



Environmental Policy

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Lead: Central Services Manager

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1.1 Introduction

BfN recognises that good environmental management is an essential part of overall good practice. To become more environmentally friendly we will look at ways we can reduce the amount of carbon and waste we use, aiming to become a zero carbon and zero non-recycled waste organisation.

This policy also includes housekeeping matters for offices and other working environments.

BfN will involve staff and members as much as possible both in implementing this policy and in monitoring our progress in improving environmental standards. We will do this by making our policy publicly available on our website, in our breastfeeding centres/drop-ins and by making it clear in our new staff induction process.

1.2 Recycling measures

The central office has facilities for dry mixed recycling and uses these in accordance with the requirements of the landlord. Waste paper and packaging materials are re-used wherever possible and ultimately recycled. Heating and lighting are only used when necessary and all electrical appliances are unplugged at the end of every day if not in use.

Any local activities should comply with the building's environmental and waste management policy.

Our activities to reduce carbon and waste include:

- Actively encouraging the recycling of printer cartridges
- Encouraging the use of sustainable modes of travel
- Having most communications by email and having an e-newsletter to minimise printing
- Making full use of teleconferencing to keep face to face meetings to a minimum

1.3 Office maintenance

It is the responsibility of all staff to ensure that their working environments are clean, hygienic and appropriate for working in.

Steps to ensure cleanliness include

- Ensuring bins are emptied regularly
- Ensure any and all spillages are cleaned up as soon as possible
- Ensure any cooking equipment is clean and safe to use
- Ensure any food storage areas clean and safe to use, with contents regularly checked
- Cleaning office environments regularly so they are free of dust and dirt.

If the building or office you work in is not BfN property staff still have a personal responsibility to ensure all areas are left clean, tidy and safe after use.