



## Sustainability Policy – May 2019

### 1. Introduction

Our vision for Queenswood and Bodenham Lake is that the sites will increasingly showcase a leading-edge range of both conservation and sustainability initiatives in practice - and that the sites become centres for education and conversation on a range of related issues.

We aim to develop buildings, energy generation, food outlets, sustainable travel links, events and use of water and waste in such a way that the sites exemplify best practice and innovation - inspiring visitors to adopt sustainable lifestyle choices.

We also intend to broaden our educational and awareness raising interventions across all aspects of sustainability and conservation to engender a desire to engage with and respect nature; live in harmony with natural systems; and recognise the wellbeing benefits of doing so.

### 2. Position Statement

As a matter of principle, we will seek to minimise adverse environmental impacts in everything we do and be an exemplar site for Sustainable Development. Specifically, our vision is to:

- develop the site's buildings as exemplars of energy efficiency & renewable energy generation
- develop the unique natural settings of Queenswood and Bodenham Lake as beautiful centres of experiential learning
- create an education & visitors' centre at Queenswood, which will offer a range of revolving exhibitions and a growing variety of workshops, courses and other educational initiatives
- build on the popularity of Queenswood - working in partnership with others to develop Herefordshire as a green tourist destination and one of the sustainable development centres of the UK
- create a sense of ownership, mutual responsibility and social cohesion around the sites – and around the sustainability principles that they will increasingly exemplify
- promote a localised food economy

We will do this by our commitment to:

- meet and exceed all statutory regulations
- set sustainability priorities and continuous improvement ambitions across our key areas of procurement, waste, biodiversity, water, air quality and energy / travel
- adapt existing buildings and operations to a changing climate, showcase best practice in building design and adaptation including exemplars of energy efficiency & renewable energy generation

- raise awareness of sustainability issues amongst staff, volunteers and visitors and encourage individuals to adopt sustainable practices
- communicate the value of the environment and sustainability to supporters and local communities, particularly around people's own impact, direct or indirect, on biodiversity, natural resources and climate change, supported by our education and engagement programmes
- meet best practice guidelines on the procurement, use and sale, of goods and services that minimises negative environmental impacts, where possible
- recognise that sustainability is also about being resilient on a personal level and use our facilities to inspire and educate through creativity and art
- in all capital developments, to be aware of significant environmental impacts or concerns and ensure that we minimise these impacts and strive to be as sustainable as it is practicable to be and become an exemplar of what is possible
- address potentially detrimental environmental impacts of our practical management interventions and those of our contractors including impacts beyond the work sites
- recognise the link between organisational sustainability and the health and wellbeing of our staff and volunteers; in particular, the detrimental impact stress (e.g. workload, environmental, etc.) can have on mental health, physical health and personal wellbeing
- incorporate sustainability and environmental responsibility in all staff job descriptions
- ensure that this Sustainability Policy is readily available to the general public and all our stakeholders

### 3. Monitoring and delivery of the Sustainability Policy

Priorities for delivery against these ambitions will be set annually in the QW&BL Business Plan so that progress is monitored regularly.

The delivery of our Sustainability Policy will be led by the New Leaf Sustainability Lead and overseen by the Partnership Board with all staff on site at QW&BL expected to embed its delivery in their roles as much as possible. The Sustainability Lead will review progress against Business Plan targets regularly and support staff to implement this policy at QW Huddle meetings, through monthly Sustainability Get Together meetings and email updates.

### 4. Policy purpose

This policy is intended to provide a framework for good practice for all those working on QW&BL sites in order to promote greater sustainability whilst ensuring that:

- directors can be confident that resources are being expended wisely
- third parties can be assured that their funding is put to the best possible use for the environment across all work areas
- suppliers and potential suppliers are aware of the need to provide sustainable and environmentally sound options in order to win our business.

### 5. Key areas

#### Sustainable procurement

- visibly support the local economy

- purchasing products that have the least impact on the environment where-ever possible, from production through to consumption
- encouraging use of a diverse base of suppliers, that have clear procurement and sustainability practices, wherever possible
- understanding the complexities and limitations of accurately measuring what is sustainable in a complex, post-industrial, globally linked, economy
- purchase organic, fair-trade and local food where possible
- purchase environmentally friendly, low impact, recyclable or degradable products where possible, (particularly in regard to cleaning products which are processed via our on-site wastewater treatment)

### **Waste reduction**

- seek to reduce waste by monitoring the amount and type of materials purchased and following the waste hierarchy to first: Prevent; Reduce; Reuse; Recycle; Recover; then Dispose
- continually seek opportunities to purchase refurbished and recycled equipment, products and materials

### **Energy and carbon reduction**

- source energy from renewable sources where possible
- seek to minimise energy consumption, loss and wastage
- ensure any vehicles purchased have low emissions, high miles per gallon and, where practicable, are battery or hybrid powered
- promote energy saving actions by all staff

### **Water efficiency**

- seek to incorporate water efficiency and the use of recycled water or rainwater systems into all buildings
- promote water saving actions by all staff

### **Work with partners and supporters who share our values and aspirations**

- actively seek to work with suppliers who share our values and aspirations
- encouraging our suppliers to make a positive contribution to the local communities in which they work on our behalf by supplying 1% of their pre-tax profits to local initiatives such as QW&BL
- explore opportunities for developing relationships with suppliers leading the way in sustainable living, production and education
- ensure that major corporate donors or partner companies which will be promoted on our site or via our media (paper and online) meet our sustainability expectations by using the guidelines shown at Appendix A

### **Outreach and Education**

- explore opportunities for working with voluntary and community organisations in the supply and delivery of products and services.
- define in simple terms to the public what they can do to contribute to the preservation and improvement of the natural environment through conscientious consumption

- seek to demonstrate to the public innovative solutions to waste, eg using a wormery to reduce organic waste and provide compost for plants
- seek to demonstrate how the good management of woodland areas, cleared areas and water bodies contribute to reduction of pollution and improvement in air and water quality

Practical operational guidance to support the incorporation of this policy in operational terms is shown at Appendix B. We have a commitment to turn this guidance into an Environmental Action Plan.

## 6. Review

The Policy will be reviewed 12 months after approval, or earlier should the need arise.

Signed off by QW&BL Board of Directors

Date: 7/5/19

Working with partners and supporters who share our values and aspirations

Status	What does that mean?	Consideration	Expectation
<b>Major sponsor</b>	An organisation/company who have donated money to QW&BL to support a specific project, capital item or staff member salaries. Longer term giving than the 'sponsor' or 'supplier' category	Donation or support with value in excess of £1,000 in any 18-month period OR who will be promoted on site or via our media (paper and online)	As a minimum, organisations will have clear green procurement and sustainability practices. National companies will have positive Ethical Consumer scores.
<b>Sponsor</b>	An organisation/company who have donated money to QW&BL to support a specific project, capital item or staff member salaries.	Donation or support with value in excess of £500 in any 18-month period who will NOT be promoted on site or via our media (paper and online)	As a minimum, organisations will have clear green procurement and sustainability practices.
<b>Preferred Green Supplier</b>	A company who shares our values and aspirations supplies us something at a discounted rate, therefore we transfer some sort of benefit to them eg. first consideration for future supplies	Support with value in excess of £200 in any 12-month period who will be promoted via our media (paper and online)	As a minimum, organisations will have clear green procurement and sustainability practices.
<b>Green Supplier</b>	A company who shares are values or aspirations	Any transaction up to £500	Preference for organisations which have clear green procurement and sustainability practices.

## Draft Action Plan

- *Procurement*
  - *Re-use or share resources whenever possible*
  - *Buy as many resources from local sources as possible*
  - *Check sources of materials and aim to minimise transport impact by purchasing goods manufactured in the UK*
  - *Furniture*
    - *Procure timber from legal sources*
    - *Use materials made partly or totally from renewable materials (such as wood).*
    - *Consider total VOC emissions from furniture items and specific formaldehyde emission limits for wood-based panels and upholstery materials and seek to minimise*
    - *Procure durable and fit-for-use furniture complying with relevant EU standards.*
    - *Procure easy-to-disassemble, repairable and recyclable furniture that is covered by a warranty.*
    - *Encourage environmentally-responsible procurement and employ whole-life costing and environmental performance criteria for selection*
  - *Cleaning*
    - *Purchase and use cleaning products with lower environmental impact (ideally Eco-labelled)*
    - *Buy concentrated products & check that they are being used at the correct dilution*
    - *Make sure cleaning equipment is low energy*
    - *Buy cleaning supplies in bulk and seek to reduce plastic packaging*
    - *Eliminate the use of microfiber products*
    - *Use solid hand soap instead of soap in plastic bottles, or bulk buy soap in large quantities and refill application bottles*
    - *Use cotton hand towels and dish cloths*
  - *Paper*
    - *Use recycled, non-bleached photocopier paper (products carrying any type 1 ecolabel, such as the EU Ecolabel can serve as means of proof if it is specified that the paper is made from 100% recovered paper fibres. We will look for paper that is Elementary Chlorine Free (ECF) or Totally Chlorine Free (TCF)*
    - *Take actions to reduce printing – eg. ensuring that printing is double sided (and colour printing is kept to a minimum), paperless meetings are encouraged*
    - *Use writing pads from waste paper that is clean on one side, rather than buying new writing pads*
- *Waste*
  - *Reuse resources whenever possible*
  - *Buy in as large a volume as possible and maximise use of refillable products*
  - *Check with supplier's policy on packaging and request sustainable or reduced packaging options*
  - *Remove bins from desks to encourage everyone to use recycling and compost bins*
  - *Bins well labelled with the waste stream that they contain*
  - *If landfill waste bins have to have plastic bag inserts, use the smallest bag possible*
  - *Encourage staff to take their own cups and plates to the café when purchasing food and drinks to reduce the usage of single use plastic*
  - *Encourage staff to email all to check if unused equipment is available before purchases are made*
  - *Encourage staff to use composting facilities for uncooked food in staff kitchens*
  - *Supply and use washable hand towels, tea towels and washing cloths in staff facilities*

- *Introduce a facility for staff to dispose of unwanted personal items – either through donation to the HWT charity shop or by an electronic “for sale” board*
- *Biodiversity*
  - *Minimise use of chemicals in all areas and ensure unwanted chemicals are disposed of appropriately*
- *Air quality*
  - *Ensure site vehicles and equipment are serviced appropriately to minimise exhaust emissions*
  - *Strive to replace diesel and petrol cars with electric alternatives*
  - *Encourage staff to bring plants into offices*
  - *Encourage use of electric vehicles by provide electric vehicle charging points for staff and visitors*
- *Water*
  - *Invest in water saving devices*
  - *Make sure that taps are turned off and everyone knows who to report dripping taps to*
  - *Aim to replace toilets with low water alternatives*
  - *Ensure that bowls are used in sinks to reduce water usage*
- *Energy*
  - *Reduce consumption by making sure that all lights and appliances are switched off when not in use. Adding stickers to remind people to turn lights off as part of a “turn off” campaign is helpful*
  - *Keep outside doors closed*
  - *Make sure all lights are turned off at the end of the day*
  - *Invest in energy saving lightbulbs and motion sensors where economically viable*
  - *Make sure that computer monitors are switched to power save mode and are switched off at night*
  - *Maximise opportunities for renewable energy generation on site*
  - *Rewarding staff who switch off through the 'Energy Fairy' scheme, where little prizes are awarded anonymously for, e.g. turning off computer monitors or equipment*
- *Health & Wellbeing*
  - *Encourage staff to take a break at lunchtime and to go for a walk*
  - *Encourage staff to stay hydrated and make sure that they take screen breaks if using computer equipment for long periods*
  - *Make sure staff have done a H&S workspace assessment and are encouraged to take time to check that they are sitting in a comfortable position while working on computers*
  - *Encourage members of the public to be active in the open air for their wellbeing*
- *Travel*
  - *Encourage environmentally-friendly sustainable transport such as car sharing and use of public transport*
  - *Change business vehicles to electric models when possible*
  - *Encourage use of electric vehicles by providing electric vehicle charging points for staff and visitors*