



The Kenilworth Centre

Environmental Policy

• Background and Scope for Action

The Kenilworth Centre (tKC) is a charitable organisation that exists for the benefit of the residents of the town and local area. Usually around 800 people come through the building each week. The main activity of the tKC is to run the Community Centre as space for hire to groups that enhance the health and wellbeing of the community, to run youth activities and the town's radio station (Radio Abbey). Warwickshire County Council are the landlords of the Centre. The building is 13 years old, in daily use, provides space for a wide variety of classes and groups to meet and has a small garden at the back of the building and a sports court to the front. tKC employs a Centre Manager, a part-time Administrator, part-time finance officer, part-time cleaner and a team of 4 part-time youth workers. tKC also encourages and relies upon volunteers to support activities and present the radio shows.

• Main Environmental Impacts

tKC has examined its activities and considers that its main environmental and carbon producing impacts are:

Energy - The main use of energy by the tKC is in the heating by electric and a small amount of gas, and electrical lighting of the Centre. The heating is a mix of radiators and air conditioning in the large hall. All lighting is provided by energy efficient bulbs or fluorescent tubes. All energy usage is recorded by meter, read quarterly, and paid for quarterly. Our fuel bills have been virtually the same for the last few years and we switch providers every few years after research. One of our considerations is whether renewable energy is used Opus Energy uses renewable sources and Engie also use renewable sources worldwide and work with communities and public building to lower carbon emissions. Water Mains fed water usage is recorded by meter, read quarterly, and paid for quarterly.

Transport - tKC is a local charity. The Centre Manager and trustees live close by and are normally able to walk to meetings. Staff and users of the Centre may travel from a wider area. Last year a user surveys recorded modes of travel. As we are in a car park which means driving is the preferred option, although it is a Pay and display which can deter some from driving. We have a bike shelter but could install proper bike racks to make cycling a more appealing option.

Waste - In recent years the building has required re-decoration, installation of air con in the hall in 2019 and a new lift will have been installed in 2020. No major works are currently anticipated. Small jobs are in a scheduled of programmed maintenance, others will arise without being anticipated. As a heavily used building on which the local community relies, and without an adequate local temporary substitute, repairs need to be made as soon as possible. In recent years, repairs and refurbishment have had some active consideration of their environmental impact but options are limited as repairs need to be speedy. Very little kitchen waste is produced. Office waste produced at

the Centre is recycled where possible. The volume is not recorded. Waste arising from repairs has not been recorded.

● Policy

tKC recognises that it can contribute towards the conservation and protection of the environment in serving the Kenilworth community. tKC commits itself to the 10 Principles of One Planet Living (developed by Bio Regional and WWF) – see Appendix A for details.

We will have regard to these principles in managing the premises and developing new activities. We will aim to foster wider community awareness of sustainability and the necessity of carbon reduction.

Policy Aims

- To improve the way tKC manages the Community Centre building and its surrounding environment.
- To raise awareness of the Environmental Policy among staff so that they can contribute to its implementation.
- To provide opportunities for staff training in environmental matters both in-house and through attendance at seminars, courses and working parties.
- To provide opportunities for all staff, the management committee and Centre users to acquire awareness and understanding of environmental issues through the facilitation of relevant local environmental groups' activities.
- To encourage all staff, users and the wider Kenilworth community to be active participants in environmental initiatives.
- To work with the local community, public and voluntary organisations to improve the local environment and promote sustainable lifestyles for residents and businesses in the community.

● Implementing the Policy

The implementation of the policy is the responsibility of the management and trustees of tKC. Authority to manage the environmental impact of the tKC is delegated to the Centre Manager in consultation with the Chair, reporting to the trustees on a quarterly basis. The implementation of the policy will be realised by ongoing development of the management and operations of the tKC building and surrounding environment, via the development of relevant Actions Plans and Projects, drawing upon the expertise and resources of the wider community, relevant local environmental groups and initiatives, and grant funding opportunities.

The policy will be developed and implemented in partnership with Kenilworth All Together Greener. Action will be based on priorities set by the Management and Trustees, and informed by an internal annual environmental audit, in the following areas:

Things we are already doing ;

- Turn off lights in communal, office and hired spaces when not being used.

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- Encourage users not to use radiators during warmer months (recognising that different activities have different needs). To be considered
- Use PIR switches in areas where lights are often left on, already in toilets
- Ensure heating and any ventilation systems are regularly checked, to ensure they are working as efficiently as possible (i.e. identify individuals to be responsible for ensuring this when needed).
Annual contract
- Wherever possible use natural ventilation as an alternative to air conditioning when not in use.
- Avoid use of batteries in the Office (e.g. water/mains/ solar power).
- Use automatic door closers, unless there are Health and Safety reasons not to.
- Reduce paper use, double-side print where possible. Use one-sided scrap for memos and phone messages, and reuse envelopes.
- Use low-energy bulbs in all areas.
- Use recycled and/or FSC paper wherever possible ensuring the appropriate grade is used (i.e. low-grade for internal memos, agendas and minutes and high-grade only for permanent documents or letters as necessary). Only recycled/FSC paper used
- Use recycled non-chlorine bleached toilet paper.
- Increase use of notice boards for general information to reduce use of paper
- Re-use folders, files, envelopes and all other stationery.
- Ensure that new photocopiers and printers can easily produce double-sided output. Duplex printers in use
- Recycle all used paper, card and cardboard in local facilities. On-going Promote Sustainable
- Use electronic communication when possible, e.g. email, and discourage people from printing off emails.
- Eliminate the use of correcting fluids that contain ozone-depleting chemicals, e.g. White correction fluid.
- Fix dripping taps and leaks, provide plugs for hand-basins, and install automatic switch-off taps to reduce water consumption and use water limiters. Taps fitted, 'hippos' in toilets
- Donate or sell unwanted office equipment and furniture to local charities, staff or users. On-going Recycling of Outputs Action
- Use all available recycling facilities (including light bulbs, oil, toner cartridges, batteries, etc.). On-going Hanover Centre External Environment Action
- Ensure CFCs are recovered from old refrigerators that are being disposed of.
- Renovate furniture rather than buy new replacements where possible.

Things in Progress

- To establish environmental management procedures among staff with managerial or operational responsibilities for activities that affect tKC's impact on the environment
- Users should be made aware of the Environmental Policy via public notice boards and the tKC website.

Things we aim to do

- Maintain and publish impact measures such as quantities of gas, electricity and water consumed, waste recycled and not recycled, etc. If possible, to also express these measures in terms of environmental footprint.
- To develop good practice, including an action plan based on an annual internal environmental audit.
- To encourage staff and user suggestions on ways to improve practices which impact on the environment.
- To improve the environmental integrity of the building and surroundings via prioritised projects, informed by the environmental audits.
- Have 'Switch Off' notices by all lights (exception: fluorescent tubes should be left on if they are going to be re-used within half an hour).
- Put up signs asking for external doors to be kept closed, especially in cold weather. Signs require doors to be kept closed
- Switch off any electrical devices (hot drinks machines, photocopiers, fax machines, computers and printers) when not in use.
- Ensure only occupied areas are heated and that heating is off or reduced outside hours of occupancy. Programmed timers fitted
- Set computers to power-down options, and when the time comes to replace electronics look for greener alternatives.
- To continue to invest in new technology to help reduce the use of energy.
- Cancel unwanted publications and junk mail.
- Increase and encourage use of facilities for cyclists, including secure cycle parking. Cycle rack installed
- Promote use of bicycles, and then public transport, as an alternative to car use. Sustainable transport fund Reduce Use of Consumables and Products with Adverse Environmental Impact Action
- Reduce the use of disposable biro's as far as possible.
- Avoid the use of disposable (paper, plastic and styro-foam) cups and plates.
- Replace toilets as they wear out with dual flush cisterns and display appropriate notices for Users. Investigate possibility of rainwater harvesting.

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- Use environment-friendly cleaning materials for cleaning.
- Reuse what seem like obsolete computers by upgrading them or reimaging them for staff or local community users. On-going
- Install sufficient water storage butts to move towards nil use of mains water in garden / tubs.
Planned
- Buy and promote the use of environment-friendly products with as little packaging as possible
- tKC should support increased environmental awareness and sustainability in the community, working with local environmental groups.
- Staff and management committee members should have the opportunity to attend environmental awareness training sessions.
 - Monitoring and Review The implementation of the Environment Policy is the responsibility of the Centre Manager and Trustee team.
 - An Annual Environmental Report, prepared if possible with an independent partner, will detail the progress we have made in implementing this policy.

Sustainability Policy Date adopted: XXXX 2021

Date last reviewed: XXXX To be reviewed by: XXXX202

Appendix A

THE TEN PRINCIPLES OF ONE PLANET LIVING

1. Zero Carbon: Making buildings more energy efficient and delivering all energy with renewable technologies
2. Zero Waste: Reducing waste, reusing where possible, and ultimately sending zero waste to landfill
3. Sustainable Transport: Encouraging low carbon modes of transport to reduce emissions, reducing the need to travel
4. Sustainable Materials: Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources
5. Local and Sustainable Food: Choosing low impact, local, seasonal, and organic diets and reducing food waste
6. Sustainable Water: Using water more efficiently in buildings and in the products, we buy; tackling local flooding and water course pollution
7. Land and Wildlife: Protecting and restoring existing biodiversity and natural habitats through appropriate land use and integration into the built environment
8. Culture and Heritage: Reviving local identity and wisdom; supporting and participating in the arts

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9. Equity and Local Economy: Creating bioregional economies that support fair employment, inclusive communities, and international fair trade

10. Health and Happiness: Encouraging active, sociable, meaningful lives to promote good health and well being

