



Environmental Action Plan 2009-2010

Objective

To lead by example by changing our own decision making and behaviour in order to continually improve our environmental performance.

Action Required	Proposal	Date
1. Management Systems. Seek continuous improvement in environmental performance.	<ul style="list-style-type: none"> • Develop and implement an environmental policy and action plan with targets • Monitor environmental performance and audit EMS • Seek certification to ISO 14001 	Dec 2010
2. Waste and Recycling. Minimise waste and establish recycling facilities wherever possible.	<ul style="list-style-type: none"> • Compile information regarding disposing and recycling • Ensure sustainable purchasing • Agree waste and recycling programme for all building material • Encourage double-sided printing and photocopying • Recycle key materials e.g office paper, cardboard, batteries, textiles, printer cartridge, glass, steel, aluminium, plastics 	Current
3. Staff Awareness. Raise staff awareness in order to change their attitude and behaviour.	<ul style="list-style-type: none"> • Raise awareness to all staff and encourage staff suggestion scheme • Involve staff in monitoring the environmental performance of the organisation • Provide feedback to staff on environmental performance 	Current
4. Purchasing. Ensure sustainably produced goods and services are used wherever possible.	<ul style="list-style-type: none"> • Favour suppliers with clear environmental policies or certified EMS's • Use recycled goods where possible • Favour products and services that do not contain or were not produced using hazardous substances • Use local businesses and locally produced goods where possible 	2009
5. Travel. Seek to reduce the	<ul style="list-style-type: none"> • Develop car sharing scheme where practical • Encourage staff to use alternative means of travel by providing loans for season bus/train passes 	2009

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environmental impacts associated with staff travel.	<ul style="list-style-type: none">• Ensure all vans are no less than 3 years old and are regularly serviced	
6. Energy Efficiency. Reduce energy consumption as far as possible.	<ul style="list-style-type: none">• Ensure all computer equipment and lights are completely switched off and the end of each day• Install energy saving devices	Current

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