



POINT BLANK

MUSIC SCHOOL

Environmental Sustainability Policy

1 STATEMENT OF PURPOSE

This policy and the guidelines it contains are intended to allow the company to reach its business objectives with minimal impact on the environment. We strive to:

- Minimise energy consumption
- Eliminate waste and recycle where possible
- Promote sustainable forms of transport
- Choose to work with providers with environmentally responsible practices

2 RECOMMENDED PRACTICES

Point Blank promotes to its staff and learners the following environmentally-friendly practices:

- To minimise our use of paper and other office consumables, for example by using both sides of paper and only printing when necessary.
- To use web-based database systems rather than paper-based where possible (for example college student database is now fully online). To forego a print brochure by referring prospective clients to the comprehensive website prospectus at www.pointblanklondon.com.
- To adhere to a paper recycling policy in the office and college of which all members of staff and students are aware.
- To suffix email signatures with the line "Please consider the environment before printing this email".
- To encourage employees to use public transport to travel to/from work and to/from meetings to cut down on carbon emissions.
- To host virtual meetings where excessive travel would be required for a face-to-face meeting (e.g. telephone and video conferencing, webchats etc.)
- To reduce the need for our staff to travel by supporting alternative working arrangements, including working from home.

- To use low energy lighting and make full use of the daylight available through the building's large windows.
- To share printers and resources as far as possible within the office and to encourage staff and students to switch off lights and electrical equipment when not in use.
- To use real mugs and cups instead of paper cups and to drink filtered tap water rather than bottled water.
- To take environmental sustainability into consideration when assessing and comparing suppliers.

Approval Given By: **Jules Brookes**

Date of Approval : **1st Sept 2015**
Date of Next Review: **30th Aug 2016**