

WYLAM INSTITUTE COMMUNITY ASSOCIATION

ENVIRONMENTAL POLICY

1. Purpose

The Trustees of Wylam Institute Community Association ('the Institute') are committed to protecting and actively promoting the improvement of the local environment.

The environmental policy is a plan for sustainable and environmentally friendly operations at the Institute. The policy defines the Institute's procedures for minimising its environmental impact and encouraging sustainable practices throughout the building and garden for hirers, volunteers, employees and visitors.

Trustees will ensure that environmental priorities are integrated into the decisions it takes on all its services.

2. Policy principles

- 2.1 The Institute will promote awareness and responsibility of the principles and procedures of environmental and sustainability practices and ensure the Institute complies with relevant environmental legislation.
- 2.2 Energy sources, appliances and other equipment will be reviewed regularly to ensure the most effective operations and the least environmental impact. Communications will encourage energy conservation and reduced water consumption.
- 2.3 Green travel and the reducing, re-using and recycling of waste will be encouraged throughout the Institute.
- 2.4 The potential environmental impact of any Institute improvement project will be assessed and minimised, including methods of construction, materials, and energy. Appropriate opportunities to conserve and enhance the natural environment and character of the Institute and garden will be considered.
- 2.5 Equipment, materials, cleaning products and stationery used in the Institute will be purchased locally or regionally where possible.
- 2.6 The Institute will communicate and encourage sustainable practices by trustees, volunteers, employees and visitors. A sustainable communication strategy will be offered as much as possible by using electronic communication as a first option.

3. Procedures

- 3.1 The Institute will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation of its heating, lighting, plant and machinery. It will, from time to time, review its energy sources, energy-using appliances and consumption, and eliminate excessive or unnecessary use. It will communicate to hirers, volunteers and staff how energy may be conserved.

- 3.2 Those using the hall will be encouraged to walk, cycle and use public or communal transport as alternatives to the private car. The Institute will seek to provide safe cycle, buggy and mobility scooter storage and will share information on public transport on publicity materials.
- 3.3 All forms of pollution will be minimised and, where possible, eliminated. Biodegradable chemicals will be used where possible, and the Institute will minimise the use of solvents and lead-based paints. Users will be encouraged to avoid creating noise and light pollution, especially at night.
- 3.4 The Institute will use minimum quantities of water in its activities and ensure that the water it uses is both supplied and disposed of in the purest condition possible, meeting statutory requirements. It will reduce leakage and eliminate excessive or unnecessary use. It will communicate to users and staff the need to conserve water.
- 3.5 The Institute will offer encouragement for conservation, re-use and recycling of resources. It will re-use and recycle materials as far as possible and, if this is impractical, disposal by a means which will have the least impact on the environment and conform to statutory requirements. The Institute will encourage users and staff to minimise waste, including the provision of separate recycling facilities. Event hirers are asked to remove their own waste and dispose of materials responsibly.
- 3.6 The potential environmental impact of any building projects will be assessed and minimised. This will include, where possible, methods of construction which make best use of resources; designs which result in low maintenance and high energy efficiency, and the use of building materials from sustainable sources such as timber.
- 3.7 The Institute will encourage volunteers, hirers and staff to use energy and operate equipment in the building correctly to conserve energy and minimise waste.
- 3.8 The Institute will promote a sense of responsibility and understanding for the environment and participation in environmental issues by raising hirer, volunteer and staff awareness by information provision and open consultation with the local community.
- 3.9 The Institute will seek, where possible, to purchase from local or regional suppliers, to maximise input to the local community and minimise carbon emissions from transport.
- 3.10 Where feasible, work will be carried out to enhance the Institute's outside space to improve biodiversity.
- 3.11 Hirers will be encouraged to think about the resources they use and avoid single-use plastics and food waste.
- 3.12 The Institute will protect the health and wellbeing of all volunteers, staff, hirers and visitors through its environmental commitments.
- 3.13 Environmental commitments will be monitored, reviewed and, where possible, improved each year, with positive action on any areas of non-compliance.

This policy will be reviewed every 3 years.

Approval date: January 2026