

INSIDE OUT

BUSHCRAFT
& ADVENTURE



POLICY

Environmental

Version 2024.1



Inside Out Education Ltd.

Statement

This policy is designed to outline the response of Inside Out Education Ltd in regards to its responsibilities, including those of all staff, to protection, restoring and managing environments safely. This is in compliance with all and any relevant regulatory requirements.

Inside Out Education Ltd is committed to:

- continually improving and monitoring environmental performance
- continually improving and reducing environmental impacts
- increasing both employee and participant awareness to environmental factors and their roles in protection, restoring and managing environments safely.

Section 1 | General Commitments/Position

1.1 As a bushcraft company, Inside Out Education Ltd is committed a supporting local environments through:

- Safe management of woodland, including tree management, fauna, flora, ground and structures
- Energy usage of the company, both in the woodland, in the office and stores
- Water management and usage
- Waste management including toilet and general waste (including bins, plastic waste, waste water and washing water)
- Food storage and usage

1.2 Inside Out Education Ltd expects all employees, both paid and voluntary, to model the standards set in this policy; supporting healthy and well managed environments.

1.3 Inside Out Education Ltd recognises its responsibility to sharing good practice and leading by example, teaching participants about environmental factors that they are all responsible for.

1.4 Inside Out education Ltd understands the effects of waste, and as such is committed to using sustainable products, and the proper disposal of all waste.

Section 2 | Woodland Management

2.1 Both IOE Sandpits and IOE Lakeside are uniquely different in terms of flora and tree

diversity. As a Bushcraft and Outdoor Education company, and a member of the Institute of Outdoor Learning (Bushcraft), Inside Out Education Ltd is committed to the respecting, preservation and healthy growth of both flora and fauna on both sites through:

- Monitoring trees and flora for any signs of infections, working closely with the local Forestry Commission.
- Where infection is found, the aim is to halt or prevent further spread through:
 - Treating the infected item
 - Removing and destroying infected items.

2.2 Inside Out Education Ltd also routinely inspects trees for:

- Infection (as mentioned in points 2.2)
- Damage from activities, including:
 - Burrs
 - Ringing
 - Constriction
 - Severely broken sapling
 - Severely broken large branches exposing the tree to infections
 - Damage to surface level bark on any trees
 - Bowing due to wind or weather damage
 - Root damage due to exposure or abuse
 - Ground damage leading to exposed roots, compromising the integrity of the tree



- Deadfall (aka Widowmakers)
- Wildlife and nesting of common or endangered species

2.3 Where damage, as outlined in section 2.3 is found, the following assessments should take place:

- Will the tree recover?
- What is the cause of the damage?
- Does the tree pose an uncontrollable risk to safety?
- Should the tree be removed.

2.4 Where trees are found to be an uncontrollable risk to safety, they should be removed safely by a qualified tree surgeon.

2.5 In accordance with Government and HSE guidance, Inside Out Education Ltd is not required by law to have a tree survey; as such Inside Out Education Ltd conducts routine and monthly observations which are submitted through the website staff portal.

- Any uncatalogued damage to trees should be brought to the attention of a member of the SLT via a pre-site survey.

2.6 Where dead trees are identified onsite, a risk analysis should be conducted to ascertain as to whether the tree poses a risk to safety - where this is not the case the tree should be left as 'standing deadwood' - a valuable resource.

2.7 Deadfall is to be removed, or where not possible, area(s) cordoned off, if it poses a threat to safety.

2.8 In accordance with woodland management and good ecological conduct, portions of all deadwood (inc: deadstanding, and ground based deadfall) must be left for the natural process of decomposition; encouraging wildlife, nutrient and soil development.

2.11 Where trees are found to be home to nesting wildlife, the tree is to be clearly marked and cordoned off - preventing stress to the wildlife within.

2.12 Managing the woodland sites involves the protection and restoration of all flora on all IOE sites. Inside Out is committed to:

- Identifying and logging all species of flora (and identifying native and invasive species)
- Teaching about the proper use of conservation in relation to bushcraft to participants (taking only what nature can give and never more than you need)

2.13 IOE Sandpits is home to a variety of Flora listed in section 2.14. There are currently two known dangerous species of flora on site:

- Lords & Ladies, Cuckoo Pint
Arum maculatum
- FoxGlove
Digitalis
- Hemlock
Conium maculatum

2.14 It is the policy of Inside Out Education Ltd that dangerous species are not removed from the site (unless occupying a surface area in excess of approximately 5% - on a metre squared basis). This is so that participants can be taught on what to look for and why to avoid it - along with respecting the natural environment.

2.15 Species currently documented on IOE Sandpits are as follows:

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- 2.16 IOE Lakeside is still under assessment, and as of the writing of this document the full species of Flora and Trees remain unknown. This policy will be updated as soon as this information has been collated.
- 2.16 Inside Out education ltd is committed to protecting and encouraging fauna to live and thrive across IOE sites, through:
 - Recording known fauna that inhabits IOE sites and working with environmental agencies to protect endangered species.
 - Using suitable methods to deter and dispose of vermin that could be a breach of hygiene laws/policies and impacting on the healthy development of other wildlife
 - Ensuring that all IOE sites remain tidy
Do not remove any well established flora - with the exception of grass which should be dug up in turf slabs



and returned at the end of the activity.

- Remove all firewood from the pit and ensure that the pit is cold to the touch before burying.

2.19 Tracks will naturally develop with regular traffic on site. As such, onsite activities should always be reduced during the months of November, December, January, February and March. Participants should also be encouraged to vary routes and pathways, to avoid well established and long lasting tracks through the woodland.

2.20 In efforts to promote environmental responsibility, recycling and a respect for the environment, wherever possible and safe to do so, any structures built on site are to be:

- Built using recycled materials including nails, pallets, corrugated sheets, flat sheeting and canvas.
- Built by Inside Out Education Ltd staff
- Involve participants and the wider community in build projects
- Be 'semi-permanent' and removable at short notice without leaving last damage to the environment.
- and litter free, adopting a 'leave no trace' policy and ensuring that sites remain regularly monitored and standards upheld by all staff and participants.
- Teaching participants about known fauna that inhabit IOE sites and have a right to live and thrive
- teaching how to identify fauna by tracks, droppings and ground floral disturbance.

2.17 As a Bushcraft Company, Inside Out Education Ltd works on the rule of 'leave no trace'; and with the exception of the toilet block, kitchen units and any other built structures, the site should always be left looking natural, or as it would be found in nature. This means:

- All ground based fire pits should be reburied (see 2.18 on fire pits)
- All and any charred wood should be placed back in the wood stores - ensuring it is truly extinguished and cannot combust.

- Avoid damage to trees or flora found on the site (with the exception of tracks seeing 2.19).
- Ensure that all plastic, paper and non-natural or 'brought in' materials are taken off site at the end of an activity.

2.18 As a Bushcraft Company, Inside Out Education Ltd works regularly with fires. Main and consistent cooking fires are usually limited to within the Kitchen alter fire.

However, fires are also regularly constructed on the ground. For this participants are always taught to:

- Assess whether it is first needed.
- Where the need is established, dig a small pit, appropriate to the size of the fire needed and length of time the fire will be used.
- When digging a fire pit, avoid damage to roots any thicker than a pencil or a child's finger.
- Avoid building and establishing fires under trees, specifically low hanging branches.

Section 3 | Energy Management

3.1 As a 100% outdoor activity company, Inside Out Education Ltd operates on a 'no mains' electricity basis. None of the current IOE sites have mains power supply. As such, energy for resources and equipment that require power must be planned in advance and be in accordance with the following points.

3.2 As of 2023, all batteries used by Inside Out Education Ltd should be rechargeable, or instead use rechargeable equipment.

3.3 Up until and where 3.2 is not possible, then batteries must be monitored carefully including:

- Monitoring stock level and usage.
- Safe and responsible disposal, using designated drop centres/battery banks.
- Ensuring that no batteries are ever left on site or in the open environment where battery contents can contaminate the surrounding environment or wildlife.



3.4 Charging equipment should make use of pre-charged units (i.e. power banks) or make use of solar or other energy efficient charging methods.

3.5 For office Energy procedures see section 11.

3.6 The main source of energy on all/any IOE sites is fires and the heat energy that they produce. As such it is important that:

- Fires are managed carefully, built up to sizes that reflect the need only and allowed to be smaller at times where they are not.
- Fires in key areas (kitchen, pit, dining areas) should be carefully managed to avoid energy wastage in both fires being too large, or the drain on additional and unnecessary use of resources in relighting them
- To make efficient use of time, paraffin based lighting blocks are often used to light fires - these class as COSHH item and should be handled in accordance with COSHH policy, along with avoiding excessive use and ensuring they are never left in open environments where they can cause harm to wildlife, the environment, employees or participants
- Wood stocks should be carefully managed, recognising that the need to order more is:
 - Costly, and should only be to suit a demand and sustainable use
 - Delivery relies on use of transport, and excessive use increases the damage that this can cause.
- In line with recent legislation passed by HSE and UK government, all wood should be seasoned appropriate to its use, and sourced from recognised dealers.

3.7 Onsite lighting is via three methods:

- Battery powered torches
- Battery power lamps
- Paraffin lamps.

3.8 Paraffin lamps are the preferable equipment for lighting, as they do not

require the disposal of non-reusable products. Paraffin is a COSHH product and should be handled, used and stored in accordance with COSHH guidelines and policies.

Section 4 | Water Management

4.1 In accordance with measure and standards set down in law, and by the Environmental Agency, Inside Out Education Ltd is obligated to ensure that water is both safe to drink and use, along with stored safely and disposed of in a way that cannot lead to harm. It should also be used responsibly, and the following measures should identify how this is achieved and to what standards.

4.2 Neither of the current IOE sites currently use or have access to running water. As such the supplying of water for both fire management and drinking water is of paramount importance. To ensure that water is safe for both activities and consumption, it is the policy of Inside Out Education Ltd too:

- Use industry recognised and safe containers. In this case Inside Out Education Ltd uses either 20 litre or 25 litre, food safe water barrels.
- Water should never be stored in these barrels in excess of seven days. Where this is the case, the water should be deposited into the onsite water butts, or deposited without causing damage to the local environment.
- There are 10 black (drinking) and 6 blue (washing) barrels.
- Tags stating when a barrel was last filled will be attached to all water barrels as of March 2021 and should be monitored by all staff.
- Lids should always be placed on barrels when not in use, and never left open for long periods of time.
- Sterilise Water butts every two months, using approved and safe sterilising solutions (including Milton).
- Stored empty, with lids on.
- Washed out before refilling each time.



4.3 To prevent excessive use or waste of water, Inside Out Education Ltd:

- Where water remains unused after an event, it should be deposited in the onsite water butts wherever possible; failing that deposited carefully, without causing damage, in areas across the woodland environment.

4.4 Inside Out Education Ltd has, in addition to the water barrels, a selection of fixed water butts on site (ranging from 100-120 litre). These are, wherever possible, rain water fed, especially for the toilet block. Failing that they are filled using excess water as identified in sections 4.2-3. These butts are there for:

- Fire safety, along with a selection of buckets.
- Washing water (which must be boiled, and held at a consistent boil for at least two minutes before use).
- Crafts

4.5 Under no circumstances should water butt water be used for consumption, regardless of whether it has been boiled.

5.5 Wherever water from the water butts is actively handled, participants or staff must wash hands thoroughly after to prevent illness or harm via water based bacteria.

5.6 Washing water of any kind should be disposed of carefully, noting that washing products (including washing up liquids, bleaches and soaps) are not naturally occurring and can cause harm to the environment. As such, Inside Out Education Ltd implements the following procedures:

- Kitchen washing water is drained using a two filtration ground system. The kitchen sink is plumbed through to an underground bucket containing both fine grade and medium grade shingle.
 - The shingle should be removed from the ground (via the bucket) every two months (or whenever needed) and food debris removed and binned.
- Bleach, should under no circumstances be drained from the

kitchen sink and into the ground. It can however be drained through the toilet block, using a four way filtration system (see section 6).

- Where washing water is not disposed of using the kitchen filtration system, all food waste should be removed and environmentally friendly washing products used in place of standard washing products.

Section 5 | Toilet Management

5.1 As part of its commitment to environmental protection, preservation and restoration, Inside Out Education Ltd (wherever possible) refrains from the use of portable and chemical based toilets, instead opting for using environmentally friendly composting toilets that separate liquid and solid waste.

5.2 For solid waste it is important that:

- Solid waste will be dealt with using a 'dry toilet' approach.
- All solid waste is confined to solid waste toilet blocks ('poo loos').
- These blocks have a split system toilet, with a front section for 'liquid waste' and 'rear drop box' for solid waste.
- When used, it is important that users use the sawdust provided to cover any waste and toilet paper.
- Toilet paper is to be biodegradable and can only be deposited in the solid box or bins provided (see section 6.4).
- Solid and liquid waste should be separated wherever possible with all users encouraged to sit in solid waste blocks.
- Where urine does contaminate the solid waste box, users should increase the amount of sawdust that is applied.
- Under no circumstances should sanitary products be deposited in the solid waste box of any toilet - as these are non-biodegradable. They



should be placed in the bins provided.

- When full, solid waste drop boxes should be removed using the hatches provided. The biodegradable bags tied off and deposited in the composting bins situated onsite.
- To prevent rodents and harm to wildlife, or contamination to surrounding environments, lids to compost bins must remain closed at all times, and mesh fencing buried around the bins.

5.3 For liquid waste is is important that:

- All users use either the liquid waste toilet blocks (wee loos) or the separated sections in the solid waste blocks. As stated in section 6.2, where contamination does occur, additional sawdust should be added.
- Under no circumstances should sawdust be used in the separated liquid waste sections or in the liquid waste toilet blocks - this can lead to clogs in the system.
- Liquid waste blocks should be flushed using the water jugs provided and using the rain water run off collected in the water butt situated on the outside of the block. One jug is enough per user - with an additional five jugs added for a full days use by members of staff to ensure that urea is appropriately diluted.
- Liquid waste drains into a four filtration, underground system. This system uses large, medium and small shingle, along with a lime stone base before filtering into the soil beneath. This system should be regularly monitored for blocks caused by inappropriate use, including depositing sawdust or toilet paper into the liquid waste block or separators.
- Under no circumstances should toilet paper be deposit in liquid waste toilets or separators - and either the bins provided should be used; or the

paper deposited in the solid waste box.

5.4 All toilet paper must be biodegradable, along with any other provided products (including wipes). Where this is not the case, the product must be deposited in the bins provided and never added to the compost bins.

5.5 All participants and staff must be fully briefed on 'basic practice' (below) for how to use the toilets, understanding that there are two types of toilets for 'liquid' and 'solid waste'.

5.6 The toilet will also have the following provisions:

- A separate bin for toilet paper.
- A sawdust and wood ash mix bucket.

5.7 All staff are to be trained on compliance and management of the solid waste' toilets, including managing visitors use of the toilets. Specifically for the **solid waste toilets**, staff must:

- Regularly check the toilets to ensure they are clean and well maintained, with no leaks or breaks.
- In accordance with this policy, the cleaning products must adhere to the relevant COSHH guidance and policies, and be environmentally friendly.
- Use the biodegradable bags provided to line the waste bin in the toilets, replacing them every time.
- Solid waste bin must be changed **at least** twice on a full^[1] day of activities, and at the end of a short^[2] day of activities; or when full.
- Solid Waste bags should be topped with five additional scoops of sawdust/wood ash mix.
- Biodegradable toilet roll is to be use, being deposited in the bin provided in all toilets.
- Full solid waste bags are to be deposited into the active^[3] waste composting bin.
- The sawdust and wood ash mix should be refilled as soon as empty and checked regularly throughout the day.



- Bins inside the toilet to be emptied at the end of each day, and contents disposed of using **general waste** procedures (see section 5).

5.8 All toilet units will filter the urine into a soak away pit, which has been built to the following specification (four filtration system):

- A 3ft deep, 2x2ft hole filled in stages.
- Stage one (the top most layer) is large, non-porous substrate, in this case large (20mm) shingle.
- Stage two (the middle stage), a selection of porous substrate, in this case 20mm lime stone.
- Stage three (the deepest layer), is made of finer substrate, in this case shingle (10mm).
- Stage four (the penultimate stage), is made of porous and filtering materials, in this case 10mm lime stone.
- Stage five (final layer) consists of a three/four inch layer of wood ash.

5.9 The toilet composting bins are to work on an active/dormant rotation of six months. Only one should be active at any one time, and the other dormant. To prevent confusion, the dormant bin should be marked with a red tag and the active bin with a green tag.

5.10 There is to be no cross contaminating of compost bins, or the bins being used for liquid/recycling/general waste.

Section 6 | Kitchen Management

6.1 All site kitchen should be split into sections allowing space for:

- Preparation
- Waste
- Food Storage
- Cleaning
- Cooking

6.2 In accordance with this policy, it is vital that all the areas above remain clean and well managed, and when an activity is finished must be left in a way that:

- Does not encourage vermin
- Does not leave litter of any kind, recyclable or not, which could be consumed by wildlife, or lead to environmental damage.
- Is in direct breach of the standards set out in tenancy agreements, leading to legal action or loss of lease holds.

6.3 Preparation spaces should:

- Be cleaned prior to use, using products that are environmentally friendly
- Where cloths, sponges or other cleaning resources are used, they should be 'multi-use' and kept in areas that do not result in them being lost, deposited on the ground or left behind.
- When disposing of cleaning resources, they should use the appropriate bins provided for recycling and non-recycling waste.
- Areas must then remain clean throughout and event, to prevent the attention of wildlife or pests, with food being stored between use, cleaning products put away and cleaning resources left as described above.
- Whilst in use, should remain organised and regularly tidied, with resources being carefully distributed and collected to prevent being left out, dropping onto the floor or again attracting wildlife or pests.
- Be built in accordance with measures outline in section 2, using recycled and reclaimed materials wherever possible and be removable without leaving permanent damage to the woodland.

6.4 Waste areas should:

- Be at least 15 metres from any food preparation areas.
- Contain separate bins for:
 - Food waste
 - General non-recyclable waste
 - Recyclable waste
 - Burnable waste



- Food waste bins should, where possible make use of biodegradable food bags, and deposited in designated compost bins, or where these are not provided, treat as general non-recyclable waste (specifically during the Covid-19 Pandemic as the service is not provided by local council during this time)
 - Wherever possible, efforts should be made to avoid non-recyclable waste, using providers that:
 - Offer refill services
 - Are local green grocers with ethical and environmentally friendly policies
 - Generally have a commitment to environmentally friendly working/packages.
 - Where it isn't possible to avoid non-recyclable waste, it should be deposited in the designated 'general waste' bins, using thick (or doubled up) bin liners to prevent environmental contamination, and removed from site at the end of each day (or event) - taking to a local recycling centre or deposit in the appropriate bins at the office.
 - General waste bins must have a lid, and the lid closed between and after use at all times.
 - At no point must waste bins be left full when a site is vacated or an event finished.
 - Recyclable waste should be recycled in accordance with the local councils guidelines. Those in this case being:
 - All cardboard, paper products can be deposited without prep
 - Milk cartons should be cleaned out and lids put in general waste.
 - Cans and plastic containers (including yoghurt tubs) washed out and place in recycling.
 - Toilet roll tubes, free of any toilet roll or paper, placed in recycling.
 - Bin liners should be recyclable or not used/deposited in the recycling bin.
 - Recyclable waste should be removed from site at the end of each day or event, being deposited in a general storage area at the office, before being taken to the local recycling centre.
 - Burnable waste should not always be automatically be added to the fire, in accordance with section 3 and fire management, along with health and safety policies. Burnable waste consists of:
 - Paper
 - Cardboard free of any plastic
 - Small plastics, no bigger than a sheet of A5 paper.
 - Waste should never be burned while food is being prepared.
 - Burnable waste should be burned in small, manageable portions, to prevent smothering or overloading a fire; creating a fire that is unmanageable or a fire that emits dangerous/harmful fumes.
- 6.5 Food Storage areas should:
- Kept within easy walking distance of preparation and cooking areas.
 - Off ground, by at least 0.5 metres, to prevent/deter vermin or pests.
 - Be kept clean and tidy at all times with spillages tidied to again prevent vermin/pests.
 - Monitored carefully to prevent:
 - Overspending/doubling up on resources
 - Wastage, due to improper care and maintenance
 - When not in use, the screen should be dropped to prevent weather damage to any food products.
 - As previously stated, all food products should be returned to the stores when finished with, to prevent



damage to the environment, damage to the product by weather or exposure or the product being wasted due to pests.

- All food usage should be monitored and any breaches in the above reported to a member of Senior Staff or Management.

6.6 Cleaning areas should:

- Remain clean, wiped down and where possible dry when not in use.
- Any food waste as a result of cleaning should be disposed of as outlined in section 7.4, ensuring that correct bins are used.
- Cleaning products, in conjunction with this policy should be used as per instructions and be environmentally friendly.
- Cleaning products should not be over used, or used in ways other than instructed which can lead to damage/wastage.
- Kitchen sinks are fitted with a drain away, and two filtration system fitted beneath the sink and in the ground. This system:
 - Has two layers, comprising of medium grade and fine grade shingle - used to filter out food waste and larger particles, ensuring that water entering the ground is safe and will not encourage mould, pests or vermin.
 - Should be monitored carefully, and lifted and cleaned every two months (or when needed), depending on usage.
- At no point, should bleach, COSHH items or non-environmentally friendly products be allowed to drain into the ground, or contaminate the surrounding environment, leading to harm.
- Where products like bleach, disinfectant and stronger cleaning products are needed, the contents should be bottled and removed from

site, before being emptied into a mains drain system.

Section 7 | Staff Responsibility

7.1 All employees of Inside Out Education Ltd are expected to adhere to the measures set out in this policy and others relating to the business - along with expectations and standards set out by law.

7.2 As a Bushcraft Company, and industry role models in both outdoor working and environmental management, all employees are expected to share knowledge and understanding of how to respect, care for and manage both actions and environments with the aim of protecting, preserving and restoring (where necessary) environments.

8.3 all staff receive training on environmental issues as part of their compulsory induction training.

Section 8 | Participant Responsibility

8.1 All participants will be briefed on both the ethos, legal expectations and environmental commitments of Inside Out Education Ltd. From this point, all participants are expected to adhere to the standards set out in this policy and by law.

8.2 Participants will be taught how to identify, respect and use resources that are naturally provided, with leaving lasting damage or causing harm.

8.3 Participants found to not respect the environment in anyway can be asked to leave Inside Out Education Ltd and any associated sites - along with being banned from returning.

Section 9 | Store Management

9.1 The stores for all Inside Out Education Ltd's equipment are currently based at the personal residence of the directors (Mr. & Mrs N Cant) in Wimbotsham, although their management is still subject to the procedures outlined within this policy.

9.2 Cleaning resources for all equipment can vary, and should be stored using methods appropriate to COSHH guidelines.



9.3 Wherever possible, cleaning products should be environmentally friendly, and stored/used in accordance with instructions.

9.4 To prevent unnecessary waste/disposal of useable products, it is the policy of Inside Out Education Ltd that:

- Equipment is regularly maintained in accordance to standards set out in this policy (see section 10.5)
- Equipment is cleaned appropriately before being returned to stores
- Equipment and stock is managed/inventorised to ensure that what leaves the stores is also returned (with the exception of consumables) and unnecessary/excessive use is avoided/monitored wherever possible.

9.5 Maintenance of equipment and schedules for this are subject to the individual equipment, as some products/equipment may need servicing more regularly than others. This is outlined as part of the inventoring system, and is to be managed carefully by the designated 'Quartermaster' (Mr. Sam Glencross), while be monitored by SLT and Management.

9.6 Power and energy use within the stores is in compliance with measures outlined in sections 3 and 11.

9.7 Wherever possible, administrative resources for stores should remain electronic, avoiding unnecessary printing of resources.

9.8 In accordance with Inside Out Education Ltd's Healthy and Safety policy, along with preventing the unnecessary need for replacement due to loss or damage due to negligence - stores must be kept tidy at all times and stock managed in accordance to points 10.4 and 10.5.

Section 10 | Office Management

10.1 The office is currently based at the private dwelling of the Directors (Mr. N Cant, Mrs. L Cant) and Apprentice Manager Mr. S Glencross. Contributions to all energy costs are made by the business for the following:

- Electricity contributions

- Heating contributions
- Internet and line rental

10.2 As a responsible company, committed to environmental impacts and performance, it is the stance of the business and the office to:

- Ensure that all energy consumption is monitored, making active efforts to reduce energy consumption wherever possible;
 - Ensuring that lights are switched off when not in use
 - Excessive use of energy is avoided wherever possible.
 - Using energy efficient products wherever possible, including A+++ rated products, wireless charging pads for phones (to prevent overcharging), energy saving lightbulbs.
- Adjust heating with energy consumption in mind, recognising the need for additional layers where possible while ensuring that the environment is a safe and comfortable working environment.

10.3 Wherever possible the business aims to use recycled or reusable resources for printing and paper products in the office - including recycled paper notebooks, recycled paper for printing and easy biodegradable products wherever possible in terms of printed resources.

10.4 Business waste is handled in accordance with local guidance on recycling, including separating waste into recyclable and non-recyclable waste.

10.5 As of 2021, Inside Out Education Ltd will be making further active efforts to avoid unnecessary printing of resources that are 'single use', via:

- Online kit lists replacing the existing printed kit list.
- Single use, annual consent forms using recycled materials wherever possible.
- Simplified welcome card with details of where to find the above.
- Wherever possible, communication should make use of electronic



means, via email, online invoicing software or using social media pages - using post as a last resort.

10.6 Printing is always done in black and white only, with pre-printed headed paper using recycled resources for anything official.

Section 11 | Review

This policy is subject to annual review, or sooner if circumstance or incidence requires.

Reviewed and updated by S.G (09/01/2024)