

Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 10th August 2018.

It is due for review in August 2019

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1. Introduction

The Academy recognises the importance of environmental issues and sustainability and therefore we will consider these matters in all of our business decisions.

This policy is not contractual but environmental issues are an integral part of our quality management process and we believe placing emphasis on this gives the right message to our staff, customers/clients and suppliers, as well as demonstrating our commitment to the wider community.

2. Scope of this policy

This policy applies to all employees and workers. Where appropriate, a copy will also be given to suppliers and customers/clients.

3. Aims of this policy

In order to develop our environmental policy, we have adopted a minimum set of standards, concentrating on processes that cut down waste, re-use resources and recycle wherever possible. Where practicable, we aim to set internal standards which exceed the minimum legal requirements.

4. Legal considerations

The following pieces of legislation apply to this policy:

- the Health and Safety at Work etc Act 1974
- the Management of Health and Safety at Work Regulations 1999
- the Control of Substances Hazardous to Health Regulations 2002
- the Corporate Manslaughter and Homicide Act 2007.

In addition, we aim to comply with all European law applicable to environmental legislation, regulations, approved codes of practice and other external requirements applicable to our business.

5. Responsibilities

The Head of Student and Central Services is responsible for overseeing environmental issues and ensuring we remain compliant with any relevant changes in legislation.

All managers are responsible for ensuring this policy's successful implementation within their own departments. All employees and workers are required to adhere to this policy.

6. Actions taken

The actions we will take to make this policy work include:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
- ensuring, wherever possible, that all products purchased that are derived from natural resources are from sustainable sources
- setting and reviewing annual objectives and establishing, implementing and maintaining programmes in order to achieve these objectives
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account
- where possible reducing the use of company vehicles and regularly monitoring the condition of such vehicles with a view to reducing harmful emissions
- training and encouraging all employees to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all employees and interested parties informed
- endeavouring where possible to ensure that customers/clients, suppliers and contractors with whom we have dealings are likewise environmentally minded in their approach
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action.

7. Minimum environmental standards

The points outlined below are the minimum environmental standards which we require and will endeavour to achieve. As this policy develops, we expect our standards to continually improve.

8. Waste disposal and recycling

We will investigate and utilise, wherever possible, environmentally sound waste disposal methods for all waste materials. Any product discharged by us into the drainage system or into the air will comply with any legislative requirements.

Scrap paper, reports, newspapers, magazines, batteries, toners etc will be recycled and such materials should be placed in the receptacles provided. Old company uniforms, protective clothing, mobile phones and other equipment, fluorescent tubes, exhausted batteries, printer cartridges etc will be sent to the appropriate recycling centre. When replacing items of equipment or furniture we will aim to recycle or resell the obsolete models.

Where possible, the use of plastic packaging materials will be minimised.

9. Consumables

To cut down on waste, we discourage the keeping of hard copies of documents unless this is necessary.

Recycled paper will be used whenever suitable. All reports, papers and company documents should be printed on double-sided paper to decrease paper usage. All employees are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper. Internal mail should be sent using reusable envelopes and files.

We will always aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergents will be used in sinks, toilets etc.

10. Energy efficiency

Within the parameters of health and safety, we will minimise the use of energy. Long-life low-energy light bulbs and other energy saving devices will be used in all areas. All employees are requested to turn off the lights and/or any fans when leaving their offices unattended, and to turn off the lights and fans in the toilets and other rooms when not in use. Electrical equipment including computers, photocopiers and printers should not be left turned on and running when not in use, unless there is particular reason (i.e. terminals left on following request by the IT department in order to undertake essential maintenance outside of normal working hours).

11. Transport and deliveries

The use of electronic mail is encouraged to reduce the use of couriers and mail.

All vehicles owned or leased by <name of business> will use diesel or lead free petrol and will be chosen with environmental efficiency in mind. We will maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size and driver training. Vehicles should be driven, within the parameters of health and safety, with fuel efficiency in mind.

The use of video/telephone conferencing will be promoted to reduce unnecessary travel. Where travel to meetings is necessary, we encourage the use of public transport or shared transport.

We also encourage staff to share cars, cycle to work or use public transport if they can. For those who wish to travel by public transport, some flexibility in working hours may be agreed to fit around bus and train times at the discretion of each employee's manager.

12. Relationships with suppliers

We will establish environmentally sensitive purchasing policies and monitor the environmental awareness of our suppliers, ideally setting a standard with which they must comply.

13. Communication and training

This policy will be made readily available to employees, learners and suppliers.

In addition, signs reminding everyone to recycle waste materials and to economise on electricity may be posted in appropriate places around our premises.

14. Implementation, monitoring and review of this policy

This policy will take effect from 1st March 2014. We will regularly audit our premises, equipment and procedures to ensure these are energy efficient and utilised to an acceptable standard.

Any employee who feels this policy is being breached, or who has suggestions regarding improvements to our practices, should raise this with the Head of Business and Product Development.

Any queries or comments about this policy should be addressed to the Head of Business and Product Development