

# Environmental Policy

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## Purpose

ELATT is committed to providing a high-quality service in an environmentally responsible manner.

We recognise that through our day-to-day activities we have an impact upon the environment and we aim to reduce impacts by preventing pollution and by continually improving our environmental performance.

We strive to comply with all relevant environmental legislation and regulations that affect our organisation.

## Responsibility

All staff and stakeholders have a responsibility for being aware of this policy.

The Chief Executive, Management and Service Delivery Managers are responsible for ensuring all new staff, learners and volunteers are made aware of this policy as part of their induction.

Members of staff must ensure that all current and prospective stakeholders are made aware of ELATT's commitment to environmental performance.

## Definition

Our most significant environmental impacts are on:

- Energy
- Waste Management and Recycling
- Waste Minimisation and Sustainability
- Procurement and Purchasing
- Transport

## Environmental Activities

### Energy

- ELATT continually runs the 'SWITCH OFF' campaign. This campaign ensures that all lights and computer equipment are switched off when not needed. Managers locking up ELATT premises at night time should always ensure that everything is switched off before leaving the premises.
- ELATT regularly reviews energy suppliers for gas and electricity and Green Tariffs (every 12 months).
- ELATT's computers are assessed with the view to power saving by IT team. New, more energy efficient, computer equipment is bought whenever ELATT's funding is available and the old equipment reused for other purposes.
- Review Allocation of Electronic Equipment is performed by IT team every three months.
- Heating and Cooling is turned off in unoccupied classrooms and offices. Staff know how to effectively use timing and energy controls. Windows and doors are closed when the heating or cooling is on. Radiators are kept clear.
- ELATT's fridges have European Union Energy Ratings
- ELATT's Eco kettles have double water window design, quiet boil technology, light up when the water has boiled and boil single cup in 45 seconds, using 66% less energy than a traditional kettle.

This policy is non-contractual and may change from time to time.

## Waste Management and Recycling

- ELATT eliminates waste at source through careful purchasing and better utilisation of materials.
- ELATT's recycling waste inventory addresses the following: cardboard, paper, magazines, toners, disused office furniture, old computers and sanitary waste.
- ELATT avoids using plastic crockery and cutlery whenever possible. Dish washer is installed to wash the real cutlery and crockery.

## Waste Minimisation and Sustainability

ELATT ensure waste minimisation through a range of actions:

- By pre-programming printers and photocopiers for efficient use.
- Re-using scrap paper for printing on the other side and double-sided printing.
- Eliminating all junk-mails and unwanted faxes.
- By using Electronic Communication.
- Optimising IT equipment for maximum use: upgrading rather than replacing wherever possible; and disposing defunct equipment according to good practice.
- By re-using old envelopes.
- Regularly performing cost analysis.
- By ordering stationary through a centralised order system.
- By designing documents to avoid waste.
- By re-using packages whenever possible.
- By giving away computers and old furniture not needed on ELATT's premises.
- By filling up the kettles only for the amount of water desired to make cups of teas and coffees.
- By having regular "Tidy up" Days.

ELATT is always looking for new ideas and greener/recycled products and new benchmarking partners.

## Procurement and Purchasing

- ELATT aims to select Green / Recycling Suppliers in all cases this is possible.
- ELATT aims to place regular large orders rather than ad hoc smaller orders.

## Transport

- ELATT encourages their staff and learners to cycle, walk, use public transport or share cars whenever possible
- ELATT has flexi working hours, which include staff working from home.
- ELATT also uses environmentally considerate taxi and courier companies.
- ELATT uses easily accessible venues for marketing and award purposes to reduce travel.

## Noise Pollution

Environmental noise pollution relates to noise caused by road, rail and air traffic, industry, construction, as well as people and some other outdoor activities. Prolonged exposure to noise can lead to serious health effects mediated by the human endocrine system and by the brain, such as sleep disturbance, cardiovascular diseases, annoyance (a feeling of discomfort affecting general well-being), cognitive impairment and mental health problems. It can also cause direct effects such as tinnitus.

The effects of exposure to noise impacts ELATT's learners and staff. They lead to a loss of productivity of student and workers whose health and well-being are affected by noise, put a burden on health care systems.

ELATT will do their utmost to minimise the noise pollution and embed noise pollution prevention in teaching.

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## Raising Awareness

ELATT has a range of posters and policies on display. All ELATT's environmental policies are also available on ELATT's website and communicated via E-mails. ELATT's students, staff and volunteers actively participate in policy reviews and analysis. ELATT's social networking site YAMMER publishes green achievements and praises best green examples. Chief executive has embedded energy expenditure into quarterly dashboard which is distributed amongst staff, stake holders and trustees.

Printing is monitored weekly and reports compiled and assessed monthly. Yammer is used to inform all stake holders of the progress made. Papercut software affectively monitors each individual PC user at ELATT.

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