



Lyng and District Community Hall  
Richmond Place  
Lyng  
Norfolk  
NR9 5RF  
Charity Number 1156339



## ENVIRONMENT AND ENERGY POLICY

Lyng and District Community Hall 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 organisational strategy and operating methods. We will encourage users, suppliers and stakeholders to do the same.

### Responsibility

The Chair and Board of Trustees, are responsible for ensuring that this environmental policy is implemented, however, all employees, volunteers and users have a responsibility to ensure that the aims and objectives of this policy are met.

### Policy Aims

We endeavour to:

- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee, volunteer and users environmental awareness

### Paper

We will:

- Minimise the use of paper
- Seek to buy recycled and recyclable paper products
- Reuse and recycle all paper where possible

### Energy and Water

We will seek to:

- Reduce the amount of energy and water used as much as possible
- Switch off lights and electrical equipment when not in use
- Adjust heating with energy consumption in mind
- Take energy consumption and efficiency of new products into account when purchasing them

### Office supplies and consumables

We will:

- Evaluate if the need can be met in another way
- Evaluate the environmental impact of any new products we intend to purchase
- Favour more environmentally friendly and efficient products where possible
- Reuse and recycle everything we are able to



[www.lyngvillagehall.co.uk](http://www.lyngvillagehall.co.uk)  
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### **Transportation**

We will:

- Promote the use of travel alternatives such as email, or video/phone conferencing
- Make additional efforts to accommodate the needs of those using public transport or bicycles

### **Maintenance and Cleaning**

We will:

- Use cleaning materials that are as environmentally friendly as possible
- Only use licensed and appropriate organisations to dispose of waste

### **Monitoring and Improvement**

We will:

- Appoint a named Trustee as LDCH 'Green Champion'
- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee, volunteer and user awareness
- Review this policy and any related business issues at quarterly meetings of the Board of Trustees

### **Culture**

We will:

- Update this policy at least once annually in consultation with employees, volunteers and users where necessary
- Provide employees and volunteers with a relevant level of environmental awareness
- Work with suppliers, contractors and sub-contractors to improve their environmental performance
- Use local labour and materials where available to reduce CO2 and help the community

This Environmental Policy will be reviewed every 3 years and will be monitored annually. It will also be updated to comply with any relevant legislative changes



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