



**Mental Health &
Emotional
Wellbeing Service**

Environmental Sustainability Policy

Implementation Date: April 2014

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APPENDICES



Background

CHUMS recognises that it has a responsibility to the environment and is committed to minimising the impact of its activities on the environment as an integral part of our business strategy. All employees/volunteers are responsible for ensuring the environmental policy is implemented.

This policy establishes CHUMS commitment to sustainability and sets out the general aims and principles of what is an extensive agenda for continuous development.

The key areas for action are energy and carbon management, procurement, food, travel and transport, organisational and workforce development, partnerships and networks, governance and finance.

In the case of our office facilities, we will work closely with our landlord to identify, suggest, improve and promote environmental sustainability, e.g. more recycling facilities.

Scope

This policy will apply to all staff and will become embedded in all CHUMS activities. The expansive and long term nature of the environmental sustainability agenda means that the implementation of the policy will be an incremental process.

Policy Statement

CHUMS recognises that in delivering services its sites may have adverse impacts on the environment and it is essential that these are minimised and maintained as such through continuous monitoring.

CHUMS are committed to preventing pollution and reducing the environmental impact of its activities, and where reasonably practicable will comply with all relevant environmental legislation. CHUMS will carry out a detailed assessment of its activities and develop a set of objectives and targets to manage the aspects associated with those activities. These objectives and targets will be reviewed periodically to ensure their effectiveness.

CHUMS will do all that is reasonably practicable and considers it essential that all staff should work together positively to enable CHUMS to comply with all statutory regulations and other guidance relating to energy, the environment and sustainability.



Duties and Responsibilities

The CEO has overall responsibility for ensuring compliance with statutory regulations, guidance and good corporate citizenship related to environmental and sustainability within CHUMS and for ensuring that processes and systems are in place to implement the policy.

The Board will ensure that sustainability becomes integrated into all of CHUMS business activities and will support and promote the policy.

The CEO of CHUMS is the lead on sustainability and is responsible for the development, implementation and communication of the policy, particularly around new initiatives and action plans.

Managers should make staff aware of the policy and their contribution to sustainability issues.

All staff have a responsibility to protect the environment and be sustainable in their actions at work.

Procedures

CHUMS is committed to continuous improvement in minimising the impact of its activities on the environment and to becoming good corporate citizens.

The objectives of the policy are to:

- Comply with all relevant legislation, and develop a structured and systematic approach to the management of the environment and sustainable issues
- Establish baselines for all relevant activities and set measurable objectives and targets using national systems where applicable
- Establish a carbon/sustainability weighting to all investment and procurement options
- Include climate change in CHUMS risk register, recognising financial risk
 - Minimise the use of paper in the office
 - Unused or single copied paper should be recycled as scrap paper, as long as it does not contain sensitive or confidential information.

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- Double sided printing and back to back photocopying should be undertaken where practicable.
- Don't automatically print e-mails and documents.
- Make use of e-mail in preference to hard copy mail. For example, for distribution of minutes of meetings. This not only avoids wasting resources, but is cheaper and quicker.
- Instead of posting received documents onto other establishments, consider scanning and emailing the resulting pdf.
- Implement electronic filing of HR records going forwards.
- Store scanned electronic copies of archived client records.

- Use environmentally friendly products wherever possible
 - Encourage the use of water in jugs at meetings rather than plastic water bottles. Although water bottles are acceptable on car/train journeys, their use should generally be discouraged.
 - Where water dispensers are provided, consider installing those that draw and cool mains water, rather than bottled supplies.
 - Where possible encourage the use of fair-trade tea and coffee, and other products.
 - If it is practicable rechargeable batteries should be used, this is both economical and is far better for the environment.
 - Making cakes, biscuits and other home made products should be encouraged to avoid purchasing items with excess food packaging.
 - Buy UK, ideally local, instead of overseas produced food (and other materials) and try to buy in-season foods – it's cheaper, healthier, reduces air miles and supports local businesses.
 - Use environmentally friendly cleaning products where possible
 - Seek to buy recycled and recyclable paper products
 - Choose where possible an ethical provider of office products

- Reduce the amount of energy used wherever possible both in the office and when delivering workshops, training etc. in the community
 - Ensure that staff are aware of the benefits of energy efficient systems including benefits to themselves in their own homes.
 - Energy efficient lighting should be used to replace any tungsten bulbs.
 - People should be encouraged to turn off lights, televisions, monitors and other equipment when not in use.

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- Ensure that doors and windows are not left open after work to save on heating costs and improve security.
- Include efficiency and sustainability when purchasing of office electronics, that use less energy and less waste when disposed.

- Endeavour to minimise the impact of any pollutant emissions in the local area to air, land or water:
 - Encourage drivers to not hard accelerate and brake, which wastes petrol. Cruising saves fuel and you get to your destination less stressed.
 - Make sure tyres are inflated to the correct pressure; an incorrectly inflated tyre will reduce mileage per gallon.
 - Ensure that staff, where practicable, make use of the public transport system
 - Encourage shared transport use by staff where it is practicable
 - Source goods and services locally, where this is cost effective
 - Coordinate meeting timings and locations to minimise travel.
 - Review the work of meetings to reduce committee sizes and frequency of meetings, and consider alternatives, such as teleconferencing. This also improves business efficiency.
 - Avoid automatic attendance at meetings on every occasion and, instead staff should only attend when an active role is required.
 - Limit the amount of travel needed during the course of a working day but seeing as many clients as possible at our base
- Promote employee enthusiasm to ensure the continuing support of environmental improvement programmes
- Implement and promote schemes to increase recycling. Where cost effective, every effort should be made to recycle waste, such as cardboard, glass, paper, plastics and where possible mobile phones, and toner and printer cartridges.
- Encourage staff to promote their health and wellbeing, whilst reducing their carbon footprint through the implementation of a travel plan to include walking, cycling, use of public transport, car sharing initiatives and home working



- Work with partners in developing whole community solutions to carbon emissions. Also work closely with regional and national agencies to develop leading sustainability practice
- Provide training for employees especially in terms of sustainability, climate change and carbon literacy
- Pursue an active initiative to engage all staff, families, visitors and others who visit or use the facilities

Implementation

The implementation of this policy may require additional financial resources.

Monitoring and Audit

The CEO to regularly review progress, conduct reviews and initiate updates of the policy.

Provide regular reports to the Board.

Continue to participate in business in the community.

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Governance Committee Authorisation

Signature *

Name Print: Dee Hogman

Position/Role: Interim Chair of Governance Committee, Head of Quality

Date: January 2023

Date of Review: January 2026

- Authorised signatory must be the chair (or deputising chair) of Governance Committee