

1 CHESTERFIELD STUDIOS – BUILDING POLICIES AND PROCEDURES

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1.6 ENVIRONMENTAL POLICY AND PROCEDURE

1.6.1 POLICY STATEMENT

Chesterfield Studios Ltd strives to adopt and implement a policy that promotes good environmental practice. This policy aims to develop a more structured, managed approach to the environment and the way Chesterfield Studios Ltd operates in relation to sustainability. Chesterfield Studios Ltd recognises that for this policy to be effective it will need the support of everyone associated with the organisation including Board members, staff, volunteers and participants.

1.6.2 AIMS AND OBJECTIVES

The guiding principles of this policy are to:

- help protect the environment
- help conserve the Earth's resources
- create a better and safer working environment
- dispose of waste as efficiently and safely as possible

1.6.3 RESPONSIBILITIES

The Operations Director will ensure that:

- this Policy is properly implemented and reviewed
- staff members are aware of their responsibilities

1.6.4 PROCEDURE

Purchasing

Where practicable, Chesterfield Studios will prioritise purchasing recycled and recyclable products.

Reduction

Reducing the amount of paper used can make significant cost savings. Ensure that all photocopying and publications are produced in double-sided format where appropriate and only print emails and emailed information/reports if it essential to have a hard copy. Consider printing only key pages of reports. Save reports electronically.

Recycle

There are major environmental benefits to be gained by recycling used paper, cans, plastics and glass. Recycling bins are readily available around the building and their use is encouraged.

Energy

- Switch off lights that are not needed
- Switch off lights when a room is empty
- Ensure that all pc power save features are activated
- Ensure electrical equipment is switched off when not in use

- A programme of replacing lighting with low energy alternatives is in operation

Conclusion

These proposals are not considered to be comprehensive and represent merely the first stage in creating a greater awareness of sustainable and green issues and how the organisation can address them. It is intended that the actions will be monitored and the policy reviewed on an annual basis.