

Environmental Policy



Reviewed by: Health and Building Safety Officer	Review Date: September 2020
Approved by: Director of Premises	Approval Date: September 2018

Introduction

The Environmental Policy statement is issued as an ethical responsibility and commitment to comply with the Environmental Protection Act 1990 and the Environmental Act 1995 and all other subsequent relevant legislation and regulations in relation to the provision of further and higher education.

Statement of intent

In realising the aims of the Trafford College Group, the Corporation attaches the utmost importance to and will comply with its legal responsibilities and recognises that it has an ethical responsibility to protect and enhance the environment and work towards sustainable practices in the use and disposal of materials and energy.

Through efficient premises management and the implementation of the College's Green Travel Plan, the College group will contribute to sustainable development both locally and regionally.

The Corporation regards environmental actions as ranking equally with its other business objectives. In view of this, the Board of the Corporation requires that this policy be supported by the prioritisation of physical and financial resources.

Objectives

The Corporation requires the following objectives to be achieved:

- The requirements of the Environmental Protection Act 1990, the Environmental Act 1995 and all other subsequent relevant legislation and regulations are to be observed.
- Compliance with the statutory obligations of the College is to be regarded as a minimum standard and the College group is committed to maintaining a continuous improvement in overall environmental performance.
- There is to be consultation with representatives on matters relating to the environment.
- An environmental ethos is to be created within the College group so that staff and students consider the environmental consequences of all work/study/project activities.
- Documented environmental objectives and targets are to be established and maintained.
- All resources used by the College group are to be examined and their environmental impact identified. Environmentally sound alternatives and their possible use are to be investigated or the resource is to be eliminated altogether.

- Proposed new developments and new purchases are to be examined and assessed using sound environmental criteria.
- An annual report is to be produced in order to monitor progress in meeting environmental objectives.
- There are to be mechanisms to audit and monitor the implementation of the Corporation policy and, through feedback, ensure that changes are made as necessary to guarantee its effectiveness.
- There is to be adequate and appropriate selection and training of personnel in order to ensure their competence.
- The control of environmental hazards throughout the College group is to be achieved by means of risk assessments, which should be properly conducted by competent, trained persons, and the establishment of control measures which are suitable and sufficient to reduce the level of risk identified in those assessments.

The Corporation delegates the responsibility for the achievement of these environmental objectives through the line management chain.

Organisation

The Corporation has nominated the Health and Building Safety Officer as the principal focus point for environmental protection and strategy. The Health and Building Safety Officer has overall responsibility for advising on the formulation, planning, implementation and development of this policy.

Arrangements

Detailed environmental arrangements can be found in the College Groups environmental management system.

Promulgation

The policy and its requirements are to be brought to the attention of all personnel working in and visiting the College Group.

The focal point for all environmental matters within the College Group is the Health and Building Safety Officer, John Frowen, who can be contacted on 0161 952 4700.

Responsibility for implementation

The Board of the Corporation and Senior Management Team shall:

- ensure that there is an effective environmental policy;
- support the policy and any person with responsibility for its implementation;
- ensure that the necessary resources are made available for the implementation of the policy;
- receive an annual report on environmental performance.

Departmental managers shall:

- be responsible for managing the implementation of this policy within their sections;

- assist with the auditing of their sections at least once a year.

Organisation

The College's Health and Safety Committee will oversee the implementation of this policy.

The Director of Premises and the Health and Building Safety Officer are responsible for coordinating and monitoring the implementation of this policy and for associated guidance and approved standards.

Measuring and monitoring

The effectiveness of the policy will be monitored by audits and inspections, the collection of current and historical data and the setting of targets and timescales for achievements. The college has achieved ISO14001 and will be audited externally to ensure compliance. Departments are expected to cooperate fully and to assist in the performance of the audit.

Purchasing

The College group will pursue the maximum use of products which are based on recyclable materials, are energy efficient in their production and use, are minimally packaged and are durable and repairable.

The College group will also encourage the maintenance of low stock levels, and will ensure that they are alert to new developments in the green product market.

The College group will ensure compliance with the requirements of the COSHH regulations, which require all articles and substances supplied for use at work to be safe and without risk to health.

A long-term objective will be to compile a database of environmentally friendly College suppliers.

Built environment

The built environment is an aspect of the College Groups estate which has an impact both externally (visual impact) and internally (thermal comfort, indoor air quality and overall amenity).

The College Group will ensure that any new development or refurbishment is in keeping with the local surroundings and is a benefit to the College group community. It will also ensure that within its premises, the environment is comfortable and healthy.

When considering new builds, the College group will endeavour to use innovative techniques such as:

- solar power;
- wind turbines;
- water recycling;
- PIR and building management systems.

Site maintenance

There is scope not only to reduce an unnecessary impact on but also to enhance the quality of

the environment and to help create a positive College ethos and image

The College Group will:

- maintain its programme of facilities works to ensure that the interior of the College campuses remains a clean, tidy and safe environment for all;
- continue to encourage both staff and students to use notice boards in classrooms and corridors and will maintain a programme for works of art to be installed throughout the College Group;
- introduce and maintain a programme of planned redecoration/cleansing for all communal areas and staff workrooms;
- create and operate preventative maintenance programmes to reduce 'down time' on repairs and to avoid high-cost emergency call-out charges;
- pursue the use of greener products, e.g. cleaning materials, paints etc., and ensure that contractors are made aware of, and comply with, the College Groups environmental approach to site maintenance.

Curriculum

The greatest contribution that the College Group can make to a sustainable future is to enable students and staff to become environmentally responsible citizens. The College group will pursue ways of meeting this challenge.

Transport

The College Group is continuing to expand with further major development proposals. In order to demonstrate that the environmental impact of these developments is minimised, the College Group has prepared a Green Travel Plan which promotes sustainable travel and minimises reliance on private cars.

The main aims of the Green Travel Plan are to:

- reduce the environmental footprint of the College Group by improving the proportion of trips made by sustainable transport modes;
- encourage walking, cycling, car sharing and the use of public transport;
- make the college site less congested and more accessible;
- improve the health of the staff and students through increased cycling and walking;
- offer increased choice in ways of getting to and from the site;
- produce a 10 per cent reduction in the proportion of trips to the College campuses made by single-occupancy cars.

Travel Plan Coordinator

The Health and Building Safety Officer has been appointed as Travel Plan Coordinator to manage the Green Travel Plan. The plan will be implemented, reviewed and adapted year-on-year to meet the needs of the College Group. The Travel Plan Coordinator will undertake annual monitoring to determine the success of the plan and, through an analysis of the results, to establish what measures need to be taken.

Catering

The College group will support the provision of organically produced food and vegetarian alternatives, within budgetary constraints, in all College campuses refectories. The College group will require suppliers to provide details of the environmental qualities of their products, packaging and procedures.

It is College Group policy that food and beverages must not be consumed in, or taken into, classrooms or other teaching areas. As the College Group provides refectories for student use, this policy will be vigorously pursued to lessen the impact on janitorial works and materials.

Energy

The Board of the Corporation is committed to:

- reducing energy costs;
- increasing energy efficiency;
- reducing CO2 emissions;
- investing in clean, energy-efficient technologies.

To achieve these targets the College Group will undertake energy audits and will introduce energy conservation measures.

These measures may include:

- structural repairs e.g. wall cracks, ill-fitting windows, etc;
- the application of heat-saving window film;
- roof insulation, where applicable;
- suspended ceilings, where applicable;
- tightening up on heating controls to cut wastages;
- reduce cooling where appropriate;
- educate/ train estates staff to monitor and reduce waste in water, electricity and gas where possible.

The College Group will implement lighting-efficiency measures such as:

- timed switches;
- the replacement of gang switches with individual switches;
- key switches;
- low-energy lighting in corridors;
- switching off lights and closing windows when vacating a classroom or staff workroom.

Windows should not be opened to lower the temperature if the radiators have not already been turned off.

Water efficiency measures, such as movement sensors for urinals, may also be implemented.

The College Groups staff and students will be educated about the College Groups position with regard to energy efficiency and savings:

Opportunities will be explored with providers of photovoltaic installations to harness solar energy to supplement the various College campuses electricity supply needs and water heating at appropriate locations

Water charges will be monitored to determine the contribution being made by the rainwater harvesting plant which stores and recycles grey water for flushing toilets at Altrincham

Portable heating appliances will be held in stock and issued by the Premises staff. Such appliances will only be issued if there is a confirmed failure of the heating system. Staff and students must not bring personal heating appliances into any of the College campuses.

The College Group will review practices and endeavour to improve its energy conservation and to reduce energy per capita use and water usage and wastage.

Liquid and gaseous emissions

The College Group will:

- monitor and audit liquid discharges;
- monitor gaseous emissions;
- comply with air pollution controls in relation to the boiler house.

Waste management

The College Group will pursue a policy of waste minimisation, recycling and the safe disposal of any residues by applying the best environmental option for the treatment and disposal of waste.

The College Group will ensure the provision of a means of disposing of litter and other non-recyclable waste, and will maintain regularly scheduled collections of all waste materials and residues.

Summary and conclusion

This policy document is not intended to be exhaustive or prescriptive. It is intended to be illustrative and thought-provoking and may be useful in the identification of priorities and other initiatives.

It is intended that this policy, and any subsequent additions or amendments, will be relevant to academic and institutional practice and its environmental effects. It is intended that the policy be understood, implemented and maintained at all levels of the organisation and it will be freely available for inspection and/or reference.

Separate procedures which will support this policy will include the:

- Green Travel Plan;
- energy-saving plan;
- guidance on buying, selling/supplying and disposing of machinery and work equipment;
- waste management and recycling procedure;
- building management procedures.

Updates and amendments

It will be the responsibility of Health and Building Safety Officer to update and/or amend this policy, after due consultation, as legislation and other forces dictate.