



Wales **Co-operative** Centre  
Canolfan **Cydweithredol** Cymru

# Environmental Policy

Version: 2.3

Last Updated: 22<sup>nd</sup> November 2018

Owner: Angela Overment, HR and Corporate Support Manager

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Version N°	Status	Reason	Date
1.0	Draft	Initial draft by Chief Executive	June 2014
1.1	Final	Agreed by Board	June 2014
1.2	Final	Annual Officer review and New Logo	Sept 2015
1.3	Final	Reviewed and amended by Green Team and Senior Management Team	Jan 2017
2.0	Draft	Reviewed by HR and Corporate Support Manager	October 2018
2.1	Draft	Reviewed by Chief Executive	November 2018
2.2	Draft	Reviewed by Quality Improvement Team	21 <sup>st</sup> November 2018
2.3	Approved	Approved by Chief Executive	22 <sup>nd</sup> November 2018

The Wales Co-operative Development and Training Centre Limited (trading as the Wales Co-operative Centre) is a registered society under the Co-operative and Community Benefit Societies Act 2014, number 24287 R.

This publication is also available in Welsh. Other formats, such as large print or braille, are also available on request.

We welcome correspondence in English or Welsh and aim to provide an equal standard of service in both languages.

## **Purpose Statement**

- 1.1. The Wales Co-operative Centre recognises the legal and moral obligation to protect and improve the environment.
- 1.2. This document is intended to clearly communicate the Centre's commitment to improving its environmental performance via its Environmental Management System, which includes:
  - Committing to protect the environment
  - Identifying and minimising environmental impacts from operational activities
  - Complying with obligations including the waste hierarchy and the Eco Code
  - Communicating environmental issues
  - Communicating the responsibilities of people in the organisation
  - Committing to continually improve environmental performance
  - Evaluating existing arrangements

## **Scope**

- 2.1 This policy applies to all operations of the Wales Co-operative Centre across the organisation's multiple sites.

## **Policy**

### Protection of the Environment

- 3.1 The Centre is committed to protecting the environment, including preventing pollution and promoting working practices which prevent harm and degradation of the natural environment.

### Operational Activities

- 3.2 The Centre recognises that all human activity has an environmental impact, and that its own operational activities will also have an environmental impact.
- 3.3 The Centre's registered office is in Caerphilly, with much smaller sites in Bangor, Carmarthen and Swansea. There is a small number of home workers.

3.4 Activities at all sites are administrative in nature. Whilst some staff travel regularly as part of their role, many staff are based in office environments which present low environmental risks.

#### Key Environmental Impacts

3.5 The Centre undertakes to identify the key environmental impacts resulting from its human or operational activity, assess their severity and implement measures which will minimise the risk wherever possible.

3.6 The Centre has carried out an environmental risk assessment (which is available from the HR and Corporate Support Manager). This has identified that the most significant environmental impacts arise from:

- Emissions and debris in the event of a fire
- Waste disposal
- Emissions from business travel

#### Compliance Obligations

3.7 The Centre is committed to complying with all relevant legislations and other regulatory requirements or voluntary commitments. These shall be identified in the Register of Compliance, which is available from the HR and Corporate Support Manager.

3.8 The Register of Compliance will be maintained by the HR and Corporate Support Manager and will be reviewed at least annually in conjunction with the Quality Improvement Team. Reviews will include periodic checks against sources of environmental legislation and subscription to services which provide automatic updates.

3.9 Where it is necessary, plans for controlling environmental risks and emergencies will be outlined in the Centre's Register of Compliance.

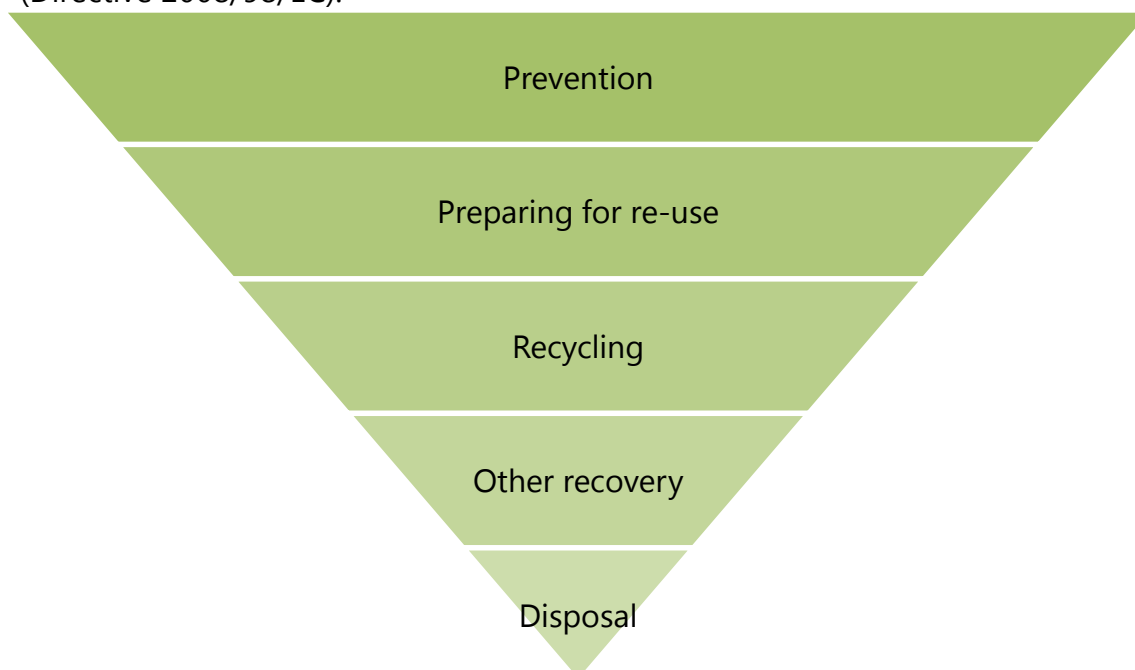
3.10 In addition, the Centre has in place a full "Business Continuity Plan" which provides guidance in the event of a major disruption or disaster.

3.11 Owing to the low risk nature of business activities, it is not envisaged that breaches of the compliance register will occur. However, where compliance problems are identified, action shall be taken to correct these problems and maintain compliance.

3.12 The Centre will contact the Green Dragon Environmental Standard Administrator at Groundwork as soon as possible if non compliance with a legal requirement occurs and results in a summons for prosecution, an enforcement notice or an abatement notice.

### Waste Hierarchy

- 3.13 The Centre applies the waste hierarchy to handle the non hazardous waste which it generates.
- 3.14 The waste hierarchy is a system of waste management which ranks options according to what is best for the environment. It prioritises preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (landfill).
- 3.15 The waste hierarchy is set out at Article 4 of the revised Waste Framework (Directive 2008/98/EC).



### Eco Code

- 3.16 The Centre has applied the findings of the Environmental Risk Assessment and the principles of the Waste Hierarchy and developed its own "Eco Code".
- 3.17 The Eco Code is a set of commitments and behaviours which Wales Co-operative Centre has voluntarily agreed to follow in order to encourage behaviours which protect the environment. The Eco Code also includes Improvement targets against which improvements in environmental performance will be measured.

<b>Commitment</b>	<b>Behaviours</b>	<b>Target by December 2019</b>
Prevent physical waste	<ul style="list-style-type: none"> <li>• Check what is already available before buying new items e.g. stationery, perishables etc</li> <li>• Promote procurement and use of products/services which have minimal environmental impact e.g. recycled paper, products with less packaging</li> <li>• Keep products for longer</li> <li>• Minimise paper use by: <ul style="list-style-type: none"> <li>○ using print preview before printing</li> <li>○ ensuring all staff have a print release PIN code</li> <li>○ printing double sided by default</li> <li>○ printing in black and white by default</li> <li>○ printing only when essential</li> <li>○ encouraging people to bring laptops and surface pros to meetings instead of printing papers</li> <li>○ using Lifesize AV system to present information to groups rather than printing papers.</li> </ul> </li> <li>• Complete fire risk assessments for all Centre premises to prevent fire</li> <li>• Don't over cater on buffets (75% of guests)</li> <li>• Give left over buffet food to staff</li> </ul>	Reduce number of printed pages by 5%.
Prevent energy waste / loss / pollution	<ul style="list-style-type: none"> <li>• Don't leave taps running</li> <li>• Keep doors/windows closed when air conditioning is on</li> <li>• Keep doors/windows closed in winter to preserve heat</li> <li>• Switch off lights, computers, monitors when not in use</li> <li>• Use Lifesize for meetings rather than travel</li> <li>• Use public transport, walk, cycle or car share when possible</li> <li>• Encourage visitors to travel in environmentally friendly ways or to use teleconferencing facilities if possible</li> <li>• Complete fire risk assessments for all Centre premises to prevent fire</li> </ul>	Reduce business mileage by 5%
Re-use	<ul style="list-style-type: none"> <li>• Re-use working ICT equipment and mobiles</li> <li>• Repurpose / check / clean / repair / refurbish whole products or components wherever possible</li> <li>• Reuse paper, envelopes, folders etc wherever possible</li> </ul>	Re-use 100% of working ICT equipment
Recycle	<ul style="list-style-type: none"> <li>• Recycle materials such as paper, plastic, metals, glass</li> <li>• Recycle used toner cartridges</li> <li>• Recycle used batteries safely</li> <li>• Recycle ICT equipment, mobiles etc</li> </ul>	Recycle 64% of waste (in line with Welsh Government targets)

### Communication of Environmental Issues

- 3.18 The Centre will ensure that this document is published internally with other policies, externally on its own website and also via the Green Dragon Environmental Standard website.
- 3.19 The Centre will communicate other information relating to environmental issues via the Quality Improvement Team, other staff meetings, the intranet site, staff newsletters, the Eco Code, blogs or social media accounts as appropriate.
- 3.20 Staff are encouraged to promote good environmental practices and our commitment to improving our own environmental performance.
- 3.21 General responsibilities associated with environmental matters for people at all levels of the organisation are outlined in Appendix 1. It should be noted that the listed responsibilities are intended as a general guide. They are not exhaustive.
- 3.22 Responsibilities on people to behave in an environmentally aware manner do not only apply when working on company premises, but also extends offsite and whilst travelling.

### Continual Improvement

- 3.23 The Centre is also committed to continually improving its environmental management and performance.
- 3.24 In particular, the Centre will seek to improve:
- its understanding of its environmental impacts and the ways in which human and operational activities cause these
  - the organisation's capacity to address these environmental impacts
  - the environmental management system itself
  - measurable environmental performance (via targets).

### Monitoring and Evaluation

- 3.25 The Centre will monitor relevant data associated with its main environmental impact areas and targets as laid out in the Eco Code.
- 3.26 Compliance with legal and other requirements is periodically checked and evaluated via the Register of Compliance.

- 3.27 Where an incident which could adversely impact on the environment occurs, the Centre will review its existing procedures in order to establish ongoing suitability. Changes will be made as required.
- 3.28 This document reflects and has drawn on the personal commitment of staff who fully support its objectives. It is expected that all staff will make the policy work because of this commitment. However, in the event that any member of staff repeatedly fails to meet their responsibilities, it will be considered a breach of this policy, and may result in disciplinary action.

### **Review**

- 4.1 This document will be reviewed on an annual basis by the Quality Improvement Team and Senior Management Team, or earlier in the event of relevant legislative or compliance changes.
- 4.2 The next date for review is November 2019.

Signature of Chief Executive:

A handwritten signature in black ink that reads "D. Walker". The letters are cursive and slightly slanted to the right.

Date:

22<sup>nd</sup> November 2018



## **Appendix 1: General Responsibilities**

### Board Members

- Ultimate responsibility for all aspects of environmental management.
- Ratify any new procedural documents.

### Chief Executive

- Delegated responsibility for operational delivery of all aspects of Environmental management.
- Contribute to the development of any new procedural documents.

### Senior Management Team

- Ensure that Environmental matters are given equal prominence with all other strategic or operational decisions.
- Ensure that, as far as reasonably practicable, effective arrangements are in place to protect the environment.
- Ensure the provision of appropriate resources so that Environmental commitments can be met.
- Ensure that environmental risks are regularly reviewed, with a view to establishing organisation wide risks, and mitigating those risks as far as reasonably practicable, especially when entering into new areas of business. Where risks cannot be eliminated, review these regularly.
- Lead by personal example and set high standards for staff in environmental management.
- Review environmental information in order to monitor and review the effectiveness of the Environmental Management System, at least annually or following a significant change or non conformance.
- Ensure overall compliance with the Centre's Environmental procedures.

### Management Team

- Ensure that Environmental matters are given equal prominence with all other strategic or operational decisions
- Ensure that, as far as reasonably practicable, effective arrangements are in place to protect the environment.
- Ensure that environmental risks within own area of responsibility are regularly reviewed, with a view to establishing and mitigating risk as far as reasonably practicable. Where risks cannot be eliminated, review these regularly and report them to the Senior Management Team.
- Lead by personal example and set high standards for staff in environmental management.
- Ensure staff within own area of responsibility are aware of and comply with the Centre's environmental procedures and communicate any changes.

#### Environmental Management Representative ("Competent Person")

- NB – The HR and Corporate Support Manager currently undertakes this role.
- Implement and maintain the Environmental Management System.
- Ensure that the Environmental Management System is integrated across all of the organisation's activities.
- Keep the Environmental Policy up to date.
- Co-ordinate environmental objectives, target and improvements.
- Monitor environmental performance and competence.
- Communicate on environmental issues (internally and externally).
- Ensure that staff are aware of environmental responsibilities, commitments, roles, authorities and environmental performance.
- Report to Senior Management on the organisation's environmental performance and the effectiveness of its Environmental Management System.
- Act on any reports of incident, or environmentally adverse behaviours, methods of work or equipment and initiate remedial actions to prevent recurrence.
- Review the compliance register regularly.
- Review the environmental risk register regularly.

#### Individuals (applies to all employees, agency staff, contractors and visitors)

- Work in an environmentally considerate manner and promote this approach to others wherever possible.
- Adhere to the Centre's environmental policy and any Centre environmental procedures.
- Follow the Centre's Eco Code .
- Inform line manager immediately if involved in or observe any incident which has an adverse environmental impact.