



## ENVIRONMENTAL POLICY & PROCEDURES

### **Principles:**

The Staff and Trustees of the Let's Play Project are committed to a policy of careful energy use and recycling and to the care of the immediate environment in and around the office and activity space.

### **1. Policy:**

#### **1.1 The Let's Play Project aims to:**

- a. Use environmentally friendly products wherever possible in our office/activity space.
- b. Encourage all staff, volunteers, and users of the service to care for the environment in and around the activity space.

### **2. Procedures:**

#### **2.1 In order to achieve these aims the Trustees will:**

- a. Monitor the use of products in use at the office and activity space in line with Oxfordshire's COSHH guidelines and the school's own safety guidelines.
- b. Ensure the project complies with any relevant environmental legislation.
- c. Review the Health and Safety Policy annually with a view to improving our environmental awareness.
- d. Remind staff of their responsibilities to conserve energy (monitor heating use, switch off unnecessary heating and lights) and recycle waste.
- e. Seek advice from and work in partnership with environmental organisations (local WRAP firm and advisory bodies in Oxfordshire County Council).
- f. Produce written information in the form of flyers and posters to remind all users of the project to take care of the shared environment at the school which is then emailed to all staff.

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