

Environmental policy

Version control	Date and updates
Original	1 October 2019
Version 2	11 February 2020 (no changes)
Version 3	9 February 2021 (no changes)
Version 4	8 February 2022 (no changes)
Version 5	1 August 2022 (New charity registered address)
	Next review February 2024

Policy statement

BHIVA recognises that its activities can have a negative impact on the environment and is therefore committed to minimise any harmful effects it might cause. To this end, BHIVA trustees have drawn up this Environmental Policy. BHIVA will:

- Comply with environmental legislation and approved codes of practice
- Aim to follow best environmental practice
- Seek continuous improvement in our efforts to reduce any damage we might cause to the environment by setting SMART targets and monitoring progress
- Look for innovative ways of meeting our environmental targets.

As a small charity the risk of causing harm to the environment is low. However, BHIVA aim to introduce environmental impact controls at this early stage, it will ensure that its commitment to good practice is embedded in all future operations.

BHIVA Honorary Secretary has overall responsibility for implementing and monitoring this Policy.

Charity's operations

1. BHIVA will assess the environmental impact of all current and likely future operations
2. BHIVA will seek to eliminate or minimise all negative effects upon the environment caused by its operations wherever practicably possible

Waste management

BHIVA does not have offices but will aim to use offices and venues that a green Environmental policy as laid out in this document

In the office:

1. As far as possible, we will avoid generating waste
 - a. we will not use disposable items
 - b. we will purchase office supplies from a 'green' catalogue

2. We will re-use and recycle items and products as often as possible
3. When disposing of waste, we will do so responsibly and in line with legislation
4. Waste arising from work operations will be disposed of in line with current legislation

Re-use and recycling

1. We will recycle all materials, equipment, stock etc wherever and whenever possible.
2. We will separate any waste generated for appropriate disposal using the local authority's recycling service.
3. We will encourage our clients and suppliers to purchase and supply recyclable products.

Energy-saving

BHIVA does not have any offices. However, BHIVA aims to choose contractors that have an energy saving policy e.g.:

- Use low-energy light bulbs in our offices
- Not leave any electrical equipment on standby
- Regularly test electrical items to ensure all is working correctly and efficiently
- Reduce the temperature in the workplace by 1%
- Properly insulate the office to prevent heat from escaping

Transport

- BHIVA does not own or lease any company vehicles
- Trustees are encouraged to use public transport and organise meetings in such a manner as to reduce unnecessary travelling

Purchasing

- Wherever possible, BHIVA to order locally produced materials
- Wherever possible, BHIVA to order recycled products
- Wherever possible, BHIVA to purchase products made from recyclable or sustainably sourced materials
- Wherever possible, BHIVA to purchase and use environmentally friendly, biodegradable products

Use of chemicals

- BHIVA does not use chemicals as part of its operations

Selection of sub-contractors

- Any contractors used by BHIVA will be asked to produce an Environmental Policy before becoming approved suppliers.
- Any contractors will be expected to comply with BHIVA's Environmental Policy when undertaking any work on behalf of BHIVA.

Customers

- BHIVA will ensure that it discusses the environmental aspects of its business with customers when they approach us for work
- BHIVA will make this Policy available to all current and potential clients

Local community

- BHIVA will liaise with neighbours on environmental issues
- BHIVA will abide by any local environmental initiatives regarding recycling
- BHIVA will, wherever possible, participate in local discussions about environmental issues

Legislation and compliance

- BHIVA will keep up to date with changes in the laws and regulations concerning the environment
- BHIVA will ensure that this Policy will be amended to reflect such changes, where relevant

Education and training

- All BHIVA trustees will be provided with a copy of this Policy
- All BHIVA trustees will receive training in environmental issues
 - a. On joining the BHIVA Executive Committee
 - b. In annual refresher training
 - c. On any change in circumstances
 - d. On any change to environmental legislation

Monitoring

- The **BHIVA Honorary Secretary** has responsibility for monitoring environmental performance
- She/he/they will undertake an annual Environmental Risk Assessment (ERA) on how the BHIVA interacts with the environment and to identify the significant issues which the BHIVA will tackle
- She/he/they will undertake an annual review of progress and performance