



## **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 has a responsibility to manifest best practice.

FVAF will use, as its guiding principles - in order of priority – the need to:

**REPAIR**  
**RE-USE**  
**REDUCE**  
**RECYCLE**

This policy describes how FVAF will implement practices that will minimize 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.

#### **Monitoring and reviewing**

FVAF commits to an annual monitor and review process of how its work affects the environment and will set sustainable, managed targets.

#### **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.

## Putting Policy into Practice

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 heating and lighting is included in the office rental payment, FVAF will ensure that lights are not on more than necessary and that heating is not used to excess.
  - Active use of 'standby' on electrical equipment will be implemented – equipment will be switched off if not required.
  - All FVAF electrical equipment will be switched off at the end of each working day unless required for operational effectiveness.
  - Staff should be encouraged to check that radiators are not blocked – as this will lead to unnecessary heating of the area near the radiator.
  - Staff should be encouraged to check that radiator thermostats are set to the appropriate level for the time of year – in order to reduce energy use.
  - Water required for tea or coffee will be boiled as needed.
  - All new purchases of electrical equipment will 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 will be printed only when necessary.
  - If documents need to be printed, this will be done using both sides of a sheet of paper where possible/appropriate.
  - Email should be used as much as possible - unless inappropriate for the message being conveyed.
  - All materials should be re-used wherever possible.
  - FVAF staff should be made aware of the use of dual flush toilets where these are available – to help conserve the use of water.
  - A jug of water, together with washable glasses, should be available in the working environment so that staff have access to drinking water for the promotion of health and wellbeing.
  - Staff should be actively encouraged not to use single use plastic bottles and to use tap water available in a jug in the office environment.
  - Staff should be mindful of conserving water when using the kitchen facilities – use a bowl in the sink or a plug so that water is not wasted unnecessarily.
  - Should any staff notice a tap in either the kitchen or one of the toilets is dripping, this should be reported to the Management at the earliest opportunity.
  
- **In relation to the purchasing of consumables:**
  - All stationery purchased should, wherever possible, be produced from recycled sources and/or from sustainable sources – Forest Stewardship Council (FSC) approved accreditation should be evident.
  - Recycled ink cartridges to be purchased where possible – though this may not be possible due to the negative effects on printers. If the latter is the case, branded cartridges should be used which can be returned and recycled using schemes provided by the manufacturer.
  - Fairtrade or similar food products to be purchased where available and suitable.
  
- **In relation to travel:**
  - All journeys to be made using means that produce the least harm possible to the environment. Where possible staff, or those attending FVAF events, are encouraged to use:
    - public transport.
    - car sharing.

- bicycles.
  - walking routes - if meetings are local.
- Wherever possible journeys should be kept to a minimum.
- No obvious reward (eg higher mileage rate) to be made for the use of recognised environmentally unfriendly modes of transport.
- **In relation to events organised by FVAF, these should be, where possible:**
  - Accessible by public or community transport.
  - Held at venues where due regard is made to environmental issues.
  - Use consumables that are local, organic, and as ethical as possible – being mindful of their carbon footprint.
  - Where possible any food remaining after an event should be offered to those attending or taken to an outlet where it will not go to waste.
- **In relation to recycling:**
  - Consumables or other equipment should be recycled if it cannot be re-used – this includes paper, card, ink and copier cartridges.
  - All staff are encouraged to recycle goods both within and outside the office – including when they work from home.
  - If staff have any personal items they no longer have a use for, they are encouraged to offer them to other staff members before using appropriate avenues for their environmentally safe disposal
- **In relation to repairing:**
  - Broken items could be taken to a Repair Café in the Forest of Dean, run locally, to ascertain as to whether the item could be mended.
  - Otherwise, if deemed cost effective, any broken items of equipment or furniture should be repaired where possible.
- **In relation to members and other service users:**
  - All FVAF staff and members should be encouraged to take due notice of environmental issues in the delivery of their services.
  - All service users should also be encouraged, to take due notice of environmental issues in their dealings with FVAF.
- **In relation to suppliers:**
  - When FVAF staff are looking to procure goods, they should always be mindful of the implications and effects on the environment when making choices. For example, any purchases of wood products should be sustainably sourced – where possible – and use the FSC accreditation as a useful benchmark for the sustainable quality of the product.
  - When FVAF staff are looking to procure services, they should always be mindful of the implications and effects on the environment when making choices.
- **In relation to staff wellbeing:**
  - The management will ensure that staff are encouraged to nurture plants in the office environment – helping to both promote wellbeing and to help clean the air in the working environment.