

Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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Environmental Policy

1. Policy Statement

Purple Patch Arts recognises that its operations have an effect on the local, regional and global environment. Our whole approach is to bring about change in society, in communities, in groups and in individuals and this should include positive change around any impact we have on environmental issues. As a consequence, Purple Patch Arts is committed to continuous improvements in environmental performance and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

2. Objectives

At Purple Patch Arts we will:

Use natural resources prudently and minimise the generation of waste. We will:

Conserve energy by:

- Maintaining a maximum temperature of 19°C within the office
- Keeping doors and windows closed to prevent heat loss
- Enabling energy saving features on computers
- Switching off electrical equipment when not in use
- Turning out lights in unoccupied rooms
- Using 'low energy' light bulbs where possible
- Using electric fan heaters/radiators as little as possible
- Using thermal settings on radiators where possible

Conserve materials by using recycled paper.

Minimise the disposal of wastes to landfill by sorting recyclable from non-recyclable materials.

Contribute to the protection and improvement of the built, historic and natural environment.

Protect the local built and historic environments by maintaining any buildings we use in a good state of repair.

Enable the community we work with to increase their awareness and understanding of environmental issues, and to acquire skills for environmentally responsible behaviour and action.

Embed environmental awareness into all learning programmes we provide.

3. Best Practice

This policy will ensure that it:

- Is appropriate to the nature and environmental impacts of our activities/services.
- Includes a commitment to continuous improvement.
- Includes a commitment to comply with relevant legislation.
- Is communicated to all employees, volunteers and clients where appropriate.

4. Responsibility for Products

Wherever possible the organisation will consider the environmental impacts of the products it uses or purchases.

Resource Use

We will endeavour to conserve resources through efficient use and careful planning. This shall include a reduction in our energy and water usage.

Ethical shopping

Wherever possible Purple Patch Arts will source cleaning products and delivery resources that will support the environment rather than deplete it.

Waste Management

A primary part of the organisation's environmental strategy is sustainable waste management and as such we recognise our responsibilities to recycle materials wherever possible. We will minimise waste and will dispose of all waste through safe and responsible methods.

5. Business Journeys

Whenever possible and practical, staff should be encouraged to use public transport. Staff should endeavour to car share when travelling on business.

6. Environmental Awareness

The Environmental Policy will be shared with all staff at their induction.

7. Audit

The organisation will conduct self-evaluations of our performance in implementing these principles and in complying with all applicable laws and regulations. The CEO is responsible for undertaking this audit annually.

8. Review

This policy will be reviewed biennially.