



Herts Vision Loss

Environmental Policy: Good practice guidelines for staff and volunteers

Use of Paper

- Staff and volunteers should use double sided options for printing and copying where possible, and should only print when necessary.
- Minutes of meetings and other internal documents should be distributed electronically, where ever practicable.
- Scrap paper should be used where practical and waste paper should be recycled in the bins provided.
- Staff should cancel junk mail wherever possible.

Energy Use

- The photocopier to be switched off by the last person to leave the office. Any other equipment not in use should be turned off at the end of the day.
- Lights should be switched off when not in use.
- Radiator thermostats should always be set to the minimum comfortable level.
- Computers energy saving settings should be set correctly, where available. Computers, computer monitors and printers should be switched off overnight or when not being used for a few hours.
- Staff should turn off and unplug stand-by appliances when not in use, including things like mobile phone chargers, fans and microwave ovens.
- Rechargeable batteries should be used where possible.
- Routine maintenance of small equipment should be undertaken, i.e. defrosting and cleaning of coils for fridge/freezers to make them work more effectively

General

- Use of plastic cups should be avoided and instead glasses and ceramic cups/mugs should be used.
- Efficient use of office supplies is encouraged and they should not be disposed of until they have reached the end of their useful life.
- Staff and volunteers should reduce consumption and reuse or recycle where possible.
- Staff and volunteers should avoid unnecessary car use and wherever possible use other travel methods, such as public transport.
- Staff and volunteers should avoid unnecessary water consumption

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