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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Community
Legal Service



Help Point

Signposts Environmental and Sustainability Policy

Signposts recognises that its operations result in emissions to air and water, and the generation of waste. It is, therefore, committed to minimising the impacts on the environment of its operations by means of a programme of continuous improvement.

Therefore, Signposts will:

- Meet and, where appropriate, exceed the requirements of all relevant legislation. Where no regulation exists we shall set our own standards informed by relevant codes of practice and guidelines;
- Minimise waste and pollution and develop and operate environmentally sound waste management procedures; continue to reduce the consumption of energy and water usage and to incorporate long term strategies for energy efficiency and water consumption into planning and development;
- Quantify and reduce its environmental impacts;
- Allocate sufficient resources to enable us to achieve our objectives and targets;
- Promote a sustainable purchasing policy which seeks where possible to take account of environmental and social factors when making purchasing decisions;
- Increase awareness of environmental responsibilities among staff through staff development and training;
- Work with other local, national and other agencies as appropriate to promote environmental policies and exchange best practice.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

- Emphasise to employees at all levels their own responsibility to the environment well being, giving training and information where applicable.
- Manage and conserve energy and water efficiently within all Signposts premises.
- Regulate all waste production and disposal and discourage litter, graffiti and noise pollution.
- Schemes for the collection of glass, paper, aluminium, plastic materials and waste electronic equipment for recycling will progressively be introduced.
- Cleaning materials for all premises will be biodegradable and environmentally friendly.
- Wild life and surrounding habitats, trees, flora, fauna archaeological and heritage remains are protected as appropriate.
- Maintain the grounds and buildings of Signposts in an environmentally sensitive way, having regard to protection of local natural habitats and preservation of biological diversity
- Endeavour to recycle and use recycled materials where possible.

To reduce the environmental impact Signposts will :

- Only buy supplies when necessary and minimise the amount of materials consumed.
- Explore systems whereby products can be reused rather than thrown away.
- Source products which are made from recycled materials
- Select a more durable, environmentally friendly alternative
- Maintain and repair furniture, equipment and other products as to extend its life.
- Buy energy efficient appliances and equipment.
- Encourage Car sharing where ever possible to reduce the impact on pollution and traffic congestion and promote the use of bicycles when travelling short distances.
- pass on, whenever possible, items that we cannot use or re-use to other organisations e.g. bric-a-brac to charity shops and wood to community allotments
- undertake building work with environmental issues in mind e.g. double-glazing, thermostatic valves and eco-roof insulation

Any work carried out is in accordance with this policy.

Chief Executive
October 2009