

Uxbridge College Sustainability Policy

Subject:	Sustainability Policy
Date of approval:	July 2015
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Person responsible:	Vice Principal, Finance & Corporate Services
Approved by:	SMT
For action by:	All Staff
For information to:	All College Staff & Students

POLICY NO.: E7/15

1.0 Introduction

This policy details the commitment of the College in ensuring that its impact on the environment both locally and globally is minimised. It will do this via sensible use of resources, energy, and in its purchasing and waste management policies. The College also has a commitment to meet all environmental legal and other requirements.

The College will make every effort to conserve and enhance natural resources to create a sustainable environment both in its current and future estates. The College acknowledges that climate change is now a major and urgent sustainability issue and seeks to responsibly use resources and to strive to continually improve its environmental performance.

1.1 Sustainability

Sustainability has been defined as '**meeting the needs of the present without compromising the ability of the future generations to meet their own needs**'.

2.0 Policy Statement

The College recognises that it can contribute towards conservation and protection of the environment. It has resolved to improve its own environmental practices and to promote awareness of environmental responsibilities among all staff and students. This is to be achieved through the following aims and objectives.

- 1 Building Research Establishment Environmental Assessment Method*
- 2 Combined Heat & Power*
- 3 Waste Electrical and Electronic Equipment Directive*

3.0 Aims

- ❖ To improve awareness and understanding of environmental issues and sustainable development in the College
- ❖ To encourage all staff and students to be active participants in environmental initiatives
- ❖ To improve the way the College manages its own environment
- ❖ To work with the local community, public and private sector organisations to improve the local environment and promote sustainable development
- ❖ To improve energy performance and reduce the carbon footprint of the estate
- ❖ Integrating environmental and sustainable principles into the College's operational procedures and promoting best practice at every level
- ❖ To maintain ISO14001 to measure, monitor and review the performance of the College

4.0 Objectives

4.1 Environmental awareness

- ❖ To promote the concept of sustainability and individual accountability amongst staff and students
- ❖ To conserve resources through improving college awareness
- ❖ To provide opportunities for staff training in environmental matters both in-house or through attendance at seminars, courses and working parties
- ❖ To organise and/or support environmental awareness-raising events
- ❖ To encourage the inclusion of environmental awareness in all aspects of the curriculum
- ❖ To avoid the unnecessary use of products and substances that damage the environment

4.2 Environmental Initiatives

- ❖ To establish environmental management procedures among staff with managerial or operational responsibilities for activities that affect the College's impact on the environment
- ❖ To encourage staff suggestions on ways to improve practices which impact on the environment
- ❖ To identify specific responsibilities within job descriptions and contracts, which will support the College's Environmental Policy
- ❖ To plan, monitor and review and report on initiatives through the College sustainability committee

4.3. Environmental Management

4.3.1 Overview

To continue developing good practice, including a 5 year action plan based on an annual environmental audit.

4.3.2 Energy and Water

- ❖ To conserve energy by progressively improving heating and lighting systems, and investing in energy efficient copiers, IT and electrical equipment
- ❖ To effectively control cooling and heating to minimise carbon production whilst maintaining an effective environment for teaching and learning (as detailed in the *College Energy Policy*)
- ❖ Implementation of effective insulation measures
- ❖ Monitoring and reduction where possible of water usage
- ❖ Monitoring of water temperatures
- ❖ To conserve water by gradually installing water saving devices as and where appropriate
- ❖ To encourage, where possible, the use of alternative energy and water resources

4.3.3 Buildings and Grounds

- ❖ To ensure that all building work undertaken has the concept of sustainability as a central issue within the working brief and uses BREEAM₁ assessment for major new builds and refurbishments
- ❖ Design to utilise the maximum usage of natural light and ventilation, avoiding where possible air conditioning systems in both existing and new builds
- ❖ To investigate and utilise newer energy sources such as CHP₂ and waste heat recovery where possible
- ❖ Sustainable management of green spaces, wildlife and natural habitats
- ❖ Minimal usage of chemical pesticides, insecticides and artificial fertilisers
- ❖ In the maintenance of the College to use materials from sustainable resources where possible

4.3.4 Waste Management

- ❖ To develop and implement a comprehensive waste management policy
- ❖ To use best current practice for handling hazardous waste
- ❖ To encourage a change in the perception of waste within the College community
- ❖ To ensure compliance with the WEEE ₃directive when disposing of electrical and electronic equipment

4.3.5 Recycling

- ❖ To further improve the percentage of waste materials recycled
- ❖ To provide means of collecting waste products which can be recycled – batteries, books, cans, glass, furniture, garden waste, laser/copier paper, tyres, metals and some types of plastic etc.

4.3.7 Purchasing and Contracts

To encourage:

- ❖ purchasing from environmentally friendly suppliers, preferably from local or near local suppliers wherever possible
- ❖ the inclusion of sustainable requirements in new contracts
- ❖ the avoidance of products that require non-renewable resources or polluting substances in their manufacture
- ❖ the purchasing of cleaning materials that are harmless to the environment and biodegradable
- ❖ the procurement of products that are minimally packaged

4.3.8 Transport

- ❖ To implement the Green Travel Plan
- ❖ To encourage car sharing
- ❖ To encourage the use of cycling and walking and publish information on the local cycle routes, provide changing facilities and secure bike lock-ups for staff and students
- ❖ To promote the use of public transport
- ❖ To reduce the number of staff and students driving to the College
- ❖ To liaise with the transport officer at the local authority and neighbouring organisations, such as Brunel and Hillingdon Hospital to share ideas and report on initiatives

5.0 Implementation

The Sustainability Committee will oversee the implementation of the Sustainability Policy.

5.1 Membership of the Committee *will aim* to include the following

Vice Principal Finance & Corporate Services (Chair)

One Director

HR Manager/Director

Estates Representative

One Head of School / Service Area

Marketing Representative

Up to three members of Teaching Staff

Up to three members of Non Teaching Staff

One student (nominated by the Student Executive or in their absence, a member of Student Support)

Student groups to be convened as appropriate throughout the year.

Interested parties will be invited to participate from time to time.

5.2 The Committee will have the following role

To establish the baselines for environmental performance

To promote the Sustainability and Environmental Agenda within the College, the Further Education sector, and other local stakeholders

To set targets for improving performance and preparation of an Sustainability Action Plan

To identify the resources required for implementation and incorporate these into the College's planning and budgeting process

To monitor environmental performance

To produce an annual report on the College's environmental performance for consideration by the Senior Management Team and the Governing Body.

5.3 The Sustainability Committee will meet at least once per term.

6.0 Action Plan / Annual Audit

An annual audit will be carried out and from this an action plan will be developed. The College will use this and other benchmark statistics as a means to measure and continually improve its environmental performance.

Action Plan

	Objective	Evidence / Action	Date	Comment	Revised Date
6.1	Estates Management: Visual display in the reception area to show aggregated BMS meter readings.	System in place / Procure as part of new build	Aug 2016		
6.2	Energy Usage: Reduction of CO ₂ emissions: Reduce the DEC by 1 rating from C to B. The %Average can be worked out from the eMandate.	Dec cert/	Feb 2016		
6.3	Water: A reduction in water usage 2% per year, per site, by way of number of actions including reducing pressure to the taps for the washbasins	Dec cert/	Feb 2016		
6.4	Waste: To increase recycling across both sites to 90% of total waste volume.	Dec cert/	Feb 2016	Uxbridge:64% Hayes 54%	
6.5	Standards: To maintain accreditation for ISO14001.	Accreditation maintained following external review		June 2016	
6.6	To raise awareness through wider and more regular publicity and a programme of events in conjunction with Student Services	Events held / events planned including Induction event for students.	July 2016	Number of events completed and planned	