

ENVIRONMENT AND SUSTAINABILITY POLICY

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1. Introduction

The Corporation and Executive of Telford College acknowledge that they have a responsibility to conduct the day-to-day-activities within its facilities in a manner that is supportive, protective and aims to reduce the impact of those activities on the environment in general. As a minimum, the College commits to compliance with all relevant environmental regulations, standards and codes of practice, but will always endeavour to go beyond the basic levels of compliance required.

With this in mind, the College recognises that it has a key role to play in supporting overall environmental sustainability, both in terms of environmental management and the use of natural resources, and that, where possible, it has a responsibility to utilise renewable energy technologies and to promote the development of sustainable communities. To promote this the College will strive to implement best practice and continually aim to review and improve its environmental performance.

2. Purpose

This policy has multiple aims:

- To assure both staff and students of the commitment from the College to the implementation of responsible environmental management in both an economical and efficient manner.
- To reduce the annual consumption of both raw materials and energy, year on year.
- To avoid, at all times, incidents which might harm the environment, and for which the College would be in contradiction of its legal expectations.
- To provide and promote a better and more sustainable environment for future generations.
- To formalise the College's commitment to continual review, improvement and development of sustainable practices and behaviours, and raise awareness of environmental issues and the environmental impacts of the College's operations with both staff and students alike.
- To integrate sustainable development into College policy-making generally in relation to all campus operations, curriculum and physical site developments.

3. Organisational Arrangements

The College will set out to display best practice and reduce its environmental impact in the following key areas:

1. Energy and Water – use and consumption.
2. Waste and Recycling - reduction of waste throughout the campus, establishing; maintaining and promoting recycling generally.
3. Paper – reduction in use and general wastage across all departments.
4. Site maintenance and developments – carried out in a sustainable manner, minimising unnecessary disposal of equipment, recycling materials where possible, and specifying renewable and green technologies where feasible.
5. Purchasing – putting into place procedures to ensure purchasing practices are not wasteful, and consider environmental matters at key stages of procurement.
6. Catering – supporting the provision of organic and locally produced food through our catering contractors and suppliers.
7. Transport – promoting alternative means of transport and transport reduction to reduce CO2 emissions associated with its staff and student cohort.

3.1 Energy

In terms of energy use, the College will endeavour to reduce CO2 emissions annually from energy consumption through the following means:

- Close energy and water management and monitoring utilising the BMS system to control all heating, AHU and air conditioning systems across the campus, and monitoring of consumption from monthly invoices to identify excessive use of electricity, gas and water to inform remedial actions.
- Specifying low energy and green products and technology where possible, such as LED light fittings as replacement/upgrade for existing fluorescent fittings, A+ rated, low NOx emission boiler installations, and incorporating energy efficient design into any new developments and refurbishment projects.
- Implementing and monitoring of lighting efficiency measures, such as PIR sensors, timed switches, and reduction in number of light fittings on site as part of area lighting upgrade projects.
- Implementing 'People' solutions including education in efficient energy use and the development of a culture of energy awareness and accountability, i.e. switching off lights, closing windows, turning radiators down rather than opening windows etc.
- Utilisation of local contractors and material suppliers, wherever feasible, to reduce CO2 emissions from transportation.
- Consider the use of Green Energy from suitably certified providers and suppliers.
- Installing water conservation devices and technology, carrying out leak detection and repairs to reduce volume of mains water used and wasted.
- For new developments, incorporating the use of recycled rainwater and grey water systems to reduce mains consumption.
- Regularly reviewing opportunities for reduction of mains water consumption across the campus.

3.2 Waste and Recycling

For waste, the College will seek to reduce waste by:

- Encouraging catering contracts to include for plans to reduce waste generated, and to steer away from the use of plastics and other non-recyclable materials.
- Minimising production of general waste through the encouragement of recycling, exchange and reuse of equipment and materials amongst departments, rather than disposal being the first option.
- Developing a comprehensive waste management strategy to ensure the disposal of all wastes through safe and responsible methods.
- Providing adequate training on waste management for all staff who have to handle different types of waste as part of their role with the College.
- Communicating to staff and students the importance of waste management for preservation of the environment and resources – Reduce/Reuse/Recycle.
- Providing recycling facilities for key services – e.g. cardboard recycling – and receptacles for waste separation in common positions across the campus, regularly serviced and simple to use.
- Providing adequate waste disposal facilities to avoid litter and improper disposal on site, and in the surrounding location.

3.3 Paper

Telford College will endeavour to reduce the general use of paper across the organisation by:

- Decreasing the use of hard copy circular and correspondence, promoting instead use of the intranet, Moodle and email to share documents and information.
- Monitoring of the quantity and types of paper purchased and the amounts used for by photocopying and printing purposes.
- Encouraging the use of double-sided photocopying and printing, and the use of paper from sustainable sources.
- Where possible, reusing envelope folders for the distribution of internal post.
- Exploring the possibilities of the use of information technology as a means of reducing paper consumption generally.

- Moving to a more digitally inclined method of working and sharing documents collaboratively.

3.4 Site Maintenance and Developments

Telford College will seek to not only reduce unnecessary impact, but also will plan to enhance and improve the quality of its internal and external environment, whilst promoting similar behaviour and attitudes within its staff and students, by reducing the organisation's carbon footprint and implementing sustainable practices and technologies. This will include:

- For new developments and refurbishment projects, rationalising and improving the physical and working environment and, in conjunction, the effective and efficient and sustainable use of all resources.
- Carrying out maintenance, reactive and planned, in an environmentally sensitive manner, to reduce any unnecessary impact on the environment.
- Ensuring that any new building design complies with current statutory environmental requirements and includes a measurable reduction in energy consumption and needs.
- Specifying the incorporation of renewable energy and water-saving technologies, and modern efficient equipment in all new builds and refurbishments.
- Creating, implementing and maintaining a programme of Estates works that ensure the interior of the College remains a clean, tidy and safe environment for all.
- Creating, implementing and maintaining a Preventative Maintenance Programme to minimise repairs, replacements and unnecessary call-out charges and the associated CO2 emissions.
- Using 'greener' products, such as cleaning products and paints.

3.5 Purchasing

The College will establish an environmental purchasing strategy which will include:

- Purchasing environmentally friendly materials, including recycled materials and those that are recyclable.
- Using suppliers who remove packaging as a routine part of their supply contract.
- Where possible, using suppliers who take back and recycle waste electrical/electronic equipment upon purchase of new equipment.
- Purchasing, where viable, products based on recyclable materials, that are energy efficient in their production and use, are minimally packaged, durable and repairable.
- Endeavouring to encourage the maintenance of low stock levels, and raising awareness in staff of new developments in the 'green' product market.

3.6 Catering

Within its contracted arrangements with external suppliers for catering provision across the campus, the College will actively support and promote the provision and use of organically and locally produced food, vegetarian and vegan options, and reductions in packaging and production of waste. It will also set up contracts for waste food recycling.

3.7 Transport

In terms of transportation associated with the College's core business, the College will seek to reduce associated CO2 emission levels by:

- Creating and implementing a Green Travel Plan.
- Encouraging car sharing amongst staff and students.
- Encouraging the use of cycling and walking by providing changing facilities to staff and students, and secure areas for bike storage.
- Actively promote the use of public transportation.

4. Summary

Through the means and methods identified in this policy document, Telford College commits to organising and running its core business activities in a manner that aims to reduce its impact on the environment, and that looks to conduct that business in a sustainable manner, which actively promotes a similar attitude and behavioural stance within its staff, students and any visitors using its facilities.

It will, also, on an annual basis, review these arrangements for effectiveness, and adapt and amend as required moving forward, with a view to continually improving its green credentials as a College.

Appendix A - Environment and Sustainability Action Plan

Energy				
Action	Outcome	Responsibility	Timeframe	Notes
Monitoring of usage of electricity, gas and water.	Cost and CO2 efficiencies and reductions.	Site Services	Ongoing	Monitored through BMS system, with systems only run when needed, and through monthly meter readings, analysed for remedial measures where viable.
Lighting upgrade programme, for academic year 20-21 – fluorescent fittings exchanged for LED.	Cost and CO2 efficiencies and reductions.	Site Services	By July 2021	£110k grant and capital allocation for highest energy consumption buildings – A Block, E Block, and S Block.
Boiler upgrades – Haybridge, Orange Tree, W Block, F Block.	Cost and CO2 efficiencies and reductions.	Site Services	March 2021	15-30-year-old boilers being replaced with highly efficient, low NOx emission boilers.
Waste				
Action	Outcome	Responsibility	Timeframe	Notes
Review of waste provision across the main campus.	Reduction in waste generated, increase in waste recycled, and lower costs for waste removal generally.	Site Services	Ongoing	Waste contract under constant review, number of collections reduced following covid-19, and to reflect site occupation at reduced numbers, talks ongoing for awareness raising exercises for recycling, and additional receptacles.
Creation of a waste management strategy.	Coherent approach to waste management strategy, measurable aims for reducing waste and increasing recycling and reuse as opposed to disposal.	Director of Estates	April 2021	
Raise awareness of environmental concerns and Reduce/Reuse/Recycle.	Increased awareness and responsible behaviour within staff and students, increased recycling, and	Director of Estates/Student Services/College waste contractor	April 2021	

	reduced general waste collections.			
Paper				
Action	Outcome	Responsibility	Timeframe	Notes
Phase out of hard copy circulars across the college, intranet, VLE, OneDrive and eventually SharePoint used in preference.	Reduction in quantity of paper used, lower CO2 emissions generated from delivery, usage and disposal.	IT Services, Director for Estates	Within academic year 20/21	End of year appraisal of costs incurred for paper purchased against previous year to establish success of action.
Increased use of double-sided printing and photocopying. Move to a more digitally-biased method of working.	Reduction in quantity of paper used, lower CO2 emissions generated from delivery, usage and disposal.	Director of Estates, Digital lead	Within academic year 20/21	New printers installed June/July 19, set up to print double-sided automatically. Move to digital sharing of documents and collaboration will reduce printing overall.
Site Maintenance and Developments				
Action	Outcome	Responsibility	Timeframe	Notes
Regular programme of estates checks and servicing to be created and implemented.	Site maintained to high standard, reduced callouts for maintenance contractors, reduction in costs incurred and associated CO2 emissions from outsourced works.	Site Services	Within academic year 20/21	
Planned preventative maintenance programme created and implemented.	Site maintained to high standard, reduced callouts for maintenance contractors, reduction in costs incurred and associated CO2 emissions from outsourced works.	Site Services	Ongoing	Plan created, service contracts let on a monthly basis, systems maintained to a higher standard will hopefully, within next 12 months, generate savings in fewer callouts, less remedial works, and reduced need for replacement equipment.
Capital works programme, all works to include standards for environmental	Reduced costs and CO2 emissions.	Director of Estates	By July 2021	Boiler upgrades; lighting upgrades planned with reduction in number of fittings and lower energy usage from LED fittings; other projects planned.

considerations and energy saving technologies.				
Purchasing				
Action	Outcome	Responsibility	Timeframe	Notes
Purchasing protocol to include for preference and consideration of environmentally friendly and recycled materials.	Lower impact on the environment generally, more economical use of resources.	All departments	Ongoing	Evidence of any such purchases to be logged for reference, and as a measurable achievement.
Purchasing protocol to prefer suppliers who remove and recycle waste electronic/electrical equipment, and remove and recycle packaging as a standard.	Lower impact on the environment generally, more economical use of resources.	All departments	Ongoing	Evidence of any such purchases to be logged for reference, and as a measurable achievement.

Transport				
Action	Outcome	Responsibility	Timeframe	Notes
Creation and implementation of a Green Travel Plan.	Reduced CO2 emissions, encouragement of environmentally responsible behaviour amongst college community.	Director of Estates, and responsible Director for marketing.	Within academic year 20/21	Original plans obstructed by covid-19 considerations.

Policy Review History

Version	Review Date	Reviewer	Reason for Review
0031.1	June 2019	A Lewis	Annual update
0031.2	October 2019	D Candlin	Amendments to the policy
0031.3	October 2020	D Candlin	Annual update