



## **Bridging the Gap (Manchester)**

# **Environmental Policy**

Registered Charity Number: 1170952

This policy and procedure will be reviewed annually. This will ensure this document remains current and fit for purpose.

Reviewed: 25/01/2026 (Updated with Governance & Structural Enhancements)

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Next review due: 25/01/2027

### **Contents:**

1. Purpose
2. Scope
3. Responsibilities
4. Introduction
5. Aims of the Policy
6. Our commitments
  - 6.1 Climate Change
  - 6.2 Nature and Wildlife
  - 6.3 Sustainable Travel
  - 6.4 Water Management
  - 6.5 Waste and Recycling
  - 6.6 Responsible & Sustainable Procurement
  - 6.7 Awareness, Lobbying & Partnerships
  - 6.8 Circular Economy
7. Monitoring & Reporting
8. Review

## **1. Purpose**

Bridging the Gap (BTG) aims to operate in an environmentally responsible manner. The purpose of this policy is to set out BTG's environmental commitments and the responsibilities of all individuals working with or on behalf of the organisation.

The policy also acts as a source of information and guidance, helping staff, volunteers, trustees and contractors recognise environmental issues, take appropriate actions, and understand their responsibilities within local and national climate change agendas.

## **2. Scope**

This policy applies to:

- All BTG employees
- All volunteers
- Trustees
- Contractors, agency workers and consultants
- Partners delivering services on BTG premises

All individuals covered by this policy are expected to follow its principles and contribute to BTG's environmental aims.

## **3. Responsibilities**

### **Trustees (General)**

- Provide strategic oversight of BTG's environmental performance
- Approve this policy and any updates
- Ensure environmental risks are included in BTG's risk management framework

### **Health & Safety Trustee**

- Lead implementation of this policy
- Ensure adequate resources, systems and training are in place
- Monitor compliance and report annually to the Board

### **Managers / Project Leads**

- Embed environmental practices in day-to-day operations
- Support staff and volunteers to follow the policy
- Identify opportunities for environmental improvement

## **Staff and Volunteers**

- Follow this policy in all activities
- Use resources responsibly
- Report environmental concerns or improvement ideas

## **Contractors and Partners**

- Comply with BTG's environmental standards
- Minimise environmental impact when working on BTG premises

## **4. Introduction**

BTG operates within the Greater Manchester region, which aims to reach a climate-neutral state by 2038.

BTG recognises that a healthy environment is fundamental to the wellbeing and prosperity of the local community. While BTG's activities may have environmental impacts, steps can and will be taken to minimise them.

BTG will comply with, and where possible exceed, all environmental regulations, laws and codes of practice.

BTG aims to make a positive contribution to environmental growth by protecting and enhancing both the local and global environment.

## **5. Aims of the Policy**

The aims of BTG's Environmental Policy are to:

### **Resource Use**

- Make the most efficient use of all resources
- Identify and implement cost-effective energy and water conservation measures.

### **Travel & Transport**

- Minimise carbon emissions from business travel
- Encourage sustainable travel for commuting and work purposes

### **Waste & Materials**

- Reduce waste generation and disposed of to landfill

- Promote reuse, repair and recycling
- Reduce reliance on single-use plastics

## **Procurement & Supply Chain**

- Source materials and services locally where possible
- Support the development of a circular economy

## **Community & Environment**

- Encourage environmental growth and biodiversity in BTG's areas of operation
- Promote the value of a high quality environment to local communities

## **Continuous Improvement**

- Carry out work in a way that minimises environmental impact
- Monitor environmental performance and seek ongoing improvements

## **6. Our commitments**

BTG understands that climate change and environmental degradation pose risks to the local community. BTG commits to minimising its impact by undertaking the following measures.

### **6.1 Climate Change**

- Encouraging staff and volunteers to switch off electrical equipment and unnecessary lights
- Encouraging staff and volunteers to close windows and external doors when heating is on
- Minimise the use of electric heaters and fans
- Phased replacement **with** LED bulbs across all BTG spaces
- Phased replacement of electrical equipment with energy-efficient alternatives
- Encourage landlords to switch to 100% renewable electricity tariffs
- Encourage landlords to retrofit buildings with energy saving measures (e.g., insulation, double glazing, solar panels)
- Support natural climate solutions such as tree planting and rewilding

### **6.2 Nature & Wildlife**

BTG is committed to increasing opportunities for nature to thrive. BTG will:

- Explore opportunities to enhance biodiversity in areas where BTG operates

- Support pollinator-friendly planting and habitat creation
- Avoid harmful pesticides and herbicides where possible
- Work with partners to promote environmental growth

### **6.3 Sustainable Travel**

BTG will:

- Promote remote working where practical
- Encourage car-sharing, where possible
- Promote cycling, walking and public transport
- Ensure BTG vehicles are well maintained
- Explore the use of electric-powered vehicles
- Develop simple guidance to support sustainable travel choices

### **6.4 Water Management**

BTG will:

- Encourage efficient water use across all BTG premises
- Ensure staff, volunteers and users understand what can and cannot be disposed of in water systems
- Report leaks promptly to landlords
- Use water-efficient appliances where feasible.

### **6.5 Waste & Recycling**

BTG will:

- Follow the waste hierarchy: reduce, reuse, recycle
- Keep waste to a minimum
- Ensure waste is sorted and disposed of appropriately
- Work towards reducing single-use plastics
- Recycle all recyclable waste generated
- Promote recycling across all of the sites
- Minimise printing and use electronic communications wherever possible
- Dispose of electrical waste responsibly (WEEE compliance)

### **6.6 Responsible & Sustainable Procurement**

BTG will:

- Source materials and services locally where value for money and quality are met
- Encourage procurement from suppliers who support environmental and ethical standards
- Promote refurbished, recycled or low-impact products where appropriate

- Support the circular economy through procurement decisions

## **6.7 Awareness, Lobbying & Partnerships**

BTG will:

- Promote awareness of environmental issues within the community
- Support, and advocate for environmental concerns when necessary
- Ensure that all individuals involved with BTG understand their responsibilities under this policy
- Work with partners to encourage a flourishing environment
- Share good practice internally and externally

## **6.8 Circular Economy**

BTG defines a circular economy as a system that prioritises reuse, repair, refurbishment and recycling.

BTG will:

- Be mindful of the materials and services it uses
- Develop policies that support circular economy principles
- Promote local suppliers and reuse-based initiatives
- Explore opportunities to repair, repurpose or redistribute materials

## **7. Monitoring & Reporting**

BTG will:

- Monitor environmental performance annually, including (where feasible);
  - Energy use
  - Waste and recycling
  - Business travel
  - Procurement patterns
- Record and review environmental incidents or concerns
- Report progress and challenges to the Board each year
- Update this policy in line with new legislation, local authority strategies and best practice

## **8. Review**

This policy will be reviewed annually by the senior leadership team and approved by the Board of Trustees.

The review will ensure the policy continues to reflect BTG's aims and supports continuous environmental improvement.