



Caerphilly Miners Centre for the Community

Environmental Policy and Action Plan

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Wales Co-operative Centre
Canolfan Cydweithredol Cymru



Llywodraeth Cymru
Welsh Government





Environmental Policy

Introduction

Caerphilly Miners Centre for the Community (CMC) acknowledges the connection between climate and other environmental crises locally and around the world.

We are already working in an environmentally-friendly and sustainable way and strive to minimise any negative impact resulting from our work or activities. CMC is committed to paying due regard the Well-being of Future Generations (Wales) Act 2015 which involves us following sustainable development principles in supporting communities' current needs, without compromising the ability of future generations to meet their own needs.

CMC considers itself an environmentally responsible organisation, focusing on continual improvement with the ultimate aim of becoming a carbon neutral organisation.

Our principles and pledge to work in environmentally sustainable ways will be embedded, promoted and implemented across all of our projects and operations as we grow. We also aspire to champion and educate our community about sustainable development and we will proactively seek opportunities for activities that help community members limit climate change and its impact on our environment.

This policy covers all aspects of our operations – from good housekeeping measures within our facilities management through to ensuring that purchases made are ethically and are environmentally sound.

It applies to all employees, volunteers, venue hirers and suppliers as set out in the relevant sections. CMC commits to proactively involving all parties in the implementation of this policy.

This Policy and Eco-Code outlines each area we feel we have an impact on has a statement and action points which detail practical ways of achieving our environmental aims.

Our Business

The organisation is a charity established in 2012 to restore and give back to the community part of the Caerphilly Miners hospital. The centre builds on a rich history and follows the miners' ethos of mutuality and collaboration, community enterprise and self-help. The Centre delivers services to support personal well-being, including learning and training opportunities.

CMC is run by a committed group of local residents who have come together with a common aim of restoring the old 'Caerphilly Miners' and bringing new life to it, for the benefit of our community.

We are working to create a sustainable social enterprise, which can make a positive difference to people whatever their age or circumstance; a place in our community where people want to be, can enjoy themselves and feel part of the community, can learn from each other and invest in their family's future, and can celebrate our heritage.

Our Impacts

Our organisation considers environmental issues and impacts in all of our decision making and with all activities. We aim to improve sustainability and minimise negative environmental impacts of our facilities and activities, in particular those relating to:

- Our building and facilities: energy use, water use and waste;
- Our business travel and commuting;
- Our communications materials
- Our events and activities: energy use, water use, food, waste, transport and travel;
- The goods and services we use in our work notably office supplies, ICT and electronic equipment, furniture and food products

Our Actions

We will raise environmental awareness within our organisation and encourage our workforce (including contractors, employees, workers and volunteers) to work in an environmentally responsible manner. We are committed to understanding, measuring, improving and communicating our environmental performance and engaging management and our workforce in this process. The key points of our strategy to achieve this are to:

- promote efficient use of materials and resources in our facilities/workplace including water, electricity, raw materials and other resources, particularly those that are non-renewable
- work to identify and implement actions to reduce energy and water use, reduce waste and increase recycling
- reduce the impacts of business travel and commuting: avoiding travel where possible by using online and digital tools (Zoom/Skype/Teams etc., teleconferences, and encouraging the use of zero or low-carbon travel modes e.g. walking, cycling, journey sharing (where appropriate and safe) etc.
- ensure a sensitive purchasing policy that integrates environmental and ethical considerations when choosing supplies and services for our business operations, especially stationery, equipment, furniture, food and hospitality, digital services
- work with suppliers and contractors to reduce the environmental impact of any print production (marketing, publications) and events
- ensure we meet any relevant environmental legislation that applies to our organisation

- communicate our environmental commitment to our stakeholders and encourage them to support it
- raise awareness of environmental issues within our organisation through training, updating and informing our workforce, consultants and others about environmental issues that may affect our work
- engage and collaborate with other users of our office space on environmental sustainability

Monitoring and Review

CMC will regularly review policy, practice and progress. As a values-driven organisation, the Board will hold overall responsibility for monitoring the progress of the policy and action plans and in ensuring this Policy is intrinsic to the organisation’s strategy and supporting operational plans.

However, the Facilities Manager will have delegated responsibility to ensure that the policy and practices are implemented by everyone working, volunteering or using space in CMC, and collating information in regards to reporting progress against the Action plan.

All staff contracts will include a clause stating that staff will be expected to follow organisational policies. Where relevant, job specifications and volunteer role descriptions will include relevant individual environmental responsibilities e.g. for facilities and financial roles. Induction procedures for new staff and volunteers will include information on CMC’s environmental practices and CMC will include environmental responsibility training in any future training programmes.

We will develop and update improvement plans further to the baseline being established and we will monitor and review the deliverables of our action plan to track and report progress every 12 months to the Board. We recognise some of the environmental improvements and actions we plan may be reliant on additional funding resource being available, and we will seek financial support to assist with our environmental aspirations.

A statement of our commitment and actions will also be included in the Annual Trustees report.

Our Environmental Policy and Eco-Code will be reviewed every two years or sooner should organisational changes or legislation require it.

Katherine Hughes

4th April 2021

Katherine Hughes, Secretary
On behalf of the Board

Document No:	2021__ENVP	Date Adopted:	March 21
Authorised Signature		Next Policy Review:	Feb 23

Environmental Action Plan

Our Environmental Action Plan covers the period 2021–2023.

The organisation is committed to employing a Facilities Manager whose role will be to oversee the delivery of the action plan and to report on progress each year.

1. Waste Reduction

Eco-Code	We will reduce the amount of waste generated by its business through repairing, reusing, recharging and recycling
Target	To monitor waste levels in 21/22, and 22/23 with the aim of reducing waste levels against the 20/21 baseline
Responsibility	Lead Officer: Facilities Officer
Action	<ul style="list-style-type: none"> • Undertake an assessment of our current carbon footprint: • Monitor print run levels of promotional and marketing materials and maximise levels of digital marketing activity • Continue to utilise digital technology to reduce the use of paper-based products /consumption of materials wherever possible • Reuse and recycle office items wherever possible, continue to use refillable and rechargeable products wherever possible • Continue utilising appropriate recycling schemes, for example for: batteries · lightbulbs · furniture and carpets · waste electronic and electrical equip • limit bulk/stock purchasing within the catering elements of the business · • Specify that organisations hiring the centre or delivering activities from the building, and sub-contractors play due regard to, and comply with CMC’s recycling and waste management practices • Do not purchase single use plastic items, only use reusable or biodegradable items • Strategically place recycling bins that are correctly marked or colour coded for dry and wet waste, paper, aluminium cans, and so on to encourage use and awareness • Limit the number of brochures or leaflets that any exhibitor/partner might want to place for promotion in your venue.
Suggested Indicators / evidence	<p>Monitor trends in:</p> <ul style="list-style-type: none"> • levels of non-recycled materials v recycled levels • Annual recycling rate calculated as a percentage from above two figures • the amount of office consumable products purchased • Continue to record levels of food wastage in an aim to reduce. • Consider composting appropriate food wastes to support gardening projects and/or partner with local food donation programmes

2. Energy and Water Saving

2.1 Energy Saving

Eco-Code	We will use energy in an efficient way and will lower energy consumption
Target	To monitor usage levels /costs in 21/22, and 22/23 with the aim of ensuring efficient use against the 20/21 baseline
Responsibility	Lead Officer: Facilities Officer
Ongoing Action and/or to implement	<ul style="list-style-type: none"> • Switch lights off whenever they are not needed to be in use in all work environments without compromising H & S Regulations • Use energy efficient lighting (e.g. LED/ low energy bulbs) • Consider automatic light sensors • Ensure appropriate insulation to all doors/windows/cavity spaces • Consider options for smart metering if available • Review ethical /renewable energy/utility providers periodically • Use of power down functions and/or setting plug timers on all electrical work items so they automatically switch down at times when not needed • Consider reflective backing to old radiators to reflect heat • Consider upgrading old radiators to have adjustable controls/thermostats . • Reduce temperature for night-time hours (e.g. set heating in frost protection mode). . • Set thermostats for lower temperatures in storage/out of use areas. • Staff awareness sessions to include: turning off lights, materials selection and recycling, correct heating and cooling settings, setting timers on all electrical systems • Seek efficiencies in catering equipment (e.g. fridges on timers) and ensure other equipment only turned-on during use. • Place reminders for people to turn off taps/switches etc. after use in prominent places. • Room thermometers in place
Suggested Indicators	<ul style="list-style-type: none"> • Monitor fuel consumption levels: continue to take regular meter readings and monitor trends against other factors (such as weather/seasons - open/closed etc.) • Low level recorded and/or reduction in the company's utility usage/costs over the term • All IT and other electrical equipment appropriately maintained to ensure efficiency in operation • Addition of room temperature monitoring across the venue

2.2 Water Saving

Eco-Code	We will save water and reduce usage wherever possible
Target	To monitor waste levels in 21/22, and 22/23 with the aim of reducing or efficient water level usage against the 20/21 baseline
Responsibility	Lead Officer: Facilities Officer
Ongoing Action and/or to implement	<ul style="list-style-type: none"> • Ensure water is turned off when not in use • Regularly maintain the space and check for leaking taps, pipes and toilets and repair immediately • Improve insulation of hot water storage (tank and pipe) and electric heating cupboards where appropriate . • Fit leak detection equipment which will sense unusual “spikes” in use and shut off supply. . • Inspect all water systems on a frequent basis to locate minor leaks. • Put water displacement devices such as a “hippo” in the cisterns of toilets to reduce the flush volume or upgrade to more efficient dual-flush cisterns if possible. . • fit tap aerators/flow regulators to reduce usage levels (self-fit possible) . • monitor timing and frequency of flushes in urinals with a view to potentially installing sensors to ensure urinals only flush when required where possible • Harvest rainwater and use collectors for use in climate garden projects
Suggested Indicators / evidence	<ul style="list-style-type: none"> • Low level recorded and/or reduction in usage over the term • No of water efficiency measures such as Hippo’s/aerators in use • Trends monitored in water usage and/or costs • Time between leak reports and action • Number of external water butts/collectors in use

3. Travel

Eco-Code	We will reduce the impact of vehicle emissions by encouraging the application of sustainable principles to travelling, working and to arranging meetings and some events/activities
Target	To draw up a base line and monitor travel costs/expenses over the year 2021/22 and use that to track progress in 22/23
Responsibility	Lead Officer: CMC Manager
On-going Action and/or to implement (Covid sensitive*)	<ul style="list-style-type: none"> • Use technology for meetings (such as zoom/teams/skype) • Promoting shared transport * where possible and promote use of Eco Cars • Public transport*, cycling or walking are to be promoted as preferred options where practicable - consider cycle to work scheme • consider travel expense policy to reward car share*/ bike usage • Flexible working arrangement from home wherever appropriate
Suggested Indicators / evidence	<ul style="list-style-type: none"> • Increase in online meetings/events • Increase in car sharing activity* or / Increase in public/other transport usage (where safe and appropriate) • Decrease in level of car travel expenditure • Levels of home and office working as a percentage of work hours across the business

4. Raising Awareness and Involvement

Eco-Code	We will provide information and regularly update its workforce and collaborators on issues to encourage good environmental practice
Target	To ensure that all personnel have seen and understood the company's commitment to sound environmental practice
Responsibility	Lead Officer: CMC Manager
On-going Action and/or to implement	<ul style="list-style-type: none"> • Include a copy of Eco Code/ policy in our organisations' induction pack, including information provided to volunteers and stakeholders • Display the Eco Code prominently, and consider including it on Company media channels (such as Face book / website) • Ensure staff / co-workers and volunteers are given regular updates and appropriate awareness/ training where relevant. • Have standard agenda item for environmental and sustainable development matters to be aired at internal meetings, • Undertake basic environmental impact assessments on all new projects • consider an 'environmental task-group' to take responsibility for overseeing and reviewing this plan as the business grows • Place appropriate energy efficiency signage throughout the building
Suggested Indicators / evidence	<ul style="list-style-type: none"> • No. of Environmental awareness sessions (E-learning /webinar / training) • Record of the minutes of project meetings • Environmental sub group set up • Induction sheets signed by personnel

5. Biodiversity

Eco-Code	We will increase the biodiversity of the site and its surroundings.
Target	To develop our climate garden and growing programmes to make best use of the grounds and encourage biodiversity
Responsibility	Lead Officer: Climate Garden Project Manager
Action	<ul style="list-style-type: none"> • Use suppliers and service providers with a proven positive environmental and ethical stance • Use local suppliers wherever possible and appropriate • Adopt a Sustainable/Environmental Purchasing /Procurement policy • Continue to purchase recycled, refilled and/or rechargeable products • Where relevant and appropriate buy 'Fairtrade'/ethical products • Opt for second-hand purchases where practical whilst ensuring they comply with good environmental standard ratings and health and safety regulations.
Suggested Indicators / evidence	<ul style="list-style-type: none"> • Size of growing areas • Number of wildlife houses placed • Number of trees planted • Number of green projects running within the grounds of CMC

6. Purchasing

Eco-Code	We will buy and use products which are safe and have a minimal environmental and social impact
Target	At least 10% of the organisation's purchases to be made from sustainable companies using environmentally friendly sources/materials within first year of plan, with a few to increase this level in future years of the plan
Responsibility	Lead Officer: Finance Officer
Action	<ul style="list-style-type: none"> • Use suppliers and service providers with a proven positive environmental and ethical stance • Use local suppliers wherever possible and appropriate • Adopt a Sustainable/Environmental Purchasing /Procurement policy • Continue to purchase recycled, refilled and/or rechargeable products • Where relevant and appropriate buy 'Fairtrade'/ethical products • Opt for second-hand purchases where practical whilst ensuring they comply with good environmental standard ratings and health and safety regulations.
Suggested Indicators/evidence	<ul style="list-style-type: none"> • Copies of order/ invoice forms • Sustainable / Environmental Purchasing Policy adoption

7. Communicating our commitment: external awareness-raising

Eco-Code	We will inform stakeholders of its environmental policy and are encouraged by its environmental practices
Target	To note our commitment to environmentally sound practices in all our promotional print and digital marketing materials
Responsibility	Lead responsible: CMC Manager
On-going Action and/or to implement	<ul style="list-style-type: none"> Publicise our stance on these issues in any reports, including our annual reports and on our web platform and social media by including a statement promoting our commitment to sustainable development/environmental principles Ask suppliers for their environmental policies to ensure that they operate to similar environmental standards and they are aware of our organisations commitment Email footers will hold an environmentally friendly statement in relation to reducing non-essential print Consider following or working towards an accredited EMS scheme such as Green Dragon
Suggested Indicators / evidence	<ul style="list-style-type: none"> Articles and reports produced and publicised Web / social media statement published Work towards accreditation

APPENDIX 1:

Ideas for energy efficiency

Light bulbs - Replacing just one old light bulb with an energy saving recommended one can reduce lighting costs by up to £78 over the lifetime of the bulb. Plus, they last up to 12 times longer than ordinary light bulbs. Alternatively consider LED lighting

Radiators - Fit reflector panels behind your radiators. These can reflect back into the room 95% of the heat energy radiated from the rear of your radiator. Other radiator extras are also available on the market such as Smart Radiator Valves which turn the radiator on and off at set times of the day, and Radiator Boosters that 'suck' heat in from your radiator and circulate it 50% more efficiently around your room.

Thermostat - As a rule of thumb, you can save around 3% on your heating bill for every degree that you turn down your thermostat. Turning your thermostat down doesn't necessarily mean you have to be colder: There are a number of products on the market, such as radiator boosters mentioned above that help capture radiator heat and distribute it around the room more efficiently.

Taps - A dripping hot water tap can waste enough hot water to fill half a bath in just one week, so fix leaking taps and make sure they're all fully turned off.

Toilets - The average toilet uses around 9 litres of water per flush this would be reduced and 1.64 kg CO₂ would be saved per year by fitting an adjuster such as Hippo the Water Saver.

Draught-proofing - Draught-proofing windows, doors, wall and ceiling fittings and ceiling-to-wall joints can reduce energy usage

Kettle - Don't boil a full kettle every time, only boil the amount you need. Utilise an eco-kettle

Fridges & Freezers - Defrost these appliances regularly, this helps them to run more efficiently. Bear in mind that some fridges and freezers self-defrost. Check your manual if your not sure. Pack your fridge and freezer. Food acts as insulation, so keeping your fridge and freezer stocked lessens the amount of time it has to run to stay cool.

Wash basins - Don't leave taps running unnecessarily, use the plug and keep the water in the basin

APPENDIX 2.
TEMPLATES: Examples of Monitoring Sheets (utilities)

EXAMPLE 1

1. Water

Water Meter Readings	Date	Units used	Electricity Meter Readings	Date	Units used	Gas Meter Readings	Date	Units Used

2. Waste

Date	No. of Recyclables (bags/bins)	No. of Landfill (bags/bins)	Confidential waste contract (Cost)	Trade waste contract (Cost)

Utilities, Waste and Water

EXAMPLE 2

	Previous year (State period)	Current year (State Period)
Number of employees / volunteers		
Turnover		
ENERGY		
Electricity Consumption (KWh)		
Electricity costs		
Gas consumption		
Gas costs		
Oil consumption		
Oil costs		
Other (state)		
Output costs (e.g. staff number/units of production)		
ENERGY IMPROVEMENT MEASURES PUT IN PLACE		
WATER		
Water consumption (M2)		
Water Cost		
Output costs (e.g. staff number/units of production)		
WATER SAVING MEASURES PUT IN PLACE		
WASTE		
NON_RECYCLED: Non-Hazardous waste landfilled (e.g. Tonnes/KG/bag)		
Cost of disposal		
RECYCLED (in bags or KG or Tonnes)		
Paper		

cardboard		
Plastic		
Glass		
Tin		
Confidential waste		
Other (state)		
Costs of recycling (removal)		

APPENDIX 3: Further Resource Links

NRW:

<https://naturalresources.wales/?lang=en>

Environmental Protection

<https://www.environmental-protection.org.uk/resources/>

Green Dragon Standard

<https://www.greenbusinesscentre.org.uk/green-dragon-environmental-standard>

Carbon Trust:

https://www.carbontrust.com/media/13151/ctv007_office_based_companies.pdf

Carbon Calculator

<https://www.carbonfootprint.com/measure.html>





Environmental Purchasing Policy Statement

Caerphilly Miners Centre for the Community (CMC) accepts fully its responsibility to carry out its purchasing activities in an environmentally responsible manner as well as securing the best value for the organisation. We will ensure products and services are purchased in line with our environmental policy and from environmentally friendly sources and suppliers to minimise CO2 emissions and carbon footprint.

Objectives:

- Conserve natural resources
- Reduce the use of water and energy
- Minimise environmental impacts such as pollution and use of water and energy
- Eliminate or reduce using toxic products that create hazards to our work force and/or our community
- Support strong recycling efforts and utilise products where a high likelihood of recycling exists
- Reduce materials that are placed in landfills
- Increase the use and availability of environmentally preferable products
- Encourage our suppliers to reduce their environmental impacts e.g. in their packaging and their supply chains
- Consider short-term and long-term cost in comparing product alternatives when feasible. This includes evaluation of total cost expected during the time a product is owned, extended warranties, operation, supplies, maintenance, disposal cost and expected lifetime compared to other alternatives.
- Work in partnership with other local organisations to achieve our common goals and continually improve performance over time.

To achieve our objectives:

- Endeavour to inform our existing and potential suppliers of our Environmental Purchasing Policy.
- Promote and make full use of services offered by suppliers who will collect and recycle previously supplied or used items.
- Purchase equipment which is energy efficient both in its manufacture and operation.
- Minimise the use of non-renewable natural resources and support the use of sustainable sources.
- Provide information to all personnel in relation to our commitment to environmental purchasing.
- Specify carbon and energy saving environmentally friendly alternatives as preferred options wherever possible
- Monitor the performance of our environmental purchasing and seek continual improvement.

- Consider whole life costs of products.
- Ensure the policy is reviewed and up-dated in response to changes in information, policy and legislation.
- Ensure that suppliers' environmental credentials are considered when purchasing items

We will:

- Purchase 100% recycled paper where financially viable.
- Buy environmentally friendly products wherever possible
- Buy Fairtrade and ethical purchases wherever possible
- Where relevant in furniture and refurbishment, purchase timber or timber products from legal and sustainable sources which have a Forest Stewardship (FSC) Trademark.
- Where possible and specifically where it is the most environmentally friendly option, source and purchase local products from local providers or British-based produce.

This statement will be reviewed every two years.

Signed:

Date:

Document:	2021_EnvPP	Date Adopted:	March 2021
Authorised Signature		Next Review:	Feb 2023

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Our Eco Code

Caerphilly Miners Centre for the Community recognises the importance of conducting our operations in an environmentally and socially responsible manner. We comply with all relevant environmental legislation and consider circular economy principles in all that we do.

We realise that by carrying out our everyday work we have an influence on the environment. The main environmental impacts for our organisation include office supplies and utility usage at our premises.

We are proud to adopt working practices that serve to improve our environmental performance and sustainability by reducing transport, energy and materials use through actions such as:

- ✓ Fully utilising digital technology in the workplace
- ✓ Using renewable energy suppliers where practicable
- ✓ Fitting low energy/usage items and LED lighting, tap regulators and cistern volume adjusters
- ✓ Switching off lights and non-essential electrical equipment when not in use
- ✓ Fitting automatic power-down plugs and switches to electrical equipment
- ✓ Using heating control systems and timers to control energy use
- ✓ Share transport and support active travel wherever possible
- ✓ Buying local wherever possible
- ✓ Using environmentally friendly and ethical products and eliminating the use of single-use plastic
- ✓ Developing our outdoor and green spaces to encourage biodiversity within our grounds

We also minimise the amount of waste we might produce through actions such as:

- ✓ Utilising separate bins for items to landfill, composting and recyclables
- ✓ Repurposing and recycling products wherever possible
- ✓ Purchasing recycled, refillable and rechargeable products

Our Eco-Code will be prominently displayed on our premises and we will also provide awareness sessions for all staff to embed environmentally friendly principles into our operation.

Our environmentally friendly practice will be promoted in our annual statements and reports and in doing so, we hope to encourage our stakeholders and suppliers to also consider the environmental impact of their work and adopt sustainable practices.

Signed: Dated:
On behalf of the Board