ENVIRONMENTAL

Created: September 2026

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1. Purpose

This policy is to be accepted and observed by all members, staff and volunteers within Four Pillars. Breaches of the policy may be regarded as gross misconduct.

2. Ownership

This is the Environmental Policy of Four Pillars. The ownership of this policy is to that of the Four Pillars board of trustees, who discharges its implementation to the management of Four Pillars. The management may discharge duties to a nominated member of staff or volunteer.

3. Statement of policy

Four Pillars is committed to improving its environmental performance by complying with relevant guidance and regulation and by adopting modern methods of environmental management and sustainable development to improve environmental performance, wherever practicable.

4. Aim of this Policy

4.1 The aim of this policy is to enable this organisation to:
4.1.1 Reduce its impact on the environment
4.1.2 Ensure compliance with environmental legislation and regulations
4.1.3 Ensure the effectiveness of its environmental management system (EMS)
4.1.4 Reduce its use of energy and resources
4.1.5 Minimise its waste
4.1.6 Reduce unforeseen environmental risks.

4.2 The Board of Trustees of Four Pillars are accountable for the effectiveness of its EMS and will commit the resources necessary to:
4.2.1 Meet or exceed the requirements of all environmental legislation under which they are obligated
4.2.2 Take all essential measures to prevent pollution
4.2.3 Maintain the continual improvement of its environmental performance through the regular review of its management system.

5. Waste Management and Recycling

5.1 Four Pillars staff & volunteers will ensure:
5.1.1 All waste will be segregated into appropriate waste streams prior to disposal
5.1.2 All waste appropriate for recycling (ie plastics, paper, tins and glass) will be placed in the appropriate receptacles ready for collection by recycling services
5.1.3 All other domestic waste will be placed inside black waste bags
5.1.4 All “sharps” will be placed inside purpose-built sharps disposal boxes in accordance with the Clinical Waste Policy
5.1.5 All electrical waste will be disposed of according to the Waste Electrical and Electronic Equipment Regulations (WEEE)
5.1.6 Discarded furniture and office equipment will be offered to charity for recycling or reuse.
5.2 The organisation intends to comply with all current national and local waste management laws, policies and procedures.
5.3 The organisation will liaise regularly with the appropriate local authority department to regularly review its performance in this area.

6. Energy Efficiency

6.1 To conserve power, staff should:
6.1.1 Turn off non-essential lights and power sources when not in use

6.1.2 Keep windows and doors closed when using heating
6.1.3 Report malfunctioning thermostats on radiators immediately

6.2 In addition, the organisation will invest in energy efficient buildings, where funding allows, by:
6.2.1 Installing and running energy efficient boilers and heating systems
6.2.2 Using “smart” metering to monitor usage, if possible
6.2.3 Ensuring that boilers and heating systems are regularly serviced and properly maintained
6.2.4 Ensuring that energy efficient light bulbs and low power or energy efficient equipment are used wherever possible
6.2.5 Ensuring that all buildings, pipes and lofts are properly insulated and maintained
6.2.6 Monitoring bills and arranging “green” gas and electricity tariffs.

7. Water Use and Wastage

7.1 At Four Pillars, water will be metered and its use monitored.
7.2 Staff will optimise water use to conserve supplies and the company will incorporate water-saving measures as necessary to reduce consumption.
7.3 System failures such as dripping taps and leaking pipes will be reported and remediated immediately.

8. Sustainable Procurement

8.1 Four Pillars will ensure that all resources, goods and services are only bought or contracted from organisations and companies who have sustainable use policies in place.
8.2 Those staff responsible for purchasing should ensure that suppliers use environmentally acceptable packaging.

9. Pollution

9.1 Pollution will be minimised by:
9.1.1 investing in cleaner equipment and processes wherever practicable
9.1.2 ensuring that existing equipment is maintained and serviced
9.1.3 ensuring that any dangerous substances are used and disposed of properly.

10. Transport

10.1 At Four Pillars, the environmental impact of transport used will be minimised by:
10.1.1 Ensuring that all vehicles and transports operated by the organisation are serviced regularly and are kept in good condition, thus enabling them to run efficiently
10.1.2 Eliminating the use of vehicles for unnecessary trips
10.1.3 Encouraging and facilitating vehicle sharing where possible
10.1.4 Moving to low-emission vehicle use wherever possible
10.1.5 Supporting staff use of public transport, cycling and walking to travel to and from work.

11. Environmental Management Systems

11.1 Four Pillars will co-ordinate its sustainable development processes through the implementation of an appropriate Environmental Management System (EMS).
11.2 As part of the organisation’s EMS, it will:
11.2.1 Identify operational aspects and monitor any environmental impacts of Four Pillars’ activities and wastes through the use of an environmental audit
11.2.2 Set measurable targets to reduce impacts and continually improve environmental performance
11.2.3 Review this policy and environmental performance regularly

11.2.4 Keep relevant environmental records and reports
11.2.5 Provide environmental awareness training for staff.

12. Responsibilities

Overall and final responsibility for Environmental Policy is shared collectively by the trustees.

The trustees delegate the responsibility of following this policy to the management team.

The management will:

- Arrange for the implementation of this policy in consultation with staff and volunteers
- Arrange for the adequate instruction and training of staff and volunteers in all matters related to this policy
- Arrange for the contents of this policy to be known to all staff and volunteers

The staff and volunteers of Four Pillars have a duty to:

- Follow this policy
- Co-operate with the management to ensure that the requirements of relevant statutory provisions are complied with
- Report potential or actual hazards as soon as possible

13. Risk Assessment

The trustees will ensure that all risk assessments are undertaken for any part of the charity's activities to which they are applicable, copies of these risk assessments are available upon written request.

14. Premises

The management team will ensure that all premises used by Four Pillars whether owned, leased or rented are:

- Health and safety compliant
- A full risk assessment has been completed
- Insurances are in place and displayed
- Fences are erect and secure at all times, if applicable
- Gates are manned at all times, if applicable
- Any potential danger is reported to the management

15. Reports

The delegated manager/person in charge at each event shall be responsible for making any necessary reports relating to this policy or ensuring that others make such reports.

16. Policy Development

The trustees shall endeavour to progressively develop the charity's policy on Environmental Policy in response to risks and hazards identified. Specific procedures and policies so developed shall be appended to this document and form part of the charity's statement on reduce impact on the environment.

17. Review

The effectiveness of this policy will be reviewed annually by a member of the Four Pillars board of trustees. If appropriate, action will be taken as necessary to update this policy to ensure effective delivery on the objectives laid out at the start of this document.