

# Busnes Cymdeithasol Cymru

## Social Business Wales

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### Name of Organisation receiving Cross Cutting Themes Support:

Pembrokeshire Weightlifting ("PW")

### Type of Cross Cutting Theme Undertaken:

Sustainable Development Strategy, Environmental Action Plan and Eco Code development  
Sustainable Development Mainstreaming

### Summary of Adoption or Improvements made:

A review was undertaken and the following deliverables produced:

- [1] a Sustainability and Environmental Management Policy document containing action plans
- [2] a set of "Eco Code" posters with clear suggestions (agreed with PW) of where these could be sited within the Centre
- [3] An annual checklist ("Health Check") that will support policy compliance monitoring

The Sustainability and Environmental Management Policy document sets out 8 Policy Actions:

- Policy Action 1: Lighting and Heating
- Policy Action 2: Equipment Energy Usage
- Policy Action 3: Travel
- Policy Action 4: Paper Use and Disposal
- Policy Action 5: Environmental Considerations in Sourcing & Disposal
- Policy Action 6: Water Use
- Policy Action 7: Communications
- Policy Action 8: Carbon Offsetting

Work to develop a Sustainability and Environmental Management Policy and Eco-Code for PW is complete. The deliverables are provided as completed documents, but PW will wish to review, edit and adopt the policies as their own as the organisation develops. PW will, in particular, need to update the policy documents once its business plan becomes clearer and has accepted the documents on those terms. We have offered PW an opportunity to discuss the documents provided and to assist in their "adoption process" once they have had time to digest the deliverables.



## **HEALTH CHECK and BASELINE REPORT**

Date of consultations / meetings: Various between 16<sup>st</sup> November 2018 and [Date]  
Consultant: Dr. Craig Livingstone  
Client Representative: Mr. Simon Roach of Pembrokeshire Weightlifting

The Sustainable Development and Environmental Management policy was discussed with PW in our Zoom call of 20<sup>th</sup> November 2018 and subsequently.

### **Introduction**

Pembrokeshire Weightlifting (“PW”) is managed by 20 volunteers made up of coaches, technical officials and helpers. It was founded in 2013 with the aid of funding from Sport Wales and 6 local organisations. WCC is assisting PW in achieving charity status which will assist it in accessing funds targeted at charitable organisations.

Simon works with Welsh Weightlifting, the national governing body for the sport and works with PW in a voluntary role. PW is also associated with the local SAW, Strength Academy Wales and Simon confirmed that using SAW branding on the Sustainability and Environmental Policy and associated documents was appropriate.

PW aims to develop weightlifting and disability power lifting as opportunities to positively impact health, fitness, wellbeing and performance. PW weightlifters have achieved success in national and international competition. Milford Haven secondary school hosted the third annual Pembrokeshire School Weightlifting Championship in November 2018, members have been selected for the GB youth squad and members recently won medals at the National Senior Weightlifting Championships.

PW operates in partnership with the Local Authority within the Sir Thomas Picton Sports Centre in Milford Haven, an area that contains pockets of deprivation, and is that provides services that help disadvantaged youth members to develop social skills. PW also serves para athletes including wheelchair users and members with learning disabilities including some with autistic spectrum disorders. Stakeholders include schools, the Local Authority, parents, younger members and adult members. The Council collects membership fees.

PW is involved in a project with the County Council for the development of a new facility and is developing programmes to work with hard to reach groups in the community. PW is finalising a 5 year business plan and financial model to support funding applications and is also developing a set of policy documents to support applications and to assist in the management of the organisation.

### **Current Position:**

PW works within school and Local Authority sports facilities (including the Pembroke Dock satellite facility). It has dedicated space within some locations and will have dedicated space within the future Haverford West “super school” sports centre once that has been built. The new school will have space for 1800 pupils and have an associated “sports village” within which PW will have space. PW has some design influence over the configuration and kitting out of the new space within this development.

Volunteers work from home to undertake administrative/office based tasks. There is also a 2-desk space within a local community centre facility.

PW does undertake travel, both locally to support activity within local facilities and nationally to facilitate participation in competitions etc. Most travel is managed by parents of members but where a larger group is travelling, shared transport (coach or mini-bus) may be arranged.

PW is responsible for sourcing and disposal of equipment. The 2013 grant contained £50k to spend on equipment. As weightlifting equipment is mostly robust, much of this equipment is expected to have a long lifespan. PW is willing to consider sourcing used equipment, for example from gyms that are closing, and would consider with care how to dispose of surplus equipment, for example to “friends and family.”

As most PW volunteers undertake office work at home using their own home office facilities, the ability to influence sustainability in the office side of PW operations is limited, but Simon feels that members are environmentally aware and motivated to behave sustainably and policies that encourage good sourcing, use and disposal of office materials are likely to be adopted by volunteers.

We have suggested that that Carbon Trust may be able to assist in assessing currently implemented systems, in reviewing the feasibility of repair or replacement options and in advising on new systems to be implemented in the new Haverford West school facility. Their website is:

Carbon Trust <https://www.carbontrust.com>

Carbon trust are keen to undertake opportunity assessments for SME organisations (a category PW fits into) and have a Green Business Fund grant scheme that may be of interest. The Green Business Fund may be able to fund repair or replacement of the currently installed but apparently failed systems, salvaging the investment already made:

<https://www.carbontrust.com/client-services/programmes/green-business-fund/>

Carbon Trust may also be able to advise on new initiatives and possible funding to implement additional sustainability systems. These may include, for example, solar thermal or photovoltaic systems.

### **Current Position: Management of premises**

Our accompanying Sustainability and Environmental Management Policy and Eco Code posters propose a range of Policy Actions PW may wish to adopt to improve sustainability and environmental management of their future premises. These address a range of sustainability topics centred on energy usage, water conservation and improved waste management.

#### *Waste Management*

PW is likely to generate a range of waste materials in line with what might be expected of similar gym businesses with associated administrative offices.

Ensuring volunteers and members adhere to waste segregation practices and ensuring that on site waste collection points mirror the (municipal or waste contractor) waste disposal services used by PW will be important in ensuring good waste management. Our proposed waste policy actions in the accompanying Sustainability and Environmental Management Policy and Eco Code posters can be used to encourage good waste segregation.

PW should also ensure that it can refer volunteers and members to specialist waste collection / reuse partners who may be able to process of specific types of waste, i.e. electrical and electronic goods, for re-use, or who may be able to assist in the disposal of more unusual or bulky waste categories.

### *Energy conservation*

The accompanying Sustainability and Environmental Management Policy and Eco Code posters sets out several policy actions containing energy conservation measures.

Energy conservation options may form part of the specification for the new-build facility and PW can work to influence those plans so that energy conservation is built in, e.g. automatic lighting that detects if the room is occupied is relatively cheap to fit when built into a newbuild project. Similarly, PW should ask that heating/cooling controls are available to users, as PW does not want the facility to be overheated as this would be unsuitable for weightlifting (heating is rarely used in the existing PW facilities). It may be harder to justify retrofitting older buildings but PW may be able to work, over time, with landlords to encourage better lighting and heating controls to be fitted as repair and replacement happens.

### *Water conservation*

The accompanying Sustainability and Environmental Management Policy and Eco Code posters sets out several policy actions containing water conservation measures. PW report that few members now shower on site, preferring to travel and shower at home.

The Sustainability and Environmental Management Policy also incorporates proposals for regular annual policy review and evaluation.

AP Benson

Cardiff

29<sup>th</sup> November 2018



# Sustainability and Environmental Management Policy

## Policy Statement and Actions

November 2018

Pembrokeshire Weightlifting  
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### INTENDED AUDIENCE

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## DOCUMENT APPROVAL

| Role           | Name              | Signature (initials) | Date       |
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| Document Owner | Craig Livingstone | CL                   | 29/11/2018 |
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# 1 Sustainability and Environmental Policy Statement

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## 1.1 About Pembrokeshire Weightlifting

Pembrokeshire Weightlifting (“PW”), company number 10204930, is a company limited by guarantee founded in 2016 and is in the process of applying for charitable status which will assist it in accessing funds targeted at charitable organisations.

Pembrokeshire Weightlifting (“PW”) is managed by 20 volunteers made up of coaches, technical officials and helpers. It was initially set up in 2013 with the aid of funding from Sport Wales and 6 local organisations. PW is working to achieve charity status which will assist it in accessing funds targeted at charitable organisations. PW is affiliated with Welsh Weightlifting, the national governing body for the sport, and is also associated with the local SAW, Strength Academy Wales.

PW aims to develop weightlifting and disability power lifting as opportunities to positively impact health, fitness, wellbeing and performance.

PW weightlifters have achieved success in national and international competition. Milford Haven secondary school hosted the third annual Pembrokeshire School Weightlifting Championship in November 2018, members have been selected for the GB youth squad and members recently won medals at the National Senior Weightlifting Championships.

PW operates in partnership with the Local Authority within the Sir Thomas Picton Sports Centre in Milford Haven, an area that contains notable pockets of deprivation, and provides services that help disadvantaged youth members to develop social skills. PW serves para athletes including wheelchair users and members with learning disabilities including some with autistic spectrum disorders. Stakeholders include schools, the Local Authority, parents, younger members and adult members.

PW is finalising a 5 year business plan and financial model and is also developing a set of policy documents to support applications and to assist in the management of the organisation.

## 1.2 About this Sustainability and Environmental Management Policy

This Sustainability and Environmental Management Policy for PW builds upon PW’s aim to develop a wholly sustainable organisation delivering services to members and sporting opportunity and excellence to all, a range of community benefits and minimising environmental impact.

This Sustainability and Environmental Management Policy for PW will be informed by its new business plan, presently in development. This policy may need to be updated to reflect any changes in the business plan once that has been completed.

## 1.3 PW’s Control over Sustainability and Environmental Policy

PW works within school and Local Authority sports facilities (including the Pembroke Dock satellite facility). It has dedicated space within some locations and will have dedicated space within the future Haverford West “super school” sports centre once that has been built. As a user of facilities owned and operated by other organisations, PW has limited control over the nature of those facilities and their sustainable operation. As a tenant in partnership with its landlords, however, PW does have influence that could improve sustainable management of the facilities it uses.



The new school will have space for 1800 pupils and have an associated “sports village” within which PW will have space. PW has some design influence over the configuration of the facility, fitting out of the new space and selection and installation of sports equipment within this development.

Energy conservation options may form part of the specification for the new-build facility and PW can work to influence those plans so that energy conservation is built in, e.g. automatic lighting that detects if the room is occupied is relatively cheap to fit when built into a newbuild project.

Similarly, PW will ask that heating/cooling controls are available to users, as PW does not want the facility to be overheated as this would be unsuitable for weightlifting. Good insulation will also improve environmental performance. Heating is rarely used in the existing PW facilities. It may be harder to justify retrofitting older buildings but PW may be able to work, over time, with landlords to encourage better lighting and heating controls to be fitted as repair and replacement is needed.

PW is responsible for sourcing and disposal of equipment. The 2013 founding grant contained £50,000 to spend on equipment. As weightlifting equipment is mostly robust, much of this equipment is still in use and is expected to have a long lifespan. PW is willing to consider sourcing used equipment, for example from gyms that are closing, and would consider with care how to dispose of surplus equipment, for example to “friends and family.”



Volunteers undertake PW administrative and office work at home using their own home office facilities. There are also two desk spaces within a local community facility. The ability to influence sustainability practice in PW administration is, therefore limited, but PW feels that its members are environmentally aware and motivated and wish to behave sustainably and policies that encourage good sourcing, use and disposal of office materials will be adopted by volunteers in undertaking work for PW.

PW arranges and undertakes travel, both locally to support activity within local facilities and nationally to facilitate participation in competitions etc. Most travel is managed by parents of members but, where a larger group is travelling, shared transport (coach or mini-bus) may be arranged. PW will work to ensure sustainability is considered when selecting travel options.

#### **1.4 Objectives, Commitments and Policy Goals**

PW believes that organisations are responsible for achieving good environmental practice and operating in a sustainable manner. PW recognises and accepts responsibility for the harmful effects its operations may have on both the local and global environment and is committed to reducing them. An organisation that actively seeks opportunities to implement environmentally responsible and sustainable practices can also decrease costs and increase environmental and financial sustainability. Adopting this policy is an important part of protecting our environment for future generations. PW will measure its impact on the environment and set targets for ongoing improvement. Management of (i) inputs, e.g. products, services, energy and resources purchased, (ii) in house processes and (iii) outputs, i.e. waste materials and emissions (heat, light etc.) will allow us to control our impact on the environment.

Our policy goals are to:

-  Minimise environmental impact and maximise savings
-  Maintain health and safety standards



Maintain an acceptable comfort level for volunteers and members

**In the remainder of this document, we will use the words “volunteers and members” to refer to directors, managers, staff, volunteers, members and customers as appropriate.**

We will achieve our policy goals by adopting four commitments:

1. PW is committed to reducing its environmental impact and to continually improving its environmental performance as an integral and fundamental part of our organisation’s strategy and operating methods. We will seek opportunities to implement environmentally responsible and sustainable opportunities through investments in our organisation and when purchasing new products and services, in considering how we deliver our services and when reviewing plans to change or develop what we deliver and in the development of our facilities.
2. PW is familiar with and seeks to adhere to all the requirements of the ISO14001:2015 environmental management standard and its Plan, Do, Check, Act and continual improvement methodology, its focus on supply chain and the need for measurement and evaluation of performance and improvement. We will continue to improve our performance judged against this standard and we will continue to review the opportunity to achieve official recognition of our sustainability performance. Depending on our organisation’s performance and on the opportunities available from certification, we may decide to seek formal accreditation in the future.
3. PW works with and encourages volunteers and members and all of our business associates to operate in an environmentally responsible and sustainable manner and, where appropriate to achieve similar accredited environmental performance standards. We will put environmental considerations “front and centre” when making decisions about investments in our business and when selecting products and services and we will encourage volunteers and members to adopt environmentally responsible and sustainable behaviours.
4. PW advocates the adoption of environmental responsibility and sustainability by volunteers, members and business associates. PW will seek practical ways of improving its environmental performance and will work with volunteers and members to encourage the adoption of these ways of operating our facilities – this will include provision of information, training and education appropriate to volunteers and members. We will encourage volunteers and members to become informed about the environmental issues that affect their work.



**Responsibility:** All PW volunteers and members are responsible for implementing this policy and for ensuring our volunteers and members are encouraged to adhere to our environmental policies. Some volunteers will have greater responsibilities due to their specific job roles. Overall ownership and responsibility for implementing this policy lies with **Simon Roach**.

## 2 Our Sustainability and Environmental Policies

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### 2.1 General Policies

Given its limited control over the operation of the facilities it uses, the following policies should be read as either commitments by PW, or commitments to work with or influence owners of the facilities PW uses, to achieve the policy goals stated in this document.

PW has adopted the following general Sustainability and Environmental Policies in its operation:



PW will wholly support and comply with or seek to exceed the requirements of current environmental legislation.

We will regularly (annually or more frequently if needed) review new legislation and amendments to existing legislation in Wales, in the UK and internationally to ensure that we remain compliant and that we implement best practice. PW reviews available online sources including:

<http://www.gov.uk>;

<https://www.legalcompliancemanager.org/>

etc.;

PW maintains a list of legislation that applies to it as an organisation.



PW will seek and adopt the practices required by established codes of environmental practice such as ISO 14001:2015 and, when and where appropriate, may seek formal accreditation under these standards.



PW will review examples of best practice among suppliers, business associates and competitors (including operators of similar organisations) and will adopt examples of best practice behaviour relevant to PW's organisation.



PW will encourage volunteers and members to, in order of preference, (i) minimise waste, (ii) increase re-use and (iii) increase recycling of unavoidable waste. PW will monitor waste outputs from its offices and aims to become a zero-waste (to landfill) organisation.

We will record and monitor annual totals for waste reused, recycled and sent to landfill.

We will work to match or exceed Welsh national targets of being a high reuse/recycling nation by 2025 (70% of waste eliminated, reused or sent to be processed for reuse/recycling) and a zero-waste nation by 2050 (all waste eliminated, reused or sent to be processed for reuse/recycling).

To achieve these goals, we will ensure that we offer volunteers and members practical and usable options for reducing waste and for disposal of waste through reuse and recycling channels.

➡ In developing our facilities, we will implement and maintain systems that minimise energy, water, raw materials and other resource usage in our buildings, vehicles and business processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.

➡ Use of vehicles is a necessary part of our work. If PW decides to operate a vehicle, i.e. a mini-bus, we will source, operate and maintain it in as sustainable a manner as is practically achievable. At the end of its useful life to PW, we will dispose of it in an environmentally responsible and sustainable manner.

➡ We will encourage and facilitate the use of alternative means of transport, including cycling, public transport and car sharing, as appropriate.

➡ PW will develop strong sustainable procurement policies for the selection and purchase of products and services. We will seek opportunities to purchase recycled, recyclable, or re-furnished products and materials where these alternatives are available, economical, and suitable. We will also encourage others including our volunteers, members and business associates to do the same.

➡ PW will develop and apply methods to assess the environmental impact of any new processes, products or services we intend to introduce in advance. We will ensure that environmental impact is considered, assessed and included in the designs and plans for the further development of our facilities and that, where required (i.e. where the scale and cost of the proposed investment warrant it), formal environmental impact reports by development partners form part of plans for significant developments of our facilities and guide our decisions and investments in the development of our facilities.

➡ PW will regularly review, at least annually, its performance against its environmental objectives and policies and will benchmark performance against other similar organisations and projects to ensure PW continues to develop its environmental and sustainability policy through adoption of best practice. This Sustainability and Environmental Management Policy will be reviewed and re-adopted annually by the PW senior management team and Board.

➡ PW will apply the principles of continuous improvement in the development of its Sustainability and Environmental Management Policies. Policies will be reviewed annually and will be considered when reviewing current and planned future activities. We will target reductions in any negative impacts from our operations on the environment and on the local community. The updated policy will be referenced in each annual report.

## 2.2 Practical Application of the General Policies in our Facilities

➡ PW will work to reduce waste generated by in our offices, aiming to (i) minimise waste, (ii) increase re-use and (iii) increase recycling of unavoidable waste.

Where materials are not suitable for re-use, we will work to ensure volunteers and members properly segregate items so that they can be recycled. We will work with waste services providers or with municipal waste collection services to ensure that we know the local rules for sorting and segregation of business waste and to ensure that we comply with local waste disposal best practice.

Only categories of waste identified by our waste services providers as “non-recyclable” will be disposed of in our waste-to-landfill bins (which we will label “waste-to-landfill” to reinforce the recycling message). We will educate and inform volunteers and members on how different types of waste should be segregated and on the importance of not contaminating waste streams with the wrong materials types. We will ensure that our recycling and waste bins are clearly signposted and labelled with the items that can and cannot be put into them.



Continuous review of energy use. Electricity, and water meters will (where these are accessible by us in the buildings we use) be read monthly and be closely monitored against expected usage. Deviation from expected energy use patterns are investigated and corrective action taken to return the facility to expected usage levels. Abnormal consumption will be investigated and corrective action taken. Realistic energy use reduction targets will be set, agreed and monitored. PW will regularly review its supply contracts for water and energy and will seek to balance the environmental performance of its suppliers and the affordability of supply, favouring sustainable generation.



When purchasing replacement lighting, heating or other energy consuming equipment, PW will consider its sustainability features and select equipment that reduces environmental impact and cost.



PW will adopt a universal approach involving volunteers and members . Regular awareness initiatives for volunteers and members will emphasise the cost and sustainability / environmental benefits of saving energy and water and how to avoid waste.

## 3 Practical Actions for PW Volunteers & Members

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PW recognises it's activities have an impact, however small, on our environment and that volunteers and members should take steps to minimise unnecessary environmental degradation as a result of their activities.

### 3.1 Introduction

PW volunteers and members use energy in these main ways:

- 1) To light and heat the spaces in our building.
- 2) To provide power for computer, networking and other electrical equipment used by volunteers and members
- 3) To power vehicles used by volunteers and members.

PW has developed and implemented the policies detailed below.

### 3.2 Policy Action 1: Core Business Processes

PW will consider environmental and sustainability criteria in the design of products and business processes.

### 3.3 Policy Action 2: Lighting and Heating

PW will identify opportunities to implement lighting, heating and other systems that make sustainable use of resources, that take advantage of renewable energy sources and which reduce energy costs. These will also be considered when selecting premises.

Replacement of systems is justified as older systems break down, when efficiency savings outweigh costs or as legislation or PW's own policies require improvement. Due to already invested resource in their original manufacture, replacement will not usually be considered until necessary.

Possible investments include, for example, renewed energy efficient lighting or systems that automatically turn off lights in unoccupied rooms. Any outdoor lighting systems will be selected that reduce unnecessary energy use and light pollution. Use of motion sensors or timers to reduce the hours during which any unattended lighting is switched on (inside and outside the building) will also be considered.

PW volunteers and members are asked to use energy using systems in a way that ensures our environmental performance and sustainability goals in installing these systems are met.

Actions include ensuring:

- 1) All lights in rooms are switched off when the building closes each night.
- 2) Lights are switched off in any room that is not occupied.
- 3) Other equipment is turned off when it is not in use. Computers, Monitors, Projectors, TVs, Audio equipment and other electrical items should be turned off at the switch when they are not in use and when users leave the building each night.

- 4) Room heating is managed so that rooms are not unnecessarily heated and so that energy use is reduced when the building is unoccupied. If rooms are too hot, then the heating should be turned down.
- 5) Low energy consumption equipment is sourced when equipment (e.g. light bulbs) needs to be renewed.
- 6) PW will, in future developments and when undertaking necessary maintenance, consider installation of improved and more effective insulation or renewable energy systems (e.g. solar PV, small scale wind, solar heating, heat exchanger or geothermal heating where these are feasible) and other energy saving measures, including, where necessary, improving user control over heating systems to prevent overheating.
- 7) PW volunteers and members should ensure that doors and windows are closed in cold weather to prevent heat loss from the building.
- 8) PW will consider green energy options when sourcing electricity and, if economically and practically possible, will source electricity supplies from suppliers using renewable sources.
- 9) The development of new premises by PW represents an opportunity to seek space that delivers good environmental performance. Consideration will be given to environmental performance and the ability, as tenants, for us to control energy and other resource use in our offices. Subject to economic feasibility, preference will be given to offices featuring energy efficient, controllable systems that should also allow us to reduce heating and lighting costs.

### **3.4 Policy Action 3: ICT and Other Electrical Equipment Energy Usage**

Equipment is selected that is energy efficient in use and that can be turned off when not in use. Some equipment can be sourced from re-use partners and, therefore, represents reduced energy use and carbon footprint from manufacture and transport. PW volunteers and members contribute to ensuring electrical equipment is energy efficient by ensuring:

- 1) Computer monitors are switched on only during use.
- 2) All electrical equipment except for computer networking equipment and other items that need to operate continuously are switched off each night. It may be useful to distinguish between continuously operating equipment and other items by having a coloured plug fitted to indicate critical equipment or by having a notice next to the socket for items that should be left on.
- 3) The number of continuously operating devices is minimised
- 4) Computers are (in the main) laptops or desktop workstations which have energy saving features.

### **3.5 Policy Action 4: Travel**

PW volunteers and members are asked to consider if journeys are necessary to complete their required activities. We recognise that work undertaken by volunteers and members may require

travel but users should seek to minimise the impact of travel on the environment and the local community.

- 1) PW volunteers and members should consider whether there is a good reason for each trip and what is the most cost/time efficient way of travelling. This should also take into account the environmental impact of travel arrangements.
- 2) PW supports the use of public transport by all volunteers and members and will work with local public transport companies to inform volunteers and members about services to Centre.
- 3) PW volunteers and members who travel are encouraged to do so together (not in separate cars) to cut down on fuel costs and environmental impact.
- 4) PW encourages car sharing through online car sharing schemes including:  
<https://liftshare.com/uk>
- 5) PW will consider home working whenever this is practical and where it does not interfere with service provision.
- 6) Flights are discouraged, except where this represents the only practical way of attending a necessary event. Rail transport is encouraged where this can practically replace air and road use.
- 7) Alternatives such as ICT-supported telephone conferencing (e.g. Zoom or Skype for Business) and video conferencing are encouraged where these are acceptable to volunteers and members and deliver a satisfactory level of engagement. PW has the necessary equipment [laptop with camera and broadband?] to encourage this alternative and individual telephones also offer conferencing options.
- 8) The use of bicycles for local travel in the vicinity of the PW facilities is encouraged.
- 9) PW welcomes walkers, runners and cyclists and provides clothes lockers showering and changing facilities for volunteers and members.



### **3.6 Policy Action 5: Paper Use and Disposal**

- 1) PW encourages computer use to ensure that documents, reports and letters are reviewed without the need for printing hard copies.
- 2) PW has implemented ICT support (Wi-Fi access etc.) to allow access to reports and other documents. This minimises the requirement for the production of documents on paper (to support meetings etc.). PW may consider introducing the use of improved computerised document management (including use of shared drives such as Google Docs, OneDrive or Amazon Cloud Drive) to improve on this capability.
- 3) PW uses paper with a high recycled content in its own facilities other than for production of the highest quality documents in which case paper produced using methods that have a minimal environmental impact is used (wood pulp from sustainable forests). Consideration is given to the methods used in paper production (e.g. bleaching) and their impact on the environment when making purchasing decisions.
- 4) Single-sided printed-papers are re-used (e.g. for note taking) other than when they contain confidential information. Confidential papers are securely shredded and then recycled. Double-sided non-confidential papers are recycled when they are disposed of.
- 5) All used paper, cardboard and other boxes are shipped for recycling via the waste management partners or municipal waste management service. Some waste paper may be shipped to a confidential shredding and recycling partner.
- 6) Disposal of other “waste” items is also undertaken by managers in accordance with waste disposal directives and other relevant legislation. PW operates a policy of minimising waste, encouraging re-use and recycling and reducing waste sent to landfill. PW either uses the municipal business waste management service or partners with organisations able to offer re-use and recycling services. PW volunteers and members using our facilities should, if uncertain, ask PW for advice on disposing of “waste.”

### **3.7 Policy Action 6: Environmental Considerations in Sourcing & Disposal**

- 1) Where alternatives exist, PW sources materials that require minimal energy use and have minimal environmental impact in manufacturing, in use and when they are disposed of. We will purchase reused and recycled products whenever possible.
- 2) PW, when disposing of equipment, seeks individuals (including volunteers and members ) and not-for-profit organisations that can make use of that equipment in preference to recycling of components and in preference to landfill or other environmentally damaging disposal options.
- 3) PW takes necessary steps to destroy confidential information before disposal of IT equipment.
- 4) PW will favour purchases of items with minimal packaging.
- 5) Compostable waste will be collected separately in kitchen and refreshment areas and composted through waste partner or municipal composting schemes.

- 6) PW will work to achieve Level 3 of the Sustainable Procurement Assessment Framework (SPA) overall and Level 5 in at least one area within the next 3 years.
- 7) The selection of new premises by PW represents an opportunity to seek cost savings and to deliver environmental benefit by sourcing furniture and equipment from re-use processing specialists. PW will source furniture and equipment from re-processors in order to deliver socio-economic and environmental value while sourcing high quality professionally reprocessed equipment at lower cost than new items.

### **3.8 Policy Action 7: Water Use**

In selecting and equipping our facilities we will seek opportunities to save water either by giving preference to facilities that offer water saving features or by seeking to implement them ourselves in collaboration with facilities managers.

- [1] PW volunteers and members should ensure that taps are turned off when not in use.
- [2] PW will, working with facilities managers, consider installation of water conservation measures such as time limited taps, 'grey water' recycling systems, dual flush toilets, water aerators on all sink taps and water saving devices in toilet cisterns (see <https://www.savewatersavemoney.co.uk>).

### **3.9 Policy Action 8: Communications**

These policies are included in PW volunteer induction training and are explained to PW volunteers on the adoption of each revision by the PW management team.

### **3.10 Policy Action 9: Carbon Offsetting**

PW has considered a policy of purchasing Carbon Offsets to mitigate the effects of carbon emissions but has determined that this is not currently financially feasible or sustainable for the organisation.

Carbon Offsets could be purchased from CO2Balance.com who were selected for their range of projects and for their support of best practice initiatives. This organisation has been recommended by National Geographic, the BBC and Google as a provider of Carbon Offsetting services.

PW may reconsider the affordability of carbon offsetting and may consider adopting this policy in the future.

### 3.11 Policy Adoption and Signoff

This Sustainability and Environmental Policy was adopted in this revised form on 30<sup>th</sup> November 2018

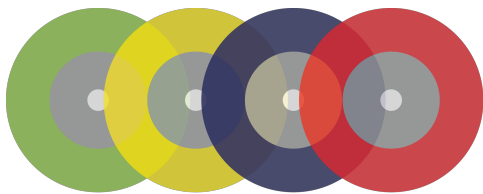
Signed: Mr. Simon Roach

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Date: 30<sup>th</sup> November 2018

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Mr. Simon Roach  
[Role]



# **PEMBROKESHIRE** **WEIGHTLIFTING**

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