

Purpose & Scope

This policy sets out SIRM's approach to sustainability.

SIRM seeks to embed sustainability and good environmental practice into everything it does, whilst ensuring value for money via sustainable procurement.

The scope of the policy encompasses everyone in SIRM community – learners, staff and covers its involvement with partners and suppliers of goods and services.

SIRM is committed to sustaining 'our' environment by minimising the harmful effects of its operations by means of a programme of continuous improvement. We recognise a duty of care towards the sustainability and environment, especially in how it is affected by the activities of our staff and learners.

Definition of Sustainability

Sustainability includes:

- Security of the environment, economy and society for present and future generations
- Awareness of human actions that threaten the natural environment
- Enabling people wherever they are to live satisfying lives without harming the planet
- Living and earning with the understanding that all aspects of life are connected
- Understanding that social and environmental well-being are both essential if we are to lead healthy and peaceful lives.

SIRM's Sustainability & Environmental Aims

- ensure staff receive appropriate environmental awareness training and develop professional skills and leadership to support sustainable solutions
- ensure staff and learners have the opportunity to shape/influence SIRM's environmental programme
- Improve physical and mental well-being
- Support healthy, balanced lifestyles; a healthy workplace; clean, safe and green environments.
- Reduce inequalities in access to learning opportunities
- Seek to reduce consumption of materials, re-use where possible and promote recycling and the use of recycled materials
- Minimise waste and prevent pollution; encouraging 'zero to landfill'
- Seek to dispose of materials in an environmentally sensitive manner
- Support a low carbon approach to innovation, enterprise and economic development
- Reduce high carbon travel
- Use and promote low carbon access/travel eg. walking & cycling, mobile services, audio-conferencing, online facilities
- Promote and manage energy and water efficiency in all our operations and incorporate effective energy and water efficiency measures throughout
- Use locally and ethically sourced goods and services
- Encourage a responsible attitude to smoke-free environment
- Celebrate diversity and distinctiveness
- Update staff and learners on developments.

Implementation

- **Procurement**

- Examine current purchasing and introduce environmental criteria to guide the procurement of goods, equipment and services, ensuring that these requirements are reflected in all standard contract conditions.
- Research and, where possible, engage environmentally-friendly alternatives to existing supplies.
- Encourage the use of recycled paper.

- **Recycling**

- Encourage recycling by providing a means of collecting waste products which can be recycled eg drinks cans, plastic bottles, cardboard, paper, shrink-wrap plastic, aluminium foil, books.

- **Energy and Consumables**

- Conserve energy (heat and light) in the SIRM.
- Monitor consumption in key areas periodically, including use of electricity, paper and other consumables.
- Improve the appearance of the SIRM and provide improved means of litter and other non-recyclable waste disposal.
- Identify and, where possible, establish re-use of consumables such as inkjet cartridges and toners.

- **Waste Management**

- Employ materials and equipment, and develop practices and procedures which minimise harm to the environment. Dispose appropriately of redundant computers, projectors, chargers and other electronic equipment, light tubes, batteries.

- **Catering & Cleaning**

- Evaluate the facilities and practices within catering and cleaning to ensure they contribute to the SIRM policy of environmental responsibility and healthy/functional foods.
- Encourage the use of biodegradable cleaning materials.

- **Transport**

- Encourage alternative, environmentally-responsible means of transport, including walking.

- **Smoking**

- Police and enforce the SIRM no-smoking-on-site policy.
- Review and promote support available to those wishing to stop smoking.

3 year Environmental Action Plan 2019 –2022

3 Year Aims	Key actions for year 1	Outcome Year 2	Outcome Year 3
Raise awareness of sustainable development internally. Ensure all staff understands their role and responsibilities within their work practices.	Work with all staff to embed and share sustainable development awareness and actions required to achieve it through existing communication channels. To provide support for cross-college events to promote and celebrate sustainable development activity.	Check understanding of the contents of this policy to staff, providing further information and guidance as required. Policy is given to all new staff during induction. Staff made aware of updates in the organisation and policy.	Ongoing integration, communication and monitoring, including via Staff Surveys. Greater awareness and contribution to college's commitment to sustainability and environmental impact.
Reduce energy consumption	Produce and disseminate resources to raise awareness about energy saving.	Training for all staff on how to minimise consumption.	Energy consumption reduced by 10%.
Reduce staff carbon footprint	Increase teleconference meetings wherever possible. Encourage the use of travel by public transport wherever possible. Encourage staff to cycle/walk to work where possible.	Year on year reduction of the total carbon emissions from staff travel.	Carbon footprint reduced by 10%.
Minimise the use of paper with a view to increasing electronic mediums.	Where possible reuse or recycle office paper waste. Investigate IT solutions for accessing and sharing documentation (rather than printing). Encourage those using computers not to print out copies. Reduce the amount of waste through unnecessary printing of learner documentation by using available online facilities. Set up and monitor print reports to establish baseline usage.	Unwanted paper recycled as scrap for staff use. Box in place next to each printer/copier. Printer default setting set to 'eco print' which includes double sided/and black and white copy/lower emissions. Think before you print logo included on staff email signatures. IT solutions implemented for online document sharing.	Reduction in printing by 10%.

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SCHOOL OF INFORMATION
RISK MANAGEMENT

Increase recycling and reduce waste	Where possible reuse or recycle computer supplies and other equipment no longer required. Encourage recycling by providing a means of collecting waste products which can be recycled.	Disposable ICT equipment is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations, useable parts are recycled. Toners are recycled back to supplier.	Increase in recycling by 10%. Reduction in waste by 10%.
Ensure students have an understanding of the importance of environmental sustainability and college's policy.	Sustainability & Environmental Policy and actions to be covered in learner induction and where relevant embed in teaching and learning resources.	Extracts from policy included in Student Handbook. Actions relevant to learners discussed with learners during induction.	Greater awareness and contribution to college's commitment to sustainability and environmental impact.