



OUTREACH • BARN • FARM • POST 16

## Environmental Sustainability & Green Procurement Policy

### Policy Note

<p>For the purposes of this policy, Orchard Therapeutic Farm (OTF), Orchard Therapeutic Outreach (OTO), Orchard Therapeutic Barn OTB), Orchard Therapeutic Active (OTA) will together be referred to as <b>“the Services”</b></p>
<p><i>This policy applies to all employees, volunteers, trustees, and contractors of the Services, as well as anyone representing Orchard Therapeutic Farm, Orchard Therapeutic Outreach, Orchard Therapeutic Barn or Orchard Therapeutic Active in an official capacity.</i></p>

### Key Principles

Young Person’s Voice	How this applies to Environment
I feel supported to learn and apply skills for independent adult living	Young people should be encouraged and supported to consider their environment and think sustainably.

**This policy should be read in conjunction with our:**

- Health & Safety Policy
- Environmental Assessment

**Policy Statement**

**Policy Aims**

The management of The Services acknowledges its fundamental responsibilities relevant to the preservation of the environment. This policy summarises the positive actions to be taken to reduce the adverse effects of The Services' business activities on the environment as far as is practical, and the measures in place to promote sustainable development.

Within The Services, the following steps will be taken to reduce the number of waste materials generated through normal daily administrative routines, and to promote the concept of re-cycling wherever possible:

- Waste paper that arises from the discard of documents will be collected for shredding. This is of paramount importance where such documents are confidential. Shredded waste will be collected at regular intervals by approved contractors for recycling purposes.
- Used toner cartridges from ink-jet and laser printers will be packed in their original boxes for specialist collection. This may involve contacting the printer manufacturer who offers a used cartridge collection service for re-cycling purposes.

**Waste Disposal**

It is acknowledged that most waste material can be recycled and therefore waste will be treated as follows:

- Household/kitchen waste that cannot be recycled - collected in plastic sacks and placed into the refuse disposal container provided for that purpose. This container is kept outside and is kept closed at all times to prevent the ingress of scavenging animals and to reduce the incidence of environmental litter.

The disposal will be through the normal domestic refuse disposal procedures.

- Household/kitchen waste for recycling - where the local authority provides appropriate containers for the collection of the following materials, these will be filled and left for collection on the appropriate days:
- metal cans – crushed and placed in the appropriate bin
- newspapers/journals – stacked in the appropriate bin
- glass bottles – rinsed and placed in the glass bin (glass must not be mixed with other recycling)
- plastic containers – crushed and placed in the appropriate bin

### **Vehicles**

The use of vehicles by The Services contributes to pollution. To minimise this Line Manager assumes responsibility for the proper servicing, maintenance and upkeep of the vehicle. This will include prompt attention to any repairs that may be needed, particularly affecting the exhaust/emission system, and also the appropriate annual MOT inspection which includes an exhaust emission control measurement. Records of these checks and tests are maintained as part of The Services' Quality Records system.

### **Measures**

In order to improve its environmental management and to ensure that all of its activities and developments are as sustainable as possible, The Services will:

- adopt and implement an environmental and sustainable development policy which will be agreed upon with all members of staff
- ensure that all organisations with whom The Services contracts with and purchases from will be asked if they too have similar policies and The Services will gradually move its systems of procurement to more environmentally friendly sources
- conduct a regular audit of its processes and wastes to identify areas where it can commit to long-term waste reduction targets
- reduce waste levels by reusing whatever can be reused
- develop a recycling system in collaboration with local authorities, other local businesses and waste disposal organisations, particularly in regard to materials such as paper, tins, glass, plastic, cardboard and another packaging
- recycle printer ink cartridges and consumables wherever possible

- dispose of all electrical equipment according to the directive on Waste Electrical and Electronic Equipment (the WEEE Directive), including such things as computer equipment, fridges and freezers
- use energy-efficient and low-power equipment wherever possible
- ensure that all buildings, pipes and lofts are properly insulated and maintained in such a way as to be as energy-efficient as possible
- conserve power and water by encouraging staff to:
  - turn off non-essential lights and power sources when not in use
  - keep windows and doors closed when using heating
- report and repair malfunctioning thermostats on radiators and dripping taps immediately
- only use as much water as is necessary
- reduce the harmful effects of car exhausts and congestion by maintaining vehicles in good condition and by cutting back on unnecessary journeys wherever possible
- minimise use of potentially dangerous substances and dispose of them safely ensure staff are trained to comply with this policy and that all new staff read it during induction.

All new staff should be encouraged to read this policy as part of their induction process.

### **Sustainable Development**

Fundamentally, the concept of Sustainable Development is environmental development that meets the needs of the present without comprising the ability of future generations to meet their own needs. For our young people, this means striving to improve the quality of life that they experience today through our services, as well as laying down solid foundations for those that live after us.

The concept of sustainability will be approached with the objective of working with others to ensure that we contribute wherever possible to providing a sustainable community to create safe and healthy environments in which to live and work, through the services we provide and as appropriate to our business activities.

Accordingly, in partnership with others, and within the remit of the care of young people, The Services will work towards a more sustainable community which seeks to achieve the following:

- Promoting access to sufficient and affordable food, water, housing and fuel

- Using energy, water and other natural resources efficiently, effectively and with care; minimising waste and recovering or recycling it and finally, sustainably disposing of what is left
- Limiting light, noise, air, land and water pollution levels so as not to cause damage to existing natural systems
- Improving human health through safe, clean, pleasant environments for our young persons, and promoting the prevention of illness as well as caring for the sick young person
- Promoting community safety to reduce the fear of crime or persecution on account of race, gender, sexuality or religious/cultural beliefs
- Valuing, protecting and enhancing the diversity of nature, local distinctiveness and cultural identity
- Promoting opportunities for culture, leisure and recreation for all, irrespective of race, gender, sexuality or religious/cultural beliefs
- Helping to create a vibrant local economy that gives access to satisfying and rewarding work, without damaging the local, national or global environment; valuing unpaid work and promoting a culture that supports and encourages voluntary work
- Maximising everyone's access to the skills and knowledge needed to play a full part in society
- Encouraging access to facilities, services and goods, and other people in ways which minimise the need for travel, make less use of the car and make greater use of public transport and minimising impacts on the environment
- Encouraging and facilitating sustainable and sensitive behaviour by its employees, both at work and outside
- Determine and meet local needs locally wherever possible.

The Services aim to become a sustainable setting by reducing our ecological footprint through everyday practices. We will integrate sustainability into all areas of learning and instil a sense of ownership and pride in improving the environment. We will lead our community by demonstrating exemplary practice in waste management, water and energy usage and by developing the Services grounds to promote biodiversity.

## **Energy**

To control energy consumption so that we reduce environmental impact, avoid unnecessary costs and educate students, staff and the wider community in best practice. We will conduct energy audits and maintain records of consumption.

### **Guidelines**

- Reduce energy use within the Services
- Use resources and equipment as efficiently as possible.
- Include students in developing and maintaining an energy-efficient setting.
- Reduce greenhouse gas emissions.

### **Implementation and Learning Focus**

- Promote a 'switch off and save' approach for equipment, lighting, heating and cooling.
- Engage students in units of work relating to energy.
- Investigate and apply effective ways to conserve energy.

## **Waste**

To develop a 'waste-wise' ethos across OTF; maintain a healthy, pleasing learning environment through waste and litter reduction; apply the principles of **reduce, reuse, recycle**; and reduce the cost of waste management. (*Operational disposal arrangements are set out under **Waste Disposal** above.*)

### **Guidelines**

- Minimise rubbish and recycle waste daily across the Services
- Ensure students take responsibility for disposing of food scraps, paper and rubbish appropriately.
- Promote rubbish-free lunches.
- Reduce and phase out single-use plastics at the Services.

### **Implementation and Learning Focus**

- Assign students to manage daily waste and recycling appropriately.
- Collect food waste daily and transfer it to compost.
- Place paper in recycling bins and use recycled paper in printers/photocopiers.
- Promote paper reuse in classrooms, staffroom and office.

## **Biodiversity**

To improve our outdoor environment by planting native species suited to local conditions; implementing a productive garden; involving our Services in community in development and maintenance; and using natural materials to reduce environmental impact.

### **Guidelines**

- Use a garden plan for ongoing development of the Services grounds.
- Utilise the garden area to its full extent.
- Involve students in maintenance of the Services grounds.

### **Implementation and Learning Focus**

- Consult local organisations on where and what to plant.
- Involve community members in planting and maintenance.
- Engage students and staff in garden care.
- Grow and harvest vegetables/herbs for use in cooking sessions.

### **Water**

To encourage reduced water use; to value water as a precious resource; to educate our community on conservation indoors and outdoors; and to audit and record consumption.

### **Guidelines**

- Reduce water use within Services
- Use resources and equipment efficiently.
- Involve students and staff in planning water-saving initiatives.
- Assign students to monitor usage and report wastage.

### **Implementation and Learning Focus**

- Promote a 'water-wise: turn off' approach.
- Engage students in learning related to water conservation.
- Plant trees and plants that require minimal watering.

### **Aims and Targets (next three years)**

1. Increase student involvement in the vegetable garden.
2. Reduce waste by **25%**.
3. Reduce water consumption by **20%**.
4. Reduce energy consumption by **25%**.

### **Community Involvement**

We will encourage community participation in environmental projects and invite parents with relevant expertise to help maintain and improve our environment. We will promote sustainable living by educating the Services community through our students.

### **Monitoring and Review**

The Line Manager will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

Employees are invited to suggest any ways the policy can be improved.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

**After reading this Policy, you should be able to:**

- Understand what Environmental Policy is and how the Environmental Policy operates;
- Understand how Environmental Policy operates at The Services and have an awareness of the actions we take in preventing, identifying and reporting concerns;
- Understand the role you play in Environmental Policy.

If you have not understood any of these points, please ask your Line Manager or trainer for further help.

**Policy Review**

A CEO will review this policy at least once a year to make any updates needed.

**Authorisation and Signature**

This Policy is the authorised version agreed by the CEO of The Services.

All employees are expected to follow this policy and failure to do so could result in disciplinary action.



**Ludivine Parmentier**

**Chief Executive Officer**