



**Name of Policy**

**SUSTAINABILITY POLICY & PLAN**

**Purposes**

This document outlines the commitment and objectives of Macclesfield College in ensuring its sustainable development

**Responsibility of / Job Title**

Sites Manager, Estates

**Equality Assessment By Whom**

Site Manager

**Date**

Nov 2017

**Version**

2

**Date of next review (month & year)**

Nov 2018

	<b>Date</b>	
<b>Approved by</b>	Senior Manager	07/12/2017
	ELT	
	Corporation	

**Related policies or procedures or parent policy if applicable**

**Groups/bodies consulted in the development of the policy**

**To be published on College website**

YES / NO

# SUSTAINABILITY POLICY

**Introduction** This Sustainability Policy applies to all of the College's activities, products and services. All staff in the College will follow the principles of this policy and supporting guidance to assist the College in meeting its sustainability objectives. A widely accepted definition of sustainable development is Development which meets the needs of the present without compromising the ability of future generations to meet their own needs (The Brundtland Commission 1987). The College recognises the importance of sustainable development for future generations and that its decisions and actions affect society and the economy, as well as the environment and natural resources at local, national and global levels. Our Sustainability Policy is based upon the following principles to which the College is committed to:

- Maintaining compliance with all relevant UK, European and international legislative and regulatory requirements and agreements as a minimum standard
- Reviewing all our activities and operations in order to identify, understand and evaluate all the direct and indirect environmental aspects and impacts, and prioritise action to address them
- To integrate sustainability considerations into all our business decisions
- Supporting continuous improvement by establishing sustainability performance targets that are reviewed and externally reported annually
- Ensuring that sustainable development is fully understood by staff and students and is enshrined within all aspects of planning and activities, and that they are fully committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

In order to implement this policy, the College has undertaken a baseline review and has determined a set of key sustainability impacts and associated objectives:

- **Energy and water:** to reduce energy and water use and establish a utilities monitoring and targeting system and to continue to explore the possibilities of less carbon intensive energy sources either through the purchase of renewable energy or through an increased use of onsite renewables.
- **Waste and natural resources:** to prevent pollution by reducing emissions and discharges and to promote the zero waste principle (rethink, reduce, reuse, recycle) in order to minimise the environmental impact of waste disposal and use of natural resources.
- **Procurement:** to develop and implement a sustainable procurement policy that integrates environmental and social issues with economic issues and that supports the use of products and services from contractors and suppliers who are in accordance with the College's Sustainability policy.
- **Education and Research for Sustainable Development:** to further encourage the teaching of and research into sustainable development at the College.
- **Transport:** to develop and implement a College wide green travel plan in order to minimise emissions arising from business travel, commuting and deliveries.
- **Construction and Refurbishment:** to incorporate the principles of sustainable development into any new build or refurbishment projects.
- **Community Involvement:** Build partnerships and take part in networks to share experience and knowledge of sustainability with the broader community and contribute to debate on sustainability issues.

- **Health, Welfare and Safety:** Promote the highest standards of health and safety for our staff, contractors and students and provide a good working environment for our employees, treating them with fairness, dignity and respect.
- **Training, awareness and communication:** Increase the awareness and understanding of sustainable development amongst staff and students through learning opportunities and training.

The College's Sustainability Policy is fully supported by the College's Senior Management Team and Governing body who have ultimate responsibility for the sustainability performance. All staff, students, visitors and relevant external stakeholders share this responsibility.

**Review Date**

This document is to be reviewed in November 2018

## ACTION PLAN

### Education

Target Outcomes	Target date	Action	Responsibility	Progress
Promotion of electronic submission of assignments	September 2013	<p>Curriculum staff encouraged to reduce paper assignments</p> <p>Turn It In software purchased to encourage electronic submission.</p> <p>Training from MMU.</p> <p>Monitoring of use of Turn it In by IT Department</p>	<p>Curriculum Managers</p> <p>Head of Technology, Learning Resources and e-learning (HoTLR)</p> <p>HoTLR</p> <p>HoTLR</p>	<p>On-going</p> <p>Achieved</p> <p>Achieved September 2013</p> <p>From October 2013 onwards</p>
Sustainability embedded into the College tutorial programme	September 2013	Tutorial scheme of work to include sustainability	Student Liaison Officer	Achieved
Embed sustainability into the curriculum	August 2014	<ul style="list-style-type: none"> <li>• Embed into assignments</li> <li>• Guest speakers</li> <li>• Investigate incorporating</li> </ul>	Curriculum Leader: HE and Teacher Training	

		sustainability projects into the teacher training programme		
Investigate Subscribing to the EAUC Green Gown Award	July 2014	If appropriate the College will subscribe to the EAUC Green Gown Award	Head of 14-19 Curriculum	
Carbon free dining to be implemented in the Silk Room restaurant in partnership with the Green Earth Appeal – Food for Thought	June 2013	A raised bed to be installed to cultivate products for use in the kitchens.  Green house to be brought into use from December 2013 onwards.	Curriculum Leader – Hospitality and Catering	Achieved – products are being used in restaurant dishes.  Customers are offered the option to pay an additional 99p per meal to ‘plant a tree in the developing world’.
Sustainability resources purchased and promoted by the Learning Resource Centre	April 2013	The LRC will actively promote Earth Day activities to students once a year.	HoTLR	Achieved Earth Day promoted by LRC in wall displays in April 2013
Promotion of e-books into curriculum areas	May 2014	The LRC will promote e-book usage to students in order to reduce paper usage	HoTLR	On going
Sustainability is actively promoted by the student union.	December 2013	To be including as a student union agenda item	Personal tutor/ Head of Student Services	

## Energy

Target Outcomes	Target date	Action	Responsibility	Progress
10% reduction of energy use in 2015 compared to energy use in 2012.	July 2015	LED lighting to replace existing lighting in the College.  Campaign for Energy Efficiency to be rolled out during 2013-14.	Site Manager  Sustainability Committee/Student Union.	Achieved July 2012  Reduction of 14% expenditure on electricity from 2011-12 to 2012-13.
The College will host a College Cycle to work day to promote the reduction of fuel consumption.	July 2013	This will be an annual event from September 2012 onwards.  The College will reward student/staff who cycle to work with a voucher for the refectory.		Achieved
Feasibility study into digital archiving	July 2014	Investigate changing to digital archiving	HoTLR	
The College will use web conferencing technologies for external meetings/training events and will reduce fuel consumption and our carbon footprint consumption.	January 2013	The IT department will promote the use of web-conferencing to management in order to facilitate remote training events and meetings. (Microsoft Lync /Skype)	HoTLR	Achieved JISC remote training session 10/4/13
The Energy Performance operational Rating of	July 2015	Consultancy advise to be sought regarding improvement of the	Vice Principal: Finance and Resources	Future dates

Building 1, 2 and 3 to be at least C (51-75) or above)		grade.		
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### **Purchasing**

Target Outcomes	Target date	Action	Responsibility	Progress
10% all purchases of white paper will be recycled paper.	July 2014	The reprographics department will purchase at least 20% of all white paper from recycled sources	Reprographics	
All college waste will be sorted and recycled after collection.	August 2013	Contract to be agreed with local refuse collection agency	Site Manager	Achieved
5% sustainability weighting will be added to all procurement exercises of £5K or above	July 2014	All tender exercises over £5k will be weighted towards the tendering company having a current sustainability policy	HoTLR	