

## **Environmental Sustainability Guidance**

### **Aim: To reduce energy use and carbon footprint**

#### **Heating**

Temperatures in the rooms in winter/spring/autumn should be between 16 and 20 degrees as this is the right temperature for a child, and at the top of this for people who are sedentary. For each degree over 16 the bill is likely to be at least another £1000pa, so don't have it higher than it has to be for those attending. The thermostat may be higher or lower to achieve the correct temperature in the room which therefore needs to be checked on a room thermometer. You shouldn't need heating on in the summer but the exact dates for turning the heating on and off are up to the manager. Anyone complaining of cold at 16 degrees and active should wear extra layers and potentially have a GP check on their health.

#### **Airconditioning**

If the temperature goes over 28 degrees and you have airconditioning then you can turn it on to bring the temperature down. Do not have windows open with airconditioning (some sites will have fittings on windows to turn the aircon off if you open the windows). Try and use ventilation rather than airconditioning to save energy and enable everyone to reduce layers, use iced water and fans, shade the sun with blinds, screens and similar.

#### **Radiators**

Please ensure the radiators are working effectively, and report a problem if they are not, so they can be sorted, rather than using blow or fan heaters to warm the room. Using a fan heater will mess up the radiators for all rooms using the same thermostat so heating will go off in those rooms and more people will then want to use fan heaters – the worst option as electricity is 3x more expensive than gas.

Please ensure **timers** are set to go off approximately an hour before the end of the day (could be longer if your building holds the heat) and ensure that there is no heating on over night and weekends. Checking this should be on the close checks, and a double check on the morning checks and if found on this needs following up with whoever closed and whoever changed the timer. You might want heating to come on before the start of the day particularly on a Monday to ensure the room temperatures are comfortable.

#### **Lighting**

Ensure lights are turned off when not in use, you may want to add sensors to Alto if you have rooms that are persistently on with no one using the room. Ensure outside lights are not on during daylight hours.

#### **Waste**

We get charged for all general waste over a weight limit in the bin so its critical that recycling is put into the recycling bin where there is no overweight charge. The following go into **recycling**: clean cardboard, glass bottles, paper, recyclable plastic (marked with sign), catalogues, greetings cards and wrapping paper (not with foil or glitter), shredded paper, envelopes – unless they can be re-used in children's literacy or craft areas.

The following go into the **general waste**: broken toys, used paper towels and tissues, pet waste, wooden sticks/skewers, carrier bags/plastic bags and non recyclable plastic like film although these should not have been allowed into nursery in the first place. Broken glass and crockery wrapped in paper, small amount of gardening waste.

**White goods** go to the tip if not collected by supplier. (large items may need collecting by maintenance)

Batteries go into the secure battery box and then to the Hub

Pens and biros go into the pen box and then to the Hub unless reused internally.

You are encouraged to have other recycling boxes to suit your team.

If you have a **food waste** bin then all waste food goes into that bin, if not try and use composting and wormers to reduce **vegetable** food waste but using a rat proof, off the ground composting bin which every site should have. If there is a lot of foodwaste from meals please let catering know so supplies/menus can be adjusted. Anything remaining has to be into general waste.

### **Nappies, wipes and disposable PPE/Sanitary products**

“Disposable” plastic products go into the yellow bin – but try and encourage parents to use washable nappies until washable nappies introduced for the nursery/laundry hub at which point no one-use items on site please, other than for emergencies. Home/nursery made wipes go into the yellow bags with other offensive waste.

### **Water**

Ensure taps are turned off after use, or turn off themselves after use.

Ensure the water butts are connected, and are used for watering plants.

Any dripping taps or leaks please put on Alto for maintenance to do as a priority.

### **Aerosols**

Please don't use them, really bad for childrens lungs. Use natural airfresheners – see the purchasing policy.

### **Dairy and Meat**

We are gradually changing to a plant based diet for the children, but meanwhile the spend on dairy and meat is being monitored with the aim of reducing it. Please do not buy either with Tops funds for staff celebrations or parent events. If children are not drinking the dairy milk paid for by the government please reduce the order. Oat milk may be bought for staff but not dairy milk please.

### **Clothes**

You are encouraged to have a rack of coats and other clothes for parents to swop, but items left for long periods to go to the charity shop or clothes recycling boxes.

### **Plants**

We would encourage you to have as many non-toxic plants, inside and outside as possible, to help clean the air and produce oxygen. [Click here](#) for more information on plants that are potentially harmful from the Royal Horticultural Society (RHS). The RHS website also has

some great activities and information sheets for gardening. Ideally do some gardening every day.

### **Biodiversity**

We would encourage you to have a bug hotel and to role model respect of insects, animals and the environment. Supporting bugs and butterflies with planting marigolds and similar is great.

### **Animal care**

We must demonstrate best practice in order to show we are trustworthy also with children so do study what is required for all pets whether fish, snails or small animals and see the Risk Assessment Policy and care sheets in the H&S folder. No baby animals or birds to be bought for the setting without their mother (eg chicken or duck eggs to incubate), rather look to the wild or set up nesting boxes in the garden to observe these more naturally.

### **One use plastic**

Such as water bottles, balloons, pop bottles, plastic bags, nappy bags, cling film, glitter, straws, plastic cutlery and crockery, plastic "gems" for craft, etc. are all banned on site. Please use alternatives such as petals and leaves/twigs, covers, and wet bags. Colleagues are encouraged to make their lunches on site or join cooked meals, rather than buying convenience packed food on the way in, which is why lunch bags and sporks are provided by the company. No balloons at staff festivities please, and certainly no photographs on facebook showing any one-use plastic in use specifically including balloons.

### **Party hampers**

You are encouraged to keep and maintain a party hamper for parents to borrow with at least 12 cups, plates, bowls, serving items and decorations so that parents do not need to purchase one-use items for their children's birthday parties. Encourage parents to contribute to this hamper. No balloons please.

### **Books**

You are encouraged to run a small, free lending library so children can borrow them, as some children do not have books at home.

### **Nappy hampers and single nappies**

You are encouraged to support parents to try out washable nappies by borrowing the nappy hamper. Where we have single nappies donated please use these for children to go home in/parents to try at home rather than allowing nursery nappies to go home.

### **Donations**

Do encourage donations of second hand items in good condition that can be used in the nursery such as wooden bricks, books, washable nappies, items for craft, complete puzzles.

### **Scrap store, charity shops, tip shops, car boots, online freeads.**

Do acquire and purchase resources and materials from these places rather than buy new, whenever possible both to save money, but also to reduce waste in the community. All purchases require receipts for accountancy – screenshots and photographs are fine.

## **Tree Planting**

We plant trees where we have suitable space in the nursery gardens, also one tree is planted for every child and colleague in the organisation with Ecologi (B.Corp in Bristol) – we are growing a mangrove plantation in Madagascar.