

DOCUMENT DETAILS

Document Name:	Environmental Management Policy			
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Document author	Director of Estates & Facilities			
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Applicability	Students	X	Staff	X
	Governors	X	Other	X
Summary	Provide an overview of the standards the college are operating within, with respect to environmental management. It will help ensure that all college activities are conducted with consideration to the impacts that could affect our environment.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
None	

Approval body	Date approved
Sustainability & environmental group (Green Group)	Dec 23

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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POLICY CHANGES

Key updates	Impact	Section reference
The changes within this version of the document align it with the college's approved Sustainability Strategy, the introduction of the Green Group and the colleges strategic plan.	The policy is aligned with the college's strategic priority 7 (relentlessly pursue our ambitious target of achieving net zero carbon emissions by 2030"	

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1. INTRODUCTION

This policy document sets out Nottingham College's overarching approach to environmental management and details the commitment of the college to managing its environmental impacts.

The college has become increasingly aware of its environmental impacts and the need to recognise and manage these impacts. In addition, as an educational organisation, there is a recognised need to set an example of responsible environmental management and to raise environmental awareness among our staff and students.

The college recognises that it has a legal obligation to become carbon neutral (net zero) by the year 2050, as defined in the Climate Change Act 2008.

The college will promote the protection and enhancement of the environment to ensure enjoyment for current and future generations.

2. POLICY STATEMENT

The college will implement the environmental management policy as a mechanism of reducing our environmental impact.

The college is committed to:

- Reducing our carbon emissions in accordance with the college's sustainability strategy.
- Operating in accordance with all applicable related legislation and reasonable guidance
- Operating in a sustainable manner which includes reducing energy consumption, traveling sustainably reducing our waste, recycling, reducing water consumption/wasted water, procuring responsibly, enhancing our green spaces and creating a sustainable environment which can be passed on.
- Developing awareness and understanding of environmental issues and sustainable development amongst staff, students and external organisations working for the college.
- Encouraging staff and students to be active participants in environmental initiatives.
- Integrating environmental and sustainable principles into the college's operational procedures.
- Communicating environmental performance internally to staff and students and externally to the wider community.
- Setting responsibilities and accountability for environmental issues and promoting a proactive approach to managing environmental issues.
- Continually improving our environmental management processes to enhance our environmental performance.

3. MEASURES

The proposals set out in the policy statement are to be delivered through the implementation of the following key measures:

3.1. Sustainability strategy

Delivering on the college's sustainability strategy which defines the colleges sustainability vision as becoming carbon neutral for type 1 and 2 emissions by 2030 and putting in place supported programme for reducing type 3 emissions.

3.2. Climate action roadmap to net zero

Through the sustainability strategy adopt the climate action road map, developed specifically for FE organisations by the Climate Commission for UK Higher and Further Education.

3.3. Collaborative working

Work in collaboration with Nottingham City Council and other organisations to achieve the college's environmental and sustainability intentions. Including close work with Nottingham City Council regarding creating and implementing a joined-up action plan which reduce scope 3 emissions that arise from activities such as travel to work.

3.4 Supporting, implementing, monitoring and reporting

The college will make available funding, as affordable, for implementing changes which reduce carbon emissions and aid delivery of wider environmental and sustainability improvements.

Monitor progress on the delivery of actions required to achieve the objectives set in the carbon management plan and climate action road map goals through reporting to the finance and asset committee.

Establish, resource, and operate a working group (the Green Group) which promotes across the college ethos of becoming a college which minimises its environmental impact and works with the community to lower Nottingham's environmental impact.

3.5. Environmental incidents

The college will record and investigate all significant environmental incidents that occur as a result of its activities. Appropriate reports will be made to the senior leadership team and where appropriate the board.

4. RESPONSIBILITIES

4.1 Governing Body

Nottingham College's Board have ultimate responsibility to make sure the college is acting in the best interest of the environment. Therefore, the Board shall:

- a. Ensure that due consideration is given to environmental consequences of any policy decision taken by the board.

4.2 CEO

The CEO has overall responsibility for implementing the Board's environmental management policies.

4.3 Executive leadership team

The executive leadership team assists the CEO to ensure the college complies the board's environmental management policies. The senior leadership team shall:

- a. Direct the implementation of the environmental policy.
- b. Ensure that sufficient resources are allocated to reducing the college's environmental impact, promoting environmental awareness and to ensure that legislative standards are met and, where possible, exceeded.
- c. Ensure a sustainability strategy is adopted and delivered upon.
- d. Periodically review the college's environmental management policy and make any appropriate changes for the promotion of improved environmental management standards.
- e. Promote the targets set out in the policy to the wider college community.
- f. Ensure that sufficient resources are allocated for the provision of any training required by this policy.
- g. Set key performance targets for assistant principals, relating to sustainable and environmental practices.

4.4 Director of estates and facilities

The director of estates and facilities will act as the appointed senior manager responsible for environmental management within the college. They will co-ordinate environmental management policy and practice within the college.

The director of estates and facilities shall:

- a. Develop a sustainability strategy and accompanying action plan which is based on the FE climate action roadmap
- b. Report all major environmental issues to the senior leadership team.
- c. Regularly review the college's environmental management policy and where necessary seek the board's approval for revisions.
- d. Organise meetings of the college's environmental management group.
- e. Allocate funds within the estate's budget and appropriate specific grants for the environmental management of the college.
- f. Promote the achievements of our environmental management systems and report our progress against environmental targets.
- g. Lead the implementation of the measures described in section 3 of this policy

4.5 The college Green Group

The aim of the college Green Group is to:

- a. Address day-to-day matters which have environmental implications.
- b. Proactively participate in the implementation of the measures described, in section 3 of this policy.
- c. Encourage all members of the college community to actively participate in sustainability and environmental improvement activities.
- d. Set and monitor annual environmental / sustainable objectives.
- e. Monitor environmental performance across the college and where it is felt necessary, recommend new environmental measures, or revise existing ones.
- f. Receive and review relevant environmental / sustainable policies or procedures.
- g. Promote co-operation of the wider college community in the development and implementation of sustainable practices.
- h. Promote and encourage collaboration with likeminded organisations.

4.6 College staff and students

All employees have the responsibility to promote environmental awareness and act in an environmentally friendly manner. All employees should:

- Minimise their use of gas, electric and water by taking reasonable and practical steps, such as: switching off lights and computers when not in use, turning off air conditioning and ventilation when not required, not leaving electrical appliances on standby, turning down heating, using natural ventilation where possible, heating or air-conditioning is on, and reporting all faults to the maintenance help desk.
- Segregate waste at source and limit the amount of waste that is produced.
- Not undertake any task or activity which could impose an undue impact on our environment.
- Report all environmental issues to the estates team and assist with their investigation when required.
- Suggest improvements to the college's environmental management processes through their representative on environmental management group.
- Attend and complete environmental awareness training.