



**European Union**  
European  
Social Fund



**Sustainable Development  
Policy  
for  
HIGHER PLACE  
2021 - 2023**

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## **Context and Introduction**

HIGHER PLACE offers a significant opportunity to implement key principles of our sustainable development policy. In particular, through this project we will work with companies in the local area to explore options for greater sustainability in terms of waste minimisation; resource usage (especially non-renewable resources); local jobs; and sustainable business models that enable micro businesses to thrive and grow.

HIGHER PLACE will bring together businesses and students to investigate ways of fulfilling our sustainability agenda. This could involve students working with a specific business to undertake projects which bring about waste reduction; or improved resource use. It could also be about nurturing student-business relationships so that sustainable employment is secured.

As part of our marketing focus, we will promote these themes so that all participants in the projects are in no doubt about the importance of sustainability in HIGHER PLACE. To this end we will develop a project 'front sheet' which requires participants to explain how their project will contribute to sustainability.

To ensure that this is properly understood and fully explored we will run specific sessions on sustainability principles so that students and businesses can develop their own priorities and begin to establish a framework for sustainable development in their projects.

HIGHER PLACE will build on the UK Government's 5 key guiding principles for the implementation of sustainable development.

The five principles are:

- Achieving a sustainable economy
- Living within environmental limits
- Strong, healthy & just society
- Promoting good governance
- Using Sound Science Responsibly

We will use this project to inform, influence, raise awareness, and promote sustainable development across all areas of the project but particularly in the project-based learning approach which is at the heart of HIGHER PLACE.

Specifically we will encourage participants in the project to:

- Undertake desktop and new primary **research** to identify best practice, find out what businesses (both public and private sector) understand by ethics and sustainability, and to ascertain the extent of changing habits across different industries.
- Produce a range of **recommendations** which are extrapolated from the above research;
- Collaborate with stakeholders from across the wider region, to learn from and enhance existing **ethics and sustainability tool kits** for use in project development;

We also expect to deliver a series of **workshops** which will share best practice across the region.

We can confirm that throughout the project period we have disposed of waste using a registered waste collector and have observed and complied with the Waste Electrical and Electronic Equipment (WEEE) regulations. We take great care to ensure that WEEE is not mixed with general waste and is disposed of legally. This practice and policy will continue to be active beyond the end of the project period.

Below is our HIGHER PLACE Sustainability Toolkit developed for Participants in HIGHER PLACE particularly for SMEs and Micro businesses.

## **A HIGHER PLACE Toolkit for Sustainable Development**

The Toolkit was originally developed for PLACE 21 – and is now being adopted by HIGHER PLACE. It is particularly relevant for SMEs involved in HIGHER PLACE and is useful as a study guide among wider participants particularly young people already in the workforce or those expected to become part of the New Anglia workforce in the future.

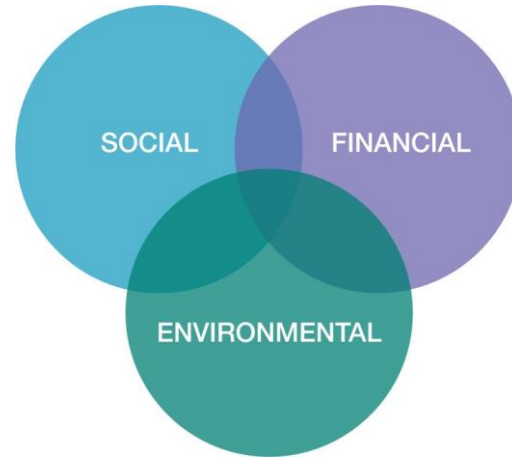
# Introduction

As we enter the 2020s, we have around ten years remaining to stop average global temperatures rising to a point that will cause irreparable damage to the planet's ecosystems and, in turn, humankind. At the same time, we are taking more water than is sustainable, polluting our land with chemicals and waste and destroying our biodiversity.

We cannot rely on governments, large corporates or consumers to address these issues alone. Indeed, it is small and medium-sized organisations that form the backbone of the UK economy. Our actions are therefore critical in achieving a better place for us to live. This toolkit suggests how we might make a start.

**'Sustainability: the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs.'**

*United Nations, 1987*



## But what does it really mean?

We know that we should have concern for three interconnected areas of long term sustainability, shown above. This project provides a means for small and medium organisations in the local area to improve and reduce their environmental impacts. It is aimed at those organisations who realise that we all have an impact, and who truly wish to make a difference in their operations.

The rationale is based on existing models and the work of the United Nations in their 17 Sustainable Development Goals. Perhaps for the first time, the world has a universal and consistent set of sustainability targets. Of course, some are more relevant than others so this project identifies those of most significance and, perhaps more importantly, helps you to find a good place to start...

prohibitively costly and discouraging.

# Why provide a toolkit?

Environmental concerns have become increasingly prominent in the news and media, helped considerably by public figures such as Sir David Attenborough or Greta Thunberg. There is a wealth of advice, but a great deal of that comes from either an idealist or a vested interest perspective . Indeed there is nearly always too much information for busy organisations to sort through and turn into action.

## **This toolkit provides a starting point to address and measure your organisation's contribution.**

The actions herein are built on an analysis of the major themes affecting the environmental crisis of the 2020s. The toolkit addresses the severity and urgency of the issues and considers the manner in which they inter-relate. But more importantly, it identifies practical steps for making a real difference . It will lead to long term changes in behaviour that will influence your customers, suppliers and competitors.

## **ENGAGEMENT**

We rely on the participants' voluntary engagement as an indication of their desire to improve their environmental impacts . Of course there are always methods of manipulating data to demonstrate an unsubstantiated outcome and some organisations do precisely that in order to capitalise on its marketing potential. We believe that your interest in and commitment to this project is based on your desire to find a better way of doing business and, as such, the project is self-regulating .

## **SIMPLIFICATION**

Many of the steps within the toolkit are simplified. As Winston Churchill famously said, "perfection is the enemy of progress", and indeed academic complexity has historically been a hindrance to taking action in this field. Furthermore, over-complex reporting standards have become costly and distracting. For that reason , this toolkit is deliberately reduced to direct steps that can be taken with the knowledge that every improvement is addressing the urgency of the situation.

The results achieved from adopting this toolkit are not designed to be audited. To achieve that would require detailed and robust guidance that would become

# The Objectives

## Reducing Greenhouse Gas Emissions

Nearly all organisations emit harmful greenhouse gas emissions. They can be measured as carbon dioxide "equivalents" using government-published emission factors. This toolkit explains how to calculate and reduce your emissions.

## Removing Waste

Our insatiable passions for consumption and convenience are generating more waste than ever before. The items we throw away took energy to produce, emit harmful gases when they decay and hurt our wildlife. The waste hierarchy helps us tackle this problem.

## Tree Planting

Remember studying photosynthesis at school? Trees absorb significant amounts of carbon, they cool our towns and cities and they provide habitat for the biodiversity we're losing every day. The UK is ranked as one of the most nature-depleted countries in the world. This toolkit seeks to address that.

## Reducing Vehicle Miles

Even the cleanest of cars contribute to our energy consumption, carbon emissions and congestion on the roads. Reducing the number of miles we drive can have fast and extensive environmental, social and financial impacts.

## Measurable, reportable impacts and achievements



# Reduction in Greenhouse Gas Emissions

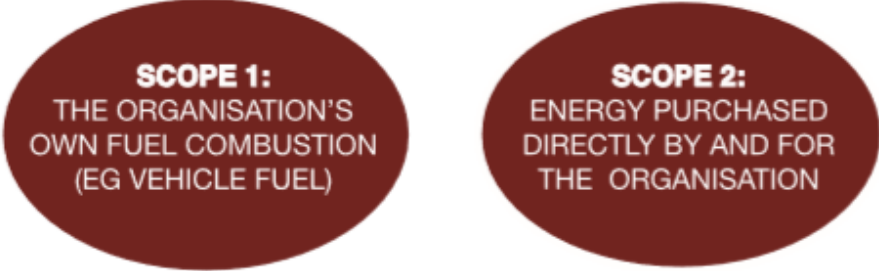
There is a direct correlation between greenhouse gas emissions and rising temperatures. Those rising temperatures disrupt our water cycle and lead to extremes in temperature, rainfall, snow, storms and fires. In turn, those events lead to human migration as nations find their lands either too hot and dry to support life or lost to rising sea levels.

**Most of the world's greenhouse gas emissions arise from the production of energy. We can easily reduce both the volume and the impact of our consumption.**

Some example actions include.. .

VOLUME	IMPACT
<ul style="list-style-type: none"> <li>• Turn down the heating and limit the amount of air conditioning that you use.</li> <li>• Switch to LED lighting and save up to 95% on its energy consumption.</li> <li>• Re-plan vehicle routes to reduce the distance travelled or avoid peak congestion times.</li> </ul>	<ul style="list-style-type: none"> <li>• Switch to renewable energy – speak to your supplier; it's often cheaper than your current supply.</li> <li>• Improve the thermal insulation of your property so that your heating and cooling is more effective.</li> <li>• Consider alternative transport or vehicles, for example using public transport or low-energy vehicles.</li> </ul>

UK companies should account for greenhouse gas emissions arising from their **Scope 1** and **Scope 2** activities, the most common of which are shown in the table below. The "used" columns should be completed to calculate total emissions and the data should only be for the company's own consumption (do not include energy used by third parties such as contractors, couriers or employees' commuting). Collect monthly data to monitor reductions.



Note - 2020 emission factors will be published by the government later in the year.

Notes:

1. CO<sub>2</sub>e = Carbon Dioxide Equivalent, the de facto quantification of greenhouse gas emissions.
2. Greenhouse gas emission factors are published annually by the government and change each year as national power sources are slowly decarbonised.
3. The units of consumption shown above are the most frequently used; see your energy bills. Other unit conversions are within in the published tables of emission factors.
4. The complete list of emission factors for the UK is published at <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

	Calendar Year 2019			Calendar Year 2018		
	Used..	Kg CO <sub>2</sub> e	Total CO <sub>2</sub> e			
Electricity consumption (kWh)		x 0.25560			x 0.28307	
Naturalgas consumption (cu metres)		x 2.03053			x 2.04652	
Heatingoil (litres)		x 2.54042			x 2.53627	
Diesel (litres; company use only)		x 2.59411			x 2.62694	
Petrol (litres; company use only)		x 2.20904			x 2.20307	
TOTAL GREENHOUSE GAS EMISSIONS (CO <sub>2</sub> equivalent)				VERSUS PRIOR YEAR:		

# Removing Waste

“ There is no such thing as 'away'.  
When we throw anything away, it  
must go somewhere. ”

*Annie Leonard*

**1. WHAT'S THE TOTAL AMOUNT OF WASTE THAT YOU PRODUCE?** The best way to measure your total waste is to weigh your rubbish bags each time you load your main bin. You may need to invest in a set of bathroom or luggage scales to achieve this. Once you've done it the first time, it's entirely reasonable to estimate subsequent loads but do check your figures periodically. Compare your data month-on-month and make sure that the total waste you generate is decreasing.

## 2. HOW MUCH OF YOUR WASTE IS SENT TO LANDFILL?

Ask your waste contractors exactly where your waste ends up. You may be surprised at the answers and the differences between contractors. Track your landfill data each month.

Adopt the waste hierarchy (opposite) and find ways to re-use items that you're finished with wherever you can. Work with your suppliers, customers and neighbours to re-purpose your waste and create a "circular economy".

## HOW LONG TO DECOMPOSE?

Some items never fully decompose! Examples include glass, aluminium foil or polystyrene. Applying the waste hierarchy here is essential: avoid buying them unless it's absolutely unavoidable. Be sure to re-use or recycle them if you really do have to buy.

## WASTE HIERARCHY

The waste hierarchy sets out the best way of handling your waste. The primary objective is to reduce the amount of waste either created or discarded. As consumers and citizens we should strive to reject anything that is absolutely unnecessary. This may mean re-imagining our definitions of essential!

**The worst way to dispose of your waste is to commit it to landfill. Always aspire to work upwards in the hierarchy!**

Reducing the amount of waste you generate or discard saves the environmental impacts of production and disposal. It is the best way to reduce your impact.

Reusing items cuts down on waste and reduces the need to repurchase. It is far better to re-use something than consume energy having to recycle it.

Recycling is often the first action people consider when thinking about the environment. It's better than landfill but not perfect!

Recovering energy from waste (usually through incineration) is better than sending it to landfill.....



Tins & Cans:  
years

Batteries: 50-80  
100 years



Clothing: Nylon 40 years Plastic bottles: 500+ yrs

Printer

Cartridges: Polyester

100 years

Items that we use often for a matter of only minutes take decades to fully decompose. As they do so, they emit greenhouse gases, disrupt the food chain and cause physical difficulties for wildlife. This is the worst way to dispose of an item that you're finished with.

# Tree Planting



The natural world is in serious trouble and it needs our help as never before. millions of people in the UK care very passionately about nature and the environment and I believe that we can work together to turn around the fortunes of wildlife. ”

Sir David Attenborough

Trees capture carbon dioxide at a rate of around 20kg per year at their peak stages of growth. Over their lifetime, that can add up to around half to three-quarters of a tonne. They are a useful tool to combat climate change in the short to medium term (but they won't solve the crisis alone). As their growth rate slows, so does the amount of CO<sub>2</sub> that they absorb.

Trees also improve air quality, help to cool our towns and protect and enhance wildlife and biodiversity.

Planting trees provides social benefits in the form of education, exercise and team-building. Just spending some time connecting with nature can have a pronounced effect on morale and motivation. Natural England published an extensive report in 2016 advocating the benefits of this sort of activity on one's mental health.



The best trees to select will vary according to many factors, for example the land available and any planning restrictions that may be in place. Environmentally, some of the best choices are...

Most organisations have small areas of land that can be used to plant trees or hedgerows. Measure the number of trees planted by your organisation or its employees each year.

This should be considered independently of your total greenhouse gas emissions... offsetting is a poor approach to trying to make a positive contribution.

**TREES PLANTED**

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**AVERAGE FTE\***

=

**NEW TREES PER FTE\***

\*FTE = full time equivalent employee

# Vehicle Miles

**We cannot continue to use the sky as an open sewer.**

## *Al Gore*

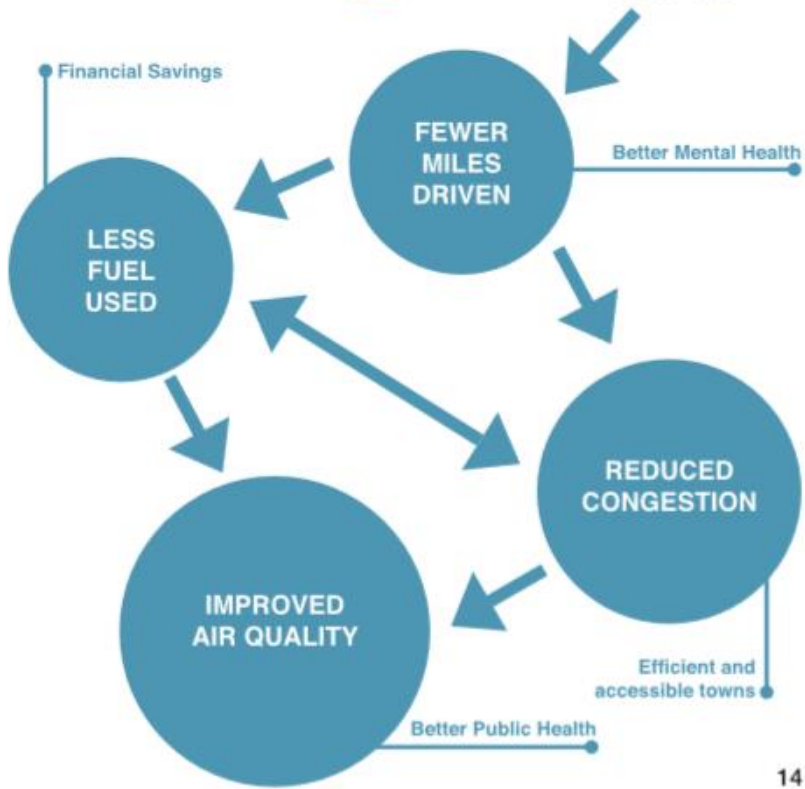
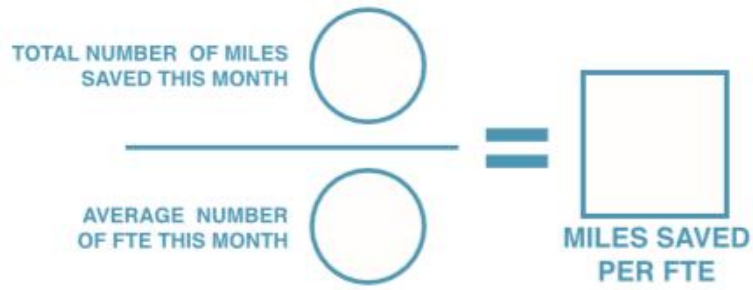
Any form of powered transport requires energy, and most sources cause harm to our environment. Even those considered clean (such as electric vehicles) have hidden environmental costs. And as the number of cars continues to rise, so do levels of congestion and air pollution.

The problem is particularly significant in our region's towns, where roads are at capacity and many pedestrians walk alongside polluting vehicles, often to school or college. Now observe the increase in traffic levels when it starts to rain and consider how easily we can start to address the problem. Just because it's raining doesn't mean that we should take the car!



Reducing the number of miles we drive can have fast and far-reaching environmental, social and financial impacts. Consider using public transport, car sharing, off-site parking, home-working or even just walking to work.

Keep a track of how many miles your organisation has avoided driving each month.



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# Collecting the Data

Consolidate your data into a simple table like this. Tracking it monthly will reveal any seasonal trends, for example heating or air conditioning, and you'll be better able to track your progress year-on-year.

	J	F	M	A	M
OBJECTIVE 1: Total CO2e emissions					
OBJECTIVE 2a: Total waste generated					
OBJECTIVE 2b: Total waste to landfill					
OBJECTIVE 3: Number of trees planted					
OBJECTIVE 4: Number of vehicle miles saved					

J	J	A	S	O	N	D	Total Year

As other participants build up their own data, the comparisons will allow you to measure your success and pool ideas to make further improvements. And the total cohort can then publish the achievements made as a group, hopefully encouraging others to do the same!



# So what else can I do?

This toolkit has been designed to help you make some step changes in your business. But there are many, many more small initiatives that can collectively make a significant difference to improving our environment. For example...

## GREENHOUSE GASES

- Reduce the **amount of meat** that you eat; intensive animal farming is a huge contributor to global warming.
- Reduce the **number of flights** that you take. The greenhouse gas emissions from burning aviation fuel are significant.
- **Switch your energy** at to renewably sourced electricity or gas. Do this at work and at home... and tell people about it!
- **Turn appliances off** whenever you're not using them, for example when you leave the room or finish work in the evening.
- **Avoid choosing next day** (or earlier) deliveries ... let the courier plan their most efficient route and save vehicle fuel.

## WASTE

- Carry a **refillable water bottle** with you. Single-use plastic bottles are convenient but take 500 years to decompose.
- Carry a **reusable coffee cup** too, if you regularly buy hot drinks. Takeaway cups can't easily be recycled or composted.
- Reject **single use packaging**: refuse to buy items that are unnecessarily wrapped, such as multipack tins or shrink-wrapped cakes.
- Buy **loose fruit and vegetables** from your supermarket and reject the thin plastic bags that they offer. Take reusable bags for items that need them, such as mushrooms or sprouts.
- Be responsible in your consumption: **reduce the amount of "things" that you buy** - nearly everything has an environmental cost when it is made and another when it is finally disposed of.

- **Buy second-hand** and donate to charity shops or clothing banks. In other words, extend the life of your products.

## WATER

Climate change is bringing more extreme weather patterns: longer, drier summers and more intense rainfall during storms. East Anglia is one of the driest parts of the country so we could face the effects of this more seriously than other parts of the country. Furthermore, processing clean water is carbon-intensive.

- Think about where you can reduce your **water use**, particularly if you have water-intensive production processes.
- Install a **water-butt to collect rainwater** for watering the garden or for washing your car. Rainwater is free and it doesn't leave limescale deposits. Win-win!

## BIODIVERSITY

- Be careful only to buy products containing certified, **responsibly sourced palm oil**.
- Make a **habitat for wildlife**, whether that's planting hedges and flowers, installing a beehive or just letting your garden be a bit more natural.
- Support and **enjoy your local environment**: visit nature reserves, woodland and established parkland. Spend some money in the cafe or volunteer to help out.

## COLLABORATION AND MARKETING

- **Share** what you're doing in your marketing, on your signage and in your social media feeds... you will encourage new and loyal customers and, more importantly, show other businesses that environmental sustainability matters.
- Appoint an **environmental officer or green team** in your organisation. They don't need to be an expert but choose someone who can influence others and will be enthusiastic about the task.
- **Ask the businesses you buy** from what they're doing and how seriously they take their responsibilities.
- **Learn more...** thinking critically about your resource use brings innovation and business efficiency. It's a fabulous way to find competitive advantage and make

your business more resilient or more forward-thinking.

- Promote the **business case for sustainability**. It's often the fastest way to get other businesses on board.

# Further Reading

There is a wealth of reading material on environmental sustainability available in printed or online form. However, much of it is either directed at large corporates or politicians. Very little is specifically aimed at small organisations looking to make a practical and connected difference to their environmental impacts. The following articles, books and films provide inspiration and advice.

IEMA\* Transform Magazine, "Reaping rewards: the business case for sustainability"

Kate Raworth, "Doughnut Economics"

Our Planet: Our Business 0/IJWF, Netflix and ICAEW)

Al Gore, "An Inconvenient Sequel" (or even just the trailer)

Al Gore, "Truth in Ten"

Professor Alex Edmans at The Crowd: Why do Businesses Exist? Profit of Purpose.

Greta Thunberg, "No-one is too small to make a difference"

\*Institute of Environmental Management and Assessment, the professional body for sustainability managers.

## HIGHER PLACE and WSC Sustainable Development Policy

HIGHER PLACE is part of West Suffolk College and is fully committed to the college policy on sustainable development, as set out below.

1. West Suffolk College has not yet identified any suitable environmental standard which relates to education establishments. The College has a wide range of suppliers, a number of who may well be working towards EMAS or ISO14001.

The College maintains a register of operations which are considered to have an environmental impact and the measures in place to comply with relevant legislation or to investigate the environmental impact.

2. The College's Environmental Action Plan includes the following points:-
  - (a) To ensure that all goods and services are purchased from approved suppliers who can demonstrate that they are committed to environmental improvement and sustainability.
  - (b) The College seeks to identify all goods and services which generate products which can be recycled.
  - (c) The College will put in place policies and procedures i.e systems to provide opportunities for staff to recycle relevant materials.
  - (d) The College will actively work to improve its energy management through maintenance of equipment to provide optimum performance and by use of consultants to identify areas in which energy management can be improved within the current estate.
  - (e) The environmental impact of any new building within the College estate will be considered as a matter of importance.
  - (f) Any new buildings will be constructed with the objective of cost effectively minimising environmental impact and optimising energy management.
  - (g) The College will seek to manage the woodland area within its campus to provide an attractive and environmentally friendly space for the use of staff, learners and local residents.
  - (h) The College provides education and training where environmental impacts are an integral part of the course. Through the wider curriculum the College will seek to educate learners on environmental matters and involve the learners in environmental protection issues.

West Suffolk College has no direct services which it supplies which may have an environmental impact, although there may be a secondary impact from areas such as motor vehicles. In respect of products and services purchased by the College, specific environmental issues are as follows:-

#### Purchasing (including Eco-labels)

The College uses many suppliers approved by Suffolk County Council and the Office of Government Contracts and ensures that those suppliers have environmental policies in place and that products wherever relevant are from sustainable sources. Where the College uses non-approved suppliers it will also seek to ensure the environmental issues are considered in the manufacture and sourcing of the products.

#### Waste and recycling

The College has policies and procedures in place to recycle paper, printer cartridges, fluorescent tubes and aluminium cans. There are a variety of measures in place to collect the relevant materials and to store them pending collection by recycling agents.

#### Energy usage

The College work actively with Suffolk County Council Energy Management Consultants and its own estates advisers Pick Everard to ensure that current energy usage is minimised and that all future developments seek to be as energy efficient as possible.

#### Water usage

The College also works with Suffolk County Council Energy Management Consultants in relation to managing the water usage on site.

#### Transport

A large amount of teaching done by the College is not on the main campus and is either at one of a number of regional centres or on employers' premises. The distances involved and the nature of this training does not allow the use of public transport and therefore many lecturers will use private cars for transport. Until there is a realistic alternative, the College are not able to minimise the environmental impact of transport of its staff. Many of the younger learners will come to College using the County Council's school bus service although on reaching 17 and passing a driving test the outstanding preference is to use private cars.

#### Packaging

The College seeks to recycle as much packaging as possible.



## Environmental Policy and Actions

### Statement

West Suffolk College (WSC) operates across one main campus and one off-campus building (Millburn Centre) in Bury St Edmunds, and four Local Learning Centres (Haverhill, Mildenhall, Stowmarket and Sudbury). WSC recognises that its operation has an impact on the environment through its activities and the use of resources, and is committed to reducing its impact on the environment through a practical approach that makes the College more economically efficient.

### Responsibility

This policy and its adoption affect all aspects of the operation, including management, procurement and delivery of services. The Deputy Principal is responsible for implementing this policy; however, all staff have responsibility to ensure that the strategic aims and objectives of this policy are met.

### Resources

WSC will endeavour to make all resources available to ensure that objectives are met.

### Compliance

Full details of compliance measures are detailed in the policy and procedures manual.



<b>1. Compliance with all relevant legal requirements, regulations and codes of practice</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Supply information and register for DEC*	Yes	SJ	
Investigate CRC* legislation and report	Ascertain whether or not WSC will have to report and purchase credits	SJ	N/A to WSC yet
Air conditioning inspections	H&S and compliance with legislation	Estates	Yes - 3 suppliers
Air handling duct survey	H&S and compliance with legislation	Estates	Covered by Environ maintenance
Open and closed water system inspections	H&S and compliance with legislation	Estates	Nalco
Regular servicing of boilers	Code of practice	Estates	To ensure efficient use of fuel and minimise emissions
Maintenance of all gas/electrical and refrigeration equipment	Code of practice	Estates	To ensure efficient use of fuel and minimise emissions
Regular inspection and service of all WSC vehicles	Good practice	Estates	To ensure efficient use of fuel and minimise emissions

<b>2. Appropriate storage of raw materials on site, particularly hazardous materials</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Regular inspection and service of fume cupboards	Filters are efficient and emissions minimised	Lab Technician	
Annual inspection of Nederman exhaust extraction system	Exhaust is dispersed externally	MV Technician	
Woodworking machinery extractor filtered	Sawdust is contained; extractor maintained regularly	Carpentry Tech	Sawdust sent to power station in Thetford for re-use
Heating fuel oil tanks are bunded	Any accidental spillage or leakage contained		

<b>3. Monitor use of energy and take steps to reduce consumption</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Water, gas and electricity meter readings taken, monitored and trends analysed	Usage monitored regularly	SCC/SJ	SCC monitor our readings and trend analysis information can be taken off the Entech system
Review water outlets, including sinks, urinals, staff areas to achieve greater control of water usage.	Greater control of water usage, with potential saving on water	Estates/ Contractors	Push tap replacement programme ongoing – potential saving on water costs. Water survey

	costs		undertaken – no leaks found
Investigate alternative aircon methods that are more environmentally friendly	Potential to limit and reduce utility costs and carbon footprint	SJ/consultants	Will be looked at as part of Suffolk Hse refurb.
Investigate introduction of motion detectors in corridors, offices, changing areas, toilets, etc.	Potential to limit and reduce utility costs and carbon footprint	SJ/consultants	Some already in place; installation of PIR* detectors ongoing in line with redevelopment plans
Check glazing units and plan replacement	Potential to limit and reduce utility costs and carbon footprint	Estates	Ongoing, in line with redevelopment plans.
Investigate potential to enable power saving settings on PCs	Potential to limit and reduce utility costs and carbon footprint	AH/IT Support	In progress – facility enabled on new leased hardware
Turn off all machinery/equipment, as appropriate, when not in use for prolonged periods.	Potential to limit and reduce utility costs and carbon footprint	All staff/Estates	Educate/encourage staff to turn off equipment (Estates do this during daily lock-up).

<b>4. Reduce the level of waste sent to landfill and commit to re-use and recycle materials where possible</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Introduce red/blue 'office' waste bins	Minimise landfill waste	Estates/contracted cleaners	Done
Introduce blue trade waste bins	Minimise landfill waste	Estates/St Eds BC waste collection	Done
Re-use surplus materials from teaching sessions	Minimise landfill waste		Wood offcuts from carpentry re-used in power station in Thetford
Reduce use and cost of paper	Make changes to management of printing/copying	Purchasing Dept All staff	Purchase only paper from ethical and sustainable sources. Recycle/re-use waste paper, e.g. print only when necessary, print on both sides, etc. Introduce 'do you need to print this e-mail?' on all e-mails sent
Recycle photocopier and printer cartridges	Minimise landfill waste	All staff – collection points	Copier toners and fusers are returned to Xerox for recycling, laser print cartridges are sent to Tindalls who bulk recycle, and inkjet printer cartridges are recycled to raise funds for a local primary school
Introduce recycling bins for public areas	Minimise landfill waste	All staff and public users	In place, e.g. special recycling bins for cups used in Bistro
Introduce pin codes for photocopiers	Better management and security of copying	All staff	In place

<b>5. Educate staff and customers to raise awareness of environmental issues</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Appoint an Energy Savings Champion	Deliver Environmental Policy objectives and action plan	DJH???	
Introduce generic housekeeping guide, and guide specific to areas	Reduce carbon footprint and utility bill		
Introduce energy 'walkabout check sheet'	Reduce carbon footprint and utility bill		To be looked at
Provide 'turn off light when not in use' stickers	Reduce carbon footprint and utility bill	Estates	Partially complete
Introduce an energy efficiency equipment procurement process	Reduce carbon footprint and utility bill	Purchasing	In place
Develop green transport policy	Introduce once approved	DJH?	In progress?
Consolidate room use	Reduce carbon footprint and utility bill	All users of Unit-e	Encourage rationalisation of room use, especially during evenings

<b>6. Continuously review operation and progress of objectives</b>			
<b>Action</b>	<b>Outcome</b>	<b>Resource/Person</b>	<b>Notes</b>
Investigate possibilities of a lighting audit	Potential to reduce carbon footprint and utility bills	Estates	Could be costly
Review undertaken by Carbon Trust	Potential to reduce carbon footprint and utility bills	Estates	Done
Review original Carbon Trust report and what remain to be implemented	Potential to reduce carbon footprint and utility bills	Estates	Still outstanding
Review efficiency and potential energy saving of CHP*	Potential to reduce carbon footprint and utility bills		Felt to be cost-prohibitive
Review DEC report and implement accordingly	Potential to reduce carbon footprint and utility bills		Needs revisiting
Review web information from DEC and CRC	Potential to reduce carbon footprint and utility bills		Aware of issues

\* DEC: Direct Energy Conversion?

\* CRC: Carbon Reduction Commitment?

\* PIR: Passive InfraRed

\* CHP: Combined Heat & Power?

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Last review	January 2022
Next review	December 2024
Name and Role	Andrew Wheeler – Executive Director Curriculum Initiatives

