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## Sheffield Mind

### Environmental Policy

Sheffield Mind aims to minimise its use of resources and move towards environmentally sustainable working practices. Sheffield Mind recognises that it is part of a natural environment that is increasingly under threat and that it has a responsibility to minimise the negative impact its work and operation has on the environment. This approach can also bring financial savings resulting from the more efficient use of resources.

#### **Principles**

The following principles underpin this policy;

- Reduce
- Reuse
- Recycle
- Buy sustainably
- Promote sustainable forms of travel

#### **Reduce**

Sheffield Mind will aim to reduce the use of resources wherever possible. This will include the use of paper, stationary, gas and electricity, water and disposable cups. It also includes reducing the amount of packaging on purchased goods by, for example, buying in bulk and using suppliers who are also committed to minimise packaging. Sheffield Mind will regularly review subscriptions and publications it receives, cancelling those which are not necessary.

#### **Reuse**

Wherever possible items will be used more than once. This includes scrap paper which can be used for printing and messages. Envelopes and packaging should be re-used where possible.

#### **Recycle**

Where possible all materials will be re-cycled. This includes paper, card, glass and plastic milk cartons. Toner cartridges and inkjets will also be recycled. The organisation will endeavour to pass on surplus office equipment and furniture to other organisations or individuals who can use them or to organisations that recondition such items. The organisation will provide recycling facilities for staff and volunteers to use.



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### **Buy Sustainably**

Sheffield Mind will buy recycled goods wherever possible. This includes paper products and stationary. When purchasing new office equipment second hand and reconditioned options will be considered as a priority. Fairly traded and sustainably goods will be purchased wherever possible from local suppliers or from suppliers who actively demonstrate their commitment to fair trade and sustainable consumption.

### **Promote sustainable forms of Transport**

Sheffield Mind will encourage staff and volunteers to use the least carbon releasing forms of transport both in their journeys to and from work and during the course of their work activities and the use of public transport will be promoted. For journeys that require the use of a car, car sharing will be encouraged. For longer journeys travel expenses will only be paid to cover the costs of public transport unless there are exceptional circumstances where a car journey is unavoidable. Walking and cycling will be encouraged and facilities provided for bicycle storage and taxi fares will be paid where necessary for staff not using a car.

### **Implementation of the Policy**

All staff and volunteers will be expected to comply with the principles of this policy. Sheffield Mind will appoint a senior worker to hold responsibility for the implementation of the policy. This will include undertaking an annual review of practice using the checklist below. Following the annual review a report will be prepared which will include any recommendations for change and will be presented to the Trustee board.

### **Policy Implementation Checklist**

<b>ITEM</b>	<b>ACTION NOTES</b>	<b>YES/NO or n/a</b>
<b>PAPER</b>		
Are photocopies double sided?		
Is both sides of the paper used when printing?		
Are envelopes re-used?		
Is single sided paper re-used?		
Are trail copies made before printing or copying big batches?		
Is scrap paper turned into note pads?		
Is email used where possible		



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instead of letters/memos?		
Are copies of documents kept electronically rather than printed out?		
Is recycled paper used?		
Does the office refuse or return junk mail?		
Does the organisation only subscribe to essential publications?		
<b>ENERGY</b>		
Does the organisation source any energy from re-newable sources or from green energy companies?		
Are hot water pipes and tanks properly insulated?		
Are windows and doors free from draughts?		
Are all windows double glazed?		
Are reflector panels fitted behind radiators?		
Are lights turned off in empty rooms?		
Are lights turned off as soon as there is enough daylight?		
Are energy efficient light bulbs used?		
Is all electrical equipment such as PC monitors photo copiers etc turned off when not in use?		
Are boilers regularly serviced?		
Are heating thermostats used?		
Is air conditioning only used when necessary?		
Do staff and volunteers know how to turn down the heating if the office is too hot?		
Is there a water boiler used for heating water when the		



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office is regularly used by more than a few tea and coffee drinkers?		
<b>OFFICE SUPPLIES</b>		
Are materials bought in large packs to avoid excess packaging?		
Are eco-efficient or green products bought – recycled/refillable/water based ink etc?		
Are paperclips used rather than staples?		
<b>GENERAL OFFICE</b>		
Are toilet paper and hand towels made from recycled paper?		
Are aerosol products with CFC propellant avoided?		
Are products made from tropical hard wood avoided?		
Are eco-friendly cleaning materials used?		
Are dripping taps repaired quickly?		
Have low flush volume WCs been installed?		
Are washable cups used rather than disposable?		
Is fair-trade tea and coffee purchased?		
Are supplies purchased from local suppliers and shops?		
Are the fridge door seals clean and effective?		
Are any areas outside the office managed for the benefit of wildlife?		
<b>RECYCLING</b>		
Is all used paper saved for recycling?		
Are there easily usable recycling facilities for staff to use for paper, glass etc.		



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Are compostable materials composted?		
Does the office recycle electronic equipment, toner cartridges etc?		
Is using recycled equipment routinely considered when sourcing equipment, furniture and electronic items?		
<b>TRANSPORT</b>		
Do staff and volunteers have access to dry, secure cycle storage?		
Are meetings organised to reduce transport needs?		
Are office working hours flexible enough to allow people to use public transport?		
Do cyclists receive a preferential mileage allowance?		
Can staff access cycling training during work time?		
Does the travel expenses policy encourage the use of alternative forms of transport rather than cars?		
Is there a mechanism in place to facilitate car sharing?		
Is it policy to use public transport for business purposes wherever possible?		
Is the requirement to be a car driver/owner only included in job descriptions and personal specifications where absolutely necessary?		
<b>IMPLEMENTATION OF THIS POLICY</b>		
Is there a way that staff can make suggestions about how to implement this policy?		



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Is there an opportunity to raise environmental issues at staff meetings?		

Policy agreed by Directors on 13<sup>th</sup> January 2009

Policy due to be reviewed on January 2011