



Sustainability Policy

Policy Details	
Produced by:	Estates Management
Date produced:	2 February 2015
Approved by:	ATC Project Group
Date approved:	26.07.16
FOI Class Reference:	Public
Version number:	PP00041.v1
E&D Impact Assessment carried out by:	ATC Project Group
ATC Group approval date:	26.07.16
Review by date:	Annual – August 2017

Contents

Item	Content	Page
1	Statement of Intent	3
2	Introduction and Purpose	3
3	Legal Background or Relevant Legislation	4
4	Related Policies	4
5	Link to Procedure or Guidance	4
6	General Responsibilities	5
7	Monitoring, Review and Evaluation	5
8	Communication	5
9	Equality & Diversity Impact Assessment Summary	6
10	Appendix 1 Key Policy Statements	7
	Appendix 2 Strategic Directions	9
	Appendix 3 Sustainability Action Plan	12

1 Statement of Intent

Central Sussex College is committed to ensuring that arrangements are in place to safeguard and promote the welfare of its students including their current and future environment. Sustainability can be seen as an ideal state where human activity does not degrade the environment, but maintains natural systems and resources for future generations. Sustainable development is the process that moves us closer to sustainability. (Environmental Association for Universities and Colleges.)

The corporate responsibility for this initiative is shared by the entire College at every level and across all curriculum areas, departments, and with both staff and students. The Corporation, Principal, Executive Directors and Senior Leadership Team are committed to its success.

The College is committed to learning as a business and as a key member of the local and wider community. In this context it has a role to play in shaping a sustainable future. The College is committed to integrating sustainable development into everyday practice by minimising environmental impact wherever possible, maximising economic performance and supporting beneficial social and community opportunities.

2 Introduction and Purpose

The policy exists to ensure that the College implements appropriate arrangements, systems and procedures to ensure that staff in the College have the right skills, means and resources to ensure that the operations and activities of the College are undertaken in a manner which minimises the detrimental impact on the College, community and wider environments.

Policy Objectives

2.1 The College will

- Put in place a designated lead member of staff responsible for sustainability issues, who has received the appropriate training for this role.
- Establish a cross College working group that will develop and implement a sustainability charter within the College in order to embed a sustainable approach within all activities, policies and procedures.
- Work to ensure compliance with all relevant regulations, legislation, etc. in order to support sustainable practice and efficient energy usage and management.
- Ensure that staff and students are made aware of their responsibilities with respect to sustainability by setting out the College's Sustainability Policy and procedures, promoting the awareness of environmental matters amongst its staff and students.
- Work with staff and students to develop a broad understanding of the importance of sustainability to the College and within the wider community.
- Embed the principles and understanding of sustainable development within the curriculum.
- Adopt a sustainable approach to the procurement of resources.
- Incorporate the principles of sustainability with the design, maintenance and use of its facilities and estate.
- Take a sustainable approach to ILT and technology.
- Develop a whole college understanding and vision for sustainable development. Including staff development at all levels and across all areas of activity, to ensure sustainable development is understood as an adaptive process, rather than the one-off achievement of externally determined and departmentally isolated goals.

For key policy on specific environmental issues see Appendix 1.

2.2 Specifically the working group will work to ensure that the College

Minimises:

- The consumption of resources.
- The production of waste.
- Harmful emissions to air, land and water.
- The waste of energy.

Maximises:

- The reuse of materials where this is practicable, or where this is not possible dispose or recycle materials in an environmentally responsible manner.
- Develop, undertake and promote campaigns to raise the awareness of environmental issues among staff and students.

3 Legal Background or Relevant Legislation

- Environmental Information Regulations 2004.
- Environmental law and regulation.
- International Environmental Law and Sustainability.
- Energy and Climate Change Law.
- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Adopting a recognised standard or scheme such as:
 - ISO 14001 and 14000 series of standards
 - EU Eco Management and Audit Scheme (EMAS)
 - EMAS Easy
 - BS 8555
- Defra website: Smarter Guidance and Data

4 Related Policies

- Health and Safety Policy (Appendix A: Health, Safety and Welfare at Work Guidelines)
(Appendix B: Health Protection Guidance)
- Code of Conduct for Staff
- Disciplinary Policy and Procedures (Staff)

5 Link to Procedure or Guidance

This policy is linked to the following guidelines/procedures:

- Health and Safety Policy
(Appendix A: Health, Safety and Welfare at Work Guidelines)
(Appendix B: Health Protection Guidance)
(Appendix C: Health & Safety Document Management Procedure)
(Appendix D: Health & Safety: Guidance for Managers)
(Appendix E: Health & Safety: Representation Guidelines)
(Appendix F: Health & Safety: Risk Assessment and Control Procedure)
(Appendix G: Accident/Incident Reporting and Investigation Procedure)
(Appendix H: Fire Evacuation Procedure Overview)
(Appendix I: Health & Safety Personal Protective Equipment Guidance)
(Appendix J: Lone Working Guidelines & Procedures)

6 Responsibilities

Environmental health and sustainability is everyone's responsibility. All staff, students, contractors and visitors must follow established procedures and cooperate with appointed Central Sussex College staff in order to ensure that the highest standards are achieved.

7 Monitoring, Review and Evaluation

The activities outlined above will be monitored by setting smart targets for each area on an annual basis and measuring progress against these targets within each curriculum area/department. Accordingly, each member of the senior leadership team will be responsible for ensuring a sustainable approach is taken within their respective area of responsibility.

8 Communication

This policy is displayed on the College website and staff and student intranets. When updated it will also be emailed to all staff.

Signed

Sarah Wright

Date

18 January 2017

Principal and CEO

9 Equality & Diversity Impact Assessment Summary

	AGE	DISABILITY	GENDER Reassignment	MARITAL STATUS	PREGNANCY & MATERNITY	RACE	RELIGION or BELIEF	SEX	SEXUAL ORIENTATION
Which of the following protected characteristics may be affected by this policy or procedure? <i>(please mark the relevant box)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other concerns (e.g. protected groups such as carers, young parents, women during pregnancy, young people living independently)	None								
Does this policy impact on: <i>(please mark the relevant box)</i>	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Parents or Carers <input type="checkbox"/>	Members of the Public <input type="checkbox"/>	External providers of services <input type="checkbox"/>				
Does your assessment show that this policy/procedure is affecting relations between different protected characteristics? <i>(please mark the relevant box)</i>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>			
If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of positive action in relation to particular groups? <i>(please give reasonable justification)</i>	N/A								
Consultation What steps have been taken to ensure that the different protected groups have been consulted during the development of this policy/procedure?	The following representative groups have been involved with this policy: <ul style="list-style-type: none"> • Project management group • Staff Publication 								
Staff Development and Training Please list any staff development or training issues arising from this assessment.	<ul style="list-style-type: none"> • Induction • Staff Development Day • Staff Intranet 								
Change/Modification As a result of the Impact Assessment, have any changes/modifications to this policy/procedure been made?	None								



Key Policy Statements

In order to achieve the objectives it is intended that the following policies will be adopted to cover areas of key environmental importance.

Policy Statements on Specific Environmental Issues

Measures to implement these statements will be developed by those identified in the Sustainability Action Plan. In all cases due regard will be taken of the appropriateness and cost effectiveness of the measures proposed.

1. Energy

The College wishes to conserve energy. It will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation of its heating, lighting, plant and machinery. It will continuously review its energy sources, energy forms, and energy efficiency with a view to causing least environmental impact. It will carry out a continuous programme of energy conservation by monitoring consumption and eliminating excessive or unnecessary use. It will communicate to staff and students the means by which energy may be conserved.

2. Water

The College wishes to conserve water. It will endeavour to use the minimum quantities of water possible in accordance with its activities and it will ensure that the water it uses is both supplied and disposed of meeting statutory requirements. It will carry out a continuous programme of water conservation by monitoring consumption, reducing leakage and eliminating excessive or unnecessary use. It will communicate to staff and students the means by which water may be conserved.

3. Transport

The College wishes to mitigate the harmful effects of its traffic on the environment. When travelling to and from the College and between its campuses and on College business, all staff and students will be encouraged to walk, use bicycles, public transport, or communal transport and will be discouraged from the single occupancy use of private vehicles.

The provision and usage of the College's vehicle fleet will be reviewed, managed and operated in order to minimise their impact on the environment.

4. Purchasing

The College wishes to conserve resources. Through its purchasing policies it will seek goods and services which do least harm to the environment in their production, delivery and packaging use, re-use, recycling and disposal. It will seek to purchase from local or regional suppliers which will maximise the College's input to the local community and minimise transport. It will communicate to staff and students the means by which goods and services may be purchased, with due regard to the environment.

5. Waste Management

The College wishes to conserve resources by minimising its generation of wastes. It will do this by, in order of priority, reducing the acquisition of new materials, re-using materials, recycling existing materials and, if the former are impractical, disposal by a means which will have least impact on the environment and conforms to statutory requirements. It will communicate to staff and students the means by which waste may be minimised.

6. Buildings and Estate

The College wishes to develop and operate its facilities and estate in order to conserve resources and minimise its impact on the environment. It will ensure that the potential environmental impacts of all its building and/or estates projects will be assessed and minimised. This will include, where possible, the use of building materials from sustainable sources, methods of construction which make best use of resources and designs which result in low maintenance and high energy efficiency. It will communicate to staff and students the means by which buildings and estate facilities may be used and operated correctly to conserve energy and minimise waste. All new ways of working and any new developments will be assessed against the impact on sustainability before introduction to ensure as much has been done to reduce environmental impact.

7. Curriculum Design

Where possible the College will seek to embed sustainability and environmental awareness into the curriculum for all students across the College and raise awareness of the importance of the agenda within the students' personal and professional life. Skills developed through the curriculum should maximize student potential by delivering both specific technical and professional skills and wider transferable skills to improve social mobility and future career paths.

8. Staff

There will be a continuous awareness of the need to work and act in a more sustainable way and this should be communicated through channels across the organisation and staff will be consulted on new initiatives and developments.

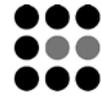


Strategic Directions

Strategic Direction	Sustainable Contribution	Actions	Impact
Governors, staff and students are proud of the College, which is recognised as providing outstanding learning and training	All stakeholders are able to contribute to a learning environment that continuously evolves to meet the needs of the students, employers and the wider community.	Design and Comm Group review Curriculum plan to ensure sustainability. Design & Comm Group can bring in external bodies, employers, student executive role as appropriate.	CSC is recognised as a leading hub for innovative and inspiring teaching and training, leading to the development of long term partnerships with industry and local and regional organisations.
Student satisfaction with the quality of their experience is very high	Student experiences are supported by a continuous development of the curriculum to provide innovative and supportive use of technologies.	Student voice activities have agenda items on Sustainability and feedback comes to Design & Comm Group. Reactive to Survey data through Design and Comm Group.	Improved opportunities and progression for students to exceed expectations.
Employer satisfaction rates are very high , with high levels of repeat business	Develop provision that is in line with industry needs and embraces employer feedback in the development of provision and forming of partnerships. Active consultation on planned development with employers.	Curriculum planning data is captured to feed resource allocation. Employer events capture issues and resourcing requirements. Key stakeholders are consulted actively e.g. Siemens, Gatwick, Fujitsu, Baxi, Green Growth Platform, Your Energy Sussex.	Improved partnerships with employers that help develop a curriculum to offer the maximum positive economic impact on students, employers and the wider community.
We provide accessible, flexible and inclusive learning opportunities to meet the needs of students, employers and our local community	Providing bespoke solutions through the use of integrated technologies to support a range of learning opportunities for our stakeholders.	Maintain network activities with sustainable and renewable energy suppliers. Active CPD Programme for staff.	Stakeholders will be able to access a range of opportunities to enhance skills including distance learning.

Strategic Direction	Sustainable Contribution	Actions	Impact
Our learning environment and resources are inspiring	Campus development includes the latest teaching and training resources that embrace the use of technologies and improve the currency of our qualifications.	Active CPD Programme for staff. Future opportunities are considered when new campus developments are introduced and flexible spaces that can be adapted as need develops.	High quality teaching and training are carried out in high quality flexible learning environments.
Our financial performance is strong and supports our strategic direction	The development of a fully planned, viable and sustainable approach to curriculum planning ensuring that all funding mechanisms are maximised to enable reinvestment into the curriculum structure and development of new and emerging priorities.	Tender effectively. Seek out 'added value' measures with existing partners and existing resource. Re-use, re-cycle, up-cycle. Haywards Heath – rationalisation of equipment on closure.	The College is able to maintain a strong direction in the raising of standards in technical and professional skills development.
Our use of learning technology is innovative and increases the productivity of both students and staff	Develop new ways of teaching and delivery that engages students and encourages self-development, peer and independent study using the latest technologies and working in partnership with world class organisations. Active CPD programme for staff.	Active induction, learning tech practices. SMART Assessor/etrackr/MWS. Seek out preferred supplier and awarding organisation agreements.	Students and staff working more closely to deliver an inspiring, economically sound provision that allows all parties to contribute to the design and delivery of programmes recognising the impact of technology.

Strategic Direction	Sustainable Contribution	Actions	Impact
We are an environmentally efficient College	Consider all environmental impacts through project working groups to ensure the planning and delivery of projects, reduce waste and maximise any opportunities to reduce energy use and reduce carbon emissions. Be active in any local partnerships that seek to reduce emissions or provide local solutions to energy supply.	Covered in action plan.	The College will benefit from savings in fuel costs as well as taking an active lead in low carbon development in the local area.



Sustainability Action Plan

[Click here to view the plan](#)