



Newbury College

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SharePoint:	Policies and Procedures: Finance		
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Approved by:	SMT F&GP Corporation	Date:	18 Dec 2019 (Approved by SMT outside of meeting 05.09.13 11 Nov 2013 09 Dec 2013)
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Review Date:	December 2022 (reviewed Feb 16 & Aug 18 (FC)– no change)		
External Web Site appropriate:	YES		
Linked policies/College documents:			
Summary available:	NO		

Environmental & Sustainable Development Policy

This document can be made available in other formats,
on request

STATEMENT

Newbury College, partners and stakeholders are committed to act in an environmentally sustainable manner wherever possible in all business dealings, decisions and actions, to help reduce the impact of adverse events that cause damage to the environment. Environmental sustainability will be considered in all aspects of the business, focussing on carbon footprint reduction, energy and resources efficiency, sustainable procurement, and the circular economy.

The College will take steps to monitor and review its environmental sustainability performance and will ensure that environmentally responsible practices are effectively embedded in all systems of the organisation.



ECONOMIC GROWTH & SUSTAINABLE PROCUREMENT

The College is committed to meeting its needs for services, resources, works and utilities in a way that achieves value for money, whilst minimising damage to the environment. Suppliers, business partners, contractors and sub-contractors must also comply with The Colleges sustainability policy and initiatives.

The College will:

- work with suppliers and contractors when procuring works or services to minimise and manage environmental impacts of building and construction projects, cleaning and waste services, food and catering services.
- source products, materials and services ethically wherever possible through recognised credible standards.
- minimise waste and material use and give preference to materials, products and services with greatest circular-economy benefits.
- monitor departmental spending to ensure:
 - effective sharing of resources
 - value for money is achieved
 - recognised suppliers and sources are utilised
- proactively encourage and facilitate local sustainability projects and services, with benefit to staff, students and visitors to the college and to the local community and economy.
- include sustainability issues and measures in the annual report.

PRACTICES AND PROCEDURES – SUSTAINABLE PROCUREMENT

The College will:

	How?
<ul style="list-style-type: none"> Ensure that sustainability measures are included in departmental objectives. 	<p>Communicated through senior and departmental management teams. Guidance and advice to departments provided by the Sustainable Procurement Champion.</p>
<ul style="list-style-type: none"> As part of new supplier investigations, views of environmental or procurement policies will be requested and will be considered in decision making for services. 	<p>New supplier searches/process (Departments procuring new services or products to make initial enquiries with supplier. Requisite for relevant environmental policies to be included on Supplier Change Form).</p>
<ul style="list-style-type: none"> Benchmark against local or similar establishments to ensure the best practices and most sustainable procurements are being made. 	<p>Comparison of performance, spending and sustainable procurement with local schools and similar colleges nationwide.</p>
<ul style="list-style-type: none"> Source products, materials and services ethically wherever possible through recognised credible standards. 	<p>Use Government Buying Standards.</p>
<ul style="list-style-type: none"> Investigate the use of local services and small businesses providing plastic free, recycling or zero waste products, for use of college staff and students and the local community. 	<p>Approach local 'refill' services for household cleaning products and dry foodstuffs for consideration of making these services available on college site for staff and students.</p>
<ul style="list-style-type: none"> Not procure 'disposable', single use plastic, polystyrene or laminated board drinking cups, plates, cutlery, straws. Staff, Students and visitors are encouraged to use their own reusable cups and bottles. 	<p>Central ordering checks. Communicate policy to all departments. Discuss timescales for elimination of single use plastics and drinking cups with Catering Services Provision and Facilities Management Services to the College, to fall in line with College policy.</p>

<ul style="list-style-type: none"> Consider, where practicable and available, the use of products manufactured from recycled materials (eg. pens, pencils, paper, box files/other stationery, glasses, bin bags, hand tissues). 	Central ordering and budget considerations under Curriculum and Business Support departments.
<ul style="list-style-type: none"> Always consider, when buying solvents/glues/cellulose and other chemical products, those products that cause the least harm to the environment. 	<p>ie</p> <ul style="list-style-type: none"> Paper, rather than cellulose adhesive tapes (H&S dept to advise Curriculums and support services) The least hazardous chemicals are used in departments (buying is monitored by the H&S department)
<ul style="list-style-type: none"> Act, with facilities management service provider, to ensure energy saving/ LED light bulbs are purchased for all replacement college lighting. 	<ul style="list-style-type: none"> Weekly Mitie/College ops meetings Skills Centre/Sports Hall meetings
<ul style="list-style-type: none"> Ensure ethical meal choices are made available (ie quality plant-based meals) in the Training Restaurant and the College refectory. 	<ul style="list-style-type: none"> Senior Management Team: a requirement for ethical and healthy meal choices to be made available for any new tenders for catering services to the college.
<ul style="list-style-type: none"> Operate schemes to keep food wastage to a minimum in the training kitchen, domestic kitchens, and college refectory. 	<ul style="list-style-type: none"> Food stores inventories kept up to date Buy to planned menus only (excess tinned and dried goods, where applicable, to be given to Trussell Trust /Food Banks)

ENVIRONMENTAL PROTECTION

The College is committed to:

- continuous environmental improvement.
- the promotion, communication and use of the 'reuse, reduce and recycle' model.
- the development of environmental best practices in all Curriculum and Support departments.
- the consideration of environmental best practices in business dealings wherever possible under funding and budget restraints.
- setting environmental impact targets and measuring performance.
- working with employees, partners, suppliers, the student body and local communities to minimize our environmental impact.
- compliance with relevant environmental laws and regulations.



The College will:

- take steps to reduce the use of resources on all college sites and college projects.
- encourage a culture of ‘re-using’ and repairing where practicable, instead of buying new.
- take steps to reduce the operational energy used by the college and its projects.
- take steps to reduce water usage of the College and all its related projects.
- provide facilities for the recycling of dry recyclable waste and ensure waste services utilised are in compliance with the Waste Enforcement Regulations 2018.
- ensure all hazardous waste, including chemical and biological substances, and electrical and electronic waste are disposed of in accordance with COSHH (Control of Substances Hazardous to Health Regulations 2002) and WEEE (Waste Electrical and Electronic Equipment Regulations 2013).
- take steps to reduce the production of any hazardous waste and minimise the emission of harmful fumes/gases and dusts into the atmosphere to reduce adverse impacts on soil, waterways and air quality.
- protect and where appropriate enhance the biodiversity of the college grounds.
- proactively communicate and cascade all environmental policy and initiatives with all staff and students. Encourage College staff and students to engage in environmental sustainability projects in and outside of college.
- work to reduce transport emissions generated through travel to work and business travel through incentives and by the use of electronic conferencing and communications.

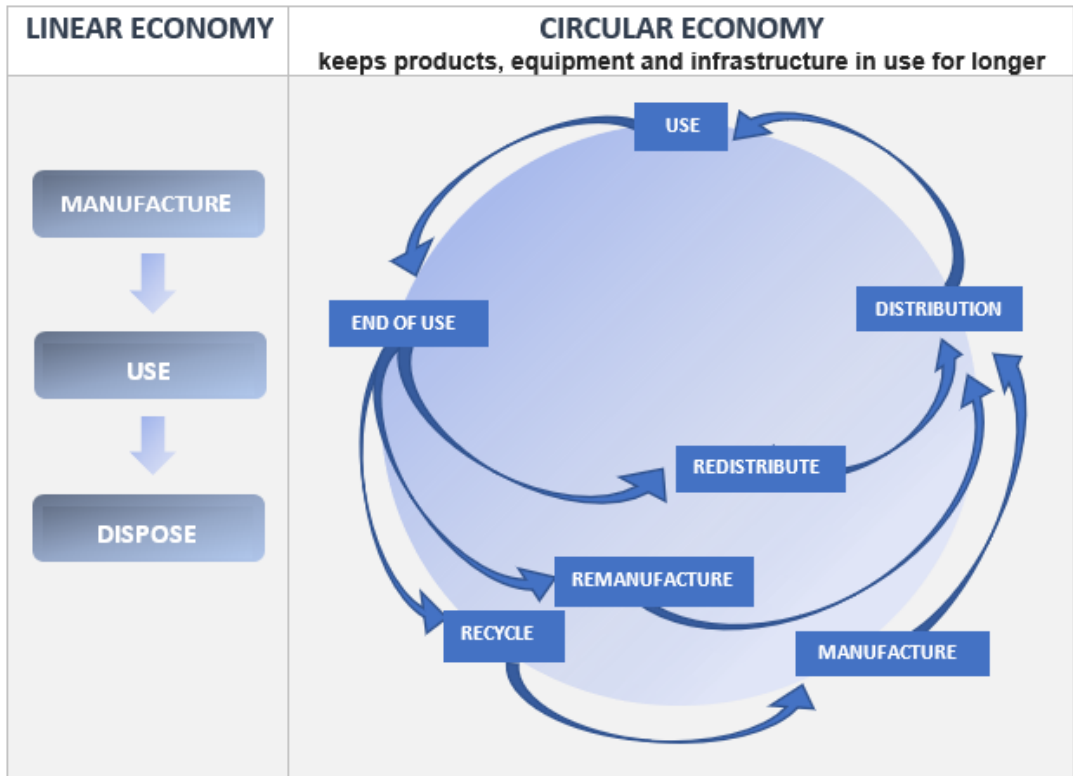
PRACTICES AND PROCEDURES – ENVIRONMENTAL PROTECTION

The College will:

	How?
<ul style="list-style-type: none"> • Analyse, monitor and take steps to reduce the use of resources on all college sites and projects 	<ul style="list-style-type: none"> • Analysis of paper use through software systems to highlight high use areas • Build on the use of electronic records and forms through Sharepoint, OneDrive, and software systems. • Reduce use of paper documentation, records and forms where practicable • Printers set to double sided printing as default • Rationalise on the use of laminated products (Printroom)

	<ul style="list-style-type: none"> • 'Open' classroom and departmental resources shared between departments.
<ul style="list-style-type: none"> • Analyse, monitor and take steps to reduce the operational energy used by the college and its projects 	<ul style="list-style-type: none"> • 'Switch it off' initiative. Drive to ensure lights, computers, equipment, heating, are all turned off at source when not required (H&S Manager) • Liaise with Mitie to ensure out of hours lighting and heating is reduced to minimum. • Utilise energy usage analysis systems to show where and when energy is most used and look into solutions to reduce use of energy (H&S Manager)
<ul style="list-style-type: none"> • Analyse, monitor and take steps to reduce water usage of the College and all its related projects 	<ul style="list-style-type: none"> • Analysis of monthly utilities report and usage statistics where available • 'Save it' initiatives and communication to all staff and students to keep water use to the minimum.
<ul style="list-style-type: none"> • Make available a central store area for broken tables /chairs for repair or refurbishment to keep furniture in use for as long as possible. 	<ul style="list-style-type: none"> • An area within college is set aside for this purpose and is overseen by Facilities department.
<ul style="list-style-type: none"> • Monitor the amount of dry recyclable waste against general waste generated by the College 	<ul style="list-style-type: none"> • Statistics provided to H&S Manager by Waste Collection service. • Use of recycling bins: promotion and guidance of correct use of dry mixed recycling and general waste bins.
<ul style="list-style-type: none"> • Protect and where appropriate enhance the biodiversity of the College site and college projects 	<ul style="list-style-type: none"> • Develop, design and maintain green spaces in and around the college and incorporate green spaces in any new land projects to help support biodiversity and to enhance the working environment for staff, students, visitors and the local community. • Encourage students' projects under Foundation Learning, Catering and other departments to 'grow own food', recycle and compost. • Look into schemes/projects for planting trees either within the college grounds or in the local area
<ul style="list-style-type: none"> • Reduce impacts on air quality by controlling dust and harmful emissions 	<ul style="list-style-type: none"> • COSHH assessments and safe systems of work produced and communicated to all relevant staff

	<p>(H&S Department)</p> <ul style="list-style-type: none"> • Air quality audits (H&S Department)
<ul style="list-style-type: none"> • Ensure any hazardous waste is kept to a minimum and electrical/electronic waste is disposed of in accordance with WEEE regulations 	<ul style="list-style-type: none"> • Apply hierarchy of control measures to minimize or eliminate exposure to harmful substances (safe systems of work/COSHH assessments)
<ul style="list-style-type: none"> • Ensure responsible disposal of used batteries 	<ul style="list-style-type: none"> • A battery recycling point is made available in central location (reception area)
<ul style="list-style-type: none"> • Proactively communicate and cascade all environmental policies and initiatives with all staff and students 	<ul style="list-style-type: none"> • Encourage College staff to engage in environmental sustainability projects in and outside of college • Environmental impact considerations are incorporated into the student curriculum, for all theoretical, practical and enrichment activities. • Set up student environmental action group
<ul style="list-style-type: none"> • Work to reduce transport emissions generated through travel to work and business travel by staff and management. 	<ul style="list-style-type: none"> • Encourage walking where possible • Use of public transport • Car sharing schemes • Offer incentives: 'cycle to work scheme' • Reduction of business travel by utilising video conferencing, skypeing for meetings to help reduce transport emissions • Offer electric car charging points. Investigations under governments Workplace Charging Scheme.



SOCIAL EQUITY

Newbury College, partners and stakeholders are committed to the promotion of a democratic, socially inclusive, healthy and safe environment with respect for fundamental rights and cultural diversity that creates equal opportunities and combats discrimination in all its forms.

The College is committed to addressing the needs of current generations without compromising the ability of future generations to meet their needs.

Newbury College, partners and stakeholders are committed to enhancing the participation of citizens in decision-making and promoting awareness of sustainable development by highlighting the impact citizens have on the environment and their options for making more sustainable choices.

RAISING AWARENESS

An Environmental Protection awareness panel will meet at agreed intervals to review the Colleges environmental sustainability performance and to ensure that environmentally responsible practices are effective and that best practices are being shared. Findings will be communicated to all College Staff, Management and Directors.

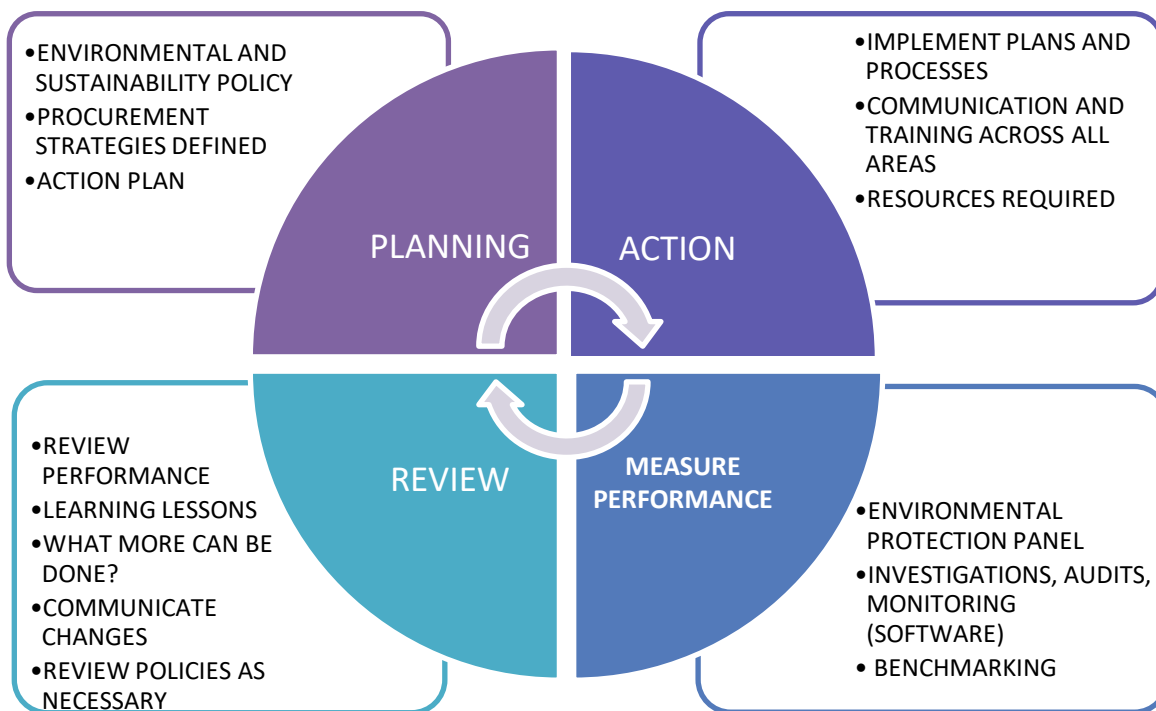
The college will:

<ul style="list-style-type: none"> Incorporate a statement regarding environmental responsibilities and sustainability policies into employee inductions and contract. 	<p>Responsibility of: Head of HR</p>
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<ul style="list-style-type: none"> • Bring attention to environmental protection considerations in all aspects of the business 	Senior Management Team, Curriculum Management Team and all Staff
<ul style="list-style-type: none"> • Communicate best practices 	Senior Management Team: cascades to Department and Curriculum Teams
<ul style="list-style-type: none"> • Set up an Environmental Protection panel, to meet at agreed intervals 	H&S Manager Student Environmental Action Group
<ul style="list-style-type: none"> • Maintain effective relationships with Mitie Facilities Management to help ensure that services are running efficiently, and that environmentally responsible behaviours are practiced throughout all areas of the organisation 	Director of Finance/ Facilities Coordinator
<ul style="list-style-type: none"> • Set up training for key staff on sustainable procurement principles 	Head of HR
<ul style="list-style-type: none"> • Involve the local community in environmental protection projects 	Senior and Department Team managers
<ul style="list-style-type: none"> • Work with local organisations dedicated to protection of the environment in combined projects 	Sustainable Procurement Champion

CONTINUOUS IMPROVEMENT

The College will continuously improve its environmental performance through a cycle of Planning, Action, Performance Measuring and Review. An Action Plan has been produced alongside this policy which sets out priorities and actions for the current year (to be reviewed annually).



PRINCIPLE PEOPLE

Sustainable Procurement Champion/s	<p>Guide, advise and monitor environmental protection practices and sustainable procurement – works with:</p> <ul style="list-style-type: none"> • Staff Services Manager • Curriculum Managers • Students Environmental Action Group <p>Monitors environmental sustainability practices and procedures. Organise/schedule Environmental Audits. Collate records/meter readings to produce use statistics.</p>
Environmental Protection Panel	<ul style="list-style-type: none"> • Nominated members/students
Senior Management	<ul style="list-style-type: none"> • Effectively cascades the key values of the policy • Sets targets for improving the organisations environmental and sustainability performance • Makes provision for adequate resources to enable actions under the policy.
Curriculum and Business Support management	<ul style="list-style-type: none"> • Oversee own departmental spending and use of resources.
Nominated board director with accountability for sustainability	<ul style="list-style-type: none"> • Oversees college policies and procedures. • Communications with principle people

The Environmental and Sustainability Development Policy and Action plan is to be made available to all staff through Sharepoint.

Date: September 2013
Reviewed: February 2016 and August 2018 (no change), Dec 2019
Next Review: Dec 2022

JH\SP\FINANCE\SUSTAINABLEDEVELOPMENT\17.12.19