

# CANTERBURY COLLEGE POLICY

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## ENVIRONMENT POLICY

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POLICY LEAD: Director of Finance & Corporate Services

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## **CANTERBURY COLLEGE ENVIRONMENTAL AND SUSTAINABILITY POLICY**

### **1.0 Purpose**

All activities undertaken by the college have the potential to affect the environment locally, nationally and globally. This affect may be either negative or positive. The purpose of this policy is therefore to document the college's ethical commitment to environmental sustainability. The college will actively promote and enhance the environment and seek to reduce any negative impact upon it as far as is reasonably practicable.

### **2.0 Scope**

As the activities of all members of the college community (staff, learners, contractors and visitors) have an effect upon the environment this code of practice applies to everyone.

### **3.0 References**

Environmental Management -Strategic Management Statement  
Accommodation Strategy  
Health & Safety Policy  
Energy and Water Management Policy  
Transport - Fleet Management - CoP  
Reprographics – CoP  
Recycling Strategy

### **4.0 Statement of action**

#### **4.1 General principles**

The college will observe the following general principles of environmental protection and sustainability:

- 4.1.1 To strive to conserve and improve the environment by complying with the Environmental Protection Act 1990 and other related environmental legislation.
- 4.1.2 To create an environmental ethos amongst staff and learners so that in all work, study and project activities they consider the environmental consequences.

- 4.1.3 To examine all resources it uses and identify their environmental impact. It will investigate the possibility of the complete elimination of the resource, or where this is not possible, the introduction of environmentally sound alternatives.
- 4.1.4 To examine any proposed new developments and new purchases and assess them against sound environmental criteria.
- 4.1.5 To work with college partners, the local community and others to develop and pursue environmental initiatives.
- 4.1.6 To promote in its publicity and marketing activities a positive image of the college as an environmentally friendly and caring organisation.
- 4.1.7 The Estates and Building Services Manager will be manage the operational and strategic aspects of the Policy.
- 4.1.8 The Environmental Committee will lead on setting strategic goals and operational targets for the College and form a sub-committee of the Health and Safety Committee.
- 4.1.9 The Health and Safety Committee will have the responsibility of ratifying operations, strategic aims and Policy for the Environmental Committee.

## **4.2 Specific key targets of good environmental practice**

### **4.2.1 Built environment**

(See also 4.2.2 Energy)

The college recognises that the built environment has an impact both externally (visual impact) and internally (thermal comfort, indoor air quality and overall amenity) and that this in turn can lead to environmental damage, ill health and poor morale. It will therefore constantly monitor these impacts and seek continual improvement where necessary.

The requirement for further air conditioning units within the Canterbury campus building will be investigated and units supplied where necessary.

More selected plants will be introduced to help improve air quality.

Every effort will be made to ensure a litter-free environment, by both regular cleaning and education (induction, verbal and written communication, curriculum).

Food and drink should not be consumed in classrooms and other teaching areas (with the exception of bottled water in non-high risk areas).

All areas of the college will be cleaned daily.

The college will operate planned and preventative maintenance programmes to reduce 'down time' on repairs and to avoid high cost and disruptive emergency call outs.

The environmental impacts of any refurbishment and new development work will be considered significant factors to be taken into account in such works.

#### 4.2.2 **Energy**

(See also 4.2.1 Built environment)

The college operates a computer-driven building management system at the main Canterbury campus. Such a system is designed to both maintain a comfortable internal environment and to control operating costs. It is acknowledged that at certain times a number of occupants find the internal atmosphere (heating and ventilation) uncomfortable and continuous improvement will continue to be pursued via monitoring, inspections and audits.

The use of portable heating appliances will be actively discouraged and usage controlled against building temperatures.

At all college premises all occupants will be encouraged to reduce and minimise waste of energy, such as by closing doors and windows, turning out lights and turning off heaters, computers, monitors, projectors and other electrical equipment when not required.

It is anticipated that any college computer (except Estates Staff) still running at 9.30pm will be shut down automatically by a central software programme. The college will work with Fujitsu to consider a software system which will shut down all computers left on after the college has closed.

The use of low energy lighting units will be continued.

Sensors will be installed in applicable areas and where safe to do so.

Water efficiency measures will be implemented and encouraged.

Energy use will be monitored and displayed.

#### 4.2.3 **Waste management**

The generation of waste materials will be reduced by actively pursuing a policy of waste minimisation and recycling (see 4.2.4).

All waste will be disposed of in accordance with current waste regulations and using the services of reputable waste disposal contractors.

The use of a waste compactor on site will reduce the number of waste skips required, with consequent reduction in transport needs.

Care will be taken to ensure that all clinical, chemical and other relevant waste is disposed of in accordance with the Hazardous Waste Regulations. Used fluorescent light tubes will be disposed of through a specialist waste contractor.

Disposal of electrical and electronic equipment will take account of the Waste Electrical and Electronic Equipment Regulations.

A system of waste accountability will operate across the college in which each department will be expected to reduce waste to a minimum and will be monitored against this target.

#### 4.2.4 **Recycling**

In its approach to recycling the college will ensure that only materials which are recyclable will be considered for collection, that there is a demand for the recycled products and that the recycling process does not involve the use of more resources than it saves. Subject to these criteria the following actions will be included for recycling:

- The college currently operates a paper recycling scheme, including facilities for the recycling of "confidential" documents. This system will be positively promoted, monitored and reviewed to ensure a high level of compliance and a reduction in the quantity of waste paper still placed in general waste bins.
- The college also currently recycles ink toner cartridges.
- Recycling schemes also include the recycling of such materials as metal cans and plastic bottles.
- The use of used envelopes will continue to be encouraged for internal mail rather than the use of new envelopes.
- The re-use of previously used files etc will also be encouraged.

- Where possible the blank side of used paper will be used as scrap paper in place of new paper.

#### 4.2.5 **Purchasing**

Wherever practicable the college will adopt a 'green' procurement and buying policy. It will also ensure, within budgetary constraints, that these requirements are reflected in all standard contract conditions.

The buying policy will include the maximum use of products which:

- Avoid dependence in their production and use on non-renewable resources or pollutant substances.
- Are based on re-cycled materials. (Ink toner is already purchased in reconditioned units).
- Are energy-efficient in their production and use.
- Are minimally packaged.
- Are durable and repairable.

In addition, wherever reasonably possible the college will purchase:

- Furniture that does not use tropical hardwood.
- Biodegradable cleaning materials.
- Recycled paper.

#### 4.2.6 **Paper**

The college is a major user and waster of paper and therefore serious consideration will be given to reducing its use wherever reasonably practicable.

- Staff will be encouraged to consider realistically the number of copies of any document which they actually need and not to print excess copies.
- Double-sided photocopying and printing will be considered the norm and will be done wherever possible. Single-sided photocopying and printing of any particular job will only be done in response to a specific and justifiable request.
- Communication will, wherever possible, be carried out by electronic rather than paper systems.
- Staff will be discouraged from making printed copies of emails, bulletin etc.

- Information will also be communicated via notice boards rather than multiple copying wherever possible.
- Filed documents will as far as possible, be stored electronically rather than on paper.
- A Document Management System will be introduced.
- On-line enrolment will be introduced.
- Whilst not intending to adopt unduly restrictive working practices, the quantities of paper issued for printing will be controlled.
- Students will be charged for printing.
- Recycled paper will be purchased whenever reasonably practicable and suitable for the job (see 4.2.5).
- Paper recycling will be carried out (see 4.2.4).

#### 4.2.7 **Travel**

The college has a 'Green Travel Plan' and will continue to develop this and monitor progress.

As part of this plan public transport, car sharing, cycling and walking will be encouraged and facilitated.

College vehicles will be maintained and serviced to a high standard and pollutant effects such as fuel emissions will be considered as a factor in future vehicle purchases.

Hired vehicles will be obtained from reputable firms and serviced to a high standard. Whenever possible pollutant effects such as fuel emissions will be taken into account in requesting vehicles.

#### 4.2.8 **Smoking**

The college will enforce a no smoking policy which restricts smoking to off campus.

The college will provide information and support to any smokers wishing to give up smoking.

#### 4.2.9 **Catering**

Catering services on the college sites should:

- Be energy-conscious.
- Offer vegetarian and healthy eating alternatives.

- Require from suppliers detailed environmental qualities of their products, packaging and procedures.
- Use local suppliers.
- Use CFC-free packaging and disposables.
- Use suppliers with the minimum packaging.
- Use environmentally-friendly biodegradable cleaning materials.
- Ensure correct environmental disposal of cooking oil, contents of grease traps etc, and avoid contamination and blocking of water drain systems.

#### 4.2.10 **Curriculum involvement**

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

- The college will pursue a number of ways of meeting this challenge, such as by providing environmental publications in the Learning Resource Centre, by becoming institution members of organisations committed to environmental issues and by arranging periodic displays, events and guest speakers.
- Teaching staff will be encouraged to integrate elements of environmental issues whenever practicable in the delivery of college courses.
- Environmental activities will be incorporated within student enrichment options.