

## **First Steps (Bath)**

### **Environmental Sustainability Policy**

First Steps is committed to ethical and sustainable practices that minimize environmental impact does this in the following areas.

#### **Energy Reduction**

- Managing prints – all prints kept to a minimum, use electronic communication instead of paper
- Printing on both sides of the paper.
- Printing in colour only when essential – default set on computers to HP printer.
- All unwanted publications cancelled, and names removed from junk mail lists.
- Computer's shutdown and screens turned off at end of the day, sleep mode for photocopiers. .
- Lights and fans are turned off when the room not in use.
- Ensure all taps are turned off.
- Water heaters for hot drinks are turned off nightly at all sites.
- Lighting replaced with energy-saving bulbs if possible.
- Radiators turned down/off when not required – thermostats adjusted.
- Electrical timers are used where appropriate.

#### **Maintenance Plan**

- Premises are regularly maintained.
- Equipment – Regular maintenance of equipment through 6-monthly or annual contracts. Any breakages/damage are reported immediately to the Finance Manager for action/risk assessment/repair.
- Solar panels are cleaned annually
- Energy ratings checked when replacing equipment.
- Windows kept clear to allow natural light into rooms, and angled blinds used where necessary.
- Furniture is not placed in front or on top of radiators unless it is a specific radiator cover

#### **Suppliers**

- Review suppliers of gas and electricity on an annual basis, comparing price and green credentials.
- Carbon footprint is considered when comparing suppliers, and local suppliers are used as much as possible.
- Price comparison of food suppliers is completed annually
- Stationery supplies checked 6 monthly with price comparison completed for regular items (paper, print carts).

- Confidential waste is shredded if possible and disposed of as non-confidential waste, thereby reducing collection charges.

### **Travel Plan**

- Wherever possible, members of the staff team are encouraged to walk, cycle, or use public transport to attend work. Cycle racks are provided, and timetables with directions for public transport are available on request at reception.
- Families and staff are encouraged to walk to the Centre with regular walk to the centre sessions taking place.
- Car sharing is promoted for staff living a distance away whenever possible to minimise car parking requirements and mileage if attending any training off-site.
- Signed up to the bike to work scheme

### **Recycling Plan**

- Paper recycling bins placed throughout the organisation.
- Non-confidential paper waste placed into cream bins and/or recycled into note pads for use by staff and children.
- Paper, glass, and cans are placed in recycling bins on site and then taken to nearby recycling points.
- Children collect paper for recycling at their collection point within the centres.
- Discarded magazines, greeting cards, grocery boxes, etc. are recycled for creative use.
- Cardboard is separated and collected.
- Printer toners are collected on request for recycling, and a certificate of collection is issued.

### **Promoting Sustainable Lifestyles**

- Parents are encouraged to join courses through the Community Learning Service, such as “Cooking on a budget”.
- Children are encouraged to grow their own herbs and vegetables.
- Children and Families are encouraged to make use of local areas such as the nearby woods to gain a better understanding of the natural environment.
- Children are taught that they are nature and part of the natural environment and to respect living things. (childhoodnature)

Policy drafted by Sarah Elliott, Admin and Finance Manager, January 2011

Approved by the Board of Trustees on 25<sup>th</sup> January 2011

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