

# POLICY

**Title: Environmental and Sustainability**

**Policy Holder: Director of Estates & Facilities**

**Approval Board: College Leadership Team**

**Version No: v1.2**

**Last reviewed: April 2021**

**Review period<sup>1</sup>: 1 Year**

**Summary:** This policy outlines the measures that CCN will take to embed sustainability into all their functions, identifies methods of delivery and ways of communicating the policy to staff and students to make them aware of and support best practice procedures.

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder or the College's marketing team on 01603 773 169.



<b>Legislation or Regulation:</b>	-
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<b>Version Control Document</b>			
<b>Date</b>	<b>Version No.</b>	<b>Reason for Change</b>	<b>Author</b>
Nov 2018	v 1.0	Review	J.Bonham
Sept 2019	v 1.0	Review approval	TEN Leaders Forum
April 2021	v 1.1	Review	J.Bonham
April 2021 /Sept 22	v 1.2	Removal of TEN Group and NES references	P.Beacock

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<sup>1</sup> The Review Period refers to our internal policy review process. The published policy is current and is the most recent approved version.

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## 1. Policy Statement

City College Norwich (CCN) acknowledge their responsibility to act sustainably across all of its functions and recognises its role as an exemplar in sustainable practices.

CCN are committed to manage its activities and estates to promote environmental sustainability, conserve and enhance natural resources, prevent environmental pollution and bring about a continual improvement in its environmental performance.

This policy outlines the measures that CCN will take to embed sustainability into all their functions, identifies methods of delivery and ways of communicating the policy to staff and students to make them aware of and support best practice procedures.

## 2. Policy Aims & Objectives

CCN aim to:

- be considered an example of good practice for the delivery of sustainability in the education sector.
- strive to exceed all the environmental legislation and regulations relating to its activities.
- promote sustainability to all stakeholders, including students, staff, suppliers and visitors.
- achieve measurable reductions in the Carbon Emissions within its members' estates.

## 3. Definitions

***“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”***

Report of the World Commission on Environment and Development

## 4. Scope

This Policy applies to all employees permanent or temporary of CCN and includes any agency, or visiting professionals employed to provide services on their behalf.

## 5. Legal requirements

Environmental legislation under the EC Treaty (Articles 2, 95 and 174)

Environment Act 1995

Planning Policy – Low/zero carbon (LZC) requirements BREEAM/CSH

Building Regulations Part L

Carbon Reduction Commitment – Mandatory Energy Tax £16/tCO<sub>2</sub> – organisations using >6,000MWh/year

The Climate Change Act 2008 set legally binding targets for the UK to reduce greenhouse gas emissions by at least 34% by 2020 and at least 80% by 2050 (both targets against a 1990 baseline).

The government's Low Carbon Transition Plan, published in July 2009, sets out how the UK will meet the 34 percent cut in emissions on 1990 levels by 2020. In this document, it states

that "Every part of Government will need to help drive the transition that is needed to live within the UK's carbon budgets. For the first time, each major government department will have its own carbon budget representing its share of responsibility. From April 2010, it will also include emissions from schools, further and higher education institutions and the NHS."

## 6. Procedure

CCN will deliver the aims and objectives of the policy through the following key areas:

### **Environmental and Sustainability Management:**

- Develop and review sustainability targets against appropriate benchmarks.
- Monitor energy consumption against past performance.
- Communicate and promote environmental and sustainability procedures, regulations and initiatives at staff inductions and training sessions.
- Encourage and facilitate feedback and suggestions from stakeholders to improve good practice and communicate via operational groups and team meetings across the member organisations.
- Exchange best practice with industry experts, local authorities, higher education institutions, partners and other organisations.
- Integrate environmental and sustainability principles into the CCN operational procedures and decision making process.
- Encourage inclusion of environmental and sustainability issues in curriculum delivery.
- Actively promote sustainable operations with students and staff and amongst its partners and suppliers.
- Commit to supporting the Students Union in working towards Environmental and Sustainability Awards and Accreditation.
- Work towards achieving Carbon Trust Accreditation.

### **Carbon Management:**

- Develop a Carbon Management Plan setting clear targets for carbon reduction, identify initiatives to achieve the target and key stakeholders responsible for delivery.
- Implement working practices to ensure the efficient use of energy at all CCN sites.
- Incorporate low carbon technology and renewable energy systems in building projects and equipment procurement.
- Improve the energy efficiency of existing buildings.

### **Estates and Facilities:**

- Where resources allow, achieve the relevant BREEAM Standard, to meet the requirements of Capital Funding Bodies.
- Enhance biodiversity within CCN sites where possible.
- Manage noise pollution to ensure minimal impact on neighbours and the natural environment.

### **Waste Management:**

- Minimise waste and reduce consumption through efficient operational use of assets.
- Minimise the environmental impact of waste through appropriate re-use and recycling.
- Measure and monitor waste.
- Segregate waste to achieve zero waste to landfill.
- Develop working practices to reduce waste and prevent pollution.

**Water:**

- Manage clean, ground and waste water efficiently including recovery and recycling opportunities.

**Procurement:**

- Encourage sustainable procurement, encouraging where practical the use of products, services and suppliers which cause least harm to the environment.
- Maintain and develop central and group procurement plans to ensure economic and sustainable purchasing.
- Promote a lifecycle approach to the procurement of goods and services

**Transport and travel:**

- Minimise carbon emissions through effective energy and transport management.
- Encourage sustainable transport practices across all activities as outlined in the Travel Policy.
- Encourage the use of public transport, walking, cycling and vehicle sharing.

## 7. Organisational Responsibilities

The Environmental and Sustainability Policy will be monitored and reviewed by the Estates and Facilities Department.

## 8. References to related policies

- Procurement Policy

## 9. Contact

Jon Bonham, Director of Estates and Facilities,  
T: 01603 773093  
E: [j5bonham@ccn.ac.uk](mailto:j5bonham@ccn.ac.uk)

## 10. Equal Opportunities Statement

This policy and procedure has been assessed against the nine protected characteristics outlined in the Equality Act 2010 and no apparent disadvantage to equal opportunities has been determined.

If you have any comments or suggestions in relation to equal opportunities of this policy or procedure please contact the policy holder.