



Forest Voluntary Action Forum (FVAF)

Environmental Policy

General Statement of Intent

At a time of ongoing critical assessment as to how the resources of the world are being employed in economic and social activity it is essential that all involved with Forest Voluntary Action Forum have a clear understanding as to how its work can impact on the environment. It accepts responsibility for its actions and commits to working towards reducing any harmful effects it may have on the environment. It is also understood that as a leader in the Forest of Dean Voluntary and Community Sector it is a responsibility of the agency to manifest best practice.

FVAF will have, as its guiding principles and in order of priority, to :-

REPAIR
RE-USE
REDUCE
RECYCLE

This policy describes how Forest Voluntary Action Forum will implement practices that will minimise the impact of its work on the environment.

Responsibility

Whilst overall responsibility for this policy lies with the trustees of FVAF day-to-day responsibility rests with the staff under the line management of the Manager.

Monitor and review

FVAF commits to an annual monitor and review process of how its work effects the environment and will set sustainable and managed targets for reducing the impact.

Legislation

FVAF will both meet and exceed, where possible, the requirements of any legislation relating to environmental issues.

Training

FVAF will ensure that all those directly involved in the delivery of its services adhere to this policy including, where appropriate, the induction, training and supervision of both paid and volunteer staff.

Bearing in mind the guiding principles of **Repair, Re-use, Reduce and Recycle** FVAF will, without compromising the safety or security of its staff or the quality of its work, fulfil the following :-

In relation to power, heating and lighting :-

- Notwithstanding that the FVAF office rent is heating and lighting included FVAF will ensure that lights are not on more than necessary and that heating is not used to excess
- Active minimisation of 'standby' on electrical equipment – switch off if not required
- All FVAF electrical equipment will be switched off at the end of each working day unless required for operational effectiveness (answerphone, fax)
- Water required for tea or coffee to be boiled as needed
- All new purchases of electrical equipment to be made with due reference to their energy efficiency but without compromising operational effectiveness

In relation to the use of consumables :-

- Documents and other material to be printed only when absolutely necessary
- Two sided or two page to a sheet printing wherever possible
- Use Email as much as possible unless inappropriate for the message
- Re-use materials where possible

In relation to the purchasing of consumables :-

- Recycled paper and other stationery to be purchased where appropriate for identified use
- Recycled ink cartridges to be purchased where possible – but note possible negative effects on printers
- Fairtrade or similar food products to be purchased if available and suitable

In relation to travel :-

- All journeys to be made by most appropriate means possible - use public transport if suitable, car share if possible and, for local meetings in Cinderford, walking. Otherwise keep unnecessary journeys to a minimum
- No obvious reward (for eg higher mileage rate) to be made for the use of recognised environmentally unfriendly modes of transport

In relation to events :-

- All FVAF events to be accessible by public or community transport
- All FVAF events to be held at venues where due regard is made to environmental issues

In relation to recycling :-

- All consumables or other equipment to be recycled if unable to be re-used – this includes paper, card, ink and copier cartridges.

In relation to repairing :-

- If deemed cost effective any broken items of equipment or furniture to be repaired if possible

In relation to members and other service users :-

- All members and service users to be encouraged, without prejudice, to take due notice of environmental issues in both their contact with FVAF and in their service delivery in general

In relation to suppliers :-

- So far as possible FVAF to engage the services of suppliers who take due notice of environmental issues

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