

ENVIRONMENTAL POLICY FOR BUILDINGS & FACILITIES

The Council will ensure that significant risks to the environment associated with office-based activities are assessed and minimised. Furthermore, the Council will attempt to minimise its overall impact on the environment.

The Council will ensure that those who undertake environmental impact assessments are competent to do so.

The Council will provide suitable and sufficient information, instruction, training and supervision to employees regarding impacts on the environment. Employees will make proper use of any equipment and systems of work provided. The Council will take all reasonable steps to ensure that control measures are put in place and are properly used.

The Council will ensure that adequate arrangements are in place to deal with accidents, incidents and emergencies related to contamination, spillages or other adverse environmental effects.

Heads of Service will ensure that:

- An inventory of all hazardous substances in the office that could be released into the environment is compiled;
- operations that use significant amounts of energy with a view to reducing consumption are identified;
- operations that use resources such as paper are identified, and the need for the current level of consumption is reviewed, identifying savings where possible;
- waste streams are identified with a view to recycling and reuse;
- thermal insulation of the office is reviewed to minimise energy use in heating and lighting;
- staff travelling arrangements reviewed with a view to encouraging car-sharing, use of public transport, cycling and working from home where practicable;
- any control measures in place are adequately maintained, examined and tested;
- arrangements and procedures are in place to deal with accidents, incidents, spillages and emergencies and that members of staff are aware of these procedures;
- arrangements, including supervision, in place to ensure that employees properly use control measures.