



Risk Management and Policies

Environmental Policy

This policy forms part of the Fèisean nan Gàidheal policy portfolio

| | |
|----------------------|---|
| Date Reviewed | 21.03.2018 |
| Purpose | To encourage an environmentally responsible culture within the organisation regarding energy use, waste and recycling, transport and travel, and within the community. |
| Summary | To promote and assist the improvement and protection of the environment and to encourage an environmentally-responsible attitude within the members and participants of Fèisean nan Gàidheal. |



Fèisean nan Gàidheal Environmental Policy

Policy Statement

We are committed to continuing to improve our environmental performance, minimising our environmental impact and making resource efficiency a core requirement within our offices and in the wider community.

Policy

Fèisean nan Gàidheal is committed to promoting the improvement and protection of the environment within the local communities in which it works, and globally.

To promote sound environmental management throughout the organisation, Fèisean nan Gàidheal provides this practical bullet-point guide for staff and members, to promote and reinforce its environmental policy, to raise awareness of the use of sustainable resources and discourage wasteful or damaging practices.

To maximise the understanding and importance of the environmental responsibilities which the organisation undertakes, Fèisean nan Gàidheal's policy covers the following:

1. Energy Use and Water
2. Waste and Recycling
3. Transport and Travel
4. Maintenance and Cleaning
5. In the Community

1 Energy Use and Water

Fèisean nan Gàidheal will actively promote efforts to reduce the amount of energy consumption throughout the organisation, whether in the office or working in the wider community. We will work to reduce our contribution to emissions of gases and other pollutants which contribute to climate change.

We will:

- Ensure lights and electrical equipment are switched off when not in use, leaving equipment in stand-by mode only when necessary, for example, to allow offsite backup of data
- Use low-energy light bulbs, where possible, and all replacement lighting will be low-energy
- Seek to reduce the amount of energy used as much as possible, for example, by setting heating controls to appropriate level for conditions
- Take into account the energy consumption and efficiency of new products when purchasing
- Ensure, as far as possible, that our buildings are insulated and double glazed to reduce heat loss
- Work to reduce the consumption of water within our buildings, for example through the installation of variable flush cisterns and minimise the heating of water by utilising equipment that heats it on demand.

2 Waste and Recycling

Waste reduction is a priority and the organisation recommends re-use as a more economic and energy efficient saving than recycling. Fèisean nan Gàidheal encourages the appropriate conservation, re-use, recycling and upcycling of resources.

We will:

- Minimise the use of paper in the office
- Ensure paper is re-used before it is recycled, where practical
- Recycle all used paper that cannot be re-used
- Discourage the printing of documents in situations where they may be made accessible in a digital format
- Ensure that documents which require to be printed, are printed on both sides of paper
- Conduct as much correspondence as possible digitally, to cut down on the need for paper including envelopes
- Reduce packaging as much as possible
- Seek to buy recycled and recyclable paper products
- Favour more environmentally friendly and efficient products
- Use rechargeable batteries
- Compost organic waste such as tea bags and fruit peelings
- Encourage, in Fèis art classes, "junk art" using everyday waste products such as cardboard tubes, paper, egg boxes, textiles, etc, and combine those materials with collected drift wood, pebbles, dried leaves or sheep wool.

Staff and members of the organisation should make themselves aware of the available recycling points in their localities and make use of such facilities as appropriate.

As per Waste (Scotland) Regulations 2012 we will:

- Routinely recycle mixed paper, cardboard, plastic bottles, pots, trays, food tins, drink cans, aerosols, food and drink cartons
- Glass will be recycled at Glass Recycling Points
- Any textiles will be placed in the Textile Bank.

3 Transport and Travel

Notwithstanding the areas in which Fèisean nan Gàidheal has its offices and the wide geographical spread of the activities we support, we will recommend alternatives to the use of private cars, where possible. Where journeys are made on behalf of the organisation, suitable effort should be made to complete the journey by public transport where practical in terms of resources. Initiatives such as walking or car-sharing during any commute will be encouraged.

We will:

- Reduce the need to travel, restricting it to necessary journeys only
- Ensure the use of alternatives such as Skype meetings or phone conferencing
- Make additional efforts to accommodate the needs of those using public transport or bicycles
- Encourage use of 'green vehicles' where appropriate
- In addition to measuring emissions for energy and water consumption as well as waste production (both landfill and recycling) continue to submit carbon emissions information for staff, board & tutor travel to Creative Scotland on an annual basis and look to identifying areas where future carbon reductions can be achieved.
- Continue to work with Creative Carbon Scotland to plan for reductions in carbon emissions with stage 2 of Carbon Management planning being implemented from 1 April 2018.

4 Maintenance & Cleaning

We will:

- Utilise cleaning materials that are as environmentally friendly as possible
- Use refill products, where practical, for example liquid soaps
- Ensure materials used in any office refurbishment will be as environmentally friendly as possible, for example wood from sustainable forests
- Use only appropriate organisations to dispose of waste.

5 In the Community

Whilst working within a community, Fèisean nan Gàidheal and/or its members will

- Make use of community facilities, local businesses and suppliers, where available and appropriate, to reduce carbon emissions and support the community
- Approve the consideration of ethical purchases, where practical.
- Promote a sense of responsibility for, and understanding of, the environment and participation in environmental issues by raising awareness among our members and members of communities in which we work.

Guidelines and arrangements for implementing the policy

Fèisean nan Gàidheal undertakes to publish this policy and communicate its recommendations. We recognise the responsibility staff have in contributing to environmental management and will seek to harness the interest shown by staff and ensure they exercise their environmental responsibility. We will involve staff in the implementation of this policy, to ensure greater commitment and improved performance. We have an appointed green champion and will increase employee awareness through training. We will discuss this policy and any related business issues at our monthly staff meetings, as appropriate, and with member Fèisean in various fora.

This policy will be reviewed regularly and updated as required.