Environmental and Sustainability Policy

Reference: Version	Final
Policy Originator:	Deputy Principal Finance & Resources
Equality Impact Assessed:	April 2021
Approved by:	Board
Date Approved:	May 2021
Review Interval:	Bi-Annual
Last Review Date:	None
Next Review Date:	May 2023
Audience:	All Staff and Governors

Environmental and Sustainability Policy

1.0 Introduction

1.1 South Staffordshire College acknowledges their responsibility to carry out its activities in a way that is supportive, protective and reduces impact on the environment. The College will, as a minimum, comply with all relevant environmental regulations, standards and other codes of practice.

1.2 The College, as part of its corporate objectives and strategy, seeks to continually reduce the impact its operations have on the environment and its resources.

2.0 Policy Statement

2.1 The College is committed to:

- Creating an environmental and sustainability ethos amongst staff and students across all sites
- Improving energy performance and reduce the carbon footprint of the College estates
- Minimising waste and maximise the waste hierarchy - Prevent, Reuse, Recycle, Recovery, Dispose.
- Integrating environmental and sustainable principles into the College's operational procedures and promote best practice.
- Communicating environmental performance internally to staff and students and externally to the wider community.
- Setting responsibilities and accountability for environmental issues and promote a proactive approach to managing environmental issues.
- Fulfilling our compliance obligations and complying with all relevant legal and other requirements.
- Ensure that all building and redevelopment work adheres to current environmental standards and that the use of sustainable resources are used whenever practice.
- Considering travel and transport arrangements and how these can be as environmentally effective as possible.
- Continually improving our environmental management systems and processes to enhance our environmental performance.
- Create and maintain a Sustainability Group with a cross College membership

2.2 Staff are asked to ensure that they read and understand the contents of the Policy and to ensure that they remain aware of its contents in order to act appropriately should an issue affect the College.

2.3 The College will ensure that it remains up to date with the changing environmental requirements. The College will subscribe to the EAUC (Environmental Association for

Universities and Colleges).

3.0   Scope

3.1   This Policy applies to all areas of the College including potential subsidiaries and will involve all staff and governors.

3.2   Other policies and procedures linked to this Policy include:

- Financial Regulations

4.0   Environmental Management Group

4.1   The Environmental Management Group will consist of staff from all levels of the organisation and should also include input from learners either directly or via Learner Voice sessions.

4.2   The aims of the Group will be to review:

- Energy: carrying out meaningful energy saving measures
- Waste - reducing waste throughout the campus including paper
- Water – reduce the amount of water used across the College
- Recycling – the promotion of recycling across of the College
- Biodiversity – looking at opportunities to encourage biodiversity at our site
- Site Maintenance and Redevelopment - enhance the quality of the environment and reduce the environmental impacts
- Purchasing - an environmentally and sustainable purchasing plan
- Travel & transport – consideration of environmental impact of travelling to College and College Fleet.

5.0   Responsibilities

5.1   Board
The Board will have ultimate responsibility to take all measures within their power to make sure the College is acting in the best interest of the environment and that is activities do not cause adverse effects.

5.2   The Board shall:

- Ensure that due consideration is given to environmental consequences of any policy decision taken by the board.

5.3   The Principal and CEO
The Governors appoint the CEO who possesses overall responsibility for environmental management within the College and shall ensure the College complies with all its statutory duties under the Environmental Act 1990 and all other statutory instruments.

5.4 Deputy Principal Finance & Resources

The Deputy Principal Finance & Resources will act as the appointed Senior Manager responsible for environmental management within the College. They will co-ordinate the Environmental & Sustainability Policy and practice within the College as a whole.

5.5 The Deputy Principal Finance & Resources shall:

- Report all major environmental issues to the Executive Leadership Team or Board
- Consult regularly with the Head of Estates regarding environmental issues.
- Present significant changes in the College's Environmental and Sustainability Policy to the Board for approval.
- Ensure sufficient funds are allocated through the budgeting process to allow the Head of Estates to meet the requirements of legislation and guidance related to environmental management.
- Ensure that the College fulfils its responsibilities under the Streamlined Energy and Carbon Reporting (SECR) requirements as from March 2022.
- Set and lead meetings for the College's Environmental Management Group.
- Promote the achievements within the environmental management processes and systems and the progress against the targets set.
- Periodically review the College's Environmental Policy and make any appropriate changes for the promotion of improved environmental management standards.

5.6 Executive Leadership Team

In assisting the CEO to ensure the College complies with all its statutory duties, the Executive Leadership Team shall:

- Implement the Policy.
- Ensure that major environmental issues are discussed and resolved at appropriate ELT (and other) meetings.
- Promote the targets set out in the policy to the wider College community.
- Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.

5.7 Head of Estates

The Head of Estates is responsible for:

- Ensuring that the buildings are running as efficiently as possible and putting recommendations and procedures in place for improvements.
- Looking at the waste produced by the College, making recommendations for reduction and ensuring waste is segregated and disposed of via correct methods.
- Ensuring that all refurbishment and building improvement works are completed to high environmental standards.
- Investigating environmental issues and circulate appropriate information and guidance throughout the College.

- Liaise with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.
- Looking at new technology that can be used to improve the environmental efficiency of the College.

5.8 The College Environmental Management Group

The aim of the College Environmental Management Group is to:

- Address day-to-day matters, which have environmental implications.
- Setting and monitoring annual environmental/sustainable SMART targets and objectives.
- Monitor environmental performance across the College and where it is felt necessary, recommend new environmental measures, or revise existing ones.
- Receive and review relevant environmental/sustainable policies or procedures.
- Review environmental incidents and agree recommendations for improvement.
- Promote co-operation of the wider College community in the development and implementation of the environmental management processes and systems.

5.9 College Staff

All employees have the responsibility to promote environmental awareness and act in an environmentally friendly manner. All Employees must:

- Abide by good house-keeping rules for example switching off lights and computers when not in use, keeping windows and doors shut whilst heating or air-conditioning is on and using natural ventilation where possible.
- When available, segregate waste at source and limit the amount of waste that is produced.
- Not undertake any task or activity which could pose a threat to the environment.
- Report all environmental issues to the Estates team and assist with investigation if required.
- Suggest improvements to the College's environmental management processes and systems.
- Attend and complete environmental awareness training.

5.10 College Students

All students will be encouraged to promote environmental awareness and act in an environmentally friendly manner. Students will be engaged in environmental activities which may include:

- Abide by good house-keeping rules for example switching off lights and computers when not in use, keeping windows and doors shut whilst heating or air-conditioning is on and using natural ventilation where possible.
- Taking part in environmental and/or sustainability aspects of their study programmes.
- Involvement in the development of policy or developments though Learner Voice or other forums set up to investigate potential changes and developments.