



South
Staffordshire
College

Environmental and Sustainability Policy

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Audience:	All Staff and Governors

Environmental and Sustainability Policy

1.0 Overview

1.1 The main purposes of this Policy are:

- To ensure that the College reduces its impact on the environment and operates in a sustainable, responsible way.
- To comply with all legal and regulatory environmental requirements.
- To continually improve environmental performance across all campuses.

1.2 The Policy applies to all staff, students and governors.

1.3 The Policy links to the College's Sustainability Strategy which is updated on a three yearly basis.

1.4 All staff and students are expected to:

- Follow good housekeeping for example switching off lights and IT equipment, close windows when heating or air conditioning is on, and use natural ventilation.
- Reduce and segregate waste at source.
- Avoid any activity that could harm the environment.
- Report environmental issues to the Estates Team and support investigations.
- Propose improvements to sustainability processes.
- Complete required environmental awareness training.

1.5 To summarise:

- Everyone has a responsibility to act sustainably and support environmental improvements.
- The College is committed to reducing environmental impact across all areas of operation.
- Simple day-to-day actions (energy saving, waste reduction, awareness) make a major contribution.
- Report issues early, engage in training, and help the College meet its sustainability goals.

2.0 Introduction

- 2.1** 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.
- 2.2** 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.

3.0 Policy Statement

3.1 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 by maximising the options available - Prevent, Reuse, Recycle, Recovery, Dispose.
- Integrating environmental and sustainable principles into the College's operational procedures and promote best practice.
- Providing environmental and sustainability training for learners either as standalone courses/modules or as integrated parts of their study programme.
- 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
- Create and maintain a Sustainability Strategy

3.2 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.

3.3 The College will ensure that it remains up to date with the changing environmental requirements. The College will be a member of the EAUC (Environmental Association for

Universities and Colleges).

3.4 Legislation relating to the Policy includes:

- Environmental Protection Act 1990
- Environment Act 2021

4.0 **Scope**

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

4.2 Other policies and procedures linked to this Policy include:

- Sustainability Strategy
- Financial Regulations

5.0 **Sustainability Group**

5.1 The Sustainability 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.

5.2 The aims of the Group will be to review:

- Energy: carrying out meaningful energy saving measures
- Waste - reducing waste throughout the campus
- Water – reduce the amount of water used across the College sites
- 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
- Travel & transport – consideration of environmental impact of travelling to College and the College's vehicle fleet.

6.0 **Responsibilities**

6.1 **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 its activities do not cause adverse effects.

6.2 The Board shall:

- Ensure that due consideration is given to environmental consequences of any policy decision taken by the board.
- Approve and monitor the Sustainability Strategy

6.3 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.

6.4 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.

6.5 The Deputy Principal Finance & Resources shall:

- Report all major environmental issues to the Executive Leadership Team and/or Board.
- Create and maintain a Sustainability Strategy for the College.
- Consult regularly with the Director 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 Director 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.
- Set and lead meetings for the College's Sustainability Group.
- Promote the achievements within the environmental management processes and systems and the progress against the targets set.

6.6 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 and support the Strategy
- Ensure that major environmental issues are discussed and resolved at appropriate ELT (and other) meetings.
- Promote the targets set out in the Strategy 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.

6.7 Director of Estates

The Director 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.

6.8 The College Sustainability Group

The aim of the College Sustainability Group is to:

- Address day-to-day matters which have environmental implications.
- Setting and monitoring annual environmental/sustainable SMART targets and objectives based on the College's Strategy.
- 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.

6.9 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.

6.10 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 through Learner Voice or other forums set up to investigate potential changes and developments.