Harrow College

College Policies and Procedures

Environmental Management Strategy

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Contents

Version Control

0.1	First Draft Matthew Westmore Sept 2007
0.2	Second Draft IK April 2011
1.0	Approved by Executive Sept 2007
2.0	Approved by Executive May 2011
2.1	Reviewed and updated April 2013
2.2	Reviewed and up-dated November 2015
2.3	Revised and up-dated June 2017

Related Policies and Procedures

Waste Management Policy
Accommodation Strategy
Health and Safety Policy
Care of College Environment Policy
Quality Policy
Estates and Facilities Service Standards
Environment Policy Statement

Legal and External Framework

Environmental Protection Act 1990
WEEE Directive
Display Energy Legislation
Energy Performance of Buildings Directive Article 9
F-Gas Regulation
Carbon Reduction Commitment

All other applicable environmental legislation, Government Guidelines and best practice.

Background and Purpose

To minimise the College's contribution towards Climate Change and to mitigate it wherever possible in order to be *'Sustainably Net Positive'*. To provide a framework for compliance with present and future environmental legislation, improve environmental management and reduce costs.

Audience

All staff and students, Governors, visitors and contractors, external bodies. Internal and external audience.

Scope

This policy is applicable to everyone who uses or visits the College premises and those bodies interested in the management of the College.

1   Objectives

- To minimise the College's contribution to climate change by reducing our consumption of fossil fuels and reducing our carbon emissions.
- To ensure compliance with current and future environmental legislation, Government guidelines and best practise and avoidance of fines.
- Demonstrate our Corporate Responsibility by our commitment to continual improvement and reduction of our environmental impact.
- To consider the environmental risks and opportunities when making all strategic decisions.
- Promote and manage energy and water efficiency.
- To promote environmental awareness and energy and resource efficiency in staff and students.
- Where practicable require our suppliers and contractors to meet the same objectives to influence the supply chain in a sustainable direction.
- To raise awareness and encourage participation of staff and students in reducing energy usage.
- To work with college partners, the local community and other organisations to develop and pursue initiatives for improving the environment.
- To publicly demonstrate our commitment to minimising our use of resources and our impact on the environment.
- To maintain our Carbon Trust Standard accreditation and our ISO14001 accreditation.

2   Policy Provisions

Harrow College recognises it has an impact on the environment, principally through the use of energy, water and other resources, transportation and the generation of waste. Harrow College is committed to ensuring that this impact is reduced where practicable.

2.1   Energy

Energy-saving will be promoted and actively monitored by the termly Health, Safety and Environmental Working Groups chaired by Heads of Department and by the Environmental Management Group which meets twice a year and reports to the Executive Director Corporate Services. The College achieved a reduction in our CO_2 emissions of 36% from 2010-2014 by various projects detailed in our Carbon Management Plan. Since then we have continued to reduce our CO_2 emissions incrementally and will now work to our new CMP where funding permits, using 2016 as the baseline year and strive to reduce our carbon emissions by a further 20% in five years. Progress will be reported in our annual Carbon Footprint Report.

- Staff and students are encouraged to reduce and minimise energy wastage by closing doors and windows, turning out lights and turning off heaters, computers, monitors, projectors and other electrical equipment when not required
- We aim to maintain an office and classroom temperature of 21°C in accordance with Health and Safety Executive guidelines. Portable heating appliances will only be issued if temperatures fall below this level.
- Display Energy Certificates are displayed in each building as required by legislation and are up-dated annually. We aim to show an annual improvement in our scores or at least maintain a consistent level.
- The departmental Health, Safety & Environment Working Groups meet every term and the Environment Management Group meet twice a year to promote and monitor energy saving and carbon reduction efforts and general environmental issues.
- We will invest in new technology, including energy efficient plant and equipment wherever possible.
- Any College computer still running at the end of the College day will be shut down automatically by a central software programme.
- Replacement lighting and light fittings will be low energy and automatic controls will be fitted whenever lighting is renewed.
- Water efficiency measures are implemented.
- The College will conduct annual checks of Air Conditioning equipment in compliance with Energy Performance of Buildings Directive Article 9.
- The College will conduct F Gas Regulation inspections on an annual basis and record any leakages.
- Install more solar panels when and where possible to increase the production of our own electricity.
- All new buildings and refurbishments will be to at least BREEAM Excellent Standard to ensure maximum energy efficiency.

2.2   Waste management

The generation of waste materials will be reduced by actively pursuing a policy of waste minimisation and recycling.

- Disposal of electrical and electronic equipment will be in accordance with the Waste Electrical and Electronic Equipment Regulations.
- Reputable waste disposal contractors will be used and waste collection notes will be kept as required by legislation.
- All chemical and other relevant waste is disposed of in accordance with the Hazardous Waste Regulations (2009).

2.3 Recycling

Harrow College is committed to minimising waste production and reducing the environmental consequences of waste through re-use and re-cycling wherever possible. Recycling is effected as follows:

- The College purchases recycled toners and recycles used ink toner cartridges.
- All plastic bin liners used in the college are made from recycled materials.
- The use of used envelopes will be encouraged for internal mail rather than the use of new envelopes.
- The re-use of previously used stationery items is encouraged. These items are available for collection from the Reprographics areas.
- Where possible the blank side of used paper should be used as scrap paper in place of new paper.
- Waste bins are provided that encourage separation of waste into 'general' and 'recyclable', including in staff kitchens to minimise contamination from food waste.
- Staff and students will be reminded of waste recycling requirements on a regular basis to encourage them to use the correct bins.
- We intend to reduce the amount of general waste and increase the proportion of recycled waste each year.

2.4 Purchasing

The College employs a procurement company who seek to minimise environmental impacts and purchase equipment and furniture which is:

- Energy-efficient in their production and use.
- All IT equipment is required to be of A Standard.
- All electrical items purchased are required to be AA Standard.
- Minimally packaged. Suppliers will also be required to dispose of their packaging whenever practicable.
- Durable and repairable.
- Not made from tropical hardwood.
- Biodegradable, eg cleaning materials.

2.5 Paper

The College is a major user of paper and therefore serious consideration is given to reducing its use wherever reasonably practicable. Paper usage is monitored with the intention of reducing the amount year on year.

Methods of reducing paper usage include:

- Double-sided printing and copying is the default setting on photocopiers and printers.

- Colour printing is discouraged.
- Information is communicated by electronic means wherever possible, including papers for meetings, students' work submitted by e-portfolio or Moodle, use of the television screens around the Campuses, etc.
- The printing of e-mails is discouraged.
- Documents are filed electronically, rather than on paper.
- Filed documents will as far as possible, be stored electronically rather than on paper.
- Students have a printing allowance, which is set according to their course, and have to pay once their allowance is used up, in order to reduce wastage.
- Waste paper collected from the College is recycled by our waste contractor.
- Annual spend on paper is recorded and compared with previous years to monitor paper usage.
- Staff are reminded to minimize paper usage whenever possible.

2.6 Travel

The College supports Green Travel and:
- Encourages and facilitates the use of public transport and car sharing
- Staff and students are encouraged to cycle to and from College, or walk.
- Secure bicycle parking facilities for staff and students are provided on both campuses.
- A Green Travel day is held each year and students and staff are provided with information about safe cycling routes, etc.
- Travel surveys will be undertaken on an annual basis to obtain travel-related feedback from staff and students.
- College vehicles are maintained and serviced to a high standard and fuel efficiency is an important consideration in vehicle leases.
- College drivers are provided with Eco Driving instructions for fuel efficient driving.
- On-site parking for staff is limited.
- Parking on site for full-time students is restricted to those with medical needs or exceptional circumstances.
- All business travel is monitored and recorded with the aim of reducing emissions due to travel.

2.7 Catering & Cleaning

The College is committed to applying the principles of sustainability as an important criterion in appointing caterers and cleaners and these are stated in our tender documents. Catering contractors on the college sites should evaluate practices and facilities to ensure they comply with the College Environmental Management Strategy, as follows:

- Minimise water usage by ensuring taps are turned off whenever not being used. To help achieve this pedal-operated taps are fitted in the catering kitchens to reduce water usage.
- Offer vegetarian and healthy eating alternatives and encourage the purchasing of locally sourced and organic catering supplies where practicable.
- Fair Trade products will be stocked wherever possible.
- Use recyclable packaging materials.
- Use biodegradable cleaning materials.
- Minimise food waste.

- Ensure correct disposal of cooking oil, contents of grease traps etc, and avoid contamination and blocking of water drain systems.

Cleaning contractors are required to use biodegradable cleaning materials and sort material for recycling or into general waste where possible.

2.8 New Build and Refurbishment

- The College is committed to minimising any adverse environmental impact of any new development.
- Environmental Impact Assessments will be undertaken before any new building is allowed and environmental mitigation measures will be undertaken where necessary.
- Energy efficiency will be designed into any new buildings, refurbishments and equipment which will be done to at least BREEAM Excellent Standard.
- Sustainably produced building materials and methods of construction which make optimum use of resources will be used.

2.9 Biodiversity

The College is committed to protecting and promoting the biodiversity of our sites by actively avoiding or limiting wherever practical, the use of environmentally damaging substances, materials and processes, preventing pollution where possible and reducing pollution through the responsible management of toxic, chemical and hazardous waste.

We aim to increase the biodiversity on site by the following actions:

- We have installed bird nesting boxes on both sites in accordance with RSPB guidance.
- We have installed bat boxes at Harrow Weald site in accordance with advice from the Bat Society.
- We have put up a bird feeding station and recruited a team of SLDD students to keep the feeders topped up.
- We have created an award-winning wildlife pond.
- We have built insect friendly habitat including log piles and maintain the 'bug hotel'.
- Maintaining the wildflower meadow.
- Employing wildlife friendly management of the College grounds on both sites.

2.10 Water Management

The College is committed to reducing the use of natural resources including water. The main users of water in the College are the kitchens, lavatories, art facilities and laboratories. We actively seek to reduce water consumption by:

- Replacing water taps in all toilets with water saving models
- Reducing water use in urinals by a water management system.
- Toilets fitted with water saving device in cisterns; new toilets to be low/dual flush.
- Reduced water pressure where possible.
- Foot pedals fitted to kitchen taps to prevent taps being left on.
- Fixing leaks and investigating suspected leaks promptly.
- Contract with Aquafund to review other water saving possibilities.

2.11 Community Engagement

To enhance Harrow College's place in the community and work proactively with other organisations to promote a better local environment. Communicate with other interested groups in the immediate neighbourhood and regional, national and global community. Arrange for volunteering opportunities for our students and be 'good neighbours'. Work with local employers to ensure we equip our students with skills needed locally and arrange apprenticeships and work placements for our students to enhance their employment prospects.

3 Staff and Students

- The Executive Director Corporate Services is the Senior Leadership Team champion for sustainability
- Staff and students will be made aware of energy usage to encourage energy saving.
- Presentation on sustainability is given to all new staff during their induction.
- All new staff are required to sign a contract which includes a clause to say they will support our environmental management system and carbon reduction efforts.
- A Curriculum Sustainability Champion has been appointed to promote sustainability in the curriculum.
- The Student Council appoints a Sustainability Representative each year.
- Each department has a Health, Safety & Environment Working Group meeting each term during which environmental issues and ideas are discussed.
- We run a stall on the Environment at each Freshers' Fair.
- We hold an Environment Awareness Week each year in the Spring Term.
- Articles about the environment will be included in the Harrow College Newsletter.
- We up-date the College website, and intranet with sustainability information and issues regular environmental blogs and emails to staff and students

4 Curriculum

The greatest contribution the College can make towards a sustainable future is to enable staff and learners to become environmentally responsible citizens, therefore:

- Teaching staff are encouraged to integrate environmental issues whenever practicable in the delivery of College courses.
- Students are encouraged to participate in external sustainability and environment activities, relevant to their courses, such as the Mayor of London's Low Carbon Challenge, Student Expo exhibitions, etc.

5 External Links

The College participates in schemes organised by external agencies.

- We work with the Carbon Trust to obtain advice and guidance on reducing our carbon footprint.
- We are audited on an annual basis by QMS on our Environmental Management System to ensure compliance with the ISO14001 Standard.
- The College plays an active part in local environmental forums and Association of Colleges' sustainability initiatives

- The College is the first general FE College to attain the Carbon Trust Standard environmental accreditation scheme.

Responsibility

The College Governors and Executive are responsible for monitoring sustainable development by means of the Environmental Resilience Report presented to the Corporation Board in December each year.

Review

This policy and progress towards our objectives will be reviewed on a three yearly basis generally but will be reassessed in 2018 after merger with Uxbridge College.

Consultation

The Environment Coordinator will consult with the Head of Estates and Finance and Resources Director about changes to this policy.

Equality and Diversity Monitoring

It is not considered that this policy of itself has any specific impact (adverse or otherwise) on any group, regardless of ethnicity, gender, age, disability or sexual orientation. The priority for a full Equality Impact Assessment is therefore Low.