



SENSES Learning Hub

Environmental POLICY

Created: 16.09.24

Review date: 20.08.27

Dawn Oughtibridge (Director)

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John Fox (Director)

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SENSES Learning Hub recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage others within our business to do the same.

SENSES Learning Hub is committed to complying with applicable environmental legislation and to taking proportionate steps to prevent pollution, minimise waste, conserve resources, reduce greenhouse gas emissions and support the protection of the natural environment.

This policy has been developed with regard to relevant environmental legislation and guidance applicable in England, including the Environment Act 2021, the Environmental Protection Act 1990, the Climate Change Act 2008 and current workplace waste and recycling requirements.

Responsibility

The directors are responsible for ensuring that this environmental policy is implemented, however all employees have a responsibility in their area to ensure that the aims and objectives are met.

Directors will ensure that appropriate resources, arrangements and responsibilities are in place to support the implementation of this policy.

All employees, contractors and other persons working on behalf of SENSES Learning Hub are expected to comply with relevant environmental procedures and to identify and report opportunities for improvement.

Policy aims

We endeavor to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts
- Increase employee awareness
- Prevent pollution and minimise the environmental impact of our activities wherever reasonably practicable.
- Reduce waste through prevention, reuse, recycling and recovery wherever reasonably practicable.
- Use energy, water, materials and other resources efficiently.
- Support the UK's transition towards net zero greenhouse gas emissions by 2050, where appropriate to our activities and within our ability to influence.
- Consider environmental impacts when making purchasing, maintenance, refurbishment and operational decisions.



Paper

We will:

- Minimise the use of paper in the office area
- Reuse and recycle all paper where possible
- Use electronic communication and document storage wherever reasonably practicable to reduce unnecessary paper consumption.
- Print only where necessary and use double-sided printing where appropriate.
- Ensure paper and card waste is separated for recycling in accordance with applicable workplace recycling requirements.

Under the current Simpler Recycling arrangements in England, workplaces must separate core recyclable waste streams, including paper and card, from residual waste, subject to the applicable transitional arrangements for micro-firms.

Energy and Water

We will seek to:

- Reduce the amount of energy used as much as possible
- Switch off lights and electrical equipment when not in use
- Adjust heating with energy consumption in mind
- Use energy-efficient lighting, equipment and appliances where reasonably practicable when replacing existing equipment.
- Avoid unnecessary heating, cooling and lighting and make appropriate use of timers and controls where available.
- Monitor energy consumption where reasonably practicable and consider opportunities for reducing energy use.
- Avoid unnecessary water consumption and promptly report leaks, defective taps, toilets or other water-related faults.
- Consider water efficiency when purchasing or replacing equipment and facilities.

SENSES Learning Hub will consider opportunities to reduce greenhouse gas emissions associated with energy use, recognising the UK's legally binding net-zero target for 2050.

Office Supplies

We will:

- Evaluate if the need can be met in another way
- Favour more environmentally friendly and efficient products wherever possible
- Reuse and recycle everything we are able to

- Consider the durability, repairability, recycled content, packaging and end-of-life recyclability of products when purchasing office supplies, where reasonably practicable.
- Avoid unnecessary single-use products where suitable reusable alternatives are available.
- Purchase only the quantities reasonably required in order to reduce waste and unnecessary storage.

Maintenance and Cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible
- Use material in any office refurbishment that are as environmentally friendly as possible.
- Use products that are appropriately labelled and supplied with relevant safety and environmental information.
- Use cleaning products efficiently and in accordance with manufacturers' instructions to avoid unnecessary use and waste.
- Where reasonably practicable, select products with reduced packaging, recycled content or lower environmental impact.
- Ensure that hazardous or environmentally harmful substances and waste are stored, handled and disposed of appropriately and in accordance with applicable legislation.
- Consider energy efficiency, durability and environmental impact when undertaking refurbishment or replacing fixtures, fittings and equipment.

Monitoring and Improvement

We will:

- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Consider environmental performance and relevant environmental risks as part of regular director reviews.
- Where reasonably practicable, monitor relevant measures such as energy consumption, water use, waste generation and recycling performance to identify opportunities for improvement.
- Review the effectiveness of environmental controls following significant changes to the premises, activities, suppliers or relevant legislation.
- Take reasonable corrective action where environmental objectives are not being achieved.

Environmental performance will be reviewed at least annually as part of the review of this policy.



Culture

We will:

- Update this Policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy for greater commitment and improved performance
- Work with suppliers, contractors and subcontractors to improve their environmental performance
- Use of local labour and materials where available to reduce CO2 and help the community.
- Encourage staff to identify and report opportunities to reduce waste, energy use, water consumption and other environmental impacts.
- Promote environmental awareness through appropriate staff communication, induction and training.
- Where reasonably practicable, consider environmental performance when selecting suppliers, contractors and subcontractors.
- Encourage suppliers and contractors to comply with relevant environmental legislation and adopt appropriate environmental practices.
- Consider opportunities to reduce emissions associated with travel and transport, including the use of remote meetings where appropriate and practical.
- Consider biodiversity and the protection and enhancement of the natural environment when managing or developing areas of land under SENSES Learning Hub's control, where applicable.
- Support the principles of the circular economy by prioritising prevention, reuse, repair, recycling and recovery over disposal where reasonably practicable.

Waste and Recycling

SENSES Learning Hub will comply with applicable waste legislation and the waste duty of care under the Environmental Protection Act 1990.

We will:

- Keep waste to a minimum by preventing, reducing, reusing, recycling or recovering waste wherever reasonably practicable.
- Store waste safely and securely and in a manner that prevents escape, contamination, nuisance or harm to people or the environment.
- Use appropriately authorised waste carriers and disposal/recycling facilities.
- Maintain appropriate waste transfer documentation where legally required.
- Take reasonable steps to ensure that waste is transferred only to appropriately authorised persons or businesses.
- Separate recyclable waste in accordance with current workplace recycling requirements.
- Separate dry recyclable materials, food waste and residual waste where the applicable Simpler Recycling requirements apply.

- Ensure that paper and card are separated from other dry recyclable materials unless the applicable co-collection arrangements permit them to be collected together.
- Where hazardous waste is produced, ensure that it is appropriately identified, stored, handled and disposed of in accordance with the relevant legal requirements.

Review Log

Review date	Completed by who
20.08.25	John Fox and Dawn Oughtibridge
20.08.26	John Fox and Dawn Oughtibridge