

TITLE: Sustainability Policy and Action Plan	REF: PF010	VERSION:3
APPROVAL BODY: Corporation	DATE: 22/10/2018	REVIEW DATE: 22/10/2021
LEAD PERSON: Group Property & Facilities Director		
EQUALITY IMPACT ASSESSMENT:		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 2011-2012	Facilities Management Team	Full review
2. 2014-2017	Head of Facilities Management	Action plan updated, branding updated
3. 2018-19	Grp. P and E Director	Action plan updated.

Activate Learning Group Sustainability Policy and Action Plan

Sustainability Policy

Policy Statement

As an educational and training institution we are committed to minimising the environmental impact we make on the environment resulting from the delivery of our business. Activate Learning is committed to ongoing sustainable development; ensuring that a more sustainable future is delivered, for the benefit of current and future generations.

We will commit to sustainable development by improving management of resources, increasing knowledge and developing sustainable cultures in conjunction with all our stakeholders.

Activate Learning aims to:

- Pro-actively manage activity to reduce the college's carbon footprint
- Support cultural change through increased organisational knowledge of sustainability issues
- Consider wider environmental impact of the procurement of goods, buildings, services and fuels, taking into account the balance of sustainability and cost
- Monitor, evaluate and report progress on environmental development, performance and progress.

Strategy

In order to develop this policy we will implement a range of approaches to improving sustainability.

Activate Learning aims to:

- Implement practices to reduce the use of scarce resources; increasing recycling, reducing waste
- Comply with environmental best practice and legislation
- Adopt best practice in the development of new facilities

- Reduce consumption of energy, water and hazardous materials
- Develop training to support development of policy and practice

Key focus areas identified for the delivery of the policy are:

- Waste and Recycling - using less scarce resources and recycling
- Water – using less, reducing leaks, reducing bills
- Energy – using less gas and electricity, focusing on cleaner alternatives
- Estate – developing the estate to improved operational performance
- Travel – reducing unnecessary trips, incorporating sustainable alternatives
- Procurement - environmental considerations within the supply chain.

Sustainability Action Plan

Introduction

The vision is to develop an organisation which is sustainably procured, operated and managed and is resource efficient, and integrates the principles of sustainability into working practices which improve the environment for its users.

This action plan attempts to improve the sustainability of the Activate Learning Group's Estate. This plan brings together several key areas of operation which if collectively improved will provide for a more sustainable future and an environmentally friendly culture across the Group.

The potential benefits are great, as we undertake a programmes of rebuilding, refurbishment, maintenance and repairs across our campuses. This gives us the opportunity and scope to make some significant improvements to the sustainability of our environment, to the benefit of our stakeholders.

Sustainability is not just about recycling tin cans and paper, important though that is. It is about using less, coordinating an approach, improving awareness across the Group and many more factors which will be considered as our infrastructure and operating processes develop.

This policy also recognises the need to operate efficiently within the Group's existing buildings, taking the opportunity to improve the fabric and management of this resource to reduce environmental impact.

This plan concentrates on six key areas of operation under which Activate Learning's environmental policy will be developed:

- **Waste and Recycling** - using less scarce resources and recycling
- **Water** – using less, reducing leaks, reducing bills
- **Energy** – using less gas and electricity, focusing on cleaner alternatives
- **Estate** – developing the estate to improved operational performance
- **Travel** – reducing unnecessary trips, incorporating sustainable alternatives
- **Procurement** - environmental considerations within the supply chain.

Waste and Recycling

Objective: *To become more resource efficient and minimise unsustainable impacts of consumption*

Targets:

- To achieve 30% reduction in total paper consumption over 5 years
- All paper to be derived by at least 70% post-consumer waste by Dec 2020

- All sites to have a waste management and recycling plan
- A 30% increase in the materials recycled by December 2020
- Double sided printing mandatory – where equipment permits by December 2020
- Recycle all ink and toner cartridges
- Recycle cups, drinks cans and food waste consistently across campuses
- Recycle all PCs, light tubes and timber waste

Water

Objective: *To become more resource efficient and minimise unsustainable impacts of consumption*

Targets:

- To identify current water use and set bench-mark data against which to monitor performance
- To reduce water consumption year on year
- Removal of bottled water dispensers and source drinking water from mains supply
- Identify opportunities to save water with repair/replacement of existing fittings and fit cistern water savers and non-concussive taps in all toilets by 2020

Energy

Objective: *To become more resource efficient and minimise unsustainable impacts of consumption*

Targets:

- To become a carbon-neutral organisation by 2023
- Source at least 15% of electrical requirements from renewable sources by 2023
- Improve energy efficiency of the estate by 10% by December 2023 (kWh of fuel and electricity used per m²)

Estates

Objective: *To become more resource efficient and minimise unsustainable impacts of consumption*

Targets:

- Natural resource protection and environmental enhancement
- To protect and enhance bio-diversity
- Implement an environmental management system (ISO14001) by December 2020
- Ensure that new or refurbished buildings undergo BREEAM assessment and meet – very good standards
- Ensure new or refurbished buildings integrates sustainable development considerations
- Consider potential for improving the sustainability of existing accommodation

Travel

Objective: *To become more resource efficient and minimise unsustainable impacts of consumption*

Targets:

- Identify and monitor baseline data for business miles by December 2015
- Review Group vehicles for environmental impact by 2020
- Generate Green Transport policy, including cycling, car sharing and travel wise programme with regular survey's to monitor car usage.

- Introduce a work-based travel plans with local vehicle restrictions by September 2020
- Increase use of video link and teleconferencing across college – investigate potential for staff home working options and review by December 2020

Procurement

Objective: *To become more resource efficient and minimise unsustainable impacts of purchasing environmentally damaging products, considering the whole supply chain, not just the individual product.*

Targets:

- Identify current procurement processes and contracts to rank products and suppliers.
- Implement a centralised Group purchasing unit to cut costs and meet social economic and environmental targets by January 2019
- Develop a sustainable procurement policy which is aligned to Group working practises and considers the supply chain process in full by September 2019
- Embed the new sustainable procurement policy and practise across the Group's organisation, by reviewing all documentation and contracts by January 2019

Monitoring and Evaluation

The team will actively monitor and evaluate the progress of the policy and subsequent improvement plans to ensure that they are leading to improved performance. Performance will be managed in the following ways:

- Regular reporting to the Group Executive Team and the Activate Learning Corporation
- Benchmarked performance with other educational establishments and independent bodies such as BREEAM standard, will be tested
- A framework for user feedback and to encourage adoption of best practice will be established with all building users

Implementation

The Activate Learning Group will ensure that this policy and action plan is developed and implemented in full consultation with its employees and stakeholders and that the contents of this document are both communicated to all concerned and kept up to date. In addition, awareness will be raised amongst the student body through specific Focus Groups and with the Student Union. Its development will lead to the establishment of principles leading into full working practices.

Finally, the Activate Learning Group recognises that achieving an effective Sustainability Policy is a shared objective that by necessity needs to involve everyone connected with the organisation. It is important therefore that all users of the Groups premises and suppliers to Activate Learning Group companies are aware of their responsibilities in meeting and supporting this policy.

ADDENDUM

SSU – Skills Support for the Unemployed

Subcontractors

The Buck Project

CEO – Karyn Buck
Hapden Houes
Monument Park
Warpsgrove Lane
Chalgrove
Oxon OX44 7RW
www.buckproject.org

Aspire

Chief Executive Officer - Paul Roberts
Aspire Oxford
St Thomas' School,
6, Osney Lane, Oxford, OX1 1NJ
www.aspireoxford.co.uk

EMBS

Principal & Chief Executive - Zahid Bhatti
213b Brans Road
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OX4 3UT
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Waste Collection

Activate learning use Grundon to dispose of any waste.

Activate Learning and their subcontractors will observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally).

Please see attached Appendix 1