



Educ8 Training Group Environmental Sustainability Policy 2019-2020

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Educ8 Training Group Ltd
Environmental Sustainability Policy

Purpose

The purpose of this policy is to provide direction to the members and sub contractors of Educ8 Training Group on the promotion, integration, management, review and evaluation of Environmental Sustainability within all aspects of the organisation.

Definitions

Educ8 Training Group identifies **environmental sustainable development** as:

“Meeting present needs without compromising the ability of future generations to meet their own needs”.

Sustainability is a process of ensuring the wise use of all resources within a framework in which **environmental, social** and **economic** factors are integrated.

Scope

This policy covers all organisational activities of Educ8 Training Group and its member organisations. This policy applies to all employees, learners, employers and sub-contractors of Educ8 Training Group whilst indirectly providing direction and awareness to the wider community and partner organisations.

Legal framework

Educ8 Training Group is fully aware of its legal obligations within the legal framework and is committed to meeting our compliance obligations including legislative and voluntary commitments made.

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Policy statement

Educ8 Training Group will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all of its activities, and through its influence over others. The organisation will review each of its policies, programmes and services, and act wherever necessary to meet the standards set out in its policy.

The Board of Directors have committed the organisation to the effective implementation and the operation of the Environmental Management System (EMS) and as such have committed the necessary resources to permit this. Moreover, Educ8 Training Group Board of Directors commit to a full annual review of the environmental management system, which will be recorded and signed off each year.

The main environmental impacts of the business include energy usage, the disposal of waste and transport impacts. In recognising these impacts, we have made a commitment to continual environmental improvement and to pollution prevention. We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention guidance and environmental best practices in all we do.

In recognising these impacts, through demonstration of continual environmental improvement and a commitment to pollution prevention, Educ8 Training Group will:

- Integrate environmental management into all organisational activities
- Guarantee compliance with all relevant local, national and international legislation and regulations
- Ensure all learners and staff, including contractors, actively support our environmental programmes
- Communicate our environmental policy effectively to all interested, both internal and external parties.
- A commitment to achieving continual improvement in our environmental performance and preventing pollution. This will be in agreement with the improvement plan.
- The minimisation of materials and energy usage in all operations.
- The safe disposal of waste where reuse or recycling is not economically viable.
- The provision of appropriate resources and the necessary training for staff, to ensure that they are able to fulfil the commitment given in this policy.
- Review modes of transport and will promote alternative sustainable forms of transport where practical.
- Include environmental management and issues in our staff induction programmes, meetings and learners training. Also engage with the community and bring sustainability issues across to them.

Waste Management

Educ8 Training Group recognises it has a role in furthering and improving the management of all waste via:-

- Encouraging all staff and customers to use less, then re-use and only then recycle
- Longer term, only dealing with suppliers that have sound environmental systems in use
- Linking with all suppliers to encourage the use of unnecessary packaging

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- Encourage all staff to recycle all office waste materials, ie, office waste paper, ink and toner cartridges, bought in catalogues and leaflets, aluminium cans, plastic bottles
- Using only approved / registered waste carriers to handle waste materials
- Use email and text messaging for all internal communications to reduce the usage of paper
- Monitor the types and quantities of waste to where savings can be made

Sustainable Procurement

Educ8 Training Group recognises it has a vital role in furthering sustainable development, through its procurement of offices, goods and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. Educ8 Training Group will therefore strive to:-

People, Education & Awareness:

- Communicate the sustainable procurement policy to all staff and suppliers

Policy and Communication:

- Consider the cost / benefit of environmentally preferable goods & services as viable alternatives
- Investigate opportunities for recycling & re-use of materials where suitable / appropriate
- Investigate the impact of Educ8 Training Groups expenditure on goods / services to identify the potential environmental impact
- Work in partnership with suppliers and other organisations to improve sustainable procurement
- Assess the environmental risk to Educ8 Training Group with a commitment to continually improving sustainable performances

Procurement Processes

- Promote best practices for sustainable procurement
- Ensure that suppliers environmental credentials are, where possible, considered when the supplier evaluation / approval process is completed
- Specify, where possible, the use of environmentally friendly goods and services
- Ensure that consideration is given within all specifications for suppliers to submit offers / quotes for environmentally friendly alternatives

Engaging Suppliers of Goods & Services

- Educate our suppliers of goods / services regarding the Educ8 Training Group environmental sustainability policy
- Work with our key suppliers to make sustainability improvements

Energy Management

Educ8 Training Group recognises it has a role in furthering and improving energy management via:-

- Controlling activities when systems are not in use, ie, switch off at night
- Consider the use of sensor-based lighting systems
- Promote the use of low energy light bulbs at all premises in use
- Encourage staff to use only water needed when boiling kettles
- Promote the use of low energy heating equipment
- Consider the use of Solar panels on all roofing areas under the direct control of Educ8 Training Group

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- Monitor all energy usage via spreadsheet on a monthly basis to consider where improvements can be made
- Review the Maintenance of all water-based appliances to prevent wastage, ie, all leaking taps are repaired

Travel and Transport

Educ8 Training Group recognises it has a role in furthering and improving the efficiency of work based transport and travel and aims to promote the benefits of fuel efficient motoring and increase awareness of alternative modes of transport, in particular for employees via:-

- Encouraging car sharing, where more than one person is visiting
- Arranging effective meetings preventing duplication
- Consider the use of teleconferences, if at all possible
- Reviewing workloads to minimise unnecessary travel
- Providing information on local & national transport links
- Providing information on exhaust emission levels of vehicles and hybrid cars, enabling staff to make quantifiable decisions
- Reviewing fuel types of vehicles used by all staff and encourage them to purchase more environmentally fuel efficient modes of transport

Refurbishments

Educ8 Training Group and its member organisations acknowledge that for any new building or building refurbishments undertaken, due consideration should be given to environmental and sustainable impact.

Partners should plan to manage the impact on the whole environment and where possible the use of sustainable materials considered.

Strategic aims

Educ8 Training Group and its member organisations has developed eight strategic aims which will be monitored on a quarterly basis.

- To actively promote and maintain a positive commitment to environmental sustainability
- To ensure that all key staff, learners, customers, suppliers and sub contractors are aware of and comply with the organisational environmental policy
- Provide necessary and appropriate resources to effectively implement the organisations environmental policy
- Provide systems and procedures to ensure objectives and targets have been met in order to improve environmental management and performance and reduce environmental impacts
- Reduce the impact arising from the consumption of energy, transport, the generation of waste and the consumption of office materials
- Reduce, Re-use, Recycle, Reconsider, Refuse
- To achieve environmental excellence through the implementation of an Environmental Management System that meets the requirements of the Green Dragon Environmental Standard™ whilst also supporting government policy for sustainable development

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- To work with the local community, public and private sector organisations to promote environmental awareness and sustainable development

Responsibilities

The Board of Directors have responsibility for:

- Ensuring Educ8 Training Group fully meets its legal requirements.
- Ensuring the strategy and associated action plan, meets the requirements of relevant legislation.
- Ensuring effective implementation and monitoring of strategy and action plan.
- Ensuring the strategy is continuously reviewed and that all employees receive adequate training.

The senior management team have responsibility for:

- Providing a consistently high profile lead on all issues contained within the strategy.
- Ensuring all aims and objectives of the strategy are effectively implemented
- Ensuring all employees are fully aware of their individual and collective responsibilities.
- Providing appropriate training and development activities to ensure employees have the skills and knowledge to support this strategy
- Ensuring that appropriate action is taken against anyone found to be in breach of the content of this strategy

Managers have responsibility for:

- Proactively communicating commitment to this strategy to learners, employers, employees and external stakeholders.
- Ensuring consistent behaviours and standards from all employees.
- Ensuring their team members are made aware of their responsibilities and are provided with appropriate training and support.
- Ensuring compliance with Environmental Sustainability related accreditations and maintain the required levels of governance.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

All employees have responsibility for:

- Ensuring that environmental sustainability is effectively integrated into the professional practice of teaching, research and service delivery.
- Maintaining an awareness of environmental sustainability by attending employee development programmes.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

All learners have responsibility for:

- Taking equal responsibility in ensuring that we an environmentally sustainable learning environment
- Fully engage in activities aimed to develop awareness of environmental issues

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- Behave in a socially responsible manner at all times

Implementation

The Educ8 Training Group board will take full responsibility for implementing this strategy using the following methodology:

Organisational Commitment and Leadership – Educ8 Training Group is committed to Environmental Sustainability through the adoption of socially responsible business practises and effective governance. These practises will include a robust and accredited Environmental Management System and other related external accreditations.

It is the belief of Educ8 Training Group that its members and their respective staff should act as role models for learners, associates and sub-contractors and take every opportunity to positively promote the benefits of Environmental Sustainability.

Stakeholder and Community Partnerships – Educ8 Training Group is committed to improving the work-based learning sector with regards to Environmental Sustainability. The organisation will seek to lead groups of providers and stakeholder organisations in best practise sharing, dialogue initiation, promotional activities, partnership working and employer awareness.

Opportunities are sought to engage with local community, public and private sector organisations to maximise knowledge sharing and efficient resource utilisation within the sector. Effective engagement will be sought with other providers and stakeholders with a view to overall sector improvement to the benefit of learners in Wales and England.

A full implementation plan, based on the equality and diversity standards, has been developed and this will be monitored on a quarterly basis via the operations working group.

Appropriate training and development activities will be provided to ensure employees are equipped with the skills and knowledge to fully implement this strategy.

Communication

This strategy will be made available in hard copy in every branch and in an electronic format on the company servers.

Training activities will be introduced to ensure all employees are fully conversant with the content of this strategy.

Employers and learners will be provided with access to this strategy in electronic and hard copy formats at the start of the training programme.

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Complaints

All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with company procedures.

Contacts:

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Monitoring and review processes

This strategy will be reviewed, via the SLT, on an annual basis to ensure it continues to meet the needs of the business.

Data and performance targets associated with this strategy will be reviewed on an annual basis by the SLT.