



Suffolk
New
College

Sustainability Policy

Policy Title:	Sustainability Policy
Issue date (m/y):	October 2015
Author(s):	Vice Principal
Approved by:	Senior Management Team
Approved by Corporation:	16 th January 2020
To be reviewed:	January 2021



Equality Impact Assessment Tool

Name of Policy: Sustainability Policy

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative/	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

Sustainability Policy of Suffolk New College

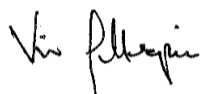
Suffolk New College is committed to providing all students with an excellent educational experience. Our aim is to ensure that all students receive high quality learning and teaching in order that they succeed on their chosen study programme. Alongside this the College provides a wide range of Student Support Services to make study as enjoyable and easy as possible.

With a community of some 2500 students and 500 staff, we recognise the need to manage our operations on a sustainable basis and that creating a more sustainable future is the responsibility of us all. It is with this in mind that this policy has been formulated.

The pages that follow, describe how the College will carry out their activities in accordance with sustainability principles whenever possible and to promote awareness with students, staff, stakeholders, partners and suppliers. The College is committed to the use of natural products and energy in a way that does not harm the environment, and leaves adequate resources for future generations.

This policy will be reviewed regularly, made available to the public and communicated to all students and staff at the College.

Signed:



Principal

Key Aims

The leadership of the College will:

Promote and support sustainable development principles across the College with a focus on the following:

- 1) Incorporate sustainable development as a key theme of CPD for all staff;
- 2) Establish a procurement policy;
- 3) Embed sustainability into the strategic planning process and monitor progress.
- 4) Play an active role as a leader in the community of promoting sustainability.

To achieve the aims above the following specific areas will be targeted:

Waste Management and Recycling:

- Seek to reduce the consumption of materials.
- Re-use where possible and promote recycling and the use of recycled materials.
- Seek to dispose of materials in an environmentally sensitive manner.
- Dispose appropriately of items that may be harmful to the environment.
- Encourage a positive attitude of students and staff towards waste management and recycling.

To minimise energy and water use the College will target:

- Reductions of energy consumption in all areas through switching items off which use power and to avoid leaving them on standby. To use natural light where possible and to ensure effective close down procedures are in place.
- The promotion and management of water efficiency in all college operations, particularly in workshops where water can be turned off between activities and also generally through the Facilities team ensuring any drips and leaks are dealt with promptly.
- Energy consumption and to monitor where there are opportunities to reduce or conserve.

Consumables are used across the College and the following sustainable approaches will be targeted:

- All departments to consider sustainability when purchasing goods and equipment such as location of the supplier and amount of packaging.
- Promote a positive attitude to the reduction and recycling of consumable items.
- To reduce the amount of paper used and to promote electronic means of communication such as phone calls or email, and the College's Virtual learning Environment (VLE) for teaching.
- Through effective procurement processes the College will promote sustainability.
- The College works with a range of suppliers and through sustainable procurement approaches the College will consider services, goods, works and utilities on the basis of performance and value but also on the basis of impact on the wider environment.

The College will also promote sustainability through the curriculum:

- As part of the future development of the curriculum to seek opportunities to promote sustainability and environmental issues.
- To develop knowledge and understanding within the student body so they can identify how they will contribute to a low carbon economy once they are employed.
- Encourage students to undertake volunteering activities as part of a community commitment to sustainable development.

To promote sustainability with the College community:

- To encourage staff and students to consider environmentally friendly and sustainability approaches in their life in and outside College.
- Promote alternative means of transport which minimise the impact on the environment such as a cycle to work scheme.
- Actively respond to suggestions of ways the College can be 'greener' in our approaches.

All staff and students have a responsibility for contributing to the delivery of this Policy. Appendix A shows examples of the activities which have been taken forward in an effort to be more sustainable and environmental in our approach.

Appendix A

ENVIRONMENTAL & SUSTAINABILITY

This list is not exhaustive, but it provides some information on what the college teams have progressed. We have also included some information on efforts that Suffolk Rural already do to try and recycle and re-use.

Marketing

- We have now stopped using plastic carrier bags at taster events.
- We have moved to a new website host (UKFast) which means our website is now carbon neutral - <https://www.ukfast.co.uk/carbon-neutral-hosting.html>
- We are investigating eco-friendly (biodegradable) pens as promotional items.
- We have replaced printed course information sheets for each course (over 100) with a set of 5 postcards which point the reader to the website for course information.

Plumbing

- Less hot work, therefore less gas torches and burning fuel into the atmosphere
- All SNC training boilers are A+ rated
- All push fit fittings are refurbished at the end of the year, rather than buy complete new fittings. Whilst this is not a recognised trade practice it is suitable for the training environment
- More plastic pipe is used to practice bends, this can be used a number of times whereas copper is once
- Students only use copper pipe on their final assessment, cutting down further on waste
- When soldering, all solder is now lead free
- The use of non-aggressive flux, this more environmentally friendly

Bricklaying

- Using mortar which does not go off, this means it can be used again
- The bricks are re-used
- Any damaged or broken bricks etc are recycled in the rubble skip and taken away to be re-used in other construction trades

Painting and Decorating

- The wider use of water based products instead of solvent based
- The use of brush and component cleaners to prevent any materials being washed in sinks etc

Carpentry and Joinery

- Timber is purchased from a recognised responsible and sustainable source

- The use of more battery operated power tools and less mains electric use which mirrors industry
- Timber is used multiple times

Electrical

- Recycle bins for wire, plastic and metal

Funding & Performance

- The lanyards we will be buying going forward are going to be made from recycled plastic bottles.

Rural Enterprise East

- They host a regular meeting for the Ipswich Ethical Business Network chaired by Jo Salter, Founder of Where Does It Come From ethical clothing shop. At the last meeting in December global sustainability goals were discussed and a presentation received from UoS. There are about 10 Suffolk businesses who attend.

Apprenticeships

- Where appropriate, Assessors/Training Coordinators cluster employer/apprentice visits to effectively manage geographical areas and associated mileage and fuel consumption. Maximising car share opportunities, where relevant
- Alternative transport use to local visits, such as cycling
- Use of E-Systems - One File/Smart Assessor - to maximise paperless approach to training resources and assessment evidence
- Developing central repositories for records to support paperless meetings and reporting
- A commitment to log-off, switch off and unplugging of relevant equipment out-of-hours
- A commitment to managing single use plastics, such as use of refillable drinks bottles on journeys
- A commitment to managing work locations on any given day to minimise travel between campus locations
- A commitment to limiting printing to essential items
- Promoting and local sourcing of resources, plus reuse of office supplies and temporary ID where relevant
- Reduction of printed promotional materials with greater emphasis on website interaction
- Providing phone and e-mail support to apprentices to manage travel impact between scheduled visits
- Use of 'Skype for Business' for remote team links and meetings
- Streamlined sign-up paperwork to reduce resource use
- Embedding of pre-meeting confirmations to reduce likelihood of unnecessary travel
- Apprentice and employer documentation e-mailed in preference to providing hard copy

Maths and English Team (including ESOL)

- We have moved to paperless meetings through the use of Google drive.
- Our English learners have also been given the effects of plastic on the environment as a topic for discussion in their speaking and listening assessments.
- On the 30th January, E2 and E3 ESOL are having a talk by Sharon Lockhart, the Education and Information manager at FCC Environment on recycling (with particular reference to Reduce, Reuse and Recycle and how to replace plastic)

Media

- Level 2 Final Major Project sustainability theme
- L3 Live event project with Suffolk recycling Centre who are in next week to present.

Art and Design

- L2 Recycling project building a mini city
- L3, CAVA and FAD have put together an exhibition at the library which is up for the next two weeks.
- The art team are not using any new materials including new paper. All work will be done on scrap materials using old mixed media and paper that is normally thrown away

Hair & Beauty

- Ensuring salon size product purchase for salon use to reduce quantity of packaging and use of key product lines where packaging is well-managed
- Use of washable mitts and steam towels to reduce cotton wool/tissue consumption
- Use of professional products that do not contain plastic microbeads
- Auto-dose laundry facilities to manage laundry products effectively
- Timers for heated appliances such as colour accelerators
- Transition to pump dispensers to manage product quantity
- New palette system to 3 beauty salons to reduce the volume of products held at any one time, therefore further reducing packaging and environmental impact of deliveries.
- Enhanced promotion of products to clients that are less environmentally demanding such as dry shampoo and leave-in conditioners.
- Rigorous management of lower water temperatures for shampooing and rinsing
- Excluding beauty products that contain palm oil
- CPD for all staff in relation to on-line training in sustainability and environmental awareness (sustainable stylist certificate)
- Biodegradable products and Vegan products.
- Use of organic and fair trade items
- Transition from new monthly magazines to staff and students donating magazines
- Installed two new washing machines and tumble drier, which are more economical to use. Gone down from 3 washing machines and tumble driers to two of each.

Catering & Hospitality

- Continual review of waste management to minimise any food wastage within operational practices including portion sizing, timetabling of key sessions and efficient chill and freeze of products.
- Continual use of facilities to manage wastage relating to hygiene for example measured hand cleanser dosage and knee operated sinks.
- Seasonal menus to minimise food miles.
- Support of Fairtrade fortnight and committee membership
- Use of biodegradable paper for hygiene and mop-up
- Management of oven and burner heating and temperature settings to maximise output and minimise fuel wastage.
- Use of paper board hot cups from Paddy and Scott's that are sourced from managed forests and are compostable, with recyclable lids.
- Increased vegetarian and vegan offer, reducing meat based products and associated carbon footprint.
- Introduction of recyclable brown takeaway containers
- Introduction of recyclable clear salad pots
- Introduction of recyclable plastic drinking cups
- Introduction of wooden tea/coffee stirrers
- Plastic straws phased out
- Use of recycled corn starch knives forks and spoons (Granary) that are compostable