Environmental Sustainability Policy

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Contents

1.0 Vision

This policy provides evidence of the commitment of NESCOT to promote sustainable practices, particularly in relation to energy management.

There are three benefits to NESCOT maintaining and implementing a sustainability policy:

- **Societal** – students are now arriving from schools expecting to see businesses taking sustainability seriously. Therefore, the reputation of the College is an important factor to consider.

- **Environmental** – with most energy still being generated from finite resources that release carbon dioxide, it is crucial to reduce the consumption of energy to mitigate against climate change.

- **Financial** – the College currently spends over £300,000 annually on energy bills. By improving energy efficiency, these costs will decrease, thus providing a more financially sustainable future, especially with volatile energy prices as a result of increasing demand.

This is in line with the vision laid out in NESCOT's 2015-2020 Strategic Plan. It works towards financial stability (goal 2), engagement with students and staff (goal 4) and dynamic and sustainable support services and infrastructure (goal 6).

2.0 Responsibility

The College's energy management working group comprises key members from the senior management team (SMT), the estates team, procurement, and an elected student representative. They meet between four and six times a year to review progress.

All staff, students and visitors are responsible for ensuring that the College operates in a sustainable way, whether this involves large-scale management decisions, or using the correct recycling bin.

3.0 Objectives

- Reduce energy consumption at NESCOT through reducing demand and increasing efficiency in order to generate financial savings which can be re-invested in further sustainable practices.

- Minimise NESCOT's carbon footprint through the implementation of the policy, as a result of decreasing energy usage.

- Minimise the production and disposal of non-recyclable waste through procurement processes and waste disposal routes, and implement accessible recycling schemes.

- Engage staff, students, visitors and contractors in sustainability matters to inspire a behaviour change that goes beyond the college, starting with action points in the communications plan.

- Achieve accreditation from awarding bodies, such as the EAUC, to acknowledge improvements in sustainability at NESCOT, acting as a framework to aim for and resulting in awards to boast about.

- Implement facets of sustainability into every organisational level of the College to ensure the promotion of good practice both at the micro- and macro-level, involved with the day-to-day running of the College.

- Ensure that the College is in line with regional and national sustainability targets, so that it sits at the forefront of current knowledge and takes its place as a leading business in sustainability.

4.0 Targets

To ensure that the objectives are met, the following targets have been proposed:

- Reduce electricity consumption by 8% of the predicted 2017/2018 usage during the 2017/18 academic year. This will cause a subsequent cost saving of approximately £21,000 per annum.

- Reduce gas consumption by 6% of the predicted 2017/2018 usage during the 2017/18 academic year. This will result in an approximate saving of £5,800 per annum. However, this is season dependent.

- Water usage to remain the same with more efficient water management to be introduced.

- Reduce total energy consumption by 20% by 2025.

- Decrease the number of single occupancy car journeys to College by 5% by autumn 2018.

- Increase the usage of power from renewable sources to 10% by 2025.

- Achieve 50% increase in recycling by 2020.

5.0 Policy areas:

5.1 Energy

Energy usage represents a huge financial cost to the College, as well as an environmental burden. This can be lessened by directly reducing consumption, sourcing energy from 'greener' providers, and domestic generation.

All new buildings must meet 'good' BREEAM standard, with an aim of achieving 'excellent'.

Continue to develop monitoring and targeting systems for energy usage. Once these are in place, incentive schemes should be provided for departments meeting energy saving targets.

Gas

5.1.1   Continually monitor gas consumption, identify where usage is particularly high, and take steps to reduce consumption by increasing efficiency and reducing wastage.

5.1.2   Ensure a high standard of insulation in all buildings to reduce the need for heating.

5.1.3   Use systems to managing the demand for heating effectively.

Electricity

5.1.4   Encourage staff, students, contractors and visitors to reduce their consumption of electricity throughout their daily use of the College.

5.1.5   Prioritise the purchase of products with high energy efficiency, applying for funding if necessary.

5.1.6   Research new technologies and cost-effective energy conservation measures and consider their feasibility for implementation at NESCOT.

5.1.7   Maintain equipment to ensure it continues to run at full potential efficiency, for example cleaning lights and computer fans.

5.1.8   Minimise the over-use of air-conditioning systems when not necessary, while maintaining a comfortable working environment for students and staff. Ensure all users are aware of how to get the most efficient use out of the system.

5.2 Water

5.2.1   Repair leaks within 72 hours of them being noticed to prevent accidental wastage of water.

5.2.2   Use of technologies that reduce the volume of water used in automatic processes, such as flushing toilets and timed taps.

5.2.3   Ensure new equipment, such as dishwashers, are water efficient before purchasing.

5.2.4   Promote the resourceful use of water both on site and within the community.

5.3 Waste and recycling

The negative environmental impact of waste can be decreased by following the waste hierarchy: reduce, reuse, and recycle.

- Reduce
  - o Promote a sustainable approach to procurement by only buying essential items, giving preference to items that cause least environmental harm and prioritising suppliers that avoid wasteful packaging.
  - o Minimise paper wastage by using online systems for enrolment, admission, and information that could be sent online, such as brochures.
  - o Prevent the use of one-use plastic by methods described in appendix 1.
- Reuse
  - o Investigate all potential alternative streams to disposal when producing waste, including the use of online auction, or Freecycle, sites.
- Recycle
  - o Implement a clear recycling scheme on site of paper and card, and mixed recycling.
  - o Compost all organic and food waste for use on the farm.
  - o Promote forward-thinking procurement by preferentially selecting items that are recyclable, or made from recycled materials.

5.4 Transport

5.4.1   Encourage the use of public transport, car sharing, walking, and cycling to travel to and from the College, as detailed in the 2016 Travel Plan.

5.4.2   Menu planning in the refectory should reflect seasonal foods to prevent carbon emissions from high food miles.

5.4.3   Consider and investigate the use of bio-diesel in NESCOT vehicles.

5.5 Biodiversity

5.5.1   Plant wildflower meadows and/or trees in unused land to provide habitats for species and mitigate against negative environmental impacts of the College's presence.

5.5.2   Use biodegradable and environmentally friendly fertilizers and pesticides on any managed land.

5.5.3   Eco-friendly products used in every department where possible; i.e. in hairdressing and beauty therapy, and in cleaning products used to clean the College.

6.0 Measures of success

The following key performance indicators will show improvements have been made:

- The annual travel survey should reveal a reduction in the number of people using single-person cars, and an increase in the number of people using sustainable travel.
    - A reduction of 5% a year relative to student and staff numbers.

- A monitoring and targeting system is in place to allow each department to be responsible for its own usage, receive incentives for meeting their targets, and promote healthy competition. This may require restructuring and a number of meters to be put into place.

- The introduction of recycling bins and food waste bins will indicate increased awareness around the college, and a reduction in the number of landfill waste collections that need to be made, with the subsequent increase in the number of recyclable collections will indicate positive change.

- Meeting the energy and gas usage targets will prove the policy is taking effect.

- A reduction in the volume of paper purchased will indicate that encouraging behaviour change and changing printer settings is working.

7.0 Commitments

7.1 Decision making

7.1.1   The energy management working group is responsible for collecting ideas and taking them for approval by the SMT. The energy management working group can then work to ensure implementation takes place.

7.1.2   Specific departmental targets should be developed to address the wide variety of factors resulting from the diverse array of courses at NESCOT.

7.2 Resources to meet objectives

7.2.1   An action plan is included in appendix 1 of this document, and further plans and targets are available in the communications plan and cost savings target document.

7.2.2   Funding is available through various companies, such as Salix, for implementing sustainable practices.

7.2.3   Financial savings made as a result of the implementation of various sustainability measures should be re-invested in improving efficiency and sustainability elsewhere in the college.

7.3 Training, development and awareness

Awareness has been addressed in detail in the communications plan. Briefly, this will include the following:

7.3.1   Sustainability will be included in student council meetings, and student reps should bring forward any ideas that their fellow students have had relating to sustainability. These should be supported by the energy management working group to encourage students to take an active role in promoting the sustainability agenda at NESCOT.

7.3.2   Inspire behavioural change across the campus by increasing signage to give sustainable thinking an active presence and serve as a reminder of beneficial habits.

7.3.3   Include sustainability as part of the curriculum to engage students and staff with beneficial changes and create ambassadors for sustainability throughout their working life.

7.3.4   Hold an annual Green Week with talks, demonstrations and activities that promote getting involved with sustainability at NESCOT, at home, and in the wider community.

7.3.5   Publish reports online on progress the college is making in order to inspire passion, ideas and competition.

7.3.6   Include environmental sustainability in every relevant strategic plan.

7.4 Regular and formal review

This policy and associated documents should be reviewed and amended on an annual basis by the energy management working group.

Appendix 1
Action Plan

Action	What/how	Why	Who	When
Energy	Implement a turn-on and shut-off system whereby not everything is turned on at once. Change to:"Continue to monitor and adjust timezones on BMS in conjunction with occupancy times"	To reduce energy wastage from electrical products, heating, air conditioning, and lighting that is not in use.	IT Estates	Sept 2017 ONGOING
	Conduct an audit of electrical products. Suggest removal as I do not understand the reason for it and Depts. may not have budget for cyclic replacement. PAT test lists available if it is to remain but this will not have energy ratings.	To ensure all products are cost effective in terms of their energy efficiency.	Estates	Autumn 2017
	Take quarterly resource readings and to measure progress.	To see how consumption compares to targets and record unusual usage.	EMWG	October 2017, then quarterly
	Investigate funding for departmental meters. Monthly allowances should be set by the EMWG, and performance should be publicised to encourage competition. Incentives/penalties will also encourage allowances to not be exceeded.	Healthy competition can encourage energy saving behaviour, especially if people are more aware how much energy they are using.	Finance EMWG	Jan 2018
Lighting	Decrease the time between a sensor detecting movement and lights turning off. Remove as completed	To reduce financial costs and carbon footprint.	Estates	Sept 2017
Air-conditioning	Monitor where A/C is not working effectively and take steps to improve its efficiency Add "where units are not controlled by BMS"	A more comfortable working environment, while minimising usage, and therefore cost.	Estates	August 2017 Ongoing
	Send an email encouraging people to think about their A/C usage, especially leaving windows open, and if they leave the room. Change to "Send regular E-mails" Remove"and if they leave the room" as most can't turn off if BMS controlled	Improving awareness will help ensure A/C is being used efficiently and saving costs.	Estates	August 2017 Ongoing
	The system should be automatically shut down 30 minutes before the end of the day and must not be left on overnight. Remove as covered in action 1 (Energy)	This will prevent the system using power when it isn't required.	Estates	August 2017
Water	Place water butts where they can be used by the grounds team. Replace grounds with "Farm/ACU? team" Adam may have already completed!	To increase self-reliance and reduce filtered water usage Remove "filtered"	Farm Estates Remove	January 2018
	Use of water fountains rather than purchasing water for water coolers add "where water services allow"	Presents a huge financial cost, wastes plastic, and is unnecessary with safe drinking water in the UK	Estates	January 2018 Remove replace with "ongoing"
Non-recyclable waste	Remove disposable cups and promote bringing a bottle. Reusable bottles should also be stocked for purchase on site.	These aren't cost effective or environmentally friendly due to their one-use nature.	Procurement	January 2018
	Source a new supplier of coffee cups that are recyclable (*Vegware*), and introduce incentives to bring your own coffee cup.	This presents a cost to be collected and causes environmental problems.	Procurement	Autumn term
Reuse and recycle	Place clearly labelled recycling bins around the site, especially in priority areas such as printers, cafeteria, offices and classrooms. Usage reviewed on an annual basis.	To reduce costs associated with refuge disposal, since recycling collections are cheaper.	SMT	Sept 2017
	Put food waste bins in the cafeteria, which are then taken to the compost bins for future use on the farm. Remove as already found to be impractical covered at previous meetings	Fewer refuge collections to reduce waste disposal costs and make use of useful waste.	Estates Farm	January 2018

Action	What/how	Why	Who	When
	Set up a 'freecycling' scheme where staff and students can have priority in having unused objects, and use online platforms if there is no demand.	As the second element of the waste hierarchy, this prevents items going to landfill (collections also represent financial costs).	Individual	Now onwards
Paper	• Printers print double sided as standard • Prioritise partially recycled paper • Encourage printing in smaller paper sizes (i.e. A3 printed as A4). • Minimise non-essential printing and excess copies with a 'think before you print' scheme. • Use waste paper as rough paper • Encourage paperless meetings, brochures and forms.	Although paper is recyclable, it requires resources to do so, and not all paper is recycled. High paper usage also represents a significant financial cost.	IT Reprographics	September 2017
	Email footers should contain 'think before you print this email'	This is easy to do, but has a large impact.	IT	September 2017
Transport	Continue the Travel Plan's strategy of conducting travel surveys to assess the difference in methods of travel with new strategies.	This will test whether schemes to encourage environmental thinking in travelling to college are having an effect.	HR Travel plan co-ordinator	Sept/oct 2017
	Register for a car share scheme or create a college scheme that is widely advertised. Taking part in the National car share week (October) will be a good kick starter.	To prevent carbon emissions and encourage wider thinking about sustainability.	Travel plan co-ordinator	October 2017
	Obtain sponsorship for charging points for electric cars in the car park to encourage staff to invest in electric cars. Remove as previously discussed at group meeting.	Result in fewer emissions, a healthier working environment, and in line with the Government's new plan for 2040.	Estates	September 2017
Biodiversity	Elect a member of staff willing to run a gardening club.	Students can learn to grow their own vegetables and thus lessen the impact of food miles and intensive farming measures.	Farm Students	Sept 2017, fortnightly meetings
Communication	Develop a visible and easily accessible sustainability section on the website which can regularly be updated with reports and improvements.	Improving the communication will allow people to get involved and feel more responsible for their carbon footprint.	Marketing	Oct 2017, updated to maintain relevance
	Elect a student representative to join the EMWG, and ensure they also attend student council meetings.	Students gain experience, use ideas for their future careers, and pass their ideas onto the EMWG.	Student council/ voice	Sept 2017
	A sustainability section should be included in all projects, whether staff or student led	Students can use this in their future careers, and environmental impact of all projects will be considered.	Everyone	September 2017
Resources	Register for the NUS Green Impact scheme.	This scheme gives advice to become more sustainable.	SMT	October 2017
	Sign up for the EAUC Green Gown awards and aim to achieve Bronze by the end of the	Awards improve reputation and provide a structure to work	SMT	June 2018

Action	What/how	Why	Who	When
	first year.	through.		
	Obtain funding for sustainability projects (*Salix*).	Funding will kick-start action that is otherwise unfeasible.	Finance	October 2017
Working group	The working group should meet four to six times a year, and the sustainability policy should be reviewed every year. A member should sit in on planning meetings and bring a sustainable take to ensure it is considered.	This will ensure new technologies and knowledge is taken into account, and a driving force remains.	EMWG	Sept 2017 onwards