally friendly cleaning products and other products such as e-cloths.
7. A guide to [minimising water waste](#) in your office.

Environmental Policy Section 3 - Energy Use.

1. When you next review your utilities, consider purchasing renewable energy. It probably not as costly as you think and, even if it cost a bit more, price isn't everything.
2. Ensure that staff are aware of the benefits of energy efficient systems including benefits to themselves in their own homes
3. Energy efficient lighting should be used to replace any tungsten bulbs.
4. People should be encouraged to turn off lights, televisions, monitors and other equipment when not in use. It's more environmentally friendly, saves money and helps reduce fire risk.
5. Where practicable, heating should be turned down or off in unoccupied rooms or areas, with heating reduced to 'frost protection' levels when unoccupied; eg Christmas.
6. Ensure that doors and windows are not left open after cease work to save on heating costs and improve security.
7. Doors and windows should be draught proofed where practicable, loft spaces checked to ensure insulation is adequate, and pipes and hot water tanks should be properly lagged.
8. Want more? Here are a whole series of [office energy efficiency guides](#) from the Carbon Trust.

Environmental Policy Section 4 - Water Use.

Document Number: M5

Revision number: 1

Revision Date: July 2023

Approved By: J O'Neill (Chair)

1. Turn off or repair dripping taps, which can waste up to 10,000 litres of water a year.
2. Cut down on the amount of water in toilet cisterns by placing a water-filled bottle in there or a bag filled with stones.
3. In hot weather turning the tap on to gain access to colder water can be wasteful; therefore a jug of the water run should be filled and placed in the fridge.

Environmental Policy Section 5 - Emissions and Transport.

1. Encourage drivers to not hard accelerate and brake, which wastes petrol. Cruising saves fuel and you get to your destination less stressed.
2. Ensure that staff, where practicable, make use of the public transport system.
3. Encourage shared transport use by staff where it is practicable.
4. Source goods and services locally, where this is cost effective.
5. Coordinate meeting timings and locations to minimise travel.
6. Review the work of meetings to reduce committee sizes and frequency of meetings and use online. It cuts travel, can save wasted work time and is always popular.
7. Avoid automatic attendance at meetings on every occasion and, instead staff should only attend when an active role is required.
8. If you travel by plane, book a non-stop flight, because these take the most direct route to the destination.
9. Fly economy - business class carbon footprint is typically double economy. Surely nobody flies business class - I know an environmental charity where a director always flew business class.

Charity Environmental Regulation & Responsibilities

You can find the official guidance in Charity Commission RS17 ([Charities And Environmental Responsibilities](#)). There is also legislation governing waste and the environment, such as the Waste Electrical and Electronic Equipment (WEEE) and Energy Performance Of Buildings regulations.

The Commission found that increasing numbers of charities were responding to environmental concerns, but that some charity trustees opposed this on the grounds it would not be a legitimate use of the charity's resources. If a charity, not working on environmental issues, wanted to buy an expensive recycling machine, purely to protect the environment, I'd agree. However, the environment falls within the scope of many charities' objects, many of the ideas above are cost neutral, or very low cost, and some will even earn or save money.

Charity Sustainability Resources

- Lots of free different, colourful recycling [posters to download](#).
- A National Lottery funded [climate action communications and media toolkit](#) produced by the Media Trust.
- A [messaging guide](#) produced by Climate Justice.
- [360°carbon](#) is a free to use, collaborative, web-based tool which enables charities to measure their carbon footprint

Document Number: M5
Revision number: 1
Revision Date: July 2023

Approved By: J O'Neill (Chair)