

Office of the Scottish Charity regulator (OSCR)

Environmental Management Policy

Introduction

OSCR, as a Non Ministerial Department, is committed to supporting the Scottish Executive's policy on sustainable development by improving environmental performance within our organisation and setting an Environmental Management Policy system in place. This requires OSCR to produce suitable targets for both the organisation as a whole and for individual staff to become involved. Over 2006-2007 OSCR plans to gather information which will enable us to set objectives and targets in areas including energy consumption and waste management. We will also put procedures in place to monitor these areas in order to improve environmental performance and staff awareness. The policy covers the period 01/04/2006 to 31/03/2007, with targets/objectives being reviewed by OSCR on a quarterly basis.

OSCR moved office premises to the 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee on 5th May 2006. As a new build, our office has the advantage of including many energy saving products, including sensor lighting, and shared services with linked building Compass House. During its design stage, Quadrant House was awarded a rating of 'Very Good' by BREEAM for Offices 2005 for Environmental Performance.

Energy

Quadrant House has one electricity meter and central gas supply for all floors. OSCR have agreed to combine objectives and targets with the Scottish Commission for the Regulation of Care and the Scottish Social Services Council, by monitoring energy use throughout 2006/7 to acquire a baseline, and jointly setting targets for improving efficiency for the following year.

Heating

- Quadrant House is equipped with a computer controlled heating system, which can be monitored to ensure excessive energy use does not occur. The windows are double glazed and building well insulated. Quadrant House does not have air conditioning installed, and relies on natural ventilation, reducing energy use.

Lighting

- All areas of Quadrant House are equipped with motion sensors, which switch lighting off automatically when areas of the building are not in use

Office Equipment

- All OSCR staff have been advised to switch off their computers, monitors and additional office equipment including reading lights and fans, when not in use. Large office equipment such as photocopiers and printers are to be left on however, as the electricity they use and time they take to warm up from cold uses more power than maintaining them in dormant mode.

OSCR Objective **to establish baseline statistics in 2006/7 and to reduce electricity consumption**

OSCR Target **to combine efforts with the Scottish Commission for the Regulation of Care and the Scottish Social Services Council to take regular meter readings to measure consumption in the year 2006-07 with a view to setting targets for reducing consumption in 2007-08**

Water

OSCR will, over the next year, consider how we can reduce the volume of water use by monitoring our usage over 2006/7 and establishing a baseline to set targets against for the following year. All staff are currently advised to reduce water consumption where possible e.g. staff are encouraged to fill and use the dishwasher, for all dishes, and to fill the kettle no more than is required.

Purchasing

OSCR purchases many of its products and services (including all stationery, paper, furniture and printing services), through collaborative contracts which have been established by the Scottish Procurement Directorate (SPD). These contracts have to comply with a number of conditions in relation to their environmental performance and can be found in "Public Procurement and Sustainable Development - Guidance for Suppliers" at

www.scottishexecutive.gov.uk/Topics/Government/SPD/17424/13742.

Any contracts tendered out with the SPD are checked they comply with the Procurement Policy Manual.

Waste

OSCR shares general waste disposal services with the other two organisations who occupy Quadrant House. At present waste is separated into landfill disposal and cardboard recycling. Over 2006/7 OSCR plans to look into more efficient disposal routes with the Scottish Council for the Regulation of Care and the Scottish Social Services Council, by reviewing current practice and hopefully introducing additional recycling schemes for aluminium cans, glass, and plastic. As a combined initiative, the volume of landfill waste disposed from all three organisations within Quadrant House will be monitored over 2006/7 and staff made aware of the 4 R's, Repair, Reduce, Reuse and Recycle.

OSCR Objective **to reduce the amount of waste being transferred to landfill sites and increase the proportion of waste which is reused and recycled**

OSCR Target **to combine efforts with the Scottish Commission for the Regulation of Care and the Scottish Social Services Council and monitor all disposal of waste over 2006/7 and establish a baseline to set targets against in 2007/8**

Paper

From April 2006 OSCR introduced an Electronic Records Document Management (eRDM) system which dramatically reduces the volume of paper use and paper files created. We procure paper through the SPD collaborative contract and always use EVOLVE Office 80 g/m², made from 100% recovered paper at a mill which is accredited with the international standards ISO 9002 (quality management system) and ISO 14001 (environmental management system). OSCR also has a contract with John W Hannay Ltd, where all waste paper is recycled, including confidential waste, which is shredded before being placed in the recycling bags. In addition, OSCR aims to reduce further the volume of waste paper by

- encouraging staff to print and photocopy double-sided whenever possible
- using email where possible to reduce printing and faxing and discourage staff from printing out e-mails unless absolutely necessary
- collecting all paper that has been printed on one side and re-use as scrap paper.

OSCR Objective to reduce the amount of paper used in the office

OSCR Target to monitor the use of all types of paper in the office in the year 2006/7 and establish a baseline to set targets for 2007/8

Travel

OSCR encourages all staff who need to travel to use sustainable means of transport where possible. For example, OSCR requests that staff use public transport where possible to commute to and from work and for all meetings, rather than use their own vehicle. Staff have been notified of car-share schemes run by Dundee Council, and the promotion of cycling to work by the Scottish Executive which offers free purchasing advances for bicycles. Quadrant House has a bike rack facility and showers. We use video conference facilities when possible to reduce the need to travel for meetings.

OSCR will team up with the Scottish Council for the Regulation of Care and the Scottish Social Services Council to consult with a representative of the Energy Savings Trust and establish a Travel Plan for all three organisations. Over 2006/7 we plan to assess all staff travel habits, and find alternative and more sustainable ways of travelling.

OSCR Objective Reduce the number of staff using private vehicles to travel for work purposes

OSCR Targets Liaise with Scottish Council for Regulation of Care and Scottish Social Services Council to establish a Travel Plan for staff over 2006/7

Environmental Management System

OSCR will allocate an Environmental Guardian, who will liaise with the Senior Management Team to find ways to improve environmental performance and staff awareness. OSCR is also working with the Scottish Council for Regulation of Care and Scottish Social Services Council to set up a staff training workshop to educate all staff on the concept of an Environmental Management System, and the part they play in its delivery. Staff will be continually updated on Environmental issues through the monthly OSCR internal e-newsletter.

Contact

If you have any comments on the above or any further suggestions as to how we can improve our environmental performance, please contact us at info@oscr.org.uk.

Useful links

<http://www.scottishexecutive.gov.uk/Topics/Environment/Climate-Change>

<http://www.biodiversityscotland.gov.uk/>

<http://www.thecarbontrust.co.uk/carbontrust/>

<http://www.envirowise.gov.uk/>