



Consumables and Recycling Policy for Church Business

This policy sets out our commitment to sustainable resource use and responsible waste management within our church business. It aims to minimize environmental impact through careful consumable procurement and waste recycling practices while complying with local recycling guidelines and our partnership with waste management providers

Policy Guidelines:

1. Scope

This policy applies to all church-related activities and operations, excluding the cafe, which follows a separate strategy. It covers:

- Procurement of consumables (e.g., office supplies, copier paper)
- Onsite waste management and recycling practices
- Roles and responsibilities related to waste segregation and disposal

2. Policy Statement

- **Sustainable Procurement:** We purchase only FSC-approved paper for copier use and other office needs, ensuring our consumables are sourced from responsibly managed forests.
- **Waste Management:**
 - All non-recyclable waste is collected and managed by Biffa in accordance with local waste disposal standards.
 - Recyclable materials are separated on-site by our Church members, User Groups and cleaner whenever possible, ensuring that items such as paper, food waste, plastics, glass, metals, garden waste and electrical items are diverted from landfill and recycled responsibly. This does not include soft plastics at this time.
 - Local recycling is carried out in small batches. We acknowledge that while our current system operates at a smaller scale, we are committed to continuously reviewing our practices to ensure compliance with all applicable charity and business regulations.

3. Roles and Responsibilities

- **Designated Cleaner:**
 - Responsible for splitting recyclable materials from general waste where practical.
- **Church Members and User Groups:**
 - Are encouraged to follow the guidance provided on waste segregation.
 - Report any issues with waste collection or recycling facilities to management.
- **Finance & Property Committee:**
 - Regularly review waste management practices to ensure ongoing compliance with local recycling guidelines and charity/business regulations.
 - Ensures that recycling containers are clearly labelled and placed in accessible locations.
 - Liaise with Biffa and local recycling facilities to monitor performance and seek improvements.

4. Procedures

- **Recycling Collection:**
 - Recyclable materials are to be separated at the point of use.
 - The designated cleaner and Property Manager collects these items and consolidates them for local recycling efforts in small batches.

- **Non-Recyclable Waste:**
 - All waste deemed non-recyclable is collected in designated bins and subsequently managed by Biffa.
 - Regular checks are carried out to ensure bins are correctly labelled and that waste is disposed of in the correct manner.
- **Procurement:**
 - All consumables purchases must consider environmental credentials where practicable.
 - Office supplies, particularly paper, must be sourced as FSC-approved to ensure sustainable practices.

5. Monitoring and Review

- The effectiveness of this policy will be reviewed annually or as required by changes in regulations or operational practices.
- Feedback from users, members and waste management partners will be used to improve waste segregation, recycling processes, and overall sustainability performance.
- Any non-compliance or issues identified during reviews will be promptly addressed with corrective actions and communicated to all users
- Ensure our policies are reviewed regularly and liaise with the Eco Church Team to ensure we are complying with our Eco Church Commitments.

By adhering to this policy, our Church reaffirms its commitment to environmental responsibility, sustainable resource use, and continuous improvement in waste management practices.

This policy is effective immediately and will be communicated to all involved in church life and our business operations.

Review:

This policy will be reviewed bi-annually by the Finance & Property Committee.