



**ENVIRONMENTAL PROGRAMME**

**FOR**

**JARVIS WOODHOUSE EVENTS LTD**

Jarvis Woodhouse Events  
19 High Street  
Thornbury  
Bristol  
BS35 2AE  
Email [events@jarviswoodhouse.com](mailto:events@jarviswoodhouse.com)  
Web [www.jarviswoodhouse.com](http://www.jarviswoodhouse.com)

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## **1) ENVIRONMENTAL OVERVIEW**

It is becoming increasingly important that everyone takes positive steps to help preserve the environment we all live in. This is a world wide problem and as a result the International standard ISO 14001 has been introduced as a measure of the actions businesses both large and small can take. Jarvis Woodhouse Events is no exception and the Directors are keen to play their part in reducing the company's environmental impact. It is, however, not our intention to obtain the ISO standard.

## **2) ENVIRONMENT POLICY**

Jarvis Woodhouse Events has recognised its responsibilities in improving its environmental performance and is committed to delivering this through our environmental programme.

Our programme will identify the environmental risks that we will face and then ensure that we take actions to help improve our environment. Our key actions will be to continually improve our environmental performance on waste management, consider and encourage alternative methods of transport, ensure good maintenance of equipment to give the best environmental performance, conserve natural resources and to reduce our energy consumption. We will comply with all relevant legislation and regulations that apply to our business.

This policy shall be publicised to all employees, on our web site and interested parties.

## **3) ENVIRONMENT PROGRAMME**

In order to help us identify areas where we can help improve the environment, an audit was carried out on 9<sup>th</sup> January 2002 by The Western Partnership for Sustainable Development (WPSD) which promotes sustainability in the South West and Bristol and works to ensure that sustainable development and environmental principles are at the heart of strategic policy and development in the region.

Their report identified some key areas where we can immediately make an improvement and some medium and longer term areas that should be implemented as soon as possible.

The key areas to be considered are:

- **Utilities**
- **Waste management**
- **Transportation**
- **Purchasing management**

## 4) OUR ACTION PLAN

### Immediate Action

- **Utilities**

The recommended temperature for offices is 19 degrees centigrade and we will set the system thermostat to this level. In addition the individual radiator thermostats will be set to achieve the same level.

Turn off all lights in areas not in use. Turn off all monitors and printers when you leave the office at night. The last person to leave the office should ensure that all lights are turned off.

All new electrical equipment purchased will be evaluated on its environmental merits (energy efficient) as well as specification. Surplus or broken equipment will be offered to LB Computers for re-use in schools or other public operations.

- **Waste management**

The two main areas of waste are paper. To help reduce paper usage, double sided (duplex) printing should be used when using the colour copier whenever possible. In addition, the printing of draft documents on the Epson printers should be done on used paper if available.

All toners and ink cartridges should be placed in the recycle bin in the store room.

To always print draft documents and emails in black rather than colour.

- **Transportation**

We will promote the use of public transport for both staff and customers visiting us. Our web site location map will be updated to include links to [www.traveline.org.uk](http://www.traveline.org.uk) which covers all travel by rail, air, coach, bus, ferry, metro and tram within the UK and you should refer to this when offering advice to anyone visiting us.

Clients/suppliers visiting our offices in Thornbury are advised to take the train to either Bristol Temple

Meads or Bristol Parkway and there are regular bus services to Thornbury. Please see [www.southglos.gov.uk](http://www.southglos.gov.uk) for details.

For those wishing to cycle to work, the following site will help you with the best routes. [www.lifecycleuk.org.uk](http://www.lifecycleuk.org.uk)

Cycles may be safely left at the rear of the building on the patio area.

At present there is not a Park and Ride service from Bristol to Thornbury.

- **Purchasing Management**

Company stationery is already printed on recycled paper. Envelopes and note pads are also to be manufactured from paper from sustainable sources.

The printer and copier paper we use is made from recycled paper.

All purchases are to be considered by their environmental impact particularly in respect of the way they are manufactured, packaged and delivered.

Electricity and gas tariffs are checked on a regular basis.

Delivery distances will be reduced by selecting local suppliers wherever possible for either purchases for use at or delivery to our premises or to an event we are organising. All primary suppliers of products and services are to be mailed requesting to see a copy of their Environmental Policy.

When travelling to events, employees should source public transport, however, if this is not possible, then the use of one car only should be employed.

## **Medium Term**

We will continue to look for ways of reducing the company's environmental impact but, specifically, we will look at:

- Separating out waste paper and arranging for collection for recycling
- Ensure that our cleaning company is using biodegradable and ozone friendly products

## **Long Term/Ongoing**

Jarvis Woodhouse Events will continue to monitor our Environmental Policy and look for ways of improving the company's environmental impact.

## **5) RESPONSIBILITIES**

Our environmental programme will be led and monitored by Hazel Moss, Director. The responsibility for implementing the action plan is for all members of management and staff.

Specific responsibilities for implementing action points are:

- |  |                           |
|--|---------------------------|
| ▪ Waste and Energy Tariffs             | <b>Hazel Moss</b>         |
| ▪ Supplier Energy Policy/Questionnaire | <b>Hazel Moss</b>         |
| ▪ Stationery and Office supplies       | <b>Hazel Moss</b>         |
| ▪ Web site update                      | <b>Richard Williamson</b> |