



Lockleaze Neighbourhood Trust

The Hub, Fedden Buildings, Gainsborough Square,
Lockleaze, Bristol BS7 9FB

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ENVIRONMENTAL POLICY

The purpose of this policy is to ensure that LNT is actively seeking ways in which to;

- Conserve resources
- Help to reduce pollution

Reducing, reusing and recycling waste

- All staff are to ensure all waste paper is put in the recycling collection boxes distributed in the downstairs and upstairs offices.
- Wherever possible staff are to reuse file hangers, client files, lever arch files, plastic wallets etc.
- Reuse single sided paper for scrap, memos.
- Where possible all printer cartridges will be recycled.
- Use email facilities instead of paper copies and only print out emails where absolutely necessary.
- Redistribute old computers and printers for refurbishment or recycling.
- The recycling of tins and other appropriate cartons is encouraged and appropriate collection point located in the reception area.

Saving Energy

- Switch off all lights when rooms are not in use and security is not compromised
- Switch off all computers when they are not going to be used for a length of time.
- Ensure energy saving bulbs are used
- Locate desks and workstations to derive maximum natural light
- Avoid "heaters on – windows open" syndrome by ensuring correct use of thermostats and heating control systems
- Support energy saving initiatives such as the distribution of low energy light bulbs and kettles.

Environmental Purchasing

- When ordering any stationary products consideration must be given to recycled paper products and other items.

Minimising the environmental impacts of travel

- Staff are encouraged to cycle to work and secure bike rails are provided.
- 12p per mile can be claimed for work related bicycle journeys.
- Wherever possible staff using cars are encouraged to car share.