

Environmental & Sustainability Policy

# Commitment

The Management Committee endeavours to minimise the carbon footprint of the Hall and ensure that all activities are sustainable for the environment. All users are encouraged to consider the environmental impact of their activities and to use sustainable alternatives wherever possible.

# Energy use within the Hall.

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Keeping energy consumption low not only helps sustainability but can reduce running costs. Electricity is the only power source available in the Hall and heating costs can be very high during winter months.

* **Heating.**  The Hall is normally only heated during winter months or during unseasonably cold periods. The Heating controls are in the entrance lobby and users can switch it on for one hour by pushing the button through the protective box. Pushing the button again within the hour will switch the heating off. Radiators heat up very quickly and should normally be kept at level 4 setting.
* **Frost protection.** The ceiling heaters in the toilets and kitchen are pre-set at frost temperature and will come on automatically when the rooms become too told. They are on a separate circuit and not subject to the control box in the entrance lobby. These heaters should **NOT** be touched.
* **Insulation.** Redevelopment of the Hall included loft and cavity wall insulation, sone under floor insulation in the kitchen, meeting room and rear lobby and replacement double glazed window units and internal doors.
* **Lighting.** The Hall is lit with low energy lighting where possible.
* **User action.** All users are to:
	+ Switch off lights and heating and switch off and un-plug any other electrical equipment whenever they leave the Hall.
	+ Close internal and external doors and windows when the heating is on, except for necessary ventilation.
	+ Prevent users increasing radiator temperatures above level 4 and interfering with either the heating control panel in the entrance lobby or the ceiling heaters in the kitchen or toilets.

# Paper Use

The administration of the Hall management is conducted electronically as far as possible to reduce use of paper and associated costs. User groups are encouraged likewise to minimise reliance on paper and printed documents by:

* Not printing documents, including e-mails, unless essential.
* Printing large documents back-to-back wherever possible.
* Not producing or keeping duplicates of documents.
* Re-cycling paper wherever possible.

# Refuse

The Management Committee has a contract for collection of one refuse bin per week by Fareham Borough Council. However, users are encouraged to remove their own waste rubbish wherever possible. Users are also encouraged to remove any bottles and other recyclable material. Users must remove all foodstuff from the premises after use, to avoid the risk of vermin.

# Other re-cycling

The Management Committee endeavours to use re-cycled equipment and furniture whenever possible.

# Water

The Management Committee tries to keep water use low, particularly by monitoring automatic flushing systems and switching off the water supply when the Hall is not in use over a long period of time. They seek to maintain the area of unpaved garden space so that natural drainage can occur rather than add pressure to the drainage system.

# Travel

As a community facility, the Management Committee encourages local users to travel to the Hall on foot. The car park has been extended and includes spaces for disabled parking permits, but they encourage users to share journeys wherever possible.

# User Groups & Contractors

The Management Committee encourages all user groups to apply this policy to their individual users and members. Contractors e.g. cleaners, gardeners etc. are encouraged to apply this policy when working on Hall property

# Monitoring

This policy will not be effective unless checks are made that it is being applied, this is the responsibility of the Management Committee.

# Review

This policy will be reviewed regularly in relation to all substantial projects to ensure applicability and comprehensiveness of the policy in assessing and mitigating potential environmental impact associated with that work.

 Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 1 Aug 2017 | PMB |  |
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