British Transport Police Authority

ENVIRONMENTAL POLICY & ACTION PLAN

Author	Sam Elvy
Date approved	15.11.06
Date last reviewed	18.05.10

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British Transport Police Authority Environmental Policy & Action Plan

1. Policy statement

The British Transport Police Authority recognises that the day to day activities it carries out in meeting its duties have an impact on the local, regional, and global environment. As a consequence, we are committed to exploring and implementing the ways in which we can reduce these impacts and conduct our business in a more environmentally sustainable manner.

1.1 Who the policy applies to

This document provides guidance on how the Authority can adapt its business practices and day to day activities to minimise the impact the organisation has on the environment. Therefore the guidance contained in this policy is intended to apply to all Authority Members, Executive Staff, contractors, and all other suppliers of goods and services to the Authority.

2. Purpose of the policy

This policy is intended to provide a framework for the Authority to improve and monitor those areas of its day to day business that potentially have negative impacts on the environment. As such this document sets out the areas in which the Authority intends to improve and monitor its practices so as to minimise these environmental impacts. The document also includes an environmental action plan which sets out any specific targets or work streams for the current year.

3. Responsibilities under the Policy

3.1 General Responsibilities

The Authority expects that all Members and staff will lead by example and will, wherever possible, embrace the spirit of this policy and adopt the practices it proposes. Day to day responsibility for the creation, monitoring, and revision of the policy will rest with the Secretariat's Research and Policy Manager.

4.   Areas of focus

In applying this policy the Authority intends to be guided by the principles of 'Reduce, Re-use, Recycle' as advocated by a number of waste management organisations such as Waste Watch. In summary, in using this policy the Authority seeks to:

- Reduce its use of resources and minimise production of waste
- Re-use materials wherever possible
- Recycle waste materials wherever possible
- Reduce its use of energy and water
- Buy greener products
- Choose sustainable transport options

How the Authority plans to achieve these aims is described in greater detail in the following sections.

4.1   Reducing use of resources and production of waste

Wasteonline[1] have estimated that businesses lose up to 4.5% of their annual turnover through avoidable waste. In order to reduce resource use, and therefore reduce the waste that it produces, the Authority will:

- All printers are set to economy mode to reduce toner use
- Only print out written material when absolutely necessary – using electronic copies where practical to do so
- Include a message alert line on all emails stating "in order to save paper only print out this email if absolutely necessary"
- Default to double sided printing
- Use dedicated scrap paper printer for all draft/rough printing or print two pages to a sheet if using the main copier
- Purchase products that have minimal packaging
- Provide glasses and china cups for drinks rather than disposable plastic cups
- Engage with our contacts to request electronic versions of newsletters and mail-outs rather than hard copies

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[1] Wasteonline.org.uk/topic.aspx?id=22

4.2   Re-using materials

While the use of some resources is unavoidable many of these can be re-used once or several times before they are sent for recycling or disposal. Key re-usable materials for the Authority will be:

- Dedicating printer to use only scrap paper for all draft/rough printing – draft copies should be paper-clipped rather than stapled so that the paper can be used again in a printer
- Re-use stationery items such as folders and files rather than purchasing new items each time they are needed
- Boxes and envelopes for packaging outgoing materials and storage

4.3   Recycling waste materials

Production of waste is inevitable in any working environment however much of this waste can be recycled rather than being sent for landfill. In order to minimise the amount of waste being sent to landfill the Authority will aim to recycle the following where suitable facilities exist:

- Office paper, envelopes, newspapers, magazines, mail-outs, cardboard boxes
- Glass
- Plastic packaging
- Cans
- Toner cartridges

4.4   Reducing use of energy & water

There are many small activities that the organisation can carry out that will minimise both use of energy and water, and as a consequence, will reduce our energy bills. This will include:

- Turning off lights when not needed
- Turning off electrical equipment over night when not in use or not needed
- Minimising use of air conditioning through natural ventilation (i.e. opening windows) and screening the sun with thermal blinds
- Minimising the need for heating through draft proofing windows (secondary glazing) and using thermal blinds
- Reducing the thermostat setting on the heating boiler by one degree
- Only boiling as much water in the kettle as is needed
- Only running the dishwasher at the end of the day when it is as full as possible

4.5 Green purchasing

Where goods of a comparable quality (and reasonable cost) are available, the Authority will endeavour to purchase the 'greenest' options for all its office supplies. This could include:

- Recycled office paper & envelopes
- Recycled packaging and storage
- Toner cartridges that can be recycled
- Biodegradable cleaning materials such as dishwasher supplies
- 'Fairtrade' and/or organic tea & coffee

4.6 Sustainable transport

The Authority's central London location means that use of public transport for staff and visitors is an easy and convenient option. However, the nature of the Authority's business (as a national body) means that both Authority Members and Executive staff travel throughout the UK for business purposes on a regular basis. As such, the Authority will wherever possible:

- Avoid use of a private car, using public transport or walking instead
- Use trains in preference to air travel for domestic trips, where time pressures and cost is not prohibitive

5. Monitoring arrangements

In the first three years of this policy our focus was on benchmarking ourselves against current examples of best practice and identifying opportunities for improvement. As such progress for that period was monitored in terms of meeting the objectives as set out in the Action Plan in Section 10 below. For this revised plan the emphasis will be on maintaining current procedures and continuing to identify opportunities for further improvements; in doing so progress will be reviewed and reported internally on a quarterly basis.

6.   Wider benefits of sustainable practices

In addition to conducting our business in a less environmentally damaging way, implementing the practices set out in this policy,

- Efficiency savings resulting from reduced, resource and energy use and decreased waste disposal costs. These could include:

  - Reduced cost of purchase of paper @ £1.45 saved per ream
  - Reduced postage costs @ an average of ⅓ to ½ saved per item by printing double sided documents
  - £30 saved per recycling collection by reducing production of waste paper & other materials

- Healthier office environment by using less polluting chemicals and improved air quality from reduced artificial heating and air conditioning

- Raising general awareness of broader environmental impacts & benefits of changing practices outside of the office

7.   Training

7.1   Training for Executive staff
All staff will be given a copy of the environmental policy and receive a basic level of training on the day to day changes required to implement the policy, and the reasons for the changes.

7.2   Member training
Most of the activity required to implement the policy will apply to the Authority Secretariat, however training materials will be produced to inform Members of how the policy may impact on the way that the Executive uses materials and therefore on the materials that Members may receive from the Secretariat.

8.   Contact Details

For further information on the Authority's environmental policy or to request a copy of the policy in an alternative format please contact us at:

British Transport Police Authority
5th Floor North
The Forum
74-80 Camden Street
London
NW1 0EG   Tel: 020 7383 0259

9. BTPA Environmental Action Plan for 2010-11

Focus area	Action required	Lead	Due date
4.1 Reducing resource use & waste production	• Identify any further ways in which resource use can be minimised	SE	Sept 2010
	• Produce a list of recommended practices for BTPA	SE	Sept 2010
	• Monitor implementation	SE	Ongoing
4.2 Increase resource re-use	• Identify further ways in which materials can be re-used	SE	Sept 2010
	• Develop an implementation plan for re-using materials	SE	Sept 2010
	• Monitor implementation	SE	Ongoing
4.3 Recycling	• Monitor ongoing implementation	SE	Ongoing
4.4 Reduce energy & water use	• Produce guidance	SE	Ongoing
	• Monitor compliance	SE	Ongoing
4.5 Green purchasing	• Identify further opportunities for environmentally friendly office & cleaning supplies	RP /SE	From June 2010
	• Monitor implementation	SE	Ongoing

5. Monitoring	• Produce an Environmental Policy monitoring framework	SE	Sept 2010
	• Complete quarterly monitoring report to be monitored	SE	Dec 2010
7. Training	• Identify staff & Member training needs	SE	Ongoing
	• Produce training materials	SE	Ongoing
	• Deliver training	SE	Ongoing

10. BTPA Environmental Action Plan for 2006-9 update on progress

Focus area	Action required	Lead	Due date	
4.1 Reducing resource use & waste production	• Identify ways in which resource use can be minimised	SE	Aug '06	Complete - – see text in section 4.1 of this policy
	• Produce a list of recommended practices for BTPA	SE	Aug '06	Complete – see text in section 4.1 of this policy
	• Monitor implementation	SE	Ongoing	Ongoing
4.2 Increase resource re-use	• Identify ways in which materials can be re-used	SE	Aug '06	Complete - see text in section 4.2 of this policy
	• Develop an implementation plan for re-using materials	SE	Aug '06	Not complete
	• Monitor implementation	SE	Ongoing	Ongoing
4.3 Increase recycling	• Identify materials suitable for recycling	SE	Aug '06	Complete
	• Identify local facilities for recycling	L B'k	Aug '06	Complete
	• Set up agreement with contractor for collection of recyclable wastes	L B'k	Aug '06	Complete
	• Monitor implementation	SE	Ongoing	Ongoing
4.4 Reduce energy & water use	• Identify opportunities for reducing energy & water use	SE	Aug '06	Complete - see text in section 4.4 of this policy
	• Produce guidance	SE	Aug '06	Not complete – see text in section 4.4 of this policy
	• Monitor compliance	SE	Ongoing	Ongoing

4.5 Green purchasing	• Identify opportunities for environmentally friendly office & cleaning supplies	L B'k /SE	From Aug '06	Ongoing
	• Make arrangements for procuring supplies	L B'k /SE	From Aug '06	Ongoing
5. Monitoring	• Produce an Environmental Policy monitoring framework	SE	From	Not complete
	• Complete first monitoring activity & report progress to SB&PM Committee	SE	Jan '07	Not complete – to be monitored internally rather than through the committee
7. Training	• Identify staff & Member training needs	SE	From Aug '06	Complete
	• Produce training materials	SE	By End Sept' 06	Done verbally and with notices around the office
	• Deliver training	SE	From Oct '06	Complete