**Digby War Memorial Hall**

**Environmental Policy Guidance**

**Policy**

The Digby War Memorial Hall Management Committee (hereinafter referred to as the Management Committee) acknowledges its roles in promoting a healthy and sustainable environment and its responsibility to play a part in addressing environmental concerns, both for our own sake and that of the planet.

The Management Committee will demonstrate this commitment in the following ways:

* Comply with all relevant environmental legislation and regulations that affect the organisation.
* Use recycled materials including paper wherever possible.
* Recycle waste paper and printer cartridges.
* Reduce paper consumption by printing double-sided.
* Encourage sharing of agenda and minutes by people in meetings.
* Using scrap paper for note taking, printing draft copies etc.
* Use glasses and mugs where possible as opposed to disposables.

**Energy Use**

* Switch off lights when not in use provided this is the cheapest alternative and that access and safety issues are not compromised.
* Use the central heating when necessary to maintain an adequate working temperature.
* Use natural light as much as possible.
* Use energy efficient lights when possible.

**Water Conservation**

* Encourage personnel to conserve water by turning off taps when not in use.
* Repair promptly any dripping taps etc.
* Use dual toilet flush systems where possible.

Adopted by Management Committee.

Review annually.

**Environmental Checklist for Digby War Memorial Hall**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We will…… | Already doing | Will do this within 3 months | Will do this within 6 months | Will consider at next review |
| 1. Water | | | | |
| Ensure all taps are turned off fully | Y |  |  |  |
| Put up notices to remind people to turn taps off fully | Y |  |  |  |
| Install low flush toilets or install a water hippo |  |  |  | Y |
| Check for and fix leaking taps or pipes quickly | Y |  |  |  |
| 2. Waste – Reduce, Re-use, Recycle | | | | |
| Re-use materials and equipment, where possible | Y |  |  |  |
| Provide separate bins for different types of waste eg paper, glass, cans | Y |  |  |  |
| Put up notices asking people to recycle their waste | Y |  |  |  |
| Use mugs instead of plastic cups | Y |  |  |  |
| 3. Energy | | | | |
| Switch off lights in parts of the building which are not being used | Y |  |  |  |
| Put up notices to remind people to turn off lights | Y |  |  |  |
| Use low energy, long life light bulbs and / or slim-line fluorescent tubes | Y |  |  |  |
| Reduce heating levels rather than opening windows | Y |  |  |  |
| Ensure sound insulation of all boilers and pipework | Y |  |  |  |
| Only heat rooms which are occupied | Y |  |  |  |
| Ensure good roof insulation | Y |  |  |  |
| Install cavity wall insulation | Y |  |  |  |
| Replace, old inefficient kettles with fast boil alternatives | Y |  |  |  |
| Only boil the water we need, rather than filling the kettle every time | Y |  |  |  |
| Defrost fridges and freezers on a regular basis | Y |  |  |  |
| 4. Materials & Equipment | | | | |
| Purchase from local suppliers where possible | Y |  |  |  |
| Use eco-friendly cleaning materials where possible |  | Y |  |  |
| Buy energy efficient products | Y |  |  |  |
| 5. Environment | | | | |
| Plant trees and shrubs on spare spaces | Y |  |  |  |
| Provide bike racks to encourage cycling |  |  |  | Y |
| Display leaflets / posters promoting the use of public transport eg. Bus timetables | Y |  |  |  |
| 6. Miscellaneous | | | | |
| Modernise the heating system | Y |  |  |  |

Name:\_\_\_\_\_\_Steve Priestley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_S Priestley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Chairperson

Date:\_\_\_\_\_\_\_\_\_\_\_\_May 23\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review annually or as required.