



Education & Skills
Funding Agency



European Union
European Social Fund
Investing in jobs and skills

The Environmental & Sustainability Policy



Issued: November 2017

Environmental Policy

Terminology

The Term	Will hereinafter refer to...
Directors	The Directors of PAAH.
Company Directors	The Directors of PAAH Funded Organisations
Subcontractors	All PAAH Funded Organisations
Personnel	Any personnel employed by PAAH and/or the Subcontractors and partner organisations that are responsible for delivery or support of PAAH Funded Learners.
Partner Organisations	Employers and work placement providers of PAAH Funded Learners.

Purpose

This policy details the commitment of PAAH to be an environmentally friendly organisation with the aim of creating sustainable working environments. Where possible all centres will endeavour to apply its aims to all aspects of their operation and curriculum delivery.

Environmental and Sustainability issues impact on all activities of PAAH, and in particular on...

- Property strategy, space utilisation and maintenance of the centres
- Energy usage
- Water usage
- Use and recycling of paper and materials
- Health and safety
- Waste management
- Preventing pollution
- Purchasing strategies and contractual arrangements
- Curriculum delivery
- Relationships and partnerships with others in the local community
- Transport

It is the policy of PAAH to work towards a sustainable environment. In doing this centres will aspire to awareness and understanding of local, national and global environmental issues and, through its own practices, strive to conserve, sustain and improve the environment.

Persons involved

PAAH Directors

PAAH Directors will have the responsibility to set the company direction in relation to the Environmental and Sustainability Policy. They will achieve this by...

- Promoting and leading by example on issues relating to environmental and sustainability issues.
- Setting SMART environmental and sustainability targets within the strategic plan.
- Monitoring achievement of centres against any environmental and sustainability targets agreed.

Company Directors of Subcontracting Organisations

Company Directors will have responsibility to...

- Embed the ethos of this policy within their centres
- Train staff in environmental and sustainability issues
- Ensure any specific improvement targets set by the PAAH Directors or the centre themselves are fully realised.

Personnel

Centre personnel will have responsibility to...

- Commit to CPD in relation to the Environmental and Sustainability Issues and this Policy
- Promote and follow the ethos of this policy when working within the centres.
- Train and develop learners on Environmental and Sustainability Issues
- Promote and raise awareness of Environmental and Sustainability Issues to employers and other partners where possible

Partners

Partners will be encouraged to engage in environmental and sustainable practices in line with this policy.

Learners

Learners will be required to demonstrate environmental and sustainable practices and understanding in line with this policy.

Time-scale

This Policy has no particular time constraints and is an ongoing process.

Related Documentation

This policy has no specific related documentation. **Training and Induction to the Policy Organisations Funded by PAAH**

All organisations will receive a copy of the PAAH Environmental and Sustainable Policy and access and awareness of the policy will be raised through subcontractors' meetings. Further training needs will be assessed on a continued basis and in response to audit outcomes. Organisations will be asked to sign a declaration to register their understanding and agreement with this policy.

Procedure

The centres will achieve environmental and sustainability by...

- Having a good understanding of all key environmental legislation. In particular the Environment Protection Act 2012 – which relates to the control of pollution, waste management, clean air and litter.
- Setting targets for improvements in energy savings and classroom utilisation to minimise the use of energy and scarce resources through good practice, prudent maintenance and use of energy efficient resources (e.g. low energy lighting and green appliances).
- Removing material from the waste cycle, which can viably be recycled and make use of recycled materials where practicable and in compliance with local authority guidelines.
- Using materials and equipment which minimise harm to the environment, and avoid use of non-renewable resources, or use environmentally friendly disposable items where feasible (e.g. easy dry towels).
- Continually improving and maintaining the environment both within the centres and, where appropriate, externally. Use recycled eco-friendly furniture where possible.
- Minimising pollution by ensuring all centres' equipment which uses fossil fuel is regularly serviced, maintained and that their emissions are checked. Minimising the amount of fuel used by adopting energy efficient approaches, e.g. thermostats on each radiator.
- Monitor, manage and reduce the use of fresh water by cutting demand, reducing wastage and improving efficiency e.g. in hairdressing turning off during shampoo / conditioner application.
- Reducing the use of paper by critically appraising the need for use, the need to print and by double-sided or 2 page layout copying and the use of electronic storage, communications and other technology as far as practicable to reduce paper usage.
- Suitably dispose of all waste, making the best use of resources, encouraging centre users to reduce, reuse or recycle.
- Choose products with environmentally friendly packaging.
- Ensure all hazardous materials are stored, used and disposed of in a suitable and responsible manner. Where possible reduce the use of hazardous substances e.g. low chemical paint, organic and allergy free products and ultra-low ammonia colourant for hairdressing.
- Promote the reduction in the use of products and materials amounts by adopting simple strategies of following manufacturers' instructions, use the minimum and come back for more if needed.
- Including environmental and sustainability issues in staff and learner inductions and curriculum development, ensuring that all are aware of the need to endeavour to apply in practice the aims of this policy. Including environmental issues in curriculum delivery where appropriate
- Committing funds to and re-investing monies back into, environmental improvements within the centre, within budgetary constraints.
- Ensuring all contractors and suppliers have similar environmental aims and commitment.
- Linking in dialogue with other organisations in the local community and partnership to encourage and contribute to good environmental practice.
- Ensuring compliance with any legal requirements concerning the environment, and working towards meeting government initiatives for a sustainable environment.
- Encourage centre users to seek environmentally (carbon reducing) acceptable economies in use of transport, i.e. share of lifts, public transport.
- Promote the use of choosing responsible domestic products such as, using locally manufactured or produced to reduce the carbon footprint.

- Monitoring and audit the centres responsible for agreeing relevant targets and monitoring progress against these, and for establishing procedures to support cross PAAH implementation of this policy.

Monitoring, Review and Evaluation

Monitoring of Process and Information

PAAH Directors will monitor the Environmental and Sustainability Policy. In the case of a subcontractor non-compliance with the nature of this policy, the Quality Improvement Team will monitor the process and their link director will be kept informed and be involved as appropriate. The Directors of PAAH will be informed and updated as necessary.

Monitoring of Documentation and Policy

The Quality Team reviews the policy and documentation bi-annually (or earlier if required).

Communications, either written or electronic, will notify subcontractors, of all monitoring processes. The updated policy will be submitted to PAAH Directors meetings for approval/ratification. The completed policy available on a VLE where possible or if not a copy will be made available within the centre.

Impact Assessment

This policy will be impact assessed for equality and diversity and records will be maintained.

Safeguarding

This policy will be reviewed to ensure it fully safeguards learners, personnel and other partners in relation to their levels of safety, health, achievement, enjoyment, contribution and well-being.

Grievance or Complaints in Relation to the Name Policy

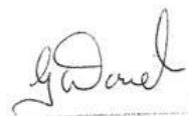
Directors, Personnel, PAAH Funded Organisations, its learners or partner organisations have the right to lodge a complaint or grievance about the process, procedures or any outcomes from policy. Grievances or complaints in relation to this policy are dealt with under the Grievances and Complaints Policy.

PAAH Funded Organisations who are not satisfied with the action taken by PAAH and feels it right to question the matter further, may consider the following possible contact points:

- Education and Skills Funding Agency
- European Social Funds
- The Equality and Human Rights Commission
- ACAS
- The employee's Trade Union
- The Citizens Advice Bureau and/or law centre/firm
- Relevant professional bodies or regulatory organisations

Approved by the Directors of PAAH on 1st November 2017

Signed:



G. Daniels