

| Environmental Policy | | |
|---|--|---|
| Lead: Jon Howard | | Status: Approved |
| Version: August 2024 | | Date of Version: 05/09/2019 |
| Approving Body: Executive Team | | Supersedes: Existing Policy 2018 |
| Approved on: 30 September 2019 | | Next Review date: August 2024 |
| Equality analysis tool ¹ | | |
| 1. | Is the policy relevant to the public sector equality duty? | Yes |
| 2. | Have any concerns previously been raised about this policy or practice? | No |
| 3. | Is likely to result in discrimination against a protected group? | No |
| 4. | Does this policy positively contribute to the participation of under-represented groups in the College's activities? | Yes |
| Version Control | | |
| Version | Date | Change(s) |
| Final | 05/09/19 | Updated |
| Access | | |
| Location | Address/Link | |
| Sharepoint | | |
| Service Centre | | |
| Document Centre | | |
| Communication | | |
| Medium | Audience | |
| e.g. Team Briefing, Managers' Briefing, All-site Staff Meetings | All Staff and Students | |
| | | |
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¹ The Screening Template related to the Environmental Policy can be found on page 6 of the document.

WAKEFIELD COLLEGE

ENVIRONMENTAL POLICY

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|----------------------------|----------------------------|
| Review Cycle: | Every 5 years |
| Next Review Date: | August 2024 |
| Person Responsible: | Director of Estates |
| Approving Body: | Executive Team |

1 Introduction

The College recognises the impact it has on the local, regional and global environments and has created a Carbon Management Plan (CMP) in partnership with the Carbon Trust. As part of the CMP the College has developed an Environmental Policy to outline how the College will treat its energy consumption, waste management, travel and transport.

The Environmental Policy will show how the College will provide a comfortable working environment which is safe and without risk to health. This will be achieved by controlling the factors affecting our general working environment and ensure compliance with legislation.

2 Responsibilities

Everyone has a responsibility to protecting our environment. We can all contribute simply by good housekeeping, i.e. reducing energy consumption by switching off lights and electronic equipment in classrooms and offices.

The College has delegated responsibility as follows:

- **Director of Estates:** this post is responsible for the development of this policy including stakeholder consultation.
- **Utilities Officer:** this post is responsible for agreeing the parameters with the Director of Estates and for consistent review and guidance.
- **Managers and Technical Staff:** as legislation affecting the College is implemented, managers and technical staff have responsibilities within this policy (for example laboratories, IT Support), to ensure the policy is updated and compliance with law, policies and guidance.
- **College Community:** all members of the College (staff and students) have a personal responsibility to act in accordance with this policy.
- **Procurement:** all budget holders should consider the environmental impact and carbon footprint of products and services as part of the procurement assessment.

Where it is shown that compliance with this policy has not been adhered to the College may become legally at risk. The College must take actions as necessary to mitigate risk and be compliant as soon as practicably possible.

3 Energy Consumption and Supply

The College will continue to reduce its consumption of energy by monitoring and managing its estate and use of energy. We will promote good housekeeping and all other energy saving opportunities with all members of the College community.

We will review our energy sources and where viable choose renewable supplies, services and goods that eliminate excessive or unnecessary consumption of energy or contribution to our carbon footprint.

4 Paper

Wakefield College will seek to use paper responsibly in terms of volume, quality and source of supply. This will be achieved by:

- implementation and monitoring of the College print policy
- only FSC certified paper will be purchased
- used or wastepaper will be recycled through the College waste management operator.

5 Waste Management

Please see the Waste Management Policy.

6 Travel and Transport

Please see the Green Travel Plan.

7 The Estate (new build and refurbishments)

The College Infrastructure Strategy identifies the direction of travel for the investment in our property and IT infrastructure. To minimise the impact on our environment, the design and development of the estate will include:

- Compliance with energy standards set by the industry and local government
- Compliance with the College CMP values and expectations

- Quality assessment of procurement exercises to demonstrate contractors' ability to provide goods and services in compliance with our CMP
- Only contractors who have a history of achieving excellence in the following awards will be appointed
 - Considerate Constructor
 - Construction Skills Certification Scheme
 - Safe Contractor
 - Compliance with BREEAM standards where appropriate.

8 Building Environments

The College will provide and maintain its estate within the parameters in the regulatory requirements for ventilation, temperature and lighting. Heating periods will reflect the individual property's operational hours.

The College will endeavour to maintain the following temperatures and humidity levels:

- Classrooms and Offices: between 18°C and 21°C
- Circulation Space: between 18°C and 21°C
- Workshops: between 13°C and 21°C
- Humidity levels for an 8-hour day within the range of 40% and 70%.

The College monitors its buildings via a Building Management System (BMS). This system allows the College to operate a flexible heating and ventilation programme that matches the different occupancy patterns of the College. Out of hours heating can be requested by using the Estate Helpdesk.

Temperatures in areas below or above the agreed levels should be reported via the Estates helpdesk.

Supplementary heating and cooling can be supplied by the College in extreme circumstances for a temporary period only (personal heaters are not allowed). The College reserves the right to remove the use of supplementary heaters and fans.

9 Monitoring and Review

This policy will be reviewed every five years, however changing regulations, legislation and new opportunities may accelerate a review.

The Carbon Management Plan establishes targets and performance. This is reported to the Board of Governors annually.

The College also records energy use and checks the carbon emissions annually by using a layout from the Carbon Trust and the Government's GHG emissions charts.

Other policies below should be read in conjunction with this policy:

- CMP
- Printing Acceptable Use Policy
- Waste Management Policy
- Green Travel Plan.

See also:

- Workplace (Health, Safety and Welfare) Regulations 1992

Appendix One: Screening Tool

Public sector equality duty

The Public Sector Equality Duty requires College to have **due regard** for the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; this involves considering the need to:
- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics;
- encourage people with protected characteristics to participate in activities where their participation is low; and to
- foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups.

Consequently, we need to assure ourselves that our policies will not have an adverse differential impact on any particular group. This pre-screening section will enable you to identify whether your policy is likely to have an adverse differential impact.

Please use the following template to help determine whether an equality analysis is required

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|--|
| Name of the policy Environmental Policy |
| Author(s): Jon Howard, Julie Thornton |
| |

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| Author(s) of Equality Analysis: |
| Name: Julie Thornton |
| Job title: Utilities Officer |
| Date: 25/09/19 |
| Signature: |

In order to decide whether the policy requires further action, please complete the following questions:

1. What are the main aims, purpose and outcomes of the policy?

The aims, purpose and outcomes of the policy is to enable the college to limit its impact on the local, regional and global environment. It shows how the College treats its energy consumption, waste management, travel and transport. It is a key part of the College's Carbon Management Plan.

2. Will these aims affect our duty to:

| | Yes / No | How? |
|--|-----------------|------------------------|
| advance equality of opportunity? | Yes | Applies to all equally |
| eliminate discrimination? | Yes | Applies to all equally |
| eliminate harassment? | Yes | Applies to all equally |
| foster good relations between people from different groups? | Yes | Applies to all equally |
| tackle prejudice and promote understanding between people from different groups? | Yes | Applies to all equally |

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

None

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

Please complete the following table:

| Protected characteristic | Meet needs of people with this characteristic | Encourage participation (if under-represented) | Remove or minimise disadvantages | Possible negative impact |
|-------------------------------|---|--|----------------------------------|--------------------------|
| Race | Yes | | | |
| Gender | Yes | | | |
| Disability | Yes | | | |
| Religion / belief | Yes | | | |
| Sexual orientation | Yes | | | |
| Gender reassignment | Yes | | | |
| Pregnancy /maternity | Yes | | | |
| Age | Yes | | | |
| Marriage / civil partnership* | Yes | | | |

Evidence:

The Environmental Policy is the responsibility of all.

6. What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?

This policy applies to all Staff and Students equally.

Next steps

If your answers to these questions have identified potential negative impacts, then you should consider further consultation or action to minimise the differential impact. Please contact the Executive Director Quality and Planning for support.

If no further action is required, please sign the declaration below and include with all published copies of the policy.

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

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|-------------------------|
| Author(s) of EA. |
| Name: |
| Job title: |
| Date: |
| Signature: |