

October 2010

PEOPLE AND WORK UNIT

ENVIRONMENTAL POLICY

(this document forms part of the People and Work Unit Employment and project pack)

STATEMENT

The People and Work Unit is committed to promoting and practising responsible behaviour in respect of environmental issues. It will comply with all relevant environmental legislation. It aims to increase awareness of environmental responsibilities among all staff, volunteers and project participants and to minimise waste and pollution. Work and training is subject to regular review to ensure ongoing improvements, understanding of and compliance with new legislation as it comes into effect.

GENERAL CHECKLIST

- Re-use and recycling of all paper and card products
- Provision of IT network to enable office staff to conduct correspondence via email and research via the internet (to cut down on use of paper and need to travel)
- Recycling of printer cartridges and other consumables
- Support for the use of public transport and car-sharing
- No-smoking policy in the Unit's offices
- Economical use of lighting, heating system and water supply
- Construction training projects designed to deliver qualified local people for local jobs, thus cutting down the need for long-distance transport in the long term

PROJECT CHECKLIST - general

- All staff and learners based in community organisations to be provided with a laptop computer to enable them to conduct correspondence and submit assignments via email and research via the internet
- No-smoking policy is in force in all premises and vehicles rented and used for project work
- Car-sharing policy is in effect for all action research projects to minimise toxic emissions
- A re-use and recycling of paper and card stocks policy is in place
- Waste disposal is monitored to ensure this is carried out appropriately
- Existing community facilities are re-used at all times

- Workers will demonstrate and encourage considerate behaviour while working with other groups and with the general public (e.g. no shouting, swearing, loud radios)
- The dangers of smoking and passive smoking will be highlighted; staff, learners and volunteers will be given support to quit

GLYNCOCH BUILD IT PROJECT – Workers' responsibilities

- Re-use timber and other building materials wherever possible on community renovation projects
- Dispose of waste and non-re-usable materials at registered recycling centres
- Leave sites clean, tidy and free of hazards
- Consider leaving some wildlife habitat wherever possible when completing environmental projects
- Consider environmental issues in their local communities and liaise with Keep Wales Tidy, Groundwork etc. to take part in their local environmental actions
- Dispose safely and appropriately of all waste after litter-picks
- Minimise the effect of noise pollution for the general public and other workers whilst engaged on community projects
- Engage in activities and training to raise awareness of environmental issues