



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

Environmental Policy

Version: 4.2

Last Updated: 15th December 2020

Owner: Angela Overment, HR and Corporate Support Manager

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Version N°	Status	Reason	Date
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1.1	Final	Agreed by Board	June 2014
1.2	Final	Annual Officer review and New Logo	Sept 2015
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3.1	Review	Reviewed by HR and Corporate Support Manager	15 th November 2019
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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.

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 and commits to both the legal and moral obligation to protect and improve the environment for future generations.
- 1.2. This document is intended to clearly communicate the Centre's commitment and to document the Environmental Management System (EMS) which will ensure that this is achieved. The EMS includes:
 - A senior level commitment to the protection of the environment
 - Provision of the necessary resources to ensure success
 - Identification of and compliance with regulatory and voluntary obligations
 - Identification and evaluation of the environmental impacts resulting from operational activities
 - Prevention of pollution and other environmental impacts wherever possible
 - Identification and adoption of working practices which prevent harm and degradation of the natural environment wherever possible
 - Setting and reviewing environmental objectives and targets
 - Communication of environmental issues
 - Confirmation of the specific responsibilities of people in the organisation
 - Monitoring and evaluation of the EMS to ensure continual improvement.

Scope

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

Policy

Operational Activities

- 3.1 The Wales Co-operative Centre is the UK's largest co-operative development agency, providing business support for social businesses and co-operatives, including growth and new start businesses; social care co-ops, housing co-ops, and community-owned facilities.

- 3.2 The Centre also works with organisations to improve the use of digital technology for health and wellbeing, and helps communities develop business or projects which value people and the environment as much as profit.
- 3.3 In addition, the Centre works to influence, inform and respond to Welsh public policy.
- 3.4 The Centre's registered office is in Caerphilly, with a smaller office in Swansea and a flexible shared working space in Carmarthen. Prior to the Covid-19 pandemic, the Centre employed a small number of home workers. Since March 2020 all staff have been working from home. This will be reviewed in line with advice from Welsh Government but the Centre supports home working for staff as a long term option.
- 3.5 Some staff are exclusively desk based, but many operational delivery staff have an element of travel as part of their role. This has been greatly minimised during the Covid-19 response, and the Centre is keen to consider ways that travel can be kept to a minimum when restrictions are lifted.
- 3.6 The nature of our business means that operational activities at all premises are administrative in nature. Nevertheless, the Centre recognises that all human activity has an environmental impact.

Responsibilities

- 3.7 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.
- 3.8 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.
- 3.9 Where a member of staff repeatedly fails to meet their environmental obligations, this will be considered as a breach of this policy and disciplinary action may be taken in line with the Centre's Disciplinary policy.

Compliance Obligations

- 3.10 The Centre is committed to complying with all relevant legislation and other regulatory requirements or voluntary commitments. These shall be identified in the Register of Compliance.

- 3.11 The Register of Compliance is maintained by the HR and Corporate Support Manager and will be reviewed at least annually in conjunction with the Chief Executive. Reviews will include periodic checks against sources of environmental legislation and subscription to services which provide automatic updates.
- 3.12 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, these will be recorded within the myHR facility. myHR records are reviewed regularly and where issues are recorded this will trigger a process of investigation and corrective action. Non-compliance issues will be reported to Board. The results of corrective actions will be recorded and reviewed to ascertain effectiveness.
- 3.13 The Centre will also 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.

Environmental Aspects Register

- 3.14 The Centre identifies the key environmental aspects resulting from its human or operational activity, assesses their severity and identifies control measures which will minimise the risk wherever possible.
- 3.15 These are documented in the Environmental Aspects Register, which is maintained by the HR and Corporate Support Manager and will be reviewed at least annually in conjunction with the Chief Executive.
- 3.16 The Environmental Aspects Register demonstrates that the most significant environmental impacts resulting from the Centre's activities are related to waste and business travel, and therefore these issues feature prominently in the objectives and targets for improvement.
- 3.17 The Centre applies the waste hierarchy to handle the non-hazardous waste which it generates. Details of the waste hierarchy can be found in Appendix 2.

Pollution Prevention Plan

- 3.18 The Centre also maintains a Pollution Prevention Plan, which takes account of the Environmental Aspects Register.
- 3.19 The Pollution Prevention Plan aims to minimise the environmental risks and provide an effective response to any potential incident.

- 3.20 The Pollution Prevention Plan describes pollution risks and proposed measures to prevent pollution incidents and describes proposed measures to mitigate environmental impacts resulting from pollution incidents.
- 3.21 The Centre is proud that it has never experienced a pollution incident, but in the event that an incident did this would be recorded within the myHR facility. myHR records are reviewed regularly and where issues are recorded this will trigger a process of investigation and corrective action. Pollution incidents will be reported to Board. The results of corrective actions will be recorded and reviewed to ascertain effectiveness.
- 3.22 The Pollution Prevention Plan is maintained by the HR and Corporate Support Manager and will be reviewed at least annually in conjunction with the Chief Executive.
- 3.23 In addition, the Centre has in place a full "Business Continuity Plan" which provides guidance in the event of a major disruption or disaster.

Objectives and Targets

- 3.24 Taking into account the Environmental Impact Register, the Environmental Aspects Register and the Pollution Prevention Plan and other organisational commitments, the Centre has set environmental improvement objectives and targets.
- 3.25 These objectives and targets prioritise the significant environmental aspects or areas for improvement over which the Centre can exercise control or influence and integrate into business processes.
- 3.26 As such, the Centre's environmental objectives are:
- to reduce the Centre's carbon footprint
 - to maintain effective management and ongoing improvement of the EMS
 - to promote environmental awareness amongst staff.
- 3.27 A separate action plan will identify:
- targets
 - specific actions
 - responsible person(s)
 - resources
 - timescales

- monitoring criteria / evaluation indicators for assessing progress

3.28 The action plan will be reviewed and amended as necessary to reflect changes within the EMS, and/or achievements made, in line with continuous improvement.

Internal and External Communication

3.29 The Centre will communicate information as outlined below:

What	When	To Whom	How
Environmental Policy	Annually or as updated	Staff Board	myHR Connect
		General public	Website
		Groundwork Wales	Green Dragon EMS
Compliance register	Annually or as updated	Staff	Sharepoint
		Groundwork Wales	As requested
Environmental Aspects register	Annually or as updated	Staff	Sharepoint
		Groundwork Wales	As requested
Pollution prevention plan	Annually or as updated	Staff	Sharepoint
		Groundwork Wales	As requested
Objectives and Targets Action Plan	Annually or as updated	Staff	Sharepoint
		Groundwork Wales	As requested
Monitoring data	Annually or as updated	Staff	Sharepoint
		Groundwork Wales	As requested
Environmental Report	Annually or as updated	Staff	Connect
		General public	Website
		Groundwork Wales	As requested

- 3.30 The Centre will communicate other information relating to environmental issues via Board and/or staff meetings, the intranet site, staff newsletters, blogs or social media accounts as appropriate.
- 3.31 Responsibility for responding to external communications will be agreed by the Senior Leadership Team and delegated to an appropriate person dependent on the context. Details of correspondence shall be provided to the person with responsibility for managing the EMS (currently the HR and Corporate Support Manager).
- 3.32 Suppliers and contractors will be made aware of any criteria around ethical procurement as part of the procurement process. Contracted providers will be directed to the Environmental Policy.
- 3.33 Staff are encouraged to promote good environmental practices and to share our commitment to improving our own environmental performance with other people and organisations.

Continual Improvement

- 3.34 The Centre is committed to continually improving its environmental management and performance.
- 3.35 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 Centre's capacity to address these environmental impacts
 - the EMS itself
 - measurable environmental performance (via targets).

Monitoring and Evaluation

- 3.36 The effectiveness of the EMS will be monitored and evaluated based on:
- Relevant data associated with objectives and targets
 - Findings of key documents such as the Compliance Register, Environmental Aspects Register and the Pollution Prevention Plan
 - Outcomes of external audit by organisations such as Groundworks
 - Any non-compliance or pollution incidents
- 3.37 Where necessary, improvement actions will be taken.

Review

- 4.1 This document will be reviewed on an annual basis by the policy owner and the Chief Executive, or earlier in the event of relevant legislative or compliance changes.
- 4.2 The next date for review is December 2021.

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:

15th December 2020

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.
- Approve new and revised documents.

Senior Leadership 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 Leadership 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, Compliance Register, Pollution Prevention Plan and Environmental Aspects Register 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 Leadership Team 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.

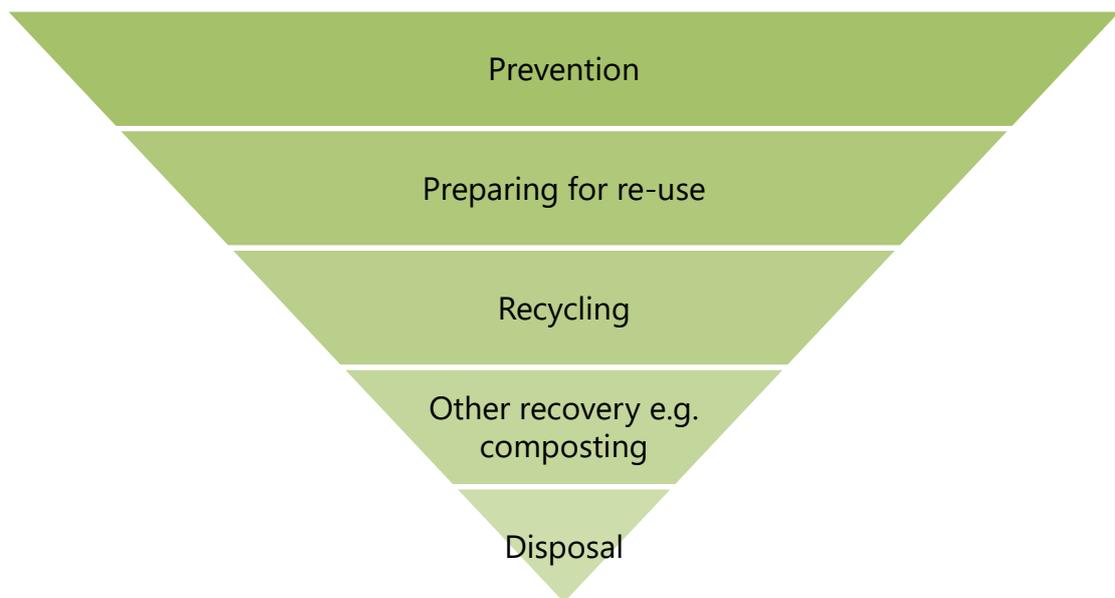
Individuals (applies to all employees, agency staff, contractors and visitors)

- Work in an environmentally considerate manner and promote this approach to others wherever possible.
- Adhere to the principles of the Waste Hierarchy, as detailed in Appendix 2.
- Adhere to the Centre’s environmental policy and any Centre environmental procedures.
- Inform manager immediately if involved in or observe any incident which has an adverse environmental impact.
- Report any environmental incident via the myHR accident reporting function.

Appendix 2: Waste Hierarchy

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).

The waste hierarchy is set out at Article 4 of the revised Waste Framework (Directive 2008/98/EC)



Further information can be found at the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf