



SPARSHOLT
COLLEGE HAMPSHIRE

ANDOVERCOLLEGE
prepared for life

Environmental Policy

Excellence, Sustainability, Innovation, Passion



With excellence in
Environmental and Land Based Training

Recognising the best organisations
for training and development solutions

Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire, incorporating Andover College

The *Environmental Policy* was reviewed and reconfirmed by the College in 2017. This supersedes the previous publication and is effective from 30 March 2017.

Equality Impact Assessment	Conducted: September 2011
Originator: Principal	Located: College Intranet
	Moodle
	College Website
Date of next scheduled review:	March 2019

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Environmental Policy

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Introduction

Sparsholt College Hampshire is a further and higher education college which provides learners with expert staff and the best training facilities in order to prepare them for workplace occupations or progression to Higher Education. The College provides a range of land and environment courses and has obtained several awards for vocational excellence. Andover College is a Tertiary facility providing a combination of 6th form (A-Level) and vocational subjects delivered through structured teaching and tutorial programmes.

Policy Statement

The College is committed to operating all of its activities in a sustainable manner through minimising the adverse impact of its activities on the environment and in promoting sound environmentally sustainable principles and practice through the delivery of its curriculum offer.

The College incorporates the principles of sustainability, one of its key values, into its curriculum in order to increase awareness and understanding of environmental issues and subsequent solutions. The College is committed to the prevention of pollution and the continual improvement of its environmental performance by reducing its impacts on the environment.

The College ensures that all activities comply with relevant environmental legislation and other requirements to which the organisation subscribes. The College will comply with, or where possible exceed, the requirements prescribed by the internationally recognised standard ISO 14001:2004. The College Environmental Management System provides a framework for setting, achieving and reviewing the set environmental objectives and targets. The College is committed to providing appropriate resources to allow these objectives to be met.

Policy Implementation

The College is committed to focusing on the following key activities, which have been identified as significant:

- **Energy:** reducing overall energy consumption and the proportion of energy created from finite resources by investigating the possibility of utilising renewable sources
- **Waste:** decreasing the impacts of its waste through the implementation of the waste hierarchy (reduce, reuse, recycle) within the domestic, commercial and farm sector. The College is now a zero-to-landfill facility.
- **Transport:** minimising the environmental impact of student travel through promoting and continually improving sustainable transport options, and the impact of business travel which is commonly undertaken using the College's vehicle fleet
- **Water:** further reducing the use of mains fed water through more use of abstracted water and of rainwater.
- **Procurement:** integrating sustainable procurement and sourcing

- **Resources:** decreasing resource use throughout the College including the farm, learning spaces and during the construction or renovation of buildings

Staff and Students are aware of the Policy and will be informed of the Environmental Management System and expected to support its aims and objectives. All members of the College will be encouraged to engage with the system. Sub-contractors and visitors will be required to adhere to the Environmental Policy.

The College communicates its Environmental Policy to staff and students through the Induction process, through the College intranet (and through the Virtual Learning Environment, 'Moodle') and it is made publicly available via the College websites (www.sparsholt.ac.uk and www.andover.ac.uk).

Environmental Policy

Appendix 1 - Waste and Recycling Procedures

1. Policy Statement

The College commits to improving its environmental performance through its ISO 14001 accredited Environmental Management System. These Waste and Recycling Procedures will support the College's Environmental Management System by ensuring that the College reduces the environmental impacts of its waste through the implementation of the waste hierarchy. The College will achieve this through the following: **reducing** the amount of waste it produces; **reusing** useful materials on and off site; **recycling** materials through a certified waste contractor(s); diverting the remaining waste from landfill to an Energy Recovery Facility so that the College is a zero-to-landfill facility.

2. Aims

The College is committed to reducing the environmental impacts of its waste through the following, listed in order of importance:

Reducing the Amount of Waste Produced

The College is committed to reducing the amount of waste it produces in order to minimise the environmental impacts caused through the wastes' subsequent disposal. The College will achieve this through:

- the consideration of waste in its procurement procedure;
- operating efficiently in a way that reduces the amount of resources used;
- raising the awareness of both staff and students of the environmental impact associated with waste production.

Reusing Waste

Before discarding items, the College will evaluate if the item could be re-used either within the College or by a third party. The College will endeavour to reuse items where possible or offer them to a third party who may find the item(s) of use. The College will only dispose* of items once they have explored and eliminated the possibility of the item being reused by either themselves or someone else. For instance, the College will endeavour to reuse vehicle tyres and waste oil from the engineering workshops and motor vehicles department. The College is committed to offering its waste manure to local farms where it can be reused as a fertiliser. (*Note that the College's Financial Regulations also apply.)

Recycling waste

The College will provide adequate recycling facilities and is committed to recycling the following: general recyclables, paper, glass, card, wood, metals, printer and toner cartridges and household batteries.

Horticulture will recycle material onsite through the production of compost. This compost will be utilised on site.

Recovering Energy from Waste

In cases where items cannot be reused or recycled, the College will endeavour to dispose of the waste through a certified contractor who will take the waste to an Energy Recovery Facility. The waste will then be used to provide energy which will feed the National Grid.

Zero to Landfill

The College will divert its waste from landfill and to an Energy Recovery Facility.

3. Recording, Monitoring and Reporting

For the majority of its waste, the College will use one waste contractor who can provide regular reports on the College's waste disposal. Reports will be produced by the Building Surveyor in order to monitor the amount of waste being produced and the amount of waste being recycled. The Strategic Leadership Team will report to the Board of Governors annually on the extent to which the College is meeting its Environmental policy objectives.

4. Waste Management

Guidelines for the management of the College's waste are set out in Operating Procedure 1 (OP1) Waste Management which can be found on the staff intranet:

<http://app4/ems/SitePages/premises.aspx>.

Faculties and Business Support Departments will have the correct procedures in place for their waste. These will be documented when necessary.

The College will prevent and minimise waste where possible.

Waste will be stored and disposed of in a way that will comply with all applicable legislation and the College's duty of care. Waste streams will be segregated to preventing the mixing of incompatible materials and to facilitate recycling. The College will only use certified waste contractors to dispose of its waste.

Certificates of disposal e.g. Waste Transfer Notes, Waste Consignment Notes and Fallen Stock Notes, will be obtained by the Faculty or Department (in the case where they dispose of their own waste) or by the Premises Section when the waste is disposed of through that Department.

5. Responsibility, Structure and Management

Staff and Students

Staff and students will be personally responsible for placing their waste in the correct bins and complying with the College's Waste and Recycling Procedures.

Faculties/Departments

Designated Faculty Heads/College Managers will be responsible for ensuring that they comply with waste legislation. For instance, they will segregate, store and dispose of the waste in line with legislation. If they dispose of the waste through their own contractor then they are responsible for obtaining and keeping the correct documentation.

Premises and Facilities Manager

The Premises and Facilities Manager will be responsible for ensuring that a certified waste contractor is used for the majority of waste streams that, where possible, diverts waste from

landfill. They will be responsible for ensuring adequate recycling facilities are available across both sites.

The Premises and Facilities Manager will ensure that the correct paperwork is obtained and stored for any waste which is disposed of through the Premises department. The Premises and Facilities Manager will also ensure that waste reports are obtained and reviewed from the main waste contractor.

Building Surveyor

The Building Surveyor is responsible for reporting on the amount of waste produced and confirming how much of that waste was recycled and diverted from landfill in the annual Environmental Report.