



Off the Ropes (OTR)

Charity 1180290

Environmental & Sustainability Policy

(Recommended to be reviewed & updated every 3 years)

Policy raised & agreed: February 2024
Policy last reviewed: February 2025
Policy updated:

Aims

We will reduce and effectively manage our impact in a responsible manner, by ensuring that environmental considerations are integrated into decision making.

Risk assessment will be used to identify potential environmental risks and where these are identified, strategies will be implemented to eliminate or minimise these risks.

Applicability

This policy applies to all trustees, other volunteers, employees, contractors, and third-party representatives of Off the Ropes (the "Charity"). Its requirements should be reflected in other policies and procedures, agreements, and contracts, as necessary.

The Need & Our Responsibility

None of us can save the planet alone, but all of us can do something and, as a charity, we should and, it not only saves money, but can earn income too.

Other options could include:

Create an environmental policy or climate change action plan.

Invite people to take on an 'environmental champion' role to encourage everyone to adopt the ideas in your policy and come up with their own.

Include an environmental statement in the Trustees' Annual Report.

Impact on the Environment

Examples of how organisations have an impact on the environment:

1. **Air emissions** - boilers and workshops.
2. **Land contamination** - oil and chemical storage.
3. **Waste disposal** - waste electrical and electronic equipment (WEEE), hazardous materials and clinical wastes.
4. **Water discharges** - swimming pools, kitchens, offices, and production facilities.
5. **Resource use** – energy, water, and office supplies.

Managing this Impact

Impact can be managed through the Waste Hierarchy below:

Eliminate	Avoid producing waste in the first place
Reduce	Minimise the amount of waste you do produce
Re-Use	Use items as many times, as possible
Recycle	Recycle what you can only after you have re-used it

Dispose Dispose of what's left in a responsible way

Ideas to Consider

Section 1 - Materials and Resources

Consider installing recycling bins in your office and/or at events.

When ordering resources etc, do so in bulk. It costs less and reduces transport costs.

Where practicable buy products manufactured from recycled waste.

Rather than printing leaflets, posters, fundraiser packs, etc create digital versions - not only more eco-friendly, but these are also easier to share and cost less.

To find eco-friendly suppliers,

Section 2 - Managing Waste

Where cost effective, every effort should be made to recycle waste, such as cardboard, glass, paper and plastics.

Hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc, and electrical items must be disposed of properly and not simply dumped in the bin.

Section 3 - Energy Use

When you next review your utilities, consider purchasing renewable energy. It probably not as costly as you think and, even if it cost a bit more, price isn't everything.

Energy efficient lighting should be used

People should be encouraged to turn off lights, televisions, monitors and other equipment when not in use. It's more environmentally friendly, saves money and helps reduce fire risk.

Where practicable, heating should be turned down or off in unoccupied rooms or areas, with heating reduced to 'frost protection' levels when unoccupied, e.g., Christmas.

Ensure that doors and windows are not left open after cease work to save on heating costs and improve security.

Doors and windows should be draught proofed where practicable, loft spaces checked to ensure insulation is adequate, and pipes and hot water tanks should be properly lagged.

Section 4 - Water Use

Turn off or repair dripping taps, which can waste up to 10,000 litres of water a year..

Section 5 - Emissions and Transport

Ensure that staff, where practicable, make use of the public transport system.

Encourage shared transport use by staff where it is practicable.

Source goods and services locally, where this is cost effective.

Coordinate meeting timings and locations to minimise travel.

Review the work of meetings to reduce committee sizes and frequency of meetings and use online. It cuts travel, can save wasted work time and is always popular.

Avoid automatic attendance at meetings on every occasion and, instead staff should only attend when an active role is required.

Suppliers

Whilst not an over-riding factor in decision making, we will seek to work with suppliers who share our aims and who seek to minimise their environmental impact. Equally, in deciding which types of supplies/products we purchase, we will be mindful that some are less damaging than others and will take this into account.

Management

Consideration could be given to nominating someone to lead and coordinate on environmental and waste management issues.

Objectives could be included and monitored through the annual Business Plan.

Communication

To be fully effective, environmental awareness and action must be cascaded down through the management chain.

