
Environmental Policy

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1 Introduction

- 1.1.1 Brainkind strongly believes we have a responsibility to care for and protect the environment. We are committed to minimising the environmental impact of our activities and creating a culture in the organisation where staff are aware of their environmental impact and are supported to take action to limit this. We recognise our responsibility to reduce our carbon and environmental footprints and formally commit to being an environmentally responsible charity.

2 Purpose

- 2.1.1 This policy sets out Brainkind's approach in respect of the environment and sustainability and sets out the steps that members of staff are required to take to support the Brainkind's aim of being an environmentally responsible organisation.
- 2.1.2 Brainkind is committed to delivering services and providing accommodation in ways which, at least, minimise the negative impact of the organisation's activities on the environment. As well as undertaking its own initiatives in this regard, the organisation will work with business partners (such as suppliers and commissioners) to provide reasonable assistance to them in the achievement of their own environmental objectives.

3 Responsibilities

3.1 Board of Trustees

- 3.1.1 The Board recognises its broader responsibilities towards communities, stakeholders, wider society and the environment, and acts on them in a manner consistent with the charity's purposes, values and available resources.

3.2 Chief Executive

- 3.2.1 Takes executive responsibility for taking forward and implementing the Brainkind's environmental and sustainability commitment.

3.3 Senior Leadership Team (SLT)

- 3.3.1 SLT are responsible for the implementation of policy and guidance in their particular areas of control, ensuring awareness and compliance of Brainkind's environmental commitment and aims.



3.4 Managers and Heads of Department (including Service Managers, Area Managers, Support Manager and those with supervisory responsibilities)

- 3.4.1 Each Manager is responsible for ensuring co-operation with Brainkind's Environmental Policy particularly in their areas of control and that the employees for whom they have responsibility are adequately informed and supervised to enable them to implement the environmental policy.

3.5 Employees

- 3.5.1 All employees to work in accordance with the Environmental Policy.

4 Environmental Commitments

- 4.1.1 In both setting objectives and making day to day decisions, the Trustee Board and Senior Leadership Team will:

4.2 Promote an awareness of environmental sustainability issues

- Encourage environmental responsibility amongst our stakeholders, including service users, contractors, suppliers, and staff.
- Ensure that environmental considerations are incorporated in investment proposals for a proposed project or development.

4.3 Minimise our negative impact on the environment

- Conduct our operations in a way which minimises our consumption of natural resources.
- Manage waste through responsible disposal and by reusing and recycling materials where economically feasible.
- Include environmental considerations in our purchasing and procurement processes.



- Ensure all employees understand and are responsible for incorporating environmental considerations into daily activities.

4.4 Demonstrate sound environmental practices

- Be aware of relevant environmental legislation and ensure that these requirements are met.
- Communicate our environmental requirements to suppliers and contractors to encourage them to act in accordance with our environmental standards.
- Procure environmentally responsible contractors and provide energy efficient homes and solutions for residents, wherever practicable, that meet current standards.

4.4.1 All staff are expected to comply with these organisational environmental commitments in line with the Brainkind's corporate values.

5 Considerations

5.1.1 Each staff team (whether operational or central support services) is encouraged to incorporate within its annual departmental or service plan, consideration of environmental issues. The plan should consider the extent to which the team could improve environmental performance and should consider, as a minimum:

- Recycling and minimising landfill requirements
- Car/transport usage and pollution
- Use and wastage of consumables including:
 - (a) Gas and Electricity
 - (b) Water
 - (c) Food
 - (d) Stationary

5.2 Waste disposal and minimising landfill

- a. Waste should be managed through responsible disposal with the reuse and recycling of materials where economically and operationally feasible, with sustainability being a key element.
- b. All teams are expected to use services provided by their local authorities for the recycling (or proper disposal) of paper, metal, plastics, furniture, electrical items (including batteries) etc.
- c. All waste should be disposed of in line with legal and environmental requirements.



- d. Licensed and appropriate organisations should be used to dispose of waste.
- e. Cooking fats and oils should be disposed of responsibly.
- f. All computer/mobile phone equipment must be appropriately disposed of by the IT team, to comply with environmental responsibilities and data protection compliance.
- g. Cleaning materials should be as environmentally friendly as possible.

5.3 Minimising wastage of consumables

5.3.1 All staff are required to minimise energy and consumable wastage through appropriate technical and organisational means. Such means could include:

- a. Effective management of heating and hot water systems, regular servicing to ensure efficiency and checking thermostats in different seasons.
- b. Turning off unused heating, lighting and electrical appliances and equipment, where possible.
- c. Consideration of installation of energy efficient appliances, timers and light bulbs.
- d. Consideration of environmental credentials as a factor in selecting utility providers and other suppliers.
- e. Consideration of the energy consumption and efficiency of new products when purchasing.
- f. Install water-efficient equipment such as mixer taps, automatic taps, dual-flush toilets or a water-butt for garden use, where practical.
- g. Maintain equipment, checking for water leaks and drips regularly.
- h. Effective management of food supplies including focus on food wastage and spoilage with efficient stock management and food delivery processes.

5.4 Stationary and office procedures

5.4.1 Brainkind promotes paperless offices by encouraging the use of electronic communications, electronic filing and data storage, electronic meeting papers, policies, forms and guidance, discouraging the need for paper copies. Additionally:

- a. Digital communications with suppliers and stakeholders should be promoted and staff should seek to reduce paper correspondence where possible.
- b. The use of paper should be minimised and where needed, recycled or FSC certified paper utilised/purchased.
- c. Confidential waste and shredding service companies that recycle waste and do not invest in landfill should be used.
- d. The use of packaging should be minimised and packaging reused where possible.



- e. All batteries should be disposed of at local recycling points.
- f. All printer cartridges should be recycled via Quills scheme.
- g. Default printer settings should be set to double-sided and black and white, and only changed when necessary.
- h. During out of office hours, consideration should be given by the facilities managers to ensure lights, computers, air conditioning or thermostats are turned off and promote this culture with office staff.
- i. An efficient office supplies stock control system should be maintained, seeking to reuse supplies and equipment where possible and ensure purchases are necessary.

5.5 Travel and Pollution

- 5.5.1 Brainkind is committed to reducing the economic, social and environmental impact of its business travel. This includes:
- a. Reviewing the cost of travel and promoting the most cost-effective method of transport to staff.
 - b. Looking at ways to reduce miles travelled.
 - c. Identifying low emissions methods of transport.
 - d. Encouraging healthy travel options such as cycling and walking.
 - e. Promoting awareness amongst staff of the environmental impact of travel and to reduce the need, wherever possible.
 - f. Promoting the use of travel alternatives such as e-mail or video/phone conferencing.
 - g. Regularly reviewing the efficiency of any Brainkind fleet to minimise environmental impacts.
- 5.5.2 When travel is unavoidable, it is the responsibility of all staff to ensure they use the most sustainable means of transport, taking into account the cost of travel & subsistence, productivity time savings, the environmental impacts of the travel including carbon emissions & localised air pollution, and the social impacts of the travel including congestion.
- 5.5.3 Pool vehicles should be utilised before hiring a vehicle (under the auspices of the Equality Act 2010 in relation to staff with a disability, it is recognised that not all Brainkind drivers will be able to access standard manual vehicles; therefore, unless reasonable adjustments can be made individuals will be able to use their own vehicles.)
- 5.5.4 With regards to pollution, Brainkind expects all suppliers, including contractors and couriers to operate in an ethical and environmentally sound way.



6 Building Site Operating Procedures

6.1.1 All building site contractors are required to act in accordance with Brainkind's environmental standards via Brainkind's Pre-Qualification Questionnaire (PQQ) process and Brainkind's Operating Rules for Contractors, adhering to the following protocols:

- a. All hazardous chemicals and materials (for example cleaning chemicals and adhesives) must be kept in correctly labelled containers and stored safely.
- b. Any removal of asbestos must be conducted by a licensed contractor.
- c. Environmental risks and hazards should be identified and managed.
- d. Care is to be taken to ensure that no pollution of the site, the works, or the general environment takes place. If any pollution does occur, Brainkind must be informed without delay.
- e. Care must be taken not to discharge other than well-diluted minor quantities of trade effluent into the main sewer.
- f. No waste should be poured down site drains or the public drains, unless agreed with representatives of Brainkind and any waste taken away must be dealt with in a safe and proper way.
- g. Any skips containing waste that can burn must not be placed within five metres of any buildings or have a lid which is locked at the end of the working day.

7 Training

7.1.1 We will provide suitable training proportionate with the roles and skills specified in the policy to ensure compliance with the policy.

8 Additional Information

8.1.1 Brainkind's Environmental Policy will be formally reviewed every three years, or if there are significant changes to legislation.