**ENVIRONMENTAL POLICY**

**STATEMENT**

Wellbeing Challenge as an organisation feel they have a social and moral responsibility to put in, throughout the workplace, environmentally friendly measures for the benefit of staff, volunteers, trustees and clients.

Wellbeing Challenge will endeavour to continuously improve ways of reducing energy use, find ‘greener’ solutions wherever possible, continue to recycle appropriately or dispose of defunct equipment responsibly.

The following policy covers;

* Residentials & Outings
* Smoking
* Recycling
* Care for the working environment
* Safe storage
* Ethical purchasing

**Residentials & Outings**

Wellbeing Challenge will use residential dwellings that comply with current environmental legislation and have an environmental & sustainable green policy.

Wellbeing Challenge believes the outdoor environment has so much to offer. It’s a great setting for Social & Personal Development as well as learning and fun. The great outdoors is also a powerful teacher in itself. In our adventures we appreciate and respect our environment. We strive to be as environmentally responsible in our enjoyment of the outdoors. We want client’s experiences with us in this amazing environment to have as little impact as possible. During residential activities when adventurous activities are used Wellbeing challenge will use this opportunity to educate clients of everyone’s responsibility to care for the environment. Wellbeing Challenge will work on the policy of take only pictures and leave only footprints.

**Smoking**

Staff, volunteers working with Wellbeing Challenge who smoke, must do so in designated areas identified as being most suitable. Cigarette/cigar butts must be disposed of responsibly and safely.

Wellbeing Challenge understand that there is a safety & social responsibility to smoking so that we actively encourage no smoking in built up areas and no smoking is allowed during any activities whereby PPE is being used.

**Recycling**

Wellbeing challenge is committed to helping reduce landfill by recycling used materials wherever possible.

Recycling some waste products; cardboard, un-shredded paper, plastic bottles, cans. All staff, volunteers and trustees are urged to recycle wherever possible,.

Used glass jars/bottles are washed and taken to the nearest Recycling area.

Broken furniture and equipment must be disposed of safely at a Recycling Village/Bin/shop whenever possible. If computer equipment is being disposed of then care must be taken to remove stored data in order to prevent fraud or misuse.

Packaging, such as cardboard boxes, padded envelopes, bubble wrap should be recycled/reused wherever possible to cut down on waste.

Recycling responsibly protects the environment, if in doubt about items to recycle please contact the member of staff responsible for Health & Safety.

**Care for the working environment**

* Low energy bulbs must be used whenever practical and disposed of safely after use in main bin as they are unrecyclable as are fluorescent tubes (both contain mercury)
* Used batteries must be placed in the designated receptacle; they are recycled at a local destination on a regular basis.
* Photocopier toner containers must be disposed of safely as they contain harmful substances.
* Empty bottles that have contained corrosive or harmful liquids must be fully empty before being placed in the main bins.
* All computers and electrical equipment, this includes both photocopiers and the shredder, must be switched off at end of working day – not left in standby mode.
* Free standing heaters/fans must be turned off at wall if not in use.
* Lights must be turned off if rooms are not in use to conserve energy.
* Faults on electrical equipment must be reported as soon as possible to minimise further damage.
* In order to reduce the carbon footprint, staff/trustees are encouraged to car share when attending meetings or travelling.

**Safe storage**

Care is taken to buy cleaning materials that are environmentally friendly although this is not always possible. Cleaning equipment must be stored immediately after use for health and safety reasons.

Used printer and toner cartridges must be disposed safely as they contain harmful substances.

Furniture and display materials not in use must be stored in a safe and secure manner. Fire doors/ stair wells must not be blocked by any object. Fire doors should also be closed at all times and not wedged open.

Trailing wires or free standing equipment, such as electric fans, must be placed safely to avoid accidents,

Care must be taken when placing furniture in rooms in order to avoid congestion and potential accidents.

**Ethical Purchasing**

Wellbeing Challenge will endeavour to encourage positive buying of stationery and equipment which means favouring ethical products i.e. fair trade, organic, recycling, re-used.

Wellbeing Challenge will endeavour to buy items locally to support the local economy.

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