

SUSTAINABLE DEVELOPMENT ADVISORY COMMITTEE

1 Introduction

The College Sustainable Development Advisory Committee's role is to assist the College's Board of Management to operate in a sustainable and ecologically responsible manner.

It will contribute to the development of the Board's Environmental Policy and advise on the practical implementation of such a policy.

The Committee shall report to the College's Strategic Management Team. Its minutes shall, as a matter of routine, be considered by the Board of Management's Academic and General Purposes Committee.

2 Sustainable Development Advisory Committee Remit

The Sustainable Development Advisory Committee's remit shall include:

- the provision of advice on the development and periodic review of the Board's Policy;
- the consideration of the practical implementation of that Policy (by considering related procedures and proposed action)
- to advise the Board in respect of issues related to its statutory duty to conserve biodiversity;
- the consideration of a 'whole college' approach to 'sustainable development' (this might include the consideration of how sustainable development issues might routinely be subsumed into the College's curriculum provision);
- the audit (within ISO 14001 series standards) of the College's approach to Sustainable Development;
- the provision on advice to inform the College's continuous professional development and related staff development programmes to support the Board's Environment Policy and the implementation of associated procedures;
- evaluating the impact of the College's Sustainable Development Policy; and
- the review of external developments related to Sustainable Development and consider their implications for the College's approach and management of its own associated agenda.

The Committee shall also consider on related matters subsequently referred to it by the Principal.

3 ***Membership of the Committee***

The Sustainable Development Advisory Committee shall comprise a maximum of 8 (eight) members.

The Chair shall have the authority to co-opt (on a temporary or permanent basis for up to a period of 12 months) other individuals who might be able to assist in the Committee's deliberations. He/she shall be able to invite individuals external to the College or its Board to be so co-opted.

Co-options shall normally be agreed (by simple majority) by the Committee.

The Committee shall be chaired by an Assistant Principal.

The Principal and Depute Principal shall be able to attend and to participate fully in all meetings on an ex officio basis.

The current membership of the Committee is outlined in Annex 1 to this document.

4 ***Frequency and Conduct of Meetings***

Meetings shall be conducted within the Board of Management's Standing Orders.

All meetings of the Committee will be formally minuted.

Meetings of the Committee shall be publicised to conform to the requirements of the Freedom of Information Act. Committee's Chair shall have the responsibility to ensure compliance with statutory obligations in this respect.

The Committee shall meet a minimum of 6 (six) times per academic/financial year. It shall be the responsibility of the Chair to produce an annual meeting schedule at the start of each academic session.

ENVIRONMENTAL POLICY

John Wheatley College recognizes that its activities impact upon the environment at local, regional and global levels and acknowledged a responsibility for the protection of the environment and of the health of its members and the wider community.

The College is committed to:

- promoting the protection of the environment and minimizing the impact of all its activities upon each of the local, regional and global environments both directly and through its influence on others;
- integrating environmental management policies and practices into every level and every department of the College;
- providing safe, healthy working conditions for staff and students;
- contributing to a sustainable and healthy future by conserving natural resources, by minimizing avoidable waste and pollution and by reducing and discouraging litter, graffiti and noise pollution;
- reducing where possible the use of fossil fuels through improvements to energy efficiency and the substitution of renewable energy sources;
- avoiding the unnecessary use of hazardous materials and processes and taking all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use;
- developing effective waste management and recycling procedures and using recycled and recyclable materials where possible;
- implementing a transport policy which encourages the use of public transport and provides improved facilities for the disabled, pedestrians and cyclists;
- protecting natural habitats and local wildlife and preserving biological diversity; and
- increasing awareness of environmental responsibilities (including biodiversity) among staff and students through staff development and training and through initiatives in Environmental Teaching and Research.

WASTE REDUCTION POLICY

1 Introduction

John Wheatley College, its staff, students and anyone making use of College premises are legally required to comply with the Duty of Care provisions of the Environmental Protection Act 1990. The Environment Act 2003, Special Waste Regulations 1996 and the Landfill Tax 1996 bring additional duties and costs.

To meet these legal and other obligations the College requires all employees, students and others working the College to comply with this Policy and the associated College Codes of Practice on waste management. The College intends through this proactive policy to progressively reduce impact on the environment, improve utilization of resources, contain costs, and to ensure compliance with increasingly complex legislation.

2 Objectives

The College is committed to the continuous improvement of waste management practices and a steady reduction in the proportion of waste sent to landfill. Each member of the College shall take every opportunity to minimize avoidable waste and shall ensure that materials no longer required are managed according to the following hierarchy of options:

- 1 **Reduce at Source** – using and discarding less material generally, segregating wastes and asking suppliers to take back packaging and reusable containers;
- 2 **Reuse and Repair** – passing on to other reusable chemicals and equipment no longer require and repairing in preference to replacing equipment where appropriate;
- 3 **Recycle** – separating materials for recycling – such as mixed waste paper, cardboard, cans and printer consumables.
- 4 **Responsibly Dispose** – complying with the Environmental protection Act 1990 Duty of Care and the College's published Codes of Practice listed at the end of this document.

This continual improvement shall be guided by consideration of both value for money and the environmental benefits of the evolving options for each waste type. Account shall be taken of targets set by Government or the College to encourage diversion of waste from landfill.

3 Organisation and Management

Responsibilities and organizational arrangements for this Policy follow the spirit of those defined in the College Health and Safety Policy, although these policies are separate entities. Heads of Department may delegate authority, but remain legally responsible – as with Health and Safety matters.

The Property and Estates Manager is responsible for:

- co-ordinating the overall framework of advice and guidance to the College on waste management;
- co-ordinating negotiated waste management contract services for use by departments; and
- via the Estates Department and in co-operation with departmental staff, providing waste collection by College cleaners of “office waste” and “recyclables” such as mixed waste paper, cardboard, cans and printer consumables etc
- via the Estates Department providing waste transportation services to departments where appropriate; and
- via the Estates Department providing a cost-effective clinical waste incineration service for departments.

Each Budget Holder is responsible for:

- overseeing the management of wastes in their department and for ensuring departmental compliance with the Duty of Care;
- ensuring that local department waste management procedures are prepared in accordance with this Policy and associated Code of Practice;
- the promotion of practices which further the conservation of biodiversity;
- ensuring that local departmental waste management procedures are prepared in accordance with this Policy and associated Codes of Practice;
- ensuring integration of waste management and Health and Safety arrangements, where appropriate; and
- appointing a departmental Waste Co-ordinator where appropriate to take a special interest in the promotion of good waste management practice and to provide a local level of advice.

4 Staff Development and Awareness Raising

The Property and Estates Manager is responsible for:

- publishing this Policy, Codes of Practice and associated guidance and updating them to take account of new legislation, regulatory compliance and user feedback;
- identifying and promoting appropriate waste management training opportunities for departmental staff.

Each Budget Holder is responsible for:

- ensuring that all staff, students and visitors are aware of the importance of compliance with this Policy and associated Codes of Practice and the legal and financial consequences of not complying with them;
- identifying training needs and, in co-operation with the Estates Department, arranging training appropriate to each departmental member's responsibility for waste and ensuring that a record is kept of all training; and
- ensuring integration of waste management training and awareness raising programmes with those in place for Health and Safety.

5 External Contractors

The Property and Estates Manager is responsible for:

- issuing this Policy and the College's Code of Practice on General Waste to all design team consultants and contractors working in College premises;
- advising contractors that they must comply with the Duty of Care and are responsible for the disposal of any waste they create on College sites, unless specific alternative arrangements have been made.

6 Record Keeping and Audit

The Property and Estates Manager is responsible for:

- establishing a list of registered waste management companies and waste carriers;
- establishing and maintaining procedures for auditing departmental waste management systems and for collecting feedback on this Policy and associated Codes of Practice;
- compiling and holding annual Waste Transfer Notes for centrally managed waste collections.

Each Budget Holder is responsible for:

- ensuring all Waste Transfer Notes and waste descriptions are completed accurately for local collections;
- establishing and maintaining a statutory record keeping system which complies with the Codes of Practice such that departmental wastes can be properly tracked; and
- ensuring that departmental practices and procedures are audited at least annually and that any changes that may be required as a result of these reviews are carried into effect.

7 Policy Implementation

This policy applies to everyone and all departments, whether producing only “office waste” or more difficult wastes from, for example, clinical or chemical laboratories. It sets out specific responsibilities for College managements and provides a framework for formalising departmental procedures.

This Policy will be reviewed every three years. Any financial implications arising from applying this Policy will be spread over a number of years.

The following Codes of Practice are to be implemented as an integral part of this Policy:

- **General Waste** *General procedures for non-hazardous wastes from College buildings; includes re-use and recycling, disposal of redundant equipment and of confidential records. To be issued to all heads of Departments;*

- **Clinical Waste** *Procedures for all departments and units handling and disposing of materials defined as clinical waste. To be issued to all relevant Heads of Departments; and*

- **Hazardous Waste** *Procedures for all departments disposing of hazardous chemicals, solvents etc. from laboratories and workshops; includes radioactive and special wastes. To be issued to all relevant Heads of Departments.*

IG/SW
John Wheatley College
August 2005

JOHN WHEATLEY COLLEGE
Sustainable Development Advisory Committee
Current Membership

Alan Inglis, Assistant Principal – Chair;

Alan Sherry, Assistant Principal;

David Thomson, Lecturer;

Jim Brown, Senior Lecturer;

May Grant, Senior Lecturer

Helen Dunlop, Assistant Associate Principal

Lynn Granger, Lecturer

Ian Graham, Principal (Ex officio)

Alex Kirk, Depute Principal (Ex officio)

John McKay, Team Leader, Estates

James Gow, Chief Finance Officer

Christopher Aitchison, Student Association