



The GTA Environmental & Sustainability Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

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Purpose

The GTA aims to promote the protection and enhancement of the environment to educate staff and students on environmental issues.

Scope

This Policy applies to all staff and students at GTA.

Principles

GTA recognises that it can contribute towards the conservation and protection of the environment. It has resolved to improve its own environmental practices and to promote awareness of environmental responsibilities among all staff and students. This is to be achieved through the following:

Aims:

- To improve awareness and understanding of environmental issues and sustainable development in the College.
- To encourage all staff and students to be active participants in environmental initiatives.
- To improve the way the College manages its own environment. To work with the local community, and public and private sector organisations to improve the local environment and promote sustainable development.
- To improve energy performance and reduce the carbon footprint of the College estate.
- To integrate environmental and sustainable principles into the College's operational procedures and promote best practices at every level.
- To aim for a BREEAM rating of very good on all new building developments.

Objectives:

- Environmental Best Practices
- The GTA has introduced a waste management system to:
 - Segregate different types of waste.
 - Reduce the amount of waste being disposed of in landfill sites.
 - Re-cycle materials wherever possible.
 - Ensure that all waste is disposed of legally.
 - Reduce waste, hazardous substances and harmful emissions.
 - Promote the use of sustainable materials wherever practicable.
 - Meet the requirements of the Environment Agency. Actively avoid the risk of pollution.

The GTA has introduced energy and resource conservation measures to promote:

- A reduction in the amount of energy used (electricity, gas).
- A healthy and comfortable temperature for all working areas of the College.
- A reduction in the amount of water used.
- A reduction in the amount of paper and cards used.

The GTA will achieve this by:

- Ensuring that all building and construction work adheres to current environmental standards and energy conservation requirements, wherever practicable.
- The use of sustainable resources, wherever practicable.
- The development of an environmentally friendly central purchasing strategy.

- Encouraging the development of links with local and national environment groups.

Sustainable Education

The GTA will:

- Promote learning that includes sustainable development and citizenship.
- Endeavour to embed sustainability into existing curriculum areas.
- Encourage learners to actively participate in environmental projects.

The College Environment

The GTA will promote:

- A responsibility culture to improve the internal environment of all College rooms.
- A responsibility culture to improve the external environment of the College.
- The efficient use of all College buildings.
- The use of environmentally friendly modes of transport and introduce an environmental car parking policy.

The GTA Procedures

The Environmental and Sustainability Policy is linked to all other policies.

The college aims to educate all staff and students on environmental issues.

The Environmental and Sustainability Policy is included in all staff and student induction procedures.

Monitoring Arrangements

Targets will be set to deliver key elements of the Policy, and these will be monitored by the Health and Safety Officer. Yearly reports on environmental matters will be included in the Health and Safety report to directors. Key targets are:

1. Reduce the amount of paper used by 10% by July 2018
2. Reduce the amount of waste going to landfill by 5% by July 2018
3. Reduce electricity consumption by 5% by July 2018
4. Reduce water consumption by 5% by July 2018

Health and Safety Committee

- The Committee will monitor the implementation of the College's Environmental and Sustainability Policy and annual action plan.
- Members will be informed of environmental performance, issues, and incidents.
- The Committee will monitor their areas of responsibility and report any environmental issues that may arise.
- The Committee will be aware of environmental procedures and promote good practice.

Audit and Review

The Environmental and Sustainability Policy and organisational responsibilities will be reviewed annually and amended in line with organisational changes and legislation.

Implications for Equality and Diversity

This will enable the staff and students to contextualise the environmental aspects of the curriculum by actively reducing the College's carbon emissions.

Implications for Staff Development or Resources

There will be an increase in the number of recycling bins required and, in some circumstances; the cost associated with the disposal of recycled waste may be slightly more expensive than sending the waste to landfill sites.

Organisation and Responsibilities

To ensure compliance with environmental legislation, the following responsibilities have been allocated.

1.1 Managers

Managers have the responsibility for ensuring the Environmental and Sustainability Policy is implemented within their own areas of responsibility and with all employees they manage/supervise. They must actively seek opportunities to reduce and/or recycle waste within their own area of responsibility and ensure all employees under their supervision are provided with adequate information, instruction, and training on environmental issues.

1.2 Specific Duties

1.2.1 Director of Operations

The designated person performs the day-to-day management of the Policy to ensure that new build and refurbishment projects take into consideration the possibility of 'design in' energy saving, recycling, and waste management opportunities; Ensure that new build and refurbishment give due regard to environmental consideration.

1.2.2 Head of Finance

Liaise with the College's insurers on environmental risks to the business.
Liaise with the College's insurers over environmental incidents.
Liaise with the College insurers over compliance with Environmental Legislation.

1.3 Designated Environmental Responsibilities

1.3.1 Director of Operations

Designated waste manager for the College.
Implements a waste management strategy across the College.
Monitors waste and seeks continuous improvement.
Ensures emergency procedures are in place and maintained to respond to an environmental incident – spillage, breakdown, fire.
Develops and implements a College green travel plan.
Appoints and monitor suitable licensed contractors to remove/carry and dispose of waste from the College sites.
Implements waste management – provision /procedures e.g. clinical, hazardous, general, Develops and implements a grounds maintenance programme that takes into consideration environmental factors/legislation – tree maintenance, litter management, traffic management.
Monitors usage of College utilities – Gas, water, electricity – seeks continuous improvement – reduce usage, reduce CO² emissions.
Ensures procedures are in place to react to an environmental incident.

1.3.2 Health and Safety Officer

Acts as advisor to the College on environmental matters.
Ensures actions identified from environmental impact assessments are carried out.
Ensures all College sites have up-to-date drainage plans.
Ensures that consent orders are in place where required.
Ensures the College Environmental and Sustainability Policy is periodically reviewed.
Identifies hazardous waste arising from maintenance operations.
Ensures the College's drainage systems (surface, foul) are maintained correctly.
Liaises with enforcing authorities.

Assists in training staff in environmental awareness.

1.3.3 Employees and Students

Comply and co-operate with the College's Environmental and Sustainability Policy and arrangements.
Ensure that through their actions an environmental incident is avoided.
Make management aware of environmental issues that may arise while carrying out their duties.

1.4 Health and Safety Committee

The Committee will monitor the implementation of the College's Environmental and Sustainability Policy and annual action plan.
Members will be informed of environmental performance, issues and incidents.
The Committee will monitor their areas of responsibility and report any environmental issues that may arise.
The Committee will be aware of environmental procedures and promote good practice.