



ENVIRONMENTAL POLICY

Please note that the charity is registered with the Charity Commission as 'New Horizons Mental Health CIO' but will be referred to as 'New Horizons' throughout the document

A) PURPOSE

New Horizons acknowledges and takes responsibility for the environmental impact of its activities. The Charity is committed to mitigating the impact of its operations and behaviours on the natural environment.

The Charity complies with all environmental legislation, and works to increase awareness of environmental responsibility amongst its staff, volunteers and service users.

B) SCOPE

The charity's Environmental Policy is reviewed annually by the Management Committee, and updated when necessary. The policy is supported by an Environmental Action Plan.

C) POLICY STATEMENT

Introduction

New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taf for people experiencing mental health or emotional wellbeing issues. New Horizons projects the positive image of people suffering mental health problems through challenging discrimination by means of education, outreach work, information and support services.

New Horizons recognises that our impacts are principally: energy use and water use.

Aim

New Horizons is committed to minimising the impact of its activities on the environment based on an approach where we have looked at impact and legislation.

The key points of our strategy to achieve this are:

- Encourage environmental responsibility amongst all stakeholders including trustees, staff, volunteers, members, contractors, suppliers, and sponsors
- Continual improvements through the use of our environmental management system
- Conduct our operations in a way that minimises our consumption of natural resources and manages waste through responsible disposal and the reuse and recycling of materials where economically feasible
- Comply with all legal requirements
- Include environmental considerations in our purchasing and procurement processes
- Prevent pollution
- Regularly review our progress in relation to this Policy

How we will achieve this:

Environmental Action Plan (see Appendix A)

Waste management

- Landfill and recycled waste is dealt with by the local Council. We ensure that our Waste Transfer Notes (WTN) are kept and include how we deal with the prevention of waste. We have established that the local authority (RCT CBC) is an exempt authority and therefore do not need to provide a Waste Carriers Certificate (WCL). This ensures that we have evidence that our waste is being correctly disposed of.
- We keep under review with the council as to whether we need to register for the disposal of batteries and Electrical and Electronic Equipment at the recycling centre. We also need to review and monitor how much waste and recycling we are producing.
- When using external companies (e.g. Sanitary Waste) we obtain correctly completed WTN's and WCL's as from March 2011 all businesses/organisation have to, when they directly employ a company to remove waste they need to (i) state that they have followed the Waste Hierarchy as per the Waste (England and Wales Regulations) 2011 and (ii) obtain the necessary documentation WTN's and WCL's.

Energy Use

- We record the consumption of gas and electricity. These figures need to be cross referenced with the bills received to ensure that they are paying the correct charges for units used.
- All staff and volunteers are vigilant about turning all electrical equipment(including IT equipment) off at the end of the day

Water usage

- Water meter are not able to be installed at Dean Street or The Factory as they are leased properties.

Chemical use

- We always use eco-friendly cleaning products (following the principles of COSH)

Review of environmental management.

We will review our environmental management performance annually

Actions to be followed up:

- Contact RCT regarding waste management and disposal
- Continue to record energy consumption
- Continue to purchase eco friendly cleaning products
- Brief Staff on Environmental Policy and discuss at staff meetings

Consideration should be given to working towards the Green Dragon Environmental Standard at Level 2 of the Standard across all New Horizons' premises.

| POLICY CONTROL SCHEDULE | |
|-----------------------------------|----------------------|
| Document reference: | |
| Version: | |
| Ratified by: | Management Committee |
| Date ratified | October 2010 |
| Originator/author: | |
| Responsible committee/individual: | |
| Executive lead: | |
| Date issued: | October 2010 |
| Last reviewed | Feb 2017 |
| Review date: | Feb 2018 |

NEW HORIZONS' ENVIRONMENTAL ACTION PLAN

| Action | Progress | Date achieved by | Next steps |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| Review the Environmental Policy and Statement | Revised and adopted | Feb 2017 | Review Feb 2018 |
| Monitoring of Waste management | Discuss with RCT CBC about ongoing management of waste disposal. Small waste bin rented from local authority only. Sanitary Waste completed WTN's and WCL's received | Ongoing | Ongoing work |
| Monitoring of energy Use | Ongoing gas and electricity monitoring and recording Staff reminded about turning off electrical equipment at the end of the day | Ongoing work | Ongoing work |
| Chemical use | Use of eco-friendly products only | Ongoing | Ongoing good practice |
| Briefing of EP to all staff | All staff briefed Included as an agenda item at staff meetings | Ongoing | Ongoing work |