

“Green Housekeeping” Policy Statement.

Lancashire Global Education Centre’s Approach to the Environment

LGEC is committed to responsible practices and activities that are compatible with Sustainable Development. The organisation strives to meet environmental needs and expectations of its membership, users, employees and volunteers by actively minimising the environmental impact of all its activities.

LGEC practices environmental responsibility by making the environment a consideration in all decision making and managing all aspects of our work to avoid depletion of natural resources wherever possible.

Our practices include:

Use of paper

1. Staff members are encouraged to print and use less paper in the office. Files will be stored electronically wherever possible and paper documents printed only when necessary.
2. Waste paper that has only been used on one side is used as scrap paper, notepaper, for printing documents for internal use, etc. Care is taken with the layout of documents to minimise paper use (especially when the document is to be reproduced), while still maintaining readability.
3. The photocopier is as environmentally friendly as is possible. When documents are being photocopied both sides of the paper are used when appropriate.
4. The fax machine has recently been replaced for a model that accepts A4 recycled paper. Junk faxes have been stopped by using a special telephone number.
5. Recycled printer cartridges are purchased and returned for further recycling after use.
6. Waste paper and cardboard are collected separately from other waste and are taken to a collection point for recycling.
7. Recycled paper is used where practicable (Lancashire Global Education Centre's stationary is printed on recycled paper, we use recycled white and coloured photocopier paper).
8. Newsletters are produced on recycled paper.
9. Envelopes are re-used where possible.

10. All efforts are made to buy other recycled stationary items and equipment wherever possible. Staff are encouraged to be economical in their use of stationary and other equipment.

Energy Consumption

10. The building is heated by gas central heating, which operates on a time switch and thermostat system thus enabling us to heat the building at times appropriate to our office opening hours. Radiators throughout the building have been fitted with individual thermostats.

11. Low energy light bulbs are used as standard. Lights are switched off when not needed. T5 low energy tube lights are used wherever possible.

12. The photocopier and computers are switched off over night and put on 'standby' when not in use during the day thus reducing energy consumption.

13. The building has 270mm loft insulation made from recycled fibres and double glazing to help reduce energy consumption. Future building upgrades to minimise LGEC's carbon footprint such as cavity wall insulation, heat pumps and lighting sensors will be actively sought when funds or grants are available.

Catering

13. For staff consumption, milk is purchased in returnable bottles and tea and coffee are purchased from fairly traded sources. Ceramic mugs are used (rather than disposable cups) and are washed up using an environmentally friendly washing-up liquid.

14. At the Global Education Centre, organised events such as conferences, seminars etc use re-usable crockery and cutlery is used except where this is not practical (e.g. when there are no adequate washing up facilities).

Cleaning materials

15. Where possible, LGEC uses environmentally friendly cleaning materials.

Transport

16. When travel is necessary as part of their work staff are encouraged to use public transport / bicycle where possible.

17. Expenses are paid for journeys being made by bicycle. Use of public transport is actively encouraged for all members of staff.

Waste Management

18. LGEC is committed to recycling all waste wherever possible. Materials currently recycled include: paper, cardboard, glass, printer cartridges and envelopes.

Policy introduced 1996, updated 1998, 2001 and 2008.