

Aims

The Meridale Organisation is committed to ensuring that all its activities and those of groups who use the premises and facilities consider the impacts on the environment.

We will follow the 'Waste Hierarchy', which identifies ways to be more environmentally friendly, in priority order:

1. **Eliminate** - Avoid producing waste in the first place
2. **Reduce** - Minimise the amount of waste we do produce
3. **Re-Use** - Use items as many times as possible
4. **Recycle** - Recycle what we can only after we have re-used it.
5. **Dispose** - Dispose of what's left in a responsible way

To achieve this The Meridale Organisation is committed to implementing the following:

Materials and Resources

- Consider installing recycling bins in our offices and/or at events.
- When ordering stationery, fundraising resources etc, to do so in bulk, costing less and reducing transport costs.
- Where practicable buy products manufactured from recycled waste.
- Buying items made from recycled material and poly bags that are biodegradable.
- Reduce the volume of printed newsletters, leaflets, posters, etc and create digital versions.
- Use eco-friendly suppliers, e.g. via the Green Providers Directory.
- Use charity specific suppliers and seek advice from the Charity Eco Hub Face Book.
- Recycle unused or single copied paper as scrap paper.
- For sensitive or confidential information, use a cross cut shredder, then recycle it.
- Double sided printing and back to back photocopying should be undertaken where practicable.
- Not automatically print e-mails and documents. Instead, retain them on the hard drive to reduces toner and paper usage.
- Make use of e-mail in preference to hard copy mail. For example, for distribution of minutes of meetings.
- Encourage the use of water in jugs at meetings rather than plastic water.
- Where water dispensers are provided, 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, use rechargeable batteries in equipment and accessories.
- Buy UK, ideally local, instead of overseas produced goods and materials.
- If using disposable plates/cutlery at an event, use cardboard, not plastic.

Managing Waste

- Where cost effective, every effort will be made to recycle waste, such as cardboard, glass, paper and plastics.
- Utilise schemes such as the Hippo 'Grants Up for Grabs' scheme, which awards free waste disposal to UK charities and community groups.
- Recycle mobile phones, toner and cartridges - which can also generate income.
- Include energy efficiency and recyclability as a decision factor when purchasing electronic equipment.
- Use supermarket battery recycling boxes where available and local authority recycling 'dump' for electrical waste.
- Dispose of hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc properly and not simply dumped in the bin.
- Use effective, environmentally friendly cleaning products and other products.

Energy Use

- When reviewing utilities, consider purchasing renewable energy .
- Ensure that staff and volunteers are aware of the benefits of energy efficient systems including benefits to themselves in their own homes.
- Energy efficient lighting, e.g. LED, will be used to replace tungsten bulbs where possible.
- Staff, volunteers and hall users will be encouraged to turn off lights, televisions, monitors and other equipment when not in use.
- Where practicable, heating should be turned down or off in unoccupied rooms or areas, with heating reduced to 'frost protection' levels when unoccupied; eg Christmas. Where finances permit, a programme of heating / ventilation / insulation system upgrades will be implemented. Doors and windows should be draught proofed where practicable, loft spaces checked to ensure insulation is adequate, and pipes and hot water tanks should be properly lagged.
- Ensure that doors and windows are not left open after ceasing hall / office use to save on heating costs and improve security.

Water Use

- Turn off or repair dripping taps when they are identified.
- Where safe and practical to do so, reduce the amount of water in toilet cisterns by placing a water-filled bottle in there or a bag filled with stones.
- In hot weather turning the tap on to gain access to colder water can be wasteful - therefore a jug of the water run should be filled and placed in the fridge.

Emissions and Transport

- Ensure that staff and volunteers, where practicable, make use of the public transport system to attend Meridale.
- Encourage shared transport use by staff and volunteers where it is practicable.
- Encourage drivers to not hard accelerate and brake, which wastes petrol. Cruising saves fuel and getting to the destination is less stressful.
- Source goods and services locally, where this is cost effective.
- Coordinate meeting timings and location to minimise travel.
- Review the work of meetings to reduce committee sizes and frequency of meetings and use online, cutting travel and saving time.

Monitoring and Review

The Trustees will review this statement periodically and no later than three years from the date below.

Signed: (On behalf of the Meridale Organisation)

Name:

Position:

Date: