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CONTENTS

- 1. INTRODUCTION 3
- 2. OBJECTIVE 3
 - 2.1. Energy Consumption 3
 - 2.2. Water Consumption 4
 - 2.3. Discharges to Water (surface and foul drains)..... 4
 - 2.4. Waste Management 4
 - 2.5. Transport..... 5
 - 2.6. Biodiversity..... 5
 - 2.7. Sustainability..... 5
- 3. RESPONSIBILITIES 6
 - 3.1. Governing Body 6
 - 3.7. The College Environmental Management Group 7
- 4. DEFINITIONS 8
- 5. POLICY STATEMENT 8
- 6. RECORDS 9
- 7. REFERENCES..... 9
- 8. MEASURES 9
 - 8.1. Energy Consumption 9
 - 8.2. Water Consumption 9
 - 8.3. Waste Management 10
 - 8.4. Environmental Incidents 10
- APPENDIX 1: 10



1. INTRODUCTION

This policy document sets out Nottingham College's overarching approach to environmental management and details the commitment of the College to managing its environmental impacts. The College has become increasingly aware of its environmental impacts and the need to recognise and manage these impacts. In addition, as an educational organisation, there is a recognised need to set an example of responsible environmental management and to raise environmental awareness among the staff and student populations.

The College will promote the protection and enhancement of the environment to ensure enjoyment for current and future generations.

2. OBJECTIVE

To assist the policy and ensure that there is always continual improvement in the environmental management system, the College will set up an Environmental Management Group that will meet on a quarterly basis. The group will include representatives from the following areas:

- Director of Estates and Capital Projects
- Head of Facilities and Estates
- Facilities Managers
- Cleaning Manager
- Health and Safety
- Head of Faculty representatives
- IT Representative

The college will also commit to:

2.1. Energy Consumption

The College consumes energy for many different purposes including space heating, water heating, lighting, equipment, transport etc. This consumption has a number of environmental impacts, however, it is convention in the field of environmental management for these impacts to be consolidated and measured in Carbon Dioxide equivalent (CO₂e).

To reduce the impact energy consumption has on the Environment the College will:

- a. Use the 2018/19 academic year as a baseline for Nottingham College's energy consumption. From this, a 5-year Carbon Management strategic plan will be produced to reduce the Carbon output.
- b. Where practicably possible, procure energy from renewable sources.
- c. Implement energy saving initiatives to reduce the overall energy usage of the College.
- d. Minimising pollution by ensuring all College equipment is regularly serviced and maintained and where applicable, their emissions are checked.



2.2. Water Consumption

The College's water consumption is associated with cleaning, catering and the provision of sanitary facilities for the College users. In some cases, the associated water consumption is vital for the process and difficult to reduce.

To limit the usage of water across the College estate, the College will:

- a. Monitor water usage on a monthly basis and investigate changes to the average water usage.
- b. Set targets to reduce the water consumption through initiatives that can be controlled i.e. waterless urinals.
- c. Implement water saving initiatives to reduce the overall energy usage of the College.

2.3. Discharges to Water (surface and foul drains)

Surface water drains are usually connected directly to local water courses and do not go through a treatment process whereas foul water drains do. For this reason, any contamination entering the surface water drains can have severe effects on local wildlife habitats.

To ensure that there is no damage to watercourses and local habitats, the College will:

- a. Have on all sites an up to date drainage plan, which has marked on the foul and surface water drains.
- b. Ensure that before any controlled discharges enter the drainage system, the correct environmental Permit is granted by the local water authority.
- c. Spillage procedures and equipment is in place for any uncontrolled discharges.

2.4. Waste Management

The College produces a number of different waste streams through its business activities. These wastes, if not correctly disposed of can cause harm to the environment on a local and national scale.

To control the amount of waste produced and to ensure it is correctly disposed of, the College will:

- a. Maintain a waste stream database of all waste that leaves the College sites, this will be updated on an annual basis.
- b. Dispose of waste using registered waste contractors, keeping records of licences to prove compliance for carrying the waste and of the final destination of the waste.
- c. Keep records of all waste disposed of, ensuring that waste transfer notes are kept for a minimum of 3 years.
- d. Monitor the amount of waste created by the College on an annual basis and ensure that all waste is disposed of in conjunction with the waste hierarchy – Reduce, Reuse, Recycle, Recover, Dispose.
- e. Set targets to reduce the amount of waste that is created and ultimately the amount of waste that is disposed of to landfill.
- f. Removing material from the waste cycle, which can viably be recycled and make use of recycled materials where practicable.
- g. Observe and comply with waste regulations and directives for example, the Hazardous Waste (England and Wales) Regulations 2005, Waste Electrical and Electronic Equipment Directive, Environmental Permitting (England and Wales) Regulation 2010.



2.5. Transport

The College undertakes a significant amount of travel in the course of its training, teaching and support activities. It also has influence over commuting travel to, from and between the College sites. While this environmental impact is difficult to quantify, and therefore manage and influence in a measurable way it is recognised that this is potentially a medium environmental impact and the College will:

- a. Advertise public transport routes to and from the College sites as well as offers available to College users who use public transport.
- b. Promote the Cycle to Work and Student Bike scheme and advertise local cycle routes around the Nottinghamshire.
- c. Set meetings at sites, which have the most amount of attendees to reduce the overall business travel and utilise video conferencing where possible.
- d. Where practically possible, limit the amount of inter-site travel by combining departments and curriculum delivery at a single site.
- e. Reduce the amount of deliveries received at each site by combining delivery routes or choosing local suppliers.

2.6. Biodiversity

The College has a wide variety of Estate that can be used to promote biodiversity. To insure this is increased the College will:

- a. Use its Estate to promote biodiversity and wildlife inclusion through supporting habitat that will encourage this.
- b. Ensure that all pesticides and biocides used on College sites are approved and do not cause harm to the local habitat.
- c. Consider green infrastructure, which is an approach that seeks to marry development projects with biodiversity conservation on all building development projects.

2.7. Sustainability

The College will promote sustainability through its environmental management system by:

- a. Ensuring compliance with any legal requirements concerning the environment, and working towards meeting government initiatives for a sustainable environment.
- b. Linking with other organisations in the local community in dialogue and partnership to encourage and contribute to good environmental practice.
- c. Including environmental issues in curriculum delivery where appropriate.
- d. Ensuring all contractors and suppliers to the College have similar environmental aims and commitment.
- e. Including environmental and energy management issues in staff and student induction and continual professional development, ensuring that all are aware of the need to apply in practice the aims of the environmental policy, particularly related to energy savings.



3. RESPONSIBILITIES

3.1. Governing Body

Nottingham College's Board of corporation who are the Governors 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.

The Board shall:

- a. Ensure that due consideration is given to environmental consequences of any policy decision taken by the board.

3.2. The 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.

3.3. Senior Leadership Team

In assisting the CEO to ensure the College complies with all its statutory duties, the Senior Leadership Team shall:

- a. Implement the Environmental Policy.
- b. Ensure that sufficient resources are allocated to reducing the College's environmental impact, promoting environmental awareness and to ensure that legislative standards are met and, where possible exceeded.
- c. Ensure that major environmental issues are discussed and resolved at appropriate Senior Leadership Team meetings.
- d. Periodically review the College's Environmental Policy and make any appropriate changes for the promotion of improved environmental management standards.
- e. Promote the targets set out in the policy to the wider College community.
- f. Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.

3.4. Director of Estates and Capital Projects

The Director of Estates and Capital Projects will act as the appointed Senior Manager responsible for environmental management within the College. They will co-ordinate the Environmental Policy and practice within the College as a whole.

The Director of Estates and Capital Projects shall:

- a. Report all major environmental issues to the Senior Leadership Team or Board Meeting
- b. Consult regularly with the Head of Facilities and Estates regarding environmental issues.
- c. Present significant changes in the College's Environmental Policy to the Board for approval.
- d. Ensure sufficient funds are allocated through a financial framework from which the Head of Estates can ensure the College meets the requirements of legislation and guidance related to environmental management.



3.5. Head of Facilities and Estates

The Head of Facilities and Estates is responsible for:

- a. Setting meetings, along with the Director of Estates and Capital projects for the College's Environmental Management Group.
- b. Allocating funds for the environmental management of the College and for improvement projects.
- c. Promoting the achievements within the environmental management systems and the progress against the targets set.

3.6. Facilities Managers

The Facilities Managers are responsible for:

- a. Ensuring that the buildings are running as efficiently as possible and putting recommendations and procedures in place for improvements.
- b. Looking at the waste produced by the College, making recommendations for reduction and ensuring waste is segregated and disposed of via correct methods.
- c. Ensure that all refurbishment and building improvement works are completed to high environmental standards.
- d. Investigating environmental issues and circulate appropriate information and guidance throughout the College.
- e. Liaise with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.
- f. Looking at new technology that can be used to improve the environmental efficiency of the College.

3.7. The College Environmental Management Group

The aim of the College Environmental Management Group is to:

- a. Address day-to-day matters, which have environmental implications.
- b. Setting and monitoring annual environmental/sustainable SMART targets and objectives.
- c. Monitor environmental performance across the College and where it is felt necessary, recommend new environmental measures, or revise existing ones.
- d. Receive and review relevant environmental/sustainable policies or procedures.
- e. Review environmental incidents and agree recommendations for improvement.
- f. Promote co-operation of the wider College community in the development and implementation of the environmental Management system.



3.8. 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 systems.
- Attend and complete environmental awareness training.

3.9 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:

- Taking part in Environmental & Sustainability working group.
- Participating in a Green Society Group.
- Involvement in development of web pages for the student intranet

4. DEFINITIONS

4.1. General Definitions

There have been no definitions used in this policy.

5. POLICY STATEMENT

The College will implement the Environmental Policy through the College environmental management system in order to reduce its environmental impact so far as reasonably practicable.

The College is committed to:

- Developing awareness and understanding of environmental issues and sustainable development amongst staff, students and external organisations working for the College providing training when necessary.
- Improving energy performance and reduce the carbon footprint of the College estate.
- Minimising waste and maximise the waste hierarchy - Prevent, Reuse, Recycle, Recovery, Dispose.
- Whenever possible, source food which is sustainable, local and seasonal.
- Encouraging staff and students to be active participants in environmental initiatives.
- Integrating environmental and sustainable principles into the College’s operational procedures and promote best practice.



- 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.
- Promoting a proactive business and commuting travel arrangements to reduce staff and students' carbon footprint.
- Continually improving our environmental management system to enhance our environmental performance.

6. RECORDS

The College will keep records in line with the General Data Protection Regulations 2018.

7. REFERENCES

The policy takes into account statutory legislation in the following areas:

- Environmental Protection Act 1990
- Environmental Permitting Regulations 2010
- Water Industry Act 1991

All other statutory provision and approved codes of practice.

8. MEASURES

The effectiveness of the policy will be monitored and measured in a variety of ways. These will include.

8.1. Energy Consumption

The College will keep annual records of its energy usage; this will be compared to previous years output and compared against the targets set for the current year.

This will be presented in an annual report presented in October detailing the previous academic years performance, targets for the following year and plans for further reduction.

8.2. Water Consumption

The College will keep annual records of its water usage; this will be compared to previous years output and compared against the targets set for the current year.

This will be presented in an annual report presented in October detailing the previous academic years performance, targets for the following year and plans for further reduction.



8.3. Waste Management

The College will keep annual records of waste disposed of; this will be broken down in line with the waste hierarchy – Reuse, Recycle, Recovery, Disposal. This will be compared to the previous years data and the targets set for the current year.

This will be presented in an annual report presented in October detailing the previous academic years performance, targets for the following year and plans for further reduction.

8.4. Environmental Incidents

The College will record and investigate all environmental incidents that occur due to its activities. This will be presented to the Director of Estates and Capital projects to review with the Senior Leadership team.

The incidents along with the remedial actions will be documented in the annual report.

8.5. Biodiversity

The College will record biodiversity activities, success stories as well as plans to increase biodiversity in the future. This will be presented in an annual report presented in October detailing the previous academic years performance and future plans to increase biodiversity.

APPENDIX 1:

Environmental Policy

As one of the UK's largest College, Nottingham College acknowledges that its education and business activities will significantly impact the environment at a local and to global scale.

Nottingham College aims to manage its activities, buildings and estates to promote environmental sustainability, conserve and enhance natural resources and prevent environmental pollution. The College will comply fully with environmental legislation and officially approved codes of practice and cooperate fully with environmental regulatory bodies.

Nottingham College is committed to:

- Developing awareness and understanding of Environmental issues and sustainable development amongst staff, students and external organisations working for the College providing training when necessary.
- Improving energy performance and reduce the carbon footprint of the College estate.
- Minimising waste and maximise the waste hierarchy - Prevent, Reuse, Recycle, Recovery, Dispose.
- Whenever possible, source food which is sustainable, local and seasonal.
- Encouraging staff and students to be active participants in Environmental initiatives.
- Integrating Environmental and sustainable principles into the College's operational procedures and promote best practice.



European Union

European
Social Fund



- 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.
- Promoting a proactive travel plan to reduce staff and students' carbon footprint.
- Continually improving our Environmental management system to enhance our Environmental performance.

To ensure successful implementation of this Policy a systematic approach will be adopted to meet our environmental objectives by setting targets, reviewing progress and improving our management procedures to achieve continual improvement.

Signed

CEO and Chief Executive

Date

Signed

Chair of the Board of Corporation

Date