

# Wymondham Central Hall

Registered Charity no 292505

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## ***Environmental Policy***

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### **Wymondham Central Hall has three key environmental aims:**

1. to minimise the use of non-renewable and environmentally-damaging resources, including energy
2. to maximise recycling
3. to increase awareness of environmental issue amongst all those who manage and use the hall

### **To achieve these aims:**

1. It is the responsibility of all trustees, committee members, employees and all other volunteers associated with WCH to implement and follow this environmental policy.
2. One member of the hall's staff or committee will be nominated to monitor the progress of the hall's environmental policy.
3. The committee will consider the hall's environmental policy and ways in which it can be improved at regular intervals, and at least every 6 months
4. The hall committee and staff endeavour to ensure that all hirers and users of the hall follow the hall's environmental policy wherever practical.

### **Paper:**

1. Committee members are asked to keep their written documents to one or two sides of A4 wherever possible.
2. Committee members are asked to use double-sided photocopying and printing wherever possible.
3. Committee members are asked to recycle all paper.
4. Committee members are asked to ensure that both sides of paper are used before it is recycled.
5. Committee members and staff are asked to use e-mail wherever possible to communicate with each other and with hirers
6. Hirers are to be asked to use e-mail to contact the hall wherever possible.

### **Cans:**

The hall will provide special bins to enable cans to be recycled .

### **Electrical equipment**

Committee members, staff and hirers are asked to ensure that all electrical equipment is turned off after use.

### **Heating and Lighting:**

All hall users are to be asked to turn off lights whenever they are not being used. The hall staff will ensure that heating levels are kept to a minimum commensurate with users' comfort.

### **Environmental awareness:**

The hall committee will endeavour to raise the issue of environmental awareness and responsibility to all users on an on-going basis.

*Approved and accepted by Wymondham Central Hall Management Committee  
4 November 2010*