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1. 31.03.22	Head of Facilities/ALET board		New Policy

Activate Learning Education Trust (ALET) Sustainability Policy

Sustainability Policy Statement

As an educational and training institution, we are committed to minimising the environmental impact we make on the environment resulting from the delivery of our business. Activate Learning Education Trust is committed to ongoing sustainable development; ensuring that a more sustainable future is delivered for the benefit of current and future generations.

We will commit to sustainable development by improving management of resources, increasing knowledge and developing sustainable cultures in conjunction with all of our stakeholders.

In delivery of its business activities and actions, Activate Learning Education Trust recognises its corporate and social responsibility to reduce its environment impact locally, nationally and globally. We are committed to deliver sustainable operational practices over the duration of this policy, through the development and implementation of a Sustainability Action Plan.

Activate Learning Education Trust is committed to deliver sustainable operations, with a view to achieving continual improvement against established benchmarks and best practice environmental management standards. This policy identifies the following environmental key areas (1-9) where sustainability good practice is identified and monitored:

Activate Learning Education Trust aim to:

- Pro-actively manage activity to reduce the Trust's carbon footprint

- Support cultural change through increased organisational knowledge of sustainability issues

- Consider wider environmental impact of the procurement of goods, buildings, services and fuels, taking into account the balance of sustainability and cost

- Monitor, evaluate and report progress on environmental development, performance and progress

Strategy

In order to develop this policy, we will implement a range of approaches to improve sustainability, as outlined in the Sustainability Action Plan.

Activate Learning Education Trust aim to:

- Implement practices to reduce the use of scarce resources, increasing recycling and reducing waste
- Comply with environmental best practice and legislation
- Adopt best practice in the development of new facilities
- Reduce consumption of energy, water and hazardous materials
- Instigate training to support development of policy and practice

Key focus areas identified for the delivery of the policy are:

1. **Waste and Material Resource** - Use less scarce resources and recycle
2. **Water** – Use less, reducing leaks and reducing bills
3. **Energy and Carbon Management** – Use less gas and electricity, focusing on cleaner alternatives
4. **Sustainable Buildings** – Develop the estate to improved operational performance
5. **Sustainable Travel** – Reduce unnecessary trips, incorporating sustainable alternatives
6. **Sustainable Purchasing** – Environmental considerations within the supply chain
7. **Education** – Increase awareness to all stakeholders of the need for environmental sustainability
8. **Biodiversity –** Enhancing and protecting local environment
9. **Emissions and Discharge –** Reduce pollutant discharge in to the environment

Ultimately reporting to the Chief Executive Officer and the Trust, a Sustainability Committee will lead on the development, implementation, delivery and reporting of the Action Plan – setting targets for improvements, investment, development of strategy and monitoring of performance.

Working to agreed terms of reference, the Sustainability Committee will be chaired by a member of the Senior Leadership Team, forming a management team of Staff, Students and Stakeholders, with the collective skills sets required to lead and manage a Sustainability Implementation Plan.

Activate Learning Education Trust will identify and set clear environmental and sustainability objectives and targets, reviewed annually by the Senior Leadership Team, supported by long term strategies, and enabling plans. Performance will be monitored, measured and communicated to stakeholders as appropriate.

Sustainability Action Plan

Introduction

The vision is to develop an organisation which is sustainably procured, operated and managed. One that is resource efficient and integrates the principles of sustainability into working practices which improve the environment for its users. The schools and UTC's also consider that it has a responsibility to inform and educate its users in the wider context of sustainability.

This action plan attempts to improve the sustainability of the Activate Learning Education Trust, principally referring to its six sites in Theale, Reading, Bicester, Heathrow, Oxford and Swindon. This plan brings together several key areas of operation which if collectively improved will provide for a more sustainable future and an environmentally friendly culture across the Trust.

The potential benefits are great, as we undertake a major refurbishment and potentially some rebuilding of our sites, in particular the older schools at Theale Green and Bicester. This gives us the opportunity and scope to make some very dramatic improvements to the sustainability of our environment, to the benefit of the Trust and the stakeholders.

Sustainability is not just about recycling tin cans and paper, important though that is, it is about using less, coordinating an approach, improving awareness across the Trust and many more factors which will be considered as our infrastructure and operating processes develop.

This policy recognises the need to operate efficiently within the Trust's existing buildings, taking the opportunity to improve the fabric and management of this resource to reduce environmental impact.

This plan concentrates on nine key areas of operation under which Activate Learning Education Trust's environmental policy will be developed:

1. **Waste and Material Resources** – encouraging efficient use of resources, reducing waste and improving the re-use and recycling of materials prior to disposal.

2. **Water** - reducing water consumption through water efficient practises and technologies

3. **Energy and Carbon Management** - encouraging energy efficient practices and investing in the estate to reduce carbon emissions.

4. **Sustainable Buildings** - making full and efficient use of available space and designing and refurbishing buildings in line with sustainable building philosophy and best practice.

5. **Sustainable Travel** - reducing emissions from work related travel and college vehicles

6. **Sustainable Purchasing** - by encouraging and embedding sustainable and lifecycle considerations into purchasing decisions.

7. **Education** - increasing awareness, understanding and participation in environmental sustainability by the staff, students and stakeholder communities – developing a cohesive sustainability management culture.

8. **Biodiversity** - enhancing wherever possible wildlife habitat, flora and fauna to improve the local environments

9. **Emissions and Discharge** - putting in place appropriate controls to prevent pollution and work to reduce where practicable omissions and discharges to air, land and water

1. **Waste and Material Resources**

    Objective:

    To become more resource efficient and minimise unsustainable impacts of consumption Targets:

    - To achieve 30% reduction in total paper consumption by September 2025
    - All sites to have a Waste Management and Recycling Action Plan by September 2022
    - A 30% increase in the materials recycled by September 2026
    - Double sided printing mandatory – where equipment permits – ongoing
    - Recycle all ink and toner cartridges - ongoing
    - Install recycling collection points on all sites by September 2022
    - Recycle cups, drinks cans and food waste consistently across School sites by September 2022
    - Recycle all PC's, light tubes and timber waste by September 2022

2. **Water**

    Objective:

    To become more resource efficient and minimise unsustainable impacts of consumption Targets:

    - To identify current water use and set bench-mark data against which to monitor performance by September 2022
    - To reduce water consumption by 20% by September 2025
    - Removal of bottled water dispensers and source drinking water from mains supply by September 2022
    - Identify opportunities to save water with repair/replacement of existing fittings and fit cistern water savers and non-concussive taps in all toilets by September 2023

3. **Energy and Carbon Management**

    Objective:

    To become more resource efficient and minimise unsustainable impacts of consumption Targets:

    - To become a carbon-neutral organisation by 2030
    - Source at least 15% of electrical requirements from renewable sources (solar, wind) by September 2024
    - Improve energy efficiency of the estate by 20% by September 2025 (kWh of fuel and electricity used per m^2)
    - Enter into outsourced energy reduction scheme on all sites by July 2022
    - To develop a Sustainable Energy Purchase Policy by September 2022

4. **Sustainable Buildings**

   Objective:

   To become more resource efficient and minimise unsustainable impacts of consumption Targets:

   - Implement an environmental management system (ISO14001) by September 2023

   - Ensure that new or refurbished buildings undergo BREEAM assessment and meet very good standard commencing 2022 onwards

   - Ensure new or refurbished buildings integrate sustainable development considerations - ongoing

   - Consider potential for improving the sustainability of existing accommodation – ongoing

5. **Sustainable Travel**

   Objective:

   To become more resource efficient and minimise unsustainable impacts of consumption Targets:

   - Identify and monitor baseline data for business miles by July 2022

   - Review Group vehicles for environmental impact by December 2026

   - Generate Green Transport Policy - including cycling, car sharing and travel wise programme with regular survey's to monitor car usage by July 2023

   - Introduce a work-based travel plan with local vehicle restrictions by September 2023

   - Increase use of video link and teleconferencing across sites by September 2022

   - Investigate potential for staff home working options and review by September 2022

6. **Sustainable Purchasing**

   Objective:

   To become more resource efficient and minimise unsustainable impacts of purchasing environmentally damaging products, considering the whole supply chain, not just the individual product.

   - Identify current procurement processes and contracts to rank products and suppliers by September 2022

   - Implement a centralised Group purchasing unit to cut costs and meet social economic and environmental targets by January 2022

   - Develop a Sustainable Procurement Policy which is aligned to Trust working practises and considers the supply chain process in full by July 2023

   - Embed the new Sustainable Procurement Policy and practise across the Trust's organisation, by reviewing all documentation and contracts by December 2023

   - Arrange a programme of Sustainable Procurement Training to Trust purchasing unit and key Managers involved in the procurement process from September 2022

   - Implement a centralised CAFM system to monitor life cycle considerations in purchasing decisions by January 2023

7. **Education**

   Objective:

   To increase awareness and bring about change in culture to minimise unsustainable impacts on the environment.

   - Create a Sustainability Committee to lead implementation of Action Plan across the Trust by June 2022

   - Develop an ethos of sustainability by setting up student lead Eco- Councils on each site by October 2022

   - Developing a curriculum which promotes the need for environmental sustainability - ongoing

   - Promoting awareness of climate change through staff and cross-curricular activities - ongoing

8. **Biodiversity**

   Objective:

   To become more resource efficient and minimise unsustainable impact on the environment.

   - To protect natural resources, (flora and fauna) and promote environmental enhancement - ongoing

   - Promote the protection and enhancement of biodiversity on all sites - ongoing

   - Consider the introduction where practicable of bee's, butterflies and bat boxes by September 2024

9. **Emissions and Discharge**

   Objective:

   To become more resource efficient and minimise unsustainable impact on the environment.

   - Introduce boiler management systems to all sites to minimise discharge by September 2024

   - Consider renewal alternatives to replacing gas fired central heating by September 2025

   - Investigate zero emission energy options such as heat pumps, solar panels and wind generated energy options by September 2023 ongoing

Monitoring and Evaluation

The Sustainability Committee will actively monitor and evaluate the progress of the Policy and subsequent improvement plans to ensure that they are leading to improved performance. Performance will be managed in the following ways:

- Regular reporting to the Senior Leadership Team and the ALET board.

- Benchmarked performance with other educational establishments and independent bodies such as BREEAM standard will be tested

- A framework for user feedback via the Student Eco-Councils, to encourage adoption of best practice will be established

Implementation

The Activate Learning Education Trust will ensure that this Policy is developed and implemented in full consultation with its employees and stakeholders and that the contents of this document are both communicated to all concerned and kept up to date. In addition, awareness will be raised amongst the student body through specific student lead Eco-Councils. Its development will lead to the establishment of principles leading into full working practices.

Finally, the Activate Learning Education Trust recognises that achieving an effective Sustainability Policy is a shared objective that by necessity needs to involve everyone connected with the organisation. It is important therefore that all users of the Trust and suppliers to Activate Learning Education Trust companies are aware of their responsibilities in meeting and supporting this policy.

In these fast-changing times, it is important that the Sustainability Action Plan is reviewed at every juncture but not less than annually.