



Policy Title:	Environmental and Sustainability Policy				
Owner	Sam Best				
Date:	04/12/19	Version	1	CEO/Trustee Approved	29/01/2020

POLICY SUMMARY

SWEDA believes that the maintenance and improvement of the environment is important and is an integral part of the charity. It recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible charity.

SWEDA believe that sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It means improving the quality of life for people today, as well as thinking about those who will live after us. SWEDA believes that a sustainable community is dependent on people acting together to create healthy, safe places in which to live, work and play.

BACKGROUND ABOUT SWEDA AND WHERE WE OPERATE

SWEDA is a mental health charity based in Shepton Mallet in rural Somerset. Somerset covers an area of 1333 square miles and has an estimated population of over 550,000. Road links are poor with only 2 main roads serving the county; the A303 running east to west and the M5 running north to south. The rest of the roads although are A roads are single lanes and not well lit. Transport links within Somerset are also poor with a disjointed bus and train service. For example, the journey from Bristol to Shepton Mallet is only 23 miles but can take over an hour by car (not in rush hour). By bus it would take over 2 hours. There is no train station in Shepton Mallet. Therefore, to expect SWEDA clients to travel to Shepton is not always viable which means we have to deliver more services within the local communities; which will have an impact on SWEDA employees fuel emissions and carbon footprint.

SWEDA works with and supports people affected by eating disorders, this means that some of our clients are of very low body weight and consequently will struggle to maintain an adequate body temperature, therefore SWEDA must maintain a warm environment at all times for our clients, which will have an impact on heating emissions and carbon footprint.

SWEDA operates from an Old Coach House which is over 200 years old, although the walls are thick, the windows are single glazed and there is no insulation, which results in heat being lost very quickly.

Taking all the above into account we **aim** to ensure our working environment is safe, clean and **sustainable**.

POLICY AIMS

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into all strategic and operational decisions.
- Increase employee awareness of our environmental policy and intentions.

Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- All lights will be changed to LED bulbs.

- Lights and electrical equipment will be switched off when not in use.
- SWEDA has two heat sources: gas central heating and Daikin Inverter electric heaters/coolers. The **Daikin inverter** systems are an energy-saving technology that helps reduce wasted operation in HVAC systems (compared to single and two stage systems) by efficiently controlling motor speed within the compressor of the unit. Therefore, we aim to use this as our primary source of heat
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.
- Review our energy supplier to see if SWEDA can move to a supplier that provides 100% or more renewable energy
- Review the environmental impact of tea /coffee supplies and other consumables that we purchase.

Paper

- All communication where possible will be electronic.
- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.
- Where possible we will purchase office supplies from local suppliers

Transportation

- We will reduce where possible the need to travel, by matching counsellors and clients who live in similar areas of the county to reduce our travel.
- We will question the need to travel to meetings that are over 10 miles away from our base.
- We will promote car sharing where possible.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will promote the use of telephone and video counselling, when appropriate for the client.
- We will make efforts to accommodate the needs of those using public transport or bicycles.

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

MONITORING AND IMPROVEMENT

- We will comply with all relevant regulatory requirements.
- We will regularly assess, measure and monitor SWEDA's environmental performance through a system of review meetings in order to ensure continual improvement.
- We will increase employee awareness through highlighting these policies and provide training where appropriate.
- This policy and the environmental management system will be reviewed annually and resigned to confirm approval by the Board of Directors.

APPENDIX – ACTION PLAN JAN 2020