

Manchester YMCA Environmental Management & Sustainability Policy

TITLE: Environmental Management & Sustainability Policy (EMSP)

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1. PURPOSE

This policy outlines Manchester YMCA's commitment to environmental stewardship and sustainable development. It provides a framework for integrating environmental considerations into all aspects of our operations.

2. SCOPE

This policy applies to all employees, volunteers, contractors, and operations of Manchester YMCA. Manchester YMCA recognises that its activities impact upon the environment through the delivery of its services and the development of our facilities. We also recognise that we can influence our members, guests and service users to adopt more environmentally friendly behaviours and practices.

3. POLICY STATEMENT

Manchester YMCA is committed to working more efficiently to contribute to city and national sustainable development goals and be continually striving towards reducing our energy consumption and waste output. We recognise that tackling the climate crisis is not an individual effort and needs everyone; customers and staff alike to support our strategy by making an impact through positive behaviour and action.

Manchester YMCA is committed to reducing our energy consumption and carbon footprint and actively looking to find more sustainable ways to operate whilst managing our waste responsibly. We will ensure that we comply with all relevant environmental legislation and regulations in carrying out our activities.

4. OBJECTIVES OF THE POLICY

The objectives of our environmental policy are to:

- Ensure that any physical adaptations and/or extensions to existing buildings improve the overall energy efficiency of building stock
- Promote sustainable resource use and energy efficiency across the organisation, including to members, guests and service users.
- Reduce the amount of water we use across our operation
- Reduce the amount of waste which we generate and in particular the amount of waste which is sent to the incinerator or to landfill
- Increase the ability of our staff, guests, users and members to support on and lead our efforts to improve our environmental performance
- Maintain the grounds at our properties in Castlefield and in Whalley Range in an environmentally sensitive way, having regard to protection of local natural habitats and development of biodiversity.

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5. KEY FOCUS AREAS AND OBJECTIVES

Our key indicator against which our carbon footprint will be measured is KG of CO₂ per user. Delivering services to more people with the same carbon footprint would be a positive outcome.

Focus area	Objective	Target
Building fabric and external areas	To improve the thermal efficiency of our buildings therefore reduce the energy required to maintain at ambient temperature	Reduce our carbon footprint (Scope 1 and Scope 2) per user from 1.83KgCO ₂ per person in January 2025 to 1.50 by January 2026.
Plant and machinery	To introduce plant and machinery which is more energy efficient and uses sustainable energy sources	
Facility management and maintenance practices	To reduce energy usage and carbon emissions through energy-efficient practices, including by our guests and members	Reduce carbon emissions from non-renewables from 400,000KgCO ₂ to 300,000KgCO ₂
Water Conservation	Use water efficiently and protect water quality	Reduce water usage
Waste Management	Minimize waste generation and maintain 100% of our waste being diverted from landfill	Reduce the waste we produce per person and the amount of that waste which goes to landfill or incinerator Reduce our environmental footprint (Scope 3)
Sustainable Procurement	Source materials and services that meet environmental and ethical standards, are locally sourced where possible and to reduce the number of deliveries. This includes the purchase of re-cycled goods and materials	

We look at each of these in turn.

5.1. BUILDING FABRIC AND EXTERNAL AREAS

The objectives of our Building Fabric work are to:

- To improve the thermal efficiency of our buildings therefore reduce the energy required to maintain at ambient temperature

The procedures for implementing our building fabric and plant policy are:

- To ensure that sustainability criteria are included in any and all decisions concerning replacement or improvements to building fabric
- To carry out appropriate consultation and research so that we can quantify the environmental benefits from the adoption of more sustainably friendly materials and technologies so that we are clear on value for money before choosing suppliers and contractors
- To utilise local and ethically sourced materials where possible and recycled materials

We don't have significant external areas but our policy includes an objective to:

- enhance those external areas that we do have to improve bio-diversity.

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To implement this, we will:

- Include bio-diversity measures in any works we do to outside areas – this includes planters for terrace/seating but could also include attractions for insects and birds
- Improve the bio-diversity of our premises on Demesne Road and build knowledge and understanding of our young people in bio-diversity

5.2. PLANT AND MACHINERY

The objectives of our plant and machinery policy are to:

- introduce plant and machinery which is more energy efficient and/or
- introduce plant and machinery which uses sustainable energy sources

The procedures for implementing our plant and machinery policy are:

- To purchase plant and machinery which improves their energy efficiency
- To purchase plant and machinery in accordance with our procurement policy so that we are buying from ethical and local suppliers and purchasing recycled products where possible
- Maximise efficiency and lifespan of all plant and machinery through the implementation of an effective preventative maintenance plan
- Dispose of machinery and plant in accordance with relevant regulations. To sell on where possible and to consider saving parts for future use.

5.3. FACILITY MANAGEMENT AND MAINTENANCE PRACTICES

The objectives of our facility management practices are to:

- reduce energy usage and carbon emissions through energy-efficient practices, including by our guests and members

The procedures for implementing our Facility Management practices are:

- All staff to understand and adhere to the Carbon Commitment statement
- All staff to carry out facility opening and closure in accordance with check sheets
- Maintenance equipment and parts to be purchased in accordance with our procurement policy

5.4. WATER CONSERVATION

The objectives of our water conservation policy are to:

- Use water efficiently
- Protect water quality

The procedures for implementing our waste policy are:

- Regularly inspect pool plant and hotel bathrooms for leaks and to repair these as a high priority

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- Install push button showers and taps in the Y Club and install dual flush, low-flow showerheads in all bathroom/changing room modernisation programmes
- Backwash based on pressure
- Completion of annual legionella testing and water tank cleaning
- Daily checks of pool water quality with actions taken if required
- Encourage hotel guests and Y Club members to reduce length of showers
- Monthly review of water usage – the key indicator is water usage per person

5.5. WASTE MANAGEMENT

The objectives of our waste management policy are to:

- Minimize waste generation
- Maintain 100% of our waste being diverted from landfill

The procedures for implementing our waste policy are:

- Segregation of waste at source – e.g. in hotel bedrooms, in kitchen, bar and in the Y Club
- To procure supplies which have less packaging and/or have packaging which is recyclable
- Ensuring bins are labelled clearly to inform members and users and provide opportunities for all users to dispose of waste in accordance with the above table
- Arrange for regular weekly collections of all waste except hazardous waste which is collected as required
- Hazardous waste is stored in correct containers prior to collection
- Digitalise procedures and systems where possible to reduce paper waste and to use 100% recyclable paper
- Train staff in any changes to policy and practice
- Monitor wastage on a monthly basis via the B & M portal
- IT equipment is offered to staff and other charitable organisations when we no longer require it or is disposed of via an approved service
- Dispose of ink cartridges and toners with an approved service
- As a first option look to sell or donate any older or unwanted equipment to local clubs and sports facilities
- Use environmentally friendly cleaning products

5.6. SUSTAINABLE PROCUREMENT

We have a separate procurement policy which should be read in conjunction with this document. In terms of its relevance to our sustainability policy, the key elements are:

- A fundamental principle of all decisions made regarding procurement is that we consider the environmental impact of purchases, including suppliers' carbon reduction policies and activities.

When selecting suppliers, the following factors will be considered:

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- Environmental impact – this includes the supplier’s carbon reduction policies and activities, any use of sustainable/recycled materials in products or construction, distance travelled. We actively look to support for businesses within Greater Manchester.

We encourage procurement from suppliers who demonstrate:

- Active carbon reduction measures (e.g. energy efficiency, sustainable sourcing, waste reduction).
- Ethical business practices and social responsibility, including being a Real Living Wage employer.

The procedures for implementing this policy are:

- Procurement decisions to be recorded and to clearly set out how sustainability has been considered and prioritised
- To request information from suppliers and service providers so that we can determine the alignment of their sustainability values with ours
- To review procurement arrangements regularly to ensure that the businesses we work with continue to support our sustainability objectives
- To actively look to reduce the number of deliveries when ordering supplies and consumables

6. MANCHESTER YMCA ENVIRONMENTAL & SUSTAINABILITY RESPONSIBILITIES

Every employee, Board member and volunteer has a role to play in reducing our carbon footprint. Undertaking actions to reduce energy consumption are as much a standard of our operations as treating our young people, Y Club members and Hotel guests with respect. Towards this aim, everyone is required to:

- Turn off lighting and heating/cooling when they leave a room
- Turn off taps
- Use natural ventilation and blinds to cool spaces rather than AC
- Maintain heating and cooling at appropriate levels in communal spaces
- Ensuring all waste is put into the appropriate bins and for emptying those bins into the appropriate outside container
- For those with purchasing responsibilities, ensure that we are purchasing locally, buying recycled goods and materials where possible and that any new goods and materials are sustainable and ethically sourced
- Turn off their computer and monitor and any other electronic equipment as agreed with their line manager
- If you’re making a brew, only boil the water you need
- Report any leaks or other faults to your line manager immediately
- If you are printing to use black and white settings and double sided unless absolutely necessary
- Re-use office paper as scrap paper

In addition to the above, the exact ways in which individuals and individual teams can support our carbon reduction effort does vary. These roles are set out below.

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6.1. THE BOARD

A member of our Board of Trustees oversees the implementation of our carbon strategy. They meet every 6 months with the Chief Executive to review progress. They are also able to sit on the Carbon Reduction Working Group monthly meetings.

Our Trustees will ensure that:

- We effectively work towards our sustainability and carbon reduction objectives
- Our operations and working practices are in line with relevant legislation

6.2. CARBON REDUCTION WORKING GROUP

The role of the Carbon Reduction Working Group (CRWG) is to develop, implement, monitor and evaluate the Carbon Reduction Policy and associated Action Plan. The CRWG is made up of representatives of the Hotel, Y Club, Maintenance and Administration teams. All members of the CRWG are responsible for:

- Active participation in CRWG monthly meetings
- Consulting and liaising with colleagues to inform the design of the Carbon Reduction Plan
- Helping to disseminate information from the CRP to colleagues
- Carrying out research to inform the CRP
- Carrying out specific actions included in the CRP
- Monitoring implementation of the CRP and providing quarterly updates on progress for distribution to senior managers and the Board

6.3. ENVIRONMENTAL & SUSTAINABILITY RESPONSIBILITIES – MANAGERS

Our Chief Executive, Senior Management Team, Facility/Service Managers, Duty Managers and Supervisors all play a key role in ensuring that our environmental and sustainability policy is delivered and monitored.

6.3.1. CHIEF EXECUTIVE / SENIOR MANAGEMENT TEAM

Areas of responsibility include:

- Leads the Carbon Reduction Working Group (CRWG) and has overall responsibility for the delivery of the Carbon Reduction Plan (CRP);
- Ensure adequate resources are made available for the CRWG in order to design, implement, monitor and review the CRP;
- Monitors environmental and sustainability performance of the organisation and reports this to the Board;
- Oversees, and takes an active role in design and distribution of Internal communications concerning sustainability;
- Appointing one or more competent persons to provide assistance in meeting the company's obligations; including specialist help where appropriate; and
- The review and possible revision annually of the effectiveness of the plan.

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6.3.2. MAINTENANCE MANAGER

Areas of responsibility include:

- Ensuring that all improvements to building fabric and plant make us more carbon efficient
- Design and Implement a maintenance and servicing programme which ensures plant works efficiently
- Participates actively in the CRWG
- Procures equipment and supplies in accordance with our procurement policy
- Designs and delivers training as required to ensure relevant staff are able to operate pool plant efficiently

6.3.3. SENIOR MANAGEMENT

- Are responsible and accountable for their teams efforts towards consuming energy, recycling and disposal of waste.
- Instruct employees in relevant rules and procedures, advocate positive good practice and intervene when poor practices are observed.
- Are responsible and accountable for their teams efforts towards consuming energy, recycling and disposal of waste.
- Instruct employees in relevant rules and procedures, advocate positive good practice and intervene when poor practices are observed

6.4. Y CLUB

The specific responsibilities of the Y Club team are:

6.4.1. GENERAL MANAGER

- Working in collaboration with the Maintenance Manager to reduce the number of times we backwash whilst maintaining pool water quality
- Working in collaboration with the Y Club marketing officer to ensure that members are aware of our carbon reduction efforts through external communications and on-site signage

6.4.2. RECEPTION

The Reception team shall support the implementation of our carbon reduction targets by:

- Must be aware of all rules and procedures for consuming energy, recycling and disposal of waste.
- Use chemicals in accordance with COSHH guidelines to ensure we are not using more than is required
- Ensure we are separating general waste and mixed recyclables, using the correct bin compartment.
- All relevant electrics must be turned off when closing the club. This includes all monitors, computers and photocopiers.

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6.4.3. FITNESS

The Fitness team shall support the implementation of our carbon reduction targets by:

- Must be aware of all rules and procedures for consuming energy, recycling and disposal of waste.
- Ensuring the pool cover is put on every night
- Use chemicals in accordance with COSHH guidelines to ensure we are not using more than is required.
- Ensure we are separating general waste and mixed recyclables, using the correct bin compartment.
- On warm days, to cool spaces during the day (when our electric is powered 100% by solar) and then turn off before 5pm.
- All relevant electrics must be turned off when closing the club. This includes any AC, mobile fans or AHU operating in the Sports Hall and Studio spaces.
- Turn off computer and monitor in PT room

6.4.4. CLEANING

The Cleaning team shall support the implementation of our carbon reduction targets by:

- Must be aware of all rules and procedures for consuming energy, recycling and disposal of waste.
- Use chemicals in accordance with COSHH guidelines to ensure we are not using more than is required.
- Ensure we are separating general waste and mixed recyclables, using the correct bin compartment.
- All relevant electrics must be turned off when closing the club (if it has not been done by the Fitness team).

6.4.5. MARKETING

- Inclusion of carbon reduction actions in social media and other member comms e.g. newsletter

6.5. CASTLEFIELD HOTEL

The specific responsibilities of the Y Club team are:

6.5.1. HOUSEKEEPING

The Housekeeping team shall support the implementation of our carbon reduction targets by:

- Use chemicals in accordance with COSHH guidelines to ensure we are not using more than is required
- Separate waste from hotel rooms into mixed recyclables and general waste
- Use eco-settings on washing machine where possible

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- Ensure any electrical items in rooms are turned off after rooms have been cleaned

6.5.2. FOOD AND BEVERAGE

- To be aware of all rules and procedures for consuming energy, recycling and disposing of waste.
- To sign-off on Breathe HR when feeling fully confident that we understand the rules and procedures in place.
- To ensure we separate general waste and recyclables into the correct bins.
- To correctly dispose of food waste in the new food waste bins.
- To recycle the coffee grounds from the barista machine and give them to Gary or Nena from Castlefield Forum if possible.
- To turn off all relevant electrics at night (or when they are not being used) where possible, e.g. Heineken Fridge/Salad Well.
- To use chemicals in accordance with COSHH guidelines to ensure that we are not using more than required or incorrect ones

6.5.3. RECEPTION AND NIGHTS

- To be aware of all rules and procedures for consuming energy, recycling and disposal of waste.
- To sign-off on Breathe HR when feeling fully confident that we understand the rules and procedures in place.
- To ensure we separate general waste and recyclables into the correct bins.
- To prioritize using digital methods over paper.
- To turn off all relevant electrics at night (or when they are not being used) where possible, e.g. foyer/restaurant lights.
- To limit printing to when it is absolutely necessary.
- To use chemicals in accordance with COSHH guidelines to ensure that we are not using more than required or incorrect ones.

6.6. MAINTENANCE

- To ensure that repairs and other tasks which have a negative impact on carbon reduction are suitably prioritised
- Implement the Planned Preventative Maintenance schedule to ensure that all equipment, plant and machinery is running efficiently

6.7. FINANCE TEAM

- Work with departments to:
 - identify more sustainable products for use within their areas
 - Maintain the 'local suppliers' document so all departments are using local suppliers where possible
- Contact local suppliers for quotes on regularly purchased items, reducing the need to use companies such as Amazon

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- Manage our relationship with our waste collection company – ensure that monitoring information is being kept up to date
- Ensure with deliveries we are separating general waste and recyclable materials
- Investigate other recycling options (i.e. we already have a company that recycles our used printer toners – are there any other items that we regularly throw away that could be recycled more efficiently?)
- Discuss with the auditors to increasingly digitalise the audit process
- Provide advice to staff on how to benefit from the Bike-2-work scheme

7. OUR LEGAL RESPONSIBILITY

Our practices, procedures and standards required to implement this policy have been designed to align with a number of key pieces of legislation. These includes:

Waste Management

- **Environmental Protection Act 1990** Covers waste disposal, pollution control, and duty of care for waste handlers.
- **Waste (England and Wales) Regulations 2011** Implements the EU Waste Framework Directive, emphasizing the waste hierarchy: prevention, reuse, recycling, recovery, and disposal.
- **Environment Act 2021 – Part 3** Introduces electronic waste tracking, producer responsibility, and resource efficiency requirements.

Energy Efficiency

- **Climate Change Act 2008** Sets legally binding targets to reduce greenhouse gas emissions by 100% of 1990 levels by 2050.
- **Energy Performance of Buildings Regulations 2012** Mandates minimum energy efficiency standards for buildings and regular inspections of heating/cooling systems.

Water Use and Quality

- **Water Resources Act 1991** Regulates water abstraction, discharge, and pollution control.
- **Environment Act 2021 – Part 5** Introduces storm overflow monitoring, water quality targets, and drainage management plans.
 - Environmental Protection Act 1990 – covers all aspects of waste management from production and transport to storage, treatment and disposal.
 - EU Landfill Directive – aims to minimise the use of landfills and the ecological consequences of these sites.
 - Waste Electrical and Electronic Equipment (WEEE). Its main objective is to reduce electrical and electronic waste and encourage reuse and repurposing.

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We will monitor the implementation of this policy through the following mechanisms:

- Collection of monthly information:

	Information to be collected
Utilities	○ kWh for gas consumption, compared to same month in previous year ○ kWh for electric consumption, compared to same month in previous year ○ kWh solar production, compared to same month in previous year
Water	○ m³ per month, compared to same month in previous year and previous month
Waste	○ total weight of collections ○ number of cancelled collections due to incorrect separation of waste

- Monthly meeting of the CRWG to review progress towards strategic targets and a review of the associated action plan. Specifically, at these meetings we will:
 - Review suppliers to identify more local options, more sustainable products and to review products which have less packaging/more sustainable packaging
 - Review staff sign up to bike2work scheme
- Bi-monthly review by the Board against key performance targets
- Annual review of the strategy to compare the overall figures for the year against previous years

9. POLICY COMMUNICATION AND REVIEW

The policy will be communicated to all employees. It will be mandatory for all staff to read and sign off the policy. The policy and related information will be included on staff noticeboards.

The policy will be made available on our web-sites for partners, members, guests and other stakeholders.

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, technology, and organizational priorities.

Chief Executive Officer

Date:

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Carbon Commitment Statement

Manchester YMCA is committed to reducing its carbon footprint. With a 24/7 hotel operation, a swimming pool and significant demand on hot water and heating, we use a lot of energy. In 2019/20 we emitted 473 tonnes of CO₂ from our gas and electricity usage alone. In 2023/24 this was down to 378 tonnes of CO₂. A reduction of 20%.

This is good progress, but we aim to do much more. A lot of this will be achieved by investing in our building and equipment. In 2024 we installed solar panels which should meet 18% of our future electricity needs and in 2025 we will be replacing our boilers to improve the efficiency of our gas usage.

But we can all help reduce our emissions, and we expect all our employees to contribute to this reduction by taking an active role in minimizing carbon emissions in their daily work and decision-making processes.

Our Expectations:

1. **Energy Efficiency:** turn off lights if you are the last one out of a room; turn off computers and monitors when you leave for the day. Turn off other electronic devices when not in use. Utilize energy-saving settings on office equipment and encourage the use of natural lighting where possible.
2. **Sustainable Commuting:** We encourage employees to walk or cycle to work where possible and, if not, to travel by public transport (we are well connected to the bus and tram network!) If you can't do these, can you car share? Are there certain days when you don't need to drive? Consider virtual meetings with suppliers where appropriate.
3. **Waste Reduction:** Employees should reduce, reuse, and recycle materials in the workplace. We are segregating waste so that more of it can be recycled. Please make sure you are putting waste in the correct bins and encourage guests, members and our young people do the same. Printing should be minimized, and digital alternatives should be used whenever possible.
4. **Sustainable Procurement:** if you're responsible for buying things, then preference should be given to buying from local companies with eco-friendly products and strong environmental commitments.
5. **Water Conservation:** Employees should use water responsibly, ensuring taps are turned off after use and reporting leaks or wastage promptly.

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6. **Awareness and Advocacy:** Employees are encouraged to stay informed about environmental best practices and actively contribute ideas to enhance the company's sustainability efforts. If you have any suggestions, you are encouraged to bring them to your line manager or direct to the CEO.
7. **Communications:** Encourage our guests and members to do the above too. If we see someone not using the appropriate bin, make them aware. Be positive about people who get here sustainably. Engage with people for their suggestions on how we can improve.

By embedding these principles into our daily work, we can collectively contribute to a healthier planet. Every action, no matter how small, makes a difference.

DRAFT