

# Environmental Policy

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## 1. Background and Scope for Action

The Hanover Community Association (HCA) exists for the benefit of the residents of Hanover, Brighton. Well over 5,000 people live in the area of benefit, which lies close to the city centre and is an area of small terraced houses with little open space.

The main activity of the HCA is to run the Hanover Community Centre (Brighton and Hove City Council are the landlords of the Centre). The building is over 100 years old, in daily use, provides space for a wide variety of classes and groups to meet and has a small garden adjacent to the building. A recycling collection point, operated by Brighton and Hove City Council, is also adjacent to the grounds.

The HCA employs a part-time Centre Co-ordinator, a part-time Office Assistant and two part-time cleaners. The HCA also encourages and relies upon a large number of volunteers to staff and support the Centre and to carry out other activities in the area.

The HCA contributes to a free monthly magazine, distributed to all households in the area.

## 2. Main Environmental Impacts

The HCA has examined its activities and considers that its main environmental and carbon producing impacts as:

### Energy

The main use of energy by the HCA is in the heating by gas, and electrical lighting of the Centre. The heating equipment was replaced in 2001. All lighting is provided by energy-efficient bulbs or fluorescent tubes. All energy usage is recorded by meter, read quarterly, and paid for quarterly. Significant fuel rises have been experienced over the past three years and look set to increase further.

### Water

Mains fed water usage is recorded by meter, read quarterly, and paid for quarterly.

### Transport

The HCA is a local charity. Members of the management committee must live or work in the area of benefit and are normally able to walk to meetings. Staff and users of the Centre may travel from a wider area. Regular user surveys record modes of travel.

### Materials and Waste

In recent years the building has required significant works, for example, to replace all of the roof tiles and refurbish the toilets and kitchen. Other works are needed: some of these are anticipated in the schedule of programmed maintenance, others will arise without being anticipated. As a heavily used building on which the local community relies, and without an adequate local temporary substitute, repairs need to be made as soon as possible.

In recent years, repairs and refurbishment have had some active consideration of their environmental impact but options are limited as repairs need to be speedy, relatively little cash is available and the landlord is responsible for some areas of building maintenance. The

refurbishment of the Centre garden in recent years has been a good example of the re-use of materials.

Very little kitchen waste is produced. Office waste produced at the Centre is recycled where possible. The volume is not recorded. Waste arising from repairs has not been recorded.

### 3. Policy

The HCA recognises that it can contribute towards the conservation and protection of the environment in serving the Hanover community.

The HCA commits itself to the 10 Principles of One Planet Living (developed by Bio-Regional and WWF) – see Appendix A for details. We will have regard to these principles in managing the premises and developing new activities. We will aim to foster wider community awareness of sustainability and the necessity of carbon reduction.

#### Policy Aims

- To improve the way the Hanover Community Association manages the Community Centre building and its surrounding environment.
- To raise awareness of the Environmental Policy among staff so that they can contribute to its implementation.
- To provide opportunities for staff training in environmental matters both in-house and through attendance at seminars, courses and working parties.
- To provide opportunities for all staff, the management committee and Centre users to acquire awareness and understanding of environmental issues through the facilitation of relevant local environmental groups' activities.
- To encourage all staff, users and the wider Hanover community to be active participants in environmental initiatives.
- To work with the local community, public and voluntary organisations to improve the local environment and promote sustainable lifestyles for local residents and businesses in the community.

### 4. Implementing the Policy

The implementation of the policy is the responsibility of the General Management Committee of the HCA. Authority to manage the environmental impact of the Hanover Community Centre is delegated to the Centre Manager in consultation with the Chair, reporting to the management committee on a quarterly basis.

The implementation of the policy will be realised by ongoing development of the management and operations of the Hanover Community Centre building and surrounding environment, via the development of relevant Actions Plans and Projects, drawing upon the expertise and resources of the wider community, relevant local environmental groups and initiatives, and grant funding opportunities.

The policy will be developed and implemented in partnership with Hanover Action for Sustainable Living (HASL).

Action will be based on priorities set by the Management Committee, and informed by an internal annual environmental audit, in the following areas:

- To maintain and publish impact measures such as quantities of gas, electricity and water consumed, waste recycled and not recycled, etc. If possible to also express these measures in terms of environmental footprint.

- To keep all relevant records open to independent scrutiny by HASL or other partners.
- To establish environmental management procedures among staff with managerial or operational responsibilities for activities that affect Hanover Community Centre's impact on the environment.
- To develop good practice, including an action plan based on an annual internal environmental audit.
- To encourage staff and user suggestions on ways to improve practices which impact on the environment.
- To improve the environmental integrity of the building and surroundings via prioritised projects, informed by the environmental audits.

## 5. Focal Points for Action

### Reducing Energy Consumption

#### *Behaviour of Staff and Users*

- |   | <b>Action</b>                         |
|---|---------------------------------------|
| • Turn off lights in the Office and hired rooms when not needed.  | On-going                              |
| • Have 'Switch Off' notices by all lights (exception: fluorescent tubes should be left on if they are going to be re-used within half an hour). | To do                                 |
| • Encourage users not to use radiators during warmer months (recognising that different activities have different needs).                       | To be considered                      |
| • Put up signs asking for external doors to be kept closed, especially in cold weather.   | Signs require doors to be kept closed |
| • Switch off any electrical devices (hot drinks machines, photocopiers, fax machines, computers and printers) when not in use.                  | On-going                              |

#### *The Management of Energy*

- |  |                          |
|--|--------------------------|
| • Use PIR switches in areas where lights are often left on.  | Installed                |
| • Ensure only occupied areas are heated and that heating is off or reduced outside hours of occupancy.   | Programmed timers fitted |
| • Ensure heating and any ventilation systems are regularly checked, to ensure they are working as efficiently as possible (i.e. identify individuals to be responsible for ensuring this when needed). | Annual contract          |
| • Wherever possible use natural ventilation as an alternative to air-conditioning when not in use.   | No air-conditioning      |
| • Set computers to power-down options, and use greener computers.  | Done                     |

#### *Investment*

- |   |          |
|---|----------|
| • Avoid use of batteries in the Office (e.g. water/mains/ solar power for calculators). | On-going |
| • Use automatic door closers, unless there are Health and Safety reasons not to.        | Done     |
| • Use low-energy bulbs in all areas.  | Done     |
| • To continue to invest in new technology to help reduce the use of energy.             | On-going |

## Reduce Paper Product Consumption

	<b>Action</b>
• Reduce paper use, double-side print where possible. Use one-sided scrap for memos and phone messages, and reuse envelopes.	On-going
• Use recycled and/or FSC paper wherever possible ensuring the appropriate grade is used (i.e. low-grade for internal memos, agendas and minutes and high-grade only for permanent documents or letters as necessary).	Only recycled/FSC paper used
• Increase use of notice boards for general information to reduce use of paper.	To do
• Re-use folders, files, envelopes and all other stationery.	On-going
• Use recycled non-chlorine bleached toilet paper.	?
• Cancel unwanted publications and junk mail.	On-going
• Use electronic communication when possible, e.g. email, and discourage people from printing off emails.	On-going
• Ensure that new photocopiers and printers can easily produce double-sided output.	Duplex printers in use
• Recycle all used paper, card and cardboard in local facilities.	On-going

## Promote Sustainable Transport Use

	<b>Action</b>
• Increase and encourage use of facilities for cyclists, including secure cycle parking.	Cycle rack installed
• Promote use of bicycles, and then public transport, as an alternative to car use.	Sustainable transport fund

## Reduce Use of Consumables and Products with Adverse Environmental Impact

	<b>Action</b>
• Reduce the use of disposable biro's as far as possible.	To do
• Eliminate the use of correcting fluids that contain ozone-depleting chemicals, e.g. White correction fluid (which contains 1,1,1-trichloroethane).	Done
• Avoid the use of disposable (paper, plastic and styro-foam) cups and plates.	Done
• Use no tropical hardwoods.	On-going
• Eliminate the use of aerosol spray, wherever possible, e.g. by using pump-action sprays, or by using waxes.	On-going
• Eliminate halon fire extinguishers.	Done
• Replace toilets as they wear out with dual flush cisterns and display appropriate notices for Users. Investigate possibility of rainwater harvesting.	On-going

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Fix dripping taps and leaks, provide plugs for hand-basins, and install automatic switch-off taps to reduce water consumption and use water limiters.</li> </ul>	Taps fitted, 'hippos' in toilets
<ul style="list-style-type: none"> <li>• Use environment-friendly cleaning materials for cleaning.</li> </ul>	On-going
<ul style="list-style-type: none"> <li>• Ensure CFCs are recovered from old refrigerators that are being disposed of.</li> </ul>	On-going
<ul style="list-style-type: none"> <li>• Renovate furniture rather than buy new replacements where possible.</li> </ul>	On-going
<ul style="list-style-type: none"> <li>• Reuse what seem like obsolete computers by upgrading them or re-imaging them for staff or local community users.</li> </ul>	On-going
<ul style="list-style-type: none"> <li>• Install sufficient water storage butts to move towards nil use of mains water in Hanover Centre garden / tubs.</li> </ul>	On-going
<ul style="list-style-type: none"> <li>• Donate or sell unwanted office equipment and furniture to local charities, staff or users.</li> </ul>	On-going

### Recycling of Outputs

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Use all available recycling facilities (including light bulbs, oil, toner cartridges, batteries, etc.).</li> </ul>	On-going

### Hanover Centre External Environment

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Compost all food waste, excluding meat waste, for use in Hanover Centre garden / tubs.</li> </ul>	To do
<ul style="list-style-type: none"> <li>• Promote use of outside space for Vegetable Educational Gardening, and herb growing, in association with local environmental groups.</li> </ul>	On-going

### Purchasing

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Buy and promote the use of environment-friendly products which comply with as many of the following criteria as possible:             <ol style="list-style-type: none"> <li>a) avoid dependence on non-renewable resources or pollutants in their production and use,</li> <li>b) are based on recycled materials,</li> <li>c) are minimally packaged,</li> <li>d) are durable and repairable.</li> </ol> </li> </ul>	On-going

## Awareness

- |  | <b>Action</b> |
|--|---------------|
| <ul style="list-style-type: none"> <li>• Users should be made aware of the Environmental Policy via public notice boards and the HCA website.</li> </ul>                                   | To do         |
| <ul style="list-style-type: none"> <li>• The HCA should support increased environmental awareness and sustainability in the community, working with local environmental groups.</li> </ul> | To do         |
| <ul style="list-style-type: none"> <li>• Staff and management committee members should have the opportunity to attend environmental awareness training sessions.</li> </ul>                | To do         |

## 6. Monitoring and Review

The implementation of the Environment Policy is the responsibility of the Management Committee of the Hanover Community Association.

An Annual Environmental Report, prepared if possible with an independent partner, will detail the progress we have made in implementing this policy.

## 7. Related Policies and Other Documents

Related policies and documents include:

- Sustainability Policy



Date adopted:	August 2011
Last reviewed:	September 2014

## Appendix A

### THE TEN PRINCIPLES OF ONE PLANET LIVING

One Planet Living Principles	
<b>Zero Carbon</b>	<b>Sustainable Water</b>
<b>Zero Waste</b>	<b>Natural Habitats and Wildlife</b>
<b>Sustainable Transport</b>	<b>Culture and Heritage</b>
<b>Local and Sustainable Materials</b>	<b>Equity and Fair Trade</b>
<b>Local and Sustainable Food</b>	<b>Health and Happiness</b>

1. Zero Carbon: Making buildings more energy efficient and delivering all energy with renewable technologies
2. Zero Waste: Reducing waste, reusing where possible, and ultimately sending zero waste to landfill
3. Sustainable Transport: Encouraging low carbon modes of transport to reduce emissions, reducing the need to travel
4. Sustainable Materials: Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources
5. Local and Sustainable Food: Choosing low impact, local, seasonal and organic diets and reducing food waste
6. Sustainable Water: Using water more efficiently in buildings and in the products we buy; tackling local flooding and water course pollution
7. Land and Wildlife: Protecting and restoring existing biodiversity and natural habitats through appropriate land use and integration into the built environment
8. Culture and Heritage: Reviving local identity and wisdom; supporting and participating in the arts
9. Equity and Local Economy: Creating bioregional economies that support fair employment, inclusive communities and international fair trade
10. Health and Happiness: Encouraging active, sociable, meaningful lives to promote good health and well being

<http://www.oneplanetliving.org/>