

Halsway Manor Environmental Policy and Action Plan 2021

Protecting the environment is vital for the conservation of precious natural resources and the continued health of our planet. Halsway Manor Society recognises its responsibility to protect the environment and is continually working to reduce the environmental impact of the work we do.

This Environmental Policy and Action Plan is a working document and will be reviewed and updated at regular intervals.

Key aims

Administration, Building and Facilities Management

- Comply with all relevant environmental regulations and legislations
- Reduce our carbon footprint
- Reduce the use of non-renewable energy resources
- Monitor and evaluate energy consumption for regular analysis
- Reduce waste produced across the organisation
- Reduce, reuse and recycle goods wherever possible in all aspects of the business
- Use local suppliers and resources
- Raise staff and building user awareness through training, signage and facilities

Staff, visitor engagement

- Encourage visitors to be more environmentally conscious
- Advocate for artists to consider the environmental impact of their work
- Reduce the environmental impact of travel by staff and artists
- Advocate for audiences to consider the impact of their travel to our events and provide advice and incentives to support this

Our environmental action plan is divided into three main areas:

- **Our building**
- **Our staff and office**
- **Our work**

1. Our building

Energy consumption

Heating

- New, efficient gas boilers
- We monitor and regulate individual room temperatures within our control, switch off heating in rooms which are not in use and use minimum settings in toilets and transient spaces
- We have a computerised monitoring system in the manor which regulates the temperature both locally and in reference to outside temperatures.

- There are TRVs in all rooms
- We have TRVs and modern condenser boilers in the mews
- The gas boilers are on timers for hot water
- We will soon have secondary glazing fitted in the mews
- We monitor weekly/monthly usage through meter-readings and bills

Lighting

- All of our electricity comes from 100% renewable sources through our electricity provider
- We use movement LED sensor lights in common areas, on their lowest setting
- We switch off lights in rooms not in use and use natural light where possible
- All bulbs are LED in both buildings
- We monitor weekly/monthly usage through meter-readings and bills

When the renovation works were carried out solar panels were researched as was biomass energy. The benefits of these measure due to the current kind of energy use were not deemed to be suited at this time. This and other emerging technologies will be reviewed on an annual basis.

Equipment

- We encourage all building users to only use cooling equipment (fans and air conditioning) when necessary and only if natural ventilation is not sufficient
- We ensure that all building users turn off electrical equipment (including computers) when not in use and switch off at the plug where appropriate
- We only run dishwashers/washing machines when full
- We use reusable crockery (not disposable) wherever possible
- We use A-C rated equipment
- We dispose of computers and electrical equipment by recycling or reusing

Staff

We ask that all staff to:

- Switch lights off when not needed
- Turn computers off when not in use
- Open windows when too hot (ensuring heaters are turned off beforehand)
- Turn off radiators in all rooms when not in use

Water

- We have our own water supply which is treated onsite as is the waste water
- Modern water saving flush toilets
- All staff monitor and report any leaks

Recycling and print

- We recycle papers, cans, glass, cardboard, plastics, batteries through provision of recycling bins in offices and common spaces
- We recycle light bulbs, printer and photocopier cartridges, mobile phones and IT hardware through third party providers wherever possible
- When disposing of materials, we use only skips that recycle content
- We use all recycled paper
- Our brochures and leaflets are printed on FSC accredited paper using waterless presses and vegetable based inks

Individual staff actions

We ask that all staff to:

- Use recycling bins for appropriate waste and encourage building users to do the same.
- Only print when necessary and use double-sided print or scrap paper wherever possible for printing or note taking

Cleaning

- We use recycled toilet paper and hand towels throughout the building
- We do not use bleach based cleaners as this would damage our septic system
- We use an A-rated dishwasher and washing machine
- Cleaning products are ecological where possible

Kitchen and bar

- We use reusable materials including cutlery, crockery and linen
- We recycle waste materials wherever possible, including all glass, tin, plastic, paper and card
- We minimise use of water by only running the dishwasher when necessary
- We use locally sourced, fair-trade organic seasonal produce and drinks where possible
- We source all meat locally
- We offer free spring water and do not use plastic water bottles
- The kitchen operates on a zero waste policy and aims to have minimal food wastage

Travel and transport

- We promote the use of public transport to get to Halsway
- We promote and arrange car sharing where possible
- In 21/22 we will be installing new EV car charging point. Current external power is already used for charging some cars

Marketing and communications

- We print minimum quantities of marketing materials
- Online marketing and communications are used whenever possible
- We have data management processes in place to minimise waste during print distribution
- We produce all printed materials on recycled paper and card
- We ensure that any packaging used is recycled / recyclable / made of biodegradable materials where possible
- We recycle all waste print materials
- We continually investigate alternatives to print (e.g. online products, digital alternatives) and maximise digital alternatives where appropriate
- We ensure maximum information on our environmental policy is provided through our website

2021 – 2025 Environmental aspirations

21/22 More EV charge points in grounds

21 Secondary glazing in mews

Annually reviewing energy suppliers

Annually reviewing renewable energy sources for the property