



# Environmental Policy

East Birmingham Community Forum (EBCF)

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## Document Control

Policy Owner: Human Resources

Approved By: Head of Quality

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## 1. Purpose & Commitment

EBCF is committed to protecting and enhancing the local environment in partnership with the whole community. We recognise our direct responsibility to operate as responsible environmental stewards, ensuring our activities leave the Earth healthy and safe for future generations.

This is a long-term commitment to continually improving our environmental practices, considering technological advances and the latest environmental and health research.

We are committed to reducing our environmental impact through the way we operate day-to-day. This includes using energy responsibly, reducing waste, and making practical improvements to our buildings and systems over time to ensure they are as efficient and sustainable as possible.

EBCF is committed to embedding sustainable practices across all areas of its operations and encouraging environmentally responsible behaviour among staff, learners, and partners.

## 2. Policy Principles

### Compliance & Leadership

- Adhere to all relevant Government and Local Authority environmental legislation, regulations, and best-practice guidelines.
- Lead by example in our operations, promoting environmental responsibility within our community and among our partners.

EBCF will regularly review its environmental practices to ensure ongoing compliance and continuous improvement.

### 2.1 Awareness & Education

- Ensure all staff and service users are informed during induction about our environmental responsibilities and the importance of leaving the environment in a better condition than we found it.

Ongoing awareness activities may be delivered to reinforce environmental responsibilities and encourage positive behavioural change.

### 2.2 Waste Reduction & Recycling

- Reduce pollution by recycling cans, paper, bottles, food waste, and textiles wherever possible.
- Work with Birmingham City Council to ensure coloured recycling bins are provided, used correctly, and emptied regularly.
- Aim to reduce our carbon footprint through consistent recycling and waste minimisation initiatives.

Staff and learners are expected to actively participate in recycling and waste reduction initiatives.

### 2.3 Digital Transformation

- Use technology to reduce paper-based work, including the implementation of efficient, secure, and accessible digital systems.

Digital systems will be used wherever possible to minimise environmental impact while maintaining operational effectiveness.

## 2.4 Monitoring & Accountability

- Risk Assessment Officers will carry out environmental assessments at least annually (or more frequently as required).
- Officers are responsible for ensuring pollution is minimised and for preparing reports with specific improvement recommendations and timelines.
- Follow-up reviews will confirm that required actions are completed.

Findings from environmental assessments will be used to inform continuous improvement actions and organisational planning.

## 2.5 Cleanliness & Maintenance

- Daily cleaners are responsible for maintaining clean floors, desks, tables, computers, and toilets, including ensuring necessary toilet supplies are stocked.

Cleaning practices will aim to use environmentally friendly products where possible.

## 2.6 Energy Efficiency

- Centre Administrators will ensure heating, lighting, and electrical equipment are used efficiently and switched off when not in use.
- Staff are encouraged to take responsibility for energy conservation in their day-to-day activities.
- Where possible, we will use energy-efficient lighting and equipment across our sites.
- We will continue to make small, practical improvements over time to reduce unnecessary energy use.

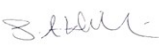
## 3. Targets & Continuous Improvement


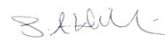
EBCF will:

- Review performance annually and update as necessary.
- Seek opportunities to further reduce our carbon footprint and improve environmental resilience.

We will continue to review how we operate and identify simple, practical ways to reduce our environmental impact over time.

## 4. Version Control

Version	Description of Change	Author	Date	Approved by
1.0	First version	S.Carragher	June 2022	S.Johnson
2.0	Version 2.0	S.Khan / Z. Sharif	July 2023	

3.0	Version 3.0	S.Khan / Z. Sharif	July 2024	
4.0	Version 4.0	S.Khan / J.Hall	January 2025	
5.0	Version 5.0 Policy updated to strengthen environmental practices, with additional guidance on staff engagement, monitoring, and sustainable operations	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)