



Environmental Policy

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Lead Officer	CEO

Version Control

- All key documents including Policies, Procedures and Processes will have a version control table to assist with tracking the development of the document.
- All draft versions will show as numbers after a decimal point and each full version will show before the decimal point as follows.
- The version number will appear in the document header along with the document title.

Date	Version Number	Notes
December 2024	v0.1	Drafted Sept 2024 by Jemma Gregory
January 2025	v1.0	

Document Status

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- As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the website.

Who is covered by this policy?

All staff, trustees, volunteers and associates.

What is covered by this policy?

This policy outlines how SPACE aims to ensure that environmental impact is taken into account in all its activities.

Purpose

SPACE believes that it is possible to provide a high-quality service in a manner that ensures a safe and healthy workplace for its staff and minimises its potential impact on the environment. SPACE aims to operate in compliance with all relevant environmental legislation and strives to follow pollution prevention and environment-friendly practices in all it does.

The policy

SPACE will:

- integrate the consideration of environmental concerns and impacts into all of its decision-making and activities;
- promote environmental awareness among SPACE's staff and encourage them to work in an environmentally responsible manner by providing appropriate information and training on environmental issues and practices that may affect their work;
- in the first instance, reduce usage of resources and waste, and commit to re-using and recycling (and to purchasing recycled, recyclable or re-furnished) products and materials, where these alternatives are available, economical and suitable;
- promote the efficient use of materials and resources throughout its facilities including water, electricity, paper and raw materials, particularly those that are non-renewable;
- avoid the unnecessary use of hazardous materials and products, and seek substitutions when feasible;
- when hazardous materials must be used, stored or disposed of, take all reasonable steps to protect human health and the environment;
- purchase and use environmentally responsible products;
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill-response programmes;
- be open about SPACE's environmental commitments with its colleagues, beneficiaries, customers and the general public and encourage them to support these commitments;
- continually improve its environmental performance and minimise the potential negative impact of its operations by periodically reviewing this environmental policy in light of SPACE's current and planned future activities.