

# Environmental and Sustainability Policy 2023/2026

APPROVED BY SELT ON 13 JUNE 2023

| <b>Applies to:</b>                                   |   |
|--|---|
| Harrogate College                                    | X |
| Keighley College                                     | X |
| Leeds City College                                   | X |
| Leeds Conservatoire                                  | X |
| Leeds Sixth Form College / Pudsey Sixth Form College | X |
| Luminate Group Services                              | X |
| University Centre Leeds                              | X |

# CHANGE CONTROL

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## 1. Luminate Education Group Strategic Priorities 2021/2022:

The Luminate Education Group`s strategic priorities include the following strategic statement on the environment and sustainability:

### **Strategic Priority 2:**

Contribute to the 'Climate Emergency' declaration with pioneering initiatives that:

- a) Significantly reduce each group member`s carbon emissions
- b) Increase provision in the skills required for a low carbon economy
- c) Raise awareness and ways of tackling climate change amongst students/stakeholders

The Luminate Educational Group promotes environmental sustainability throughout the Group via a number of projects aimed to raise environmental awareness and reduce the carbon footprint.

### **I`m in Green Statement of Intent:**

Environmental sustainability encompasses more than process. As educational organisations we have a duty to prepare our students for the future. **I`m in GREEN** mind set and project aims are not only a matter of environmental awareness recognising the challenges that are presented to our community and campuses. It is also a matter of efficiency and resources consumption.

#### **We aim to;**

- Reduce adverse environmental impacts of our waste, its use and disposal
- Utilise raw materials, water and energy more efficiently in order to minimise the impact on our environment
- Significantly reduce and limit our overall waste and emissions
- Maintain high safety standards for our employees
- Promote responsible environmental attitudes among our employees and students
- Seek to achieve better environmental standards through close collaboration and monitoring with sub-contractors, suppliers, customers and other partners
- Align and reform our supply chain to follow our environmental goals and agenda
- Develop our estate and ways of working to mitigate for the potential adverse consequences of climate change, such as flooding or extreme heat.

#### **The I`m in GREEN project will;**

- Educate staff and students to become advocates of environmentally friendly activities
- Create and promote activities, events and resources that rethink how we all use and dispose of plastic
- Reduce waste, recycle, reuse, reduce and remove
- Reduce travel and travel emissions
- Reduce energy usage

## 2. Environment and Sustainability Policy Statement

The Luminate Education Group (LEG) is committed to outstanding Education and Training. Responsible for the provision of a broad spectrum of education from Primary & Secondary Schooling through to Further, Higher and Adult Education with campuses across Leeds, Keighley and Harrogate our Group members work together in partnership and support each other to grow. As a responsible Educational Group we intend to grow and develop our environmental and sustainability credentials. We are aware that our growth has the potential to impact directly and indirectly on the environment locally, nationally and globally.

To fulfil our obligation to develop our sustainability credentials, in line with Leeds City Council and other businesses in the Leeds City Region we will work towards becoming carbon neutral by 2035 and look towards central government providing the support to enable us to achieve this target.

The Luminate Education Group is committed to the prevention of pollution and continual improvement in environmental performance across three main strands of activity:

- Our physical estate and resources used.
- Adapting our curriculum so it covers the skills required for the future carbon zero economy.
- Raising awareness of the climate emergency amongst our students and stakeholders.

Objectives and targets are set to monitor our environmental performance and ensure environmental management is central to our business. The Luminate Education Group will achieve these commitments by:

- The continual improvement of our environmental performance.
- Ensuring that appropriate environmental content is present within existing academic courses to raise awareness and provide a more informed understanding of climate change and impact.
- Continually adapting our curriculum for a sustainable future and society.
- Promoting our environmental aspirations and encouraging stakeholders to adopt sound sustainable management practices.
- Complying with all applicable legal requirements and other requirements to which LEG subscribes and relate to the environment.
- Maximising the efficient use of energy (gas and electricity) and water to all buildings.
- Preventing and minimising pollution.
- Demonstrating sustainable approaches to the built environment in any construction, refurbishment and maintenance project.
- Considering sustainability in the procurement of all goods and services
- Managing activities in a way which prevents pollution to air, land and water.
- Applying the waste hierarchy to waste materials generated (reduce, reuse, recycle).
- Using renewable energy sources where possible.
- Encouraging staff and students to use sustainable travel options e.g. vehicle sharing, public transport, cycling.

Integral to the success of this policy is a partnership approach with employees, students and other representative bodies in order to develop a culture supportive of environmental sustainability. This statement reflects the overall Group, individual FE Colleges, The Conservatoire, Academies and Schools Senior Management's commitment to the continuous improvement of environmental performance within LEG. This Policy can be made available to other interested parties should they have reasonable cause to require it.

### 3. Organisational Responsibilities

The Luminate Education Group objective is to reduce its impact on the environment. This commitment requires senior management leadership and the whole-hearted support and cooperation of all employees. Responsibilities of staff are outlined in this document. Reference should be made to the Group's Structure.

The following is a description of responsibilities for individual job roles that have an input to environmental performance.

#### Overview of Key Staff for Environmental Management

- Luminate Education Principals/Senior Educational Leaders carry overall responsibility for environmental issues within FE Colleges/The Conservatoire, Academies/Schools.
- The CEO has delegated the Deputy CEO & Executive Principal Leeds City College to be responsible for ensuring that the objectives of the Environmental Policy are achieved in practice.
- The Estates Team is responsible to the Group Vice Principal Development (via the Group Director of Estates) for providing specialist knowledge and advice on environmental matters.
- The Campus Leads/ Directors, Deputies, Curriculum Managers and Business Support Managers are responsible for detailed adoption of the Environmental Policy in their area of control and by the staff over whom they have direct control.

#### Governance

As the Group's governing body, Governors have ultimate responsibility to make sure that the Luminate Education Group is aiming to reduce its environmental impact and conduct its activities in a sustainable manner. Governors have a responsibility to ensure that:

- A clear, written policy statement is developed which promotes the correct attitudes / behaviours to support a positive approach to reducing LEG environmental impact.
- Environmental responsibilities are allocated to individuals and they are informed of these responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Procedures are developed which comply with legislative requirements, identify environmental aspects and assess how LEG can improve its environmental impact.
- Suitable resources are allocated to develop and implement environmental procedures.
- The Environment and Sustainability Policy and performance of LEG is reviewed annually.

In discharging these responsibilities, Governance is advised by the CEO/ Principals. In any event the Governors will:

- Receive regular reports on environmental performance.
- Be notified of any incident carrying a major environmental risk.
- Be notified of any enforcement action taken against LEG by the enforcing authorities.

Whilst statutory compliance will be accepted as a baseline standard, Governors will ensure that the Luminate Education Group is moving compliantly towards best possible environmental practice.

## **Executive Leadership Team (ELT)**

The Executive Leadership Team (ELT) recognise that they have a collective role in providing environmental management leadership for Luminare Education Group. All members of ELT understand and accept their roles and responsibilities in environmental leadership and recognise their role in actively managing the participation of employees and students in improving environmental performance.

ELT will ensure that it is kept informed of all relevant environmental management issues. Any ELT decision will reflect its intention as laid out in this policy and ELT will make available the necessary resources to ensure effective implementation of this policy.

## **Luminare Education Group – Chief Executive Officer (CEO)**

The CEO has a legal responsibility for ensuring that the Group complies with relevant environmental legislation. These responsibilities are assumed by the Deputy CEO & Executive Principal Leeds City College in the absence of the CEO. In this regard, the CEO has overall responsibility for the Luminare Education Group's environmental impact and will:

- Provide clear and visible leadership on environmental matters.
- Promote and implement the Environment and Sustainability Policy.
- Ensure that the Environment and Sustainability Policy is communicated to all relevant persons.
- Ensure that appropriate information on significant environmental aspects and impacts is given to staff, students, visitors and contractors.
- Ensure that appropriate consultation arrangements are in place for staff, students and their Trade Union representatives.
- Provide sufficient resources to ensure that regulatory requirements and Luminare Education Group policies and procedures can be complied with.
- Advise the LEG Board of Governors on environmental matters as appropriate.

The CEO has appointed the Deputy CEO & Executive Principal Leeds City College to be the senior manager with responsibility for overseeing environmental matters for the Group.

## **Deputy CEO & EXECUTIVE PRINCIPAL**

The Deputy CEO & Executive Principal is responsible for supporting the CEO in the implementation of the Environment and Sustainability Policy and shall be responsible for:

- The matters set out above in the absence of the CEO
- The effective day-to-day management of all environmental matters relating to the activities of managed staff in accordance with the Groups Environment and Sustainability Policy.
- The allocation of adequate resources to ensure that the Groups environmental impact is reduced.
- Reporting to the CEO & governors on the environmental performance of the Group.

## **Group Vice Principal Development**

The Senior Manager with environmental responsibilities is ultimately responsible for the effective implementation of the Groups Environment and Sustainability Policy. The CEO has nominated the Group Vice Principal Development as the director with responsibility for day-to-day

environmental matters; a position with responsibility for planning and implementing the Environment and Sustainability Policy and chairing the Health, Safety and Environment Committee. The Group Vice Principal Development will, in so far as is reasonably practicable:

- Ensure that adequate resources are devoted to environmental matters and that it enjoys equal importance with other management objectives.
- Champion environmental issues at the executive level across the group.
- Ensure that the CEO is advised of any environmental matters that cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of environmental issues where there is a need to compel Colleges/ The Conservatoire/Academies/Schools/Departments to act.
- Chair the Health, Safety and Environment Committee and ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that the groups' environmental management systems are communicated effectively to all relevant persons.
- Ensure effective planning, organisation, control, monitoring, review and auditing of The Luminare Education Group environmental provision.

### **Group Director of Estates**

Under the general direction of the Group Vice Principal Development the Group Director of Estates with support from the Head of Property & Maintenance, Head of Campus Facilities and Head of Safety, Health & Environmental Services is responsible for:

- Liaising with the HSE Advisor to ensure compliance with legislation, this policy and associated procedures.
- Ensuring that all premises-related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that competent contractors are appointed for work on all campuses and that they are authorised in accordance with LEG procedures.
- Monitoring contractors whilst on premises.
- Ensuring that risk assessments, which identify environmental risks where applicable, are in place, communicated to the relevant staff and are complied with.
- Carrying out regular formal and informal safety inspections / audits of their work area and to action any non-conformances in relation to environmental working practices.
- Collaborating with appropriate Managers regarding waste storage and collection.
- Monitoring environmental performance of the Department.
- Statutory environmental requirements.
- The development of risk assessments in relation to LEG activities and the implementation of such.
- The control of hazards which may cause environmental risk.
- The identification of environmental training needs for all employees within the Group and arrange for the implementation of such training and necessary refresher training.
- Developing and issuing effective communication processes.

They will also:

- Ensure that the Environment and Sustainability Policy and procedures are updated in line with current legislative requirements.
- Assist in the investigation of any environmental incident to establish the cause and offer recommendations to prevent recurrence whilst ensuring records are maintained.
- Monitor, manage and develop an inspection and audit programme, which includes environmental issues, throughout the group.
- Manage the agenda and attend Health, Safety and Environment Committee meetings.



- Provide information to Governors on the performance of the Luminate Education Group in relation to environmental aspects.
- Ensure the maintenance and development of their personal professional standards and training in order to effectively advise the group of changes in legislation.
- Liaise with external consultants and other bodies on environmental matters.

### **Senior Executive Leadership Team (SELT)**

All members of SELT will assist the CEO in fulfilling the requirements of this policy. Managers, at all levels, are responsible for environmental matters within the area of their management. They have responsibility for:

- Promoting the implementation of the Environment and Sustainability Policy and procedures within their own department(s), ensuring staff are aware of their environmental responsibilities.
- Ensuring that suitable and sufficient risk assessments are completed, communicated to all relevant staff, monitored for compliance and reviewed at least annually.
- Ensuring that equipment under their control is adequately maintained and records are kept.
- Ensuring that regular (formal and informal) inspections are carried out.
- Making arrangements to act upon environmental matters, including those highlighted following audits and inspections. Ensure that environmental issues are fully discussed at team meetings.
- Considering environmental impacts in all purchases and ensure that appropriate instructions and training are in place before such equipment is used.
- Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and students to reduce their environmental impact.
- Ensuring that environmental incidents occurring within their department are reported immediately to the sustainability team, so they can be investigated appropriately.
- Promoting a positive, sustainable culture.
- Promoting personal responsibility on the part of everyone to avoid and prevent environmental hazards.
- Allocating sufficient resources for environment-related items associated with the departments/ campus activities.
- Co-operating on all environmental issues so that the LEG can comply with its duties, requirements and statutory obligations.
- Ensuring that all appropriate information regarding environmental matters is communicated and implemented.
- To ensure that all students within the campus/ department receive an environmental induction.
- Monitoring and reviewing the environmental performance of their campus/ department.

### **Curriculum Staff involved in Tutoring, Assessing and/or Supervising of Students**

Curriculum staff are responsible to the relevant Curriculum Manager. Their duties are to:

- Ensure compliance with this Policy.
- Ensure that risk assessments are available and appropriate to the nature of the work undertaken.
- Ensure that the environmental requirements of risk assessments and good working practices are adopted at all times. This information must be communicated to the relevant students prior to work commencing.

- Follow the environmental procedures to be adopted in their own teaching areas and ensure that they are adhered to.
- Give clear instructions to students when necessary.
- To supervise students within any 'workshop/ lab areas in order to ensure that environmentally sustainable practices are used and relevant environmental regulations are complied with.
- Integrate all relevant aspects of environmental sustainability into the teaching process.
- Report all environmental incidents in accordance with College's/ school's procedures to the sustainability team.
- Ensure that any environmental defects / hazards, either noted by themselves or brought to their attention, are reported to their Line Manager.

### **All Employees**

All employees must:

- Comply, support and cooperate with the requirements of the Environment and Sustainability Policy and relevant procedures and undertake any training as required.
- Act with due care for the environment.
- Cooperate with Managers on environmental matters.
- Report any environmental hazard or shortcomings in the existing environmental arrangements to their Line Manager.
- Report all environmental incidents or concerns to their Line Manager.
- Work in accordance with information and training provided.

Failure by any employee to comply with their environmental responsibilities may be subject to disciplinary action. Serious breaches could lead to summary dismissal.

### **Students**

All students are expected to:

- Comply with the requirements of this policy.
- Comply with all FE Colleges, Conservatoire, Academies, Schools, Department environmental and sustainability procedures / instructions.
- To behave in a responsible manner and show appropriate regard for the environment.
- Report all environmental incidents, near misses or concerns to their tutor.
- Attend training sessions arranged to increase awareness of environmental issues.

Failure of a student to comply with these environmental requirements may be subject to student disciplinary procedures.

### **Visitors**

All visitors must:

- Comply with all LEG environmental policies and procedures.
- Behave in a responsible manner and show appropriate regard for the environment
- Report all environmental incidents, near misses or concerns to a LEG member of staff.

## **Contractors**

Contractors are required to comply with all statutory and LEG requirements.

Contractors are required to:

- Comply with statutory environmental requirements.
- Adhere to LEG environmental policies and procedures.
- Provide a risk assessment, which includes environmental hazards if applicable, for the activity prior to the work commencing.
- Report all environmental incidents, spillages and near misses, which occur on any LEG campus/premises, to the Group Director of Estates or Head of Safety Health & Environmental Services.
- Manage their waste according to the waste hierarchy.

## **Sub-contracting delivery partners**

Sub-contracting delivery partners are required to comply with all statutory and LEG requirements.

Sub-contracting delivery partners are required to:

- Comply with statutory environmental requirements.
- Adhere to LEG environmental policies and procedures.
- Observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations, in particular ensuring that WEEE is not mixed with general waste and is disposed of legally.
- Dispose of their waste using a registered waste collector.

Sub-contractors who fail to comply with environmental responsibilities may be subject to termination of contracts.

## **4. Arrangements**

This Policy has been developed, not only to comply with statutory responsibilities, but also to ensure that mechanisms are in place to influence actions and to assist in improving performance.

This Policy will be reviewed by the Group Director Estates

- As a minimum, on an annual basis.
- When there are significant legislation changes, which could affect the Policy.
- If the organisational structure is modified.
- After an environmental incident.

This review will ensure that the Policy maintains compliance with current statutory provisions.

As a learning organisation the Luminate Education Group will actively promote the correct attitude towards the environment as an essential and integral part of the education and training process.

LEG members will, where possible, provide sufficient resources to enable staff and students to maintain suitable environmental standards.

The key areas identified for ensuring environmental standards within LEG's workplace are as follows:

- Planning

- Control
- Performance Management (audit and review)

## 5. Planning

### **Environmental Action Plan**

The Luminate Education Group (LEG) has examined its activities to determine which of them have an impact on the environment. An action plan has been produced to prioritise initiatives to reduce the Group's carbon footprint.

## 6. Training

All staff will receive an induction. This includes information relating to relevant environmental aspects and control measures, particularly in relation to energy reduction and waste management.

Employees' training requirements are reviewed regularly and all personnel are encouraged to develop their skills and training. Where applicable, selected employees will be given further, more specific, environmental training so that they are competent to undertake their job role.

## 7. Control

The procedures encompass all of the variable elements which exist when carrying out LEG activities.

The procedures are continuously monitored and reviewed every three years as a minimum unless is necessary prior to that.

These procedures define the management of statutory and/or good practice requirements relating to the protection of the environment with regards to the Group's activities.

A brief summary of these procedures is stated below:

### **Accident Reporting and Investigation**

It is LEG policy to report all environmental incidents and near-misses, carry out investigations to identify the cause, offer remedial action to minimise the likelihood of recurrence and to communicate these findings throughout to relevant departments.

### **Documents and Records Control**

All environmental documents are stored centrally via SharePoint.

### **Effluent**

All LEG members that produce waste as a result of curriculum vocational activity e.g. construction, engineering, arts are required to ensure that the amount of trade effluent, which is disposed of via the drainage system, is kept to a minimum.

### **Emissions**

Heating equipment produces emissions which can impact upon the environment. The Luminate Education Group service and maintain all associated equipment in order to ensure efficiency and keep emissions to a minimum.

## **Environmental Aspects and Impacts**

LEG has identified how they could potentially affect the environment and has assessed how these aspects could impact upon the environment. Control measures have been implemented in order to reduce their impact.

## **Environmental Teaching**

LEG is committed to the education of all students. This teaching includes environmental awareness and wellbeing e.g. responsible waste disposal in order to reduce student's impact on the environment, not only at LEG sites, but in future years.

## **Equipment**

Any equipment is maintained regularly. This helps to prevent increased energy consumption and emissions caused by inefficient or faulty equipment.

## **Fire**

The effects of fire can be damaging to the environment. LEG has implemented measures to prevent the risk of fire and to mitigate the effects of fire on the environment. This includes the use of fire rated interior doors, regular maintenance regimes of electrical items, good housekeeping throughout and Fire Risk Assessments for all sites.

## **Hazardous Waste**

Hazardous waste is segregated from other waste, safely stored and disposed of using licenced contractor(s). Consignment notes must always be obtained for each transfer of hazardous waste.

## **Legal and Other Requirements**

LEG members must comply with all relevant current environmental legislation. This will be monitored through inspections and audits by both internal and external parties.

## **Litter**

Litter can cause visual and odour issues as well as affecting local wildlife. LEG aims to maintain a high standard of cleanliness and housekeeping in order to eliminate this environmental hazard, as well as a high degree of social responsibility amongst its students so that they do not contribute to the problem of litter on or off the group's campuses.

## **Non-Conformities, Corrective and Preventive Action**

Non-conformities relating to the environmental management system are recorded and actioned accordingly so that continuous improvement can be evidenced.

## **Ozone Depleting Substances (ODS)**

Air conditioning and refrigeration gases must be regularly serviced in order to ensure their efficiency and to minimise emissions of ODS.

## **Paper Usage (see Appendix A)**

Paper is an essential resource and is used throughout the Luminate Education Group for various purposes on a daily basis. Despite it being crucial to the operation of the organisation, a reduction in paper consumption is expected each year so that natural resources can be preserved. It is

actively encouraged to only print items when necessary, with more and more digital outlets being used such as iPads and laptops, instead of printing, online storage and distribution instead of a physical copy.

### **Raw Materials**

Where raw materials, such as wood and gypsum, are used for energy and teaching purposes. Where possible these materials are used resourcefully so that limited waste is produced. Sustainable raw materials are purchased to ensure that natural resources are not being depleted.

### **Spillage**

Spillages of hazardous substances could pollute watercourses and therefore potentially harm flora and fauna. The risk of a spillage is kept to a minimum and mitigation methods are in place should a spillage occur.

### **Contractor Activities**

Contractors could be a source of environmental damage if not strictly controlled when working on premises. All contractors must be approved before commencing work in order to assess what their environmental impacts could be and how they will be controlled. All contractors allowed on site go through an induction process which highlights LEG regulations when dealing with items such as waste, hazardous materials and pollutants.

### **Transport and Luminare Education Group Vehicles**

Many staff and students drive to work and/or use vehicles as part of their job role. LEG encourages and promotes the use of public transport, car share and cycling schemes in order to reduce vehicular emissions when commuting. The majority of Luminare owned vehicles are electric. Where staff car use is unavoidable, electric vehicle use will be encouraged and supported where possible.

### **Use of Electricity**

Electricity is an essential energy resource used to power our buildings. Each year LEG members attempt to reduce electricity consumption and also aim to use more electricity from a renewable source (e.g. solar) or a low consumption light source (e.g. LED). All of our newer campuses have solar power installations which contribute to the overall running of the buildings.

### **Use of Natural Gas**

Gas is used to heat the buildings, heat water and used in some curriculum areas. Methods to increase heat retention and to replace with more sustainable energy source and/or reduce the quantity of natural gas used are designed and implemented where ever possible.

### **Use of Water**

Water is an essential resource used in all in buildings. Water saving devices are utilised where possible so that water is conserved, including switch off taps. This includes the use of water saving solutions at our site washrooms.

### **Waste (general and recycled)**

LEG produces several different waste types which must be segregated in order to comply with the latest "Waste duty of care code of practice" and subsequently with the waste hierarchy.

- REDUCE

- REUSE
- RECYCLE
- RECOVER
- DISPOSAL

Waste is recycled where possible, which reduces the amount of waste sent to landfill. Specific segregated recycling is also used. LEG is committed to applying the waste hierarchy to all waste produced by its operations. LEG is also registered with regulatory and non-regulatory channels to keep updated on opportunities of reduction of raw materials and associated waste.

LEG complies with the WEEE (Waste Electrical and Electronic Equipment) regulations, in particular ensuring that WEEE is collected and recycled or safely and legally disposed.

### **Welding**

Welding produces fumes which could cause environmental pollution if released into the atmosphere. Fume extraction (LEV) filters the air so that harmful particles are removed before it is released to the external atmosphere. All equipment is inspected regularly with the addition of statutory inspections annually.

## **8. Performance Management**

Environmental objectives will be set each year in order to demonstrate that areas are striving to improve environmental performance. The progress and achievements in meeting these objectives is monitored via the Carbon Reduction Action Plan, the progress of which is reported to governors.

### **1. Measuring Performance**

Several key performance indicators are in place to assist in measuring performance.

Environmental performance is measured against predetermined standards, in the form of the following key performance indicators (KPIs):

- Incidents
- Internal and external audit reports
- Inspection reports
- Energy usage
- Water usage
- Waste data
- Fuel consumption
- Emissions data

### **2. Reviewing Performance**

Whilst environmental performance is monitored continuously by the Group Director of Estates and Sustainability Team governors review KPI data annually in order to continue to develop and improve environmental performance. This is done by:

- Reviewing any environmental incident / spillage as well as any actions taken in order to avoid a recurrence.
- Investigating and discussing environmental issues, which are raised by employees and from inspections/audits, in order to develop improvement measures.
- Actively promoting and encouraging the communication of environmental issues and co-operation between both employer and employees.
- Reviewing training needs and making recommendations to implement appropriate training.
- Reviewing and updating this Policy.

- Reviewing systems and procedures which monitor and reduce the Luminate Education Group's environmental impact.



## APPENDIX A

### Paper Usage – Reduce, Reuse, Recycle

#### Aspect and Impact

Paper manufacture uses finite natural resources such as trees and water, which affects local and the global environments.

Paper is used for office and teaching and training purposes by staff and students and also across a range of subject areas, activities and for marketing purposes e.g. printed posters, brochures

#### Objectives

- To reduce the quantity of paper purchased by Luminare Education Group members
- To purchase paper from a sustainable source and recycled paper where possible.
- To reuse and recycle

#### Responsibility of managers

- **Each department** is responsible for;
  - active promotion of I'm in GREEN and reduction in paper usage and waste recycling by all staff and students
  - ensuring any outsourced printing is ethical and from sustainable renewable sources
  - finding alternatives to using paper where possible e.g. use of technology
  - printing costs as an additional incentive to reduce printing and monitor paper usage
  - ensuring appropriate use of recycling bins by staff and students
  - contacting estates to request emptying of paper recycling bins

**The Procurement department** is responsible for monitoring purchases of sustainable source from ethical sources or recycled paper

**The Estates department** is responsible for supplying paper recycling bins and facilitating collection to recycling outlets. Providing bins at all photocopiers as requested by departments in other areas.

**Campus Facilities** is responsible for the Central Reprographics Department. Managing printing requirements, monitoring and reporting usage, liaising with other departments and curriculum areas as required.

**The Marketing department** is responsible for using sustainable sources for posters, brochures and all hard copy marketing materials e.g. none plastic finishes

**The I.T. department** is responsible for;

- supplying energy efficient printing devices and removing all other small devices wherever possible
- providing training for staff in use of information communication technology

**The Independent Learning Department** is responsible for providing training in the use of Learning technologies and VLE

**The HR Department** is responsible for ensuring I'm in GREEN and use of paper is included in induction

### **Operational Control**

- Use FSC or 100% recycled paper for A4/A3 photocopying / printing purposes.
- Print A4 double-sided, black and white as a default setting for printing.
- Set printing restrictions for each employee to limit what is printed.

### **Monitoring and Reporting**

**The Reprographic Department** will monitor office paper usage by obtaining annual figures from photocopier usage and report these figures to Management Review meetings