



Richmond upon  
Thames College

## ENVIRONMENTAL SUSTAINABILITY POLICY

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Policy Responsibility:	Assistant Principal
Approved By:	Senior Leadership Team/ Finance & Resources Committee
For Action By:	Corporation/College Managers/ All Staff & Students
For Information to:	All Governors & Staff

## Introduction

The Board of Richmond upon Thames College (RuTC) acknowledges their responsibility to carry out its activities in a way that is supportive, protective and reduces impact to the environment.

We will, as a minimum, comply with all relevant environmental regulations, standards and other codes of practice. RuTC, as part of its corporate objectives, seeks to continually improve the quality of the physical, social and cultural environment for all students, staff and stakeholders.

This document concerns the effect RuTC activities have on the environment and will include the activities of all students, staff and stakeholders.

## Policy statement

It is the policy of RuTC to promote a sound awareness and understanding of local, national and global environmental issues.

RuTC will ensure we identify our significant environmental impacts and take action to manage them and will actively promote the implementation of environmentally friendly policies and practices in all areas of activity. We aim to introduce a corporate culture whereby environmental issues are considered equally with all other aspects of RuTC business.

The purpose of the policy is to ensure a pro-active and co-ordinated approach to the management, maintenance, and review of environmental standards. To fulfil this commitment, we will seek to: establish Sustainability firmly into all College activity which will provide input into the following functions:

- Creating an environmental ethos amongst staff and students across all sites
- Establishing awareness amongst the College community of the benefits of adopting an environmental approach to their activities
- Examining the environmental effects, impacts and consequences arising from the activities, products and services of the organisation
- Reducing both usage and waste of all forms of energy within the College
- Investigating environmentally sound alternatives to college resources to reduce, or where possible, to eliminate use of the specific resource altogether.
- Evaluating compliance with regulatory requirements, college policies and accepted good practices
- Identifying areas where environmental performance can be improved and propose targets for improvement
- Examining proposed new developments and new purchases and assess them against sound environmental criteria.
- Monitoring progress and producing reports including an annual report to the Board on how environmental objectives and targets are being met.
- Liaison and, where relevant, collaboration with external environmental groups and departments.

Corporate Environmental responsibility lies with the Board and the College Leadership Team and sustainability strategies will be adopted at the highest level of the organisation. Day to day operations are the remit of the College Leadership Team with Sustainability activity the responsibility of the Assistant Principal who will provide input on Environmental matters including:

**Energy:** carrying out meaningful energy saving measures

**Waste** - reducing waste throughout the campus

**Re-cycling** – the establishment of a recycling plan Paper - a reduction of wastage and general use of paper used across the campus

**Site Maintenance** - enhance the quality of the environment/reduce impacts

**Purchasing** - an environmentally and sustainable purchasing plan

**Catering** - supporting the provision of compostable packaging

## Students and staff

The college operates in a sector which is ideally placed to educate both the existing workforce and also, and perhaps more importantly, the workforce of the future as to the benefits of adopting an environmental, and resource sustainable approach to business and industrial activities in the twenty first century.

The greatest contribution the RuTC can make towards a sustainable future is to encourage students and staff to become environmentally responsible citizens.

RuTC will work to ensure that all courses include integrated elements of environmental studies that, via projects, raise the students' awareness of the RuTC approach to local, national and global environmental issues.

We will work with our student union to ensure that our objectives to provide an environmentally positive atmosphere within RuTC and for the student union to support us to gain a reputation amongst our peer group and others as a leader in environmental practices.

## Summary and Conclusion

This policy document is not proposed to be exhaustive or prescriptive. It is intended to be illustrative, thought provoking and may be useful in the identification of priorities and other initiatives.

It is anticipated that this policy, any subsequent additions or amendments and the Environmental/Sustainability Strategy (Appendix A) will be relevant to academic and institutional practice and their environmental effects. This policy will be communicated, implemented and maintained at all levels in the organisation, and will be freely available for inspection and/or reference, and will be reviewed on an annual basis.

## APPENDIX A

### **RuTC Environmental and Sustainability Strategy**

RuTC's ultimate responsibility under legislation is to carry out its activities in a way that is both supportive and protective of the environment lies with the Board with the day to day operations being the remit of the College Leadership Team.

The College Leadership Team will provide input on the implementation and the maintaining of the following functions:

#### Measuring performance

RuTC will seek to measure its Environmental/Sustainability development by ensuring targets are set and achieved, actions are completed, and the college progress is benchmarked against environmental management quality standards such as ISO 14001, and similar educational establishments. Reporting will adhere to the principles for accounting and reporting environmental impacts as specified in the HM Government Environmental Reporting Guidelines, including streamlined energy and carbon reporting guidance – March 2019.

#### **Energy**

RuTC will implement energy saving measures to effect a meaningful reduction in energy consumption by:

- Maximising the capabilities of the SMART buildings as part of the new campus design and build
- Minimising resource consumption, both renewable and non-renewable, particularly energy and water
- Undertaking and monitoring energy usage across the campus in an effort to introduce energy conservation measures such as further insulation, suspended ceilings, and maintenance of ill-fitting windows
- Implementing and monitoring of lighting efficiency measures such as sensors, timed switches, replacement of gang switches with individual switches, key switches and low energy lighting in corridors.
- Implementation and monitoring of water efficiency measures such as movement sensors in toilets
- Investigate local management of boiler controls, heating and hot water systems, the use of condensing boilers and avoiding single pipe systems.
- Underlining the importance to staff and students energy efficiency and savings i.e. switch off lights and close windows when vacating a classroom or staff workroom; turn radiators down, do not open windows first.
- Reduction in portable heating appliances which will only be issued if there is a confirmed failure of the heating system and the temperature drops below health and safety standards.

Baseline targets to be set by the **End of December 2020** as reported to Senior Leadership Team and Finance and Resources Committee.

## **Waste**

RuTC will reduce waste as far as is possible throughout the campus by:

- Pursuing a policy to reduce the generation of waste as far as is possible
- Minimising waste in encouraging the recycling, exchange and reuse of equipment and materials amongst departments
- Developing a comprehensive waste management strategy to ensure disposal of all wastes through safe and responsible methods
- Providing adequate training on waste management for staff who handle different types of waste
- Providing effective communication for staff and students on waste management.

Baseline targets to be set by the **End of December 2020** as reported to Senior Leadership Team and Finance and Resources Committee

## **Re-cycling**

RuTC will establish a recycling strategy by:

- Developing a range of College wide recycling schemes
- Extending the provision of dedicated waste segregation containers to assist in the recycling programme
- Providing a means of collecting waste products that can be re-cycled e.g. aluminium cans, paper and glass.

Baseline targets to be set by the **End of December 2020** as reported to Senior Leadership Team and Finance and Resources Committee

## **Paper**

RuTC will aim to reduce the general use of paper used across our campuses by:

- Decreasing the use of hard copy circulars and promoting the intranet to email documents
- Monitoring the quantity and types of paper purchased and the amounts used for College photocopying and printing purposes
- Encouraging the use of double-sided photocopying
- Ensuring paper from sustainable forests is used in college photocopiers and printers
- Re-using envelopes folders etc for the distribution of internal post
- Continuing a policy of exploring the use of information technology as a way of reducing paper consumption

Baseline targets to be set by the **End of December 2020** as reported to Senior Leadership Team and Finance and Resources Committee

## Site Development and Maintenance

RuTC will endeavour not only to reduce unnecessary impact but will plan to enhance the quality of the environment, reduce the organisations carbon footprint, and help create a positive ethos and image. This will include:

- Rationalising and improving the physical and working environment and the effective, efficient, and sustainable use of all resources.
- Maintaining all sites, inside and outside, in an environmentally sensitive manner, to reduce unnecessary impact on the environment
- Ensuring all new building design complies with current statutory environmental requirements and includes a measurable reduction of energy needs.
- Ensuring all new building design incorporates renewable energy technologies and utilises more modern energy efficient equipment.
- All new building design to BREEAM excellent standards
- Replacing or converting College vehicles to run on the most efficient fuel
- Maintaining its programme of Estates works to ensure that the interior of the College remains a clean, tidy and safe environment for all.
- Introducing and maintaining a programme of planned re-decoration/cleansing for all communal areas and staff workrooms.
- Creating and operating Preventative Maintenance Programmes to reduce 'down time' on repairs and to avoid high cost emergency call-out charges.
- Pursuing the use of 'greener' products eg. Cleaning materials, paints etc: and ensuring that contractors are made aware of, and comply with, the RuTC's environmental approach to site maintenance.

## Purchasing:

RuTC will establish an environmental purchasing strategy which will include:

- Purchasing environmentally friendly materials, including recycled materials and those that can be recycled
- Using suppliers who remove packaging as part of their supply contract
- Using suppliers who take back waste electrical/electronic equipment upon purchase of new equipment
- Pursuing the maximum use of products which are based on re-cyclable materials, are energy efficient in their production and use, are minimally packaged, are durable, and repairable
- Encouraging the maintenance of low stock levels and ensuring that staff are alert to new developments in the 'green' product market.
- Compiling a database of environment friendly RuTC suppliers
- a move to a central procurement process to achieve the above

## **Catering**

RuTC will support the provision of compostable packaging and will require the detailed environmental qualities of their products, packaging and procedures.

## **Students and staff**

The college operates in a sector which is ideally placed to educate not only the existing workforce, but also, and perhaps more importantly, the workforce of the future as to the benefits of adopting an environmental, and resource sustainable approach to business and industrial activities in the twenty first century.

The greatest contribution the RuTC can make towards a sustainable future is to enable students and staff to become environmentally responsible citizens and it will endeavour to do so by:

- Exploring methods aimed at “Greening” RuTC campus.
- Establishing an environmental training programme for the RuTC community, for both staff and students
- Ensuring that, where possible, relevant environmental issues are introduced into course curriculum
- Raising awareness of staff and students in Environmental Management and Energy Saving issues
- Monitoring and assessing environmental improvements and changes
- Developing a voluntary Green Travel Plan
- Specifying wherever possible the use of materials from sustainable sources

RuTC will consider the introduction of full time 'Environmental Studies/Awareness' courses and undertake embedding sustainable education by:

- Promoting learning that includes sustainable development & citizenship
- Endeavouring to embed sustainability into existing curriculum areas
- Encouraging learners to actively participate in environmental projects RuTC will pursue several ways of meeting this challenge: by providing environmental publications in the college library

RuTC will work to ensure that all courses include integrated elements of environmental studies that, via projects, raise the students' awareness of the RuTC approach to local, national and global environmental issues.

The objective of pursuing the above arrangements is to not only provide an environmentally friendly atmosphere for the RuTC Community as a whole, but to gain a reputation amongst our peer group and others as a leader in environmental practices.