



Environmental and Sustainability Policy

July 2018

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1 Purpose

West Lothian College recognises that it has a role to play in the conservation and protection of the environment. The College will work towards improving its own environmental and sustainable practices and will promote an awareness of environmental responsibilities amongst our staff and students.

West Lothian College embraces the role it has to play in the environmental stewardship of its campus and in promoting principles of sustainability in teaching/learning and business activities.

2 Principles

Through our Environmental and Sustainability Policy we will:

- comply with, and exceed when possible, all applicable legislation, regulations and codes of practice;
- ensure that all staff are fully aware of our Environmental and Sustainability Policy;
- ensure that all environmental risks are assessed, managed and controlled;
- integrate sustainability considerations into all our business decisions;
- minimise the impact on the environment and our sustainability of our core activities; and
- review and continually strive to improve our sustainability and lessen our impact on the environment.

3 Scope

The purpose of West Lothian College's Environmental and Sustainability Policy is to ensure that College activities and practices are designed to minimise, reduce or remove any adverse effects on our human and physical environments

We will work to ensure the College complies with legislative requirements and we will adopt a strategic approach to sustainable development issues by considering the economic, social and environmental implications of our core business and activities.

4 Legislation

There is a considerable volume of legislation which is applicable to West Lothian College's Environmental and Sustainability Policy. Due to the volume and complexity of the governing legislation this has not been included in this document.

5 Responsibilities

Responsibility for environmental and sustainability issues at West Lothian College is shared by all College staff. Staff responsibilities are outlined below.

5.1 Corporate Responsibility

Ultimate responsibility rests with the Board of Governors, as the employer, for environmental and sustainability issues. The Senior Team has devolved responsibility for all aspects of environmental protection and sustainability and will ensure that proper procedures and action plans are in place to implement this policy. To fulfil this policy's purpose, specific duties and actions will be delegated to other member of the College's staff as required.

5.2 Senior Team

The Senior Team will act as the catalyst for activity and commitment to environmental management and sustainable development. Responsibilities will include:

- ensuring professional advice and information are available to management to enable the College to discharge its legislative and ethical obligations;
- promoting the integration of environmental management and sustainability issues into policies provision, services and operations;
- keeping staff and managers abreast of changes in legislation and best practice; and
- ensuring, at minimum, legal compliance is achieved and the risk of non-compliance is minimised.

5.3 Vice Principal Finance & Curriculum Services

The Vice Principal Finance & Curriculum Services will lead the coordination of effort and activities to further the environmental and sustainability agenda at West Lothian College. This will be achieved in conjunction with the Senior Team and other College staff as required.

5.4 Centre Heads and Support Managers

Centre Heads and Support Managers have responsibilities for certain aspects of environmental management and sustainability within their areas. They are operationally accountable to the Senior Team with respect to their areas adherence to the Environmental and Sustainability Policy and related action plan.

5.5 All College Staff

All staff at West Lothian College are expected to play a part in making the College as sustainable and environmentally friendly as possible. Staff are expected to follow guidance and advice given to reduce their impact upon the environment and improve sustainability. All staff are encouraged to feed back to their managers, and appropriate working groups, about issues they have identified and how improvements in the College's activities and practices can be achieved.

5.6 Infrastructure Committee

The Infrastructure Committee is responsible for identification and promotion of sustainable initiatives which will lead to a reduction in the College's carbon emissions.

6 Actions to Implement and Develop this Policy

West Lothian College aims to understand the impact on the environment of its activities and actions.

The College accepts responsibility to demonstrate environmental protection and sustainability through appropriate teaching and institutional practice.

West Lothian College's Environmental and Sustainability Policy involves all staff and students and seeks to:

- communicate its Environmental and Sustainability Policy and activities to staff, students and other stakeholders to raise awareness amongst these groups of their own environmental responsibilities and requirement to commit to this policy;
- provide environmental training for appropriate staff and promote general awareness of the environmental policy to all staff and students;
- ensure the College is in full compliance with and where possible exceeds, the standards set in relevant UK, EU and international regulatory requirements, agreements and legislation;
- promote energy efficiency and responsible energy management;
- reduce our carbon footprint and water consumption;
- avoid or limit the use of environmentally damaging substances, materials and processes;
- encourage the use of public transport and the provision of facilities for the disabled, pedestrians and cyclists;
- commit to reduce, reuse and recycle before the responsible disposal of surplus materials;
- reduce waste and disposal to landfill;
- increase the proportion of materials used from sustainable sources and/or with a lower environmental impact;
- support the use of products and services of suppliers whose own environmental policies are in accord with West Lothian College; and

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- integrate principles of environmental sustainability within all College policies and practices.

7 Monitoring and Evaluation

The responsibility for the monitoring and evaluation of this policy lies with the Senior Team. The Vice Principal Finance & Curriculum Services will, evaluate progress made in this area and feed back to the Senior Team and Board of Governors as required.

8 Overarching Strategy

The overarching strategy in relation to this policy is the Infrastructure Strategy.

9 Review

This policy will be reviewed every three years, or whenever change affects any part of it, by the Vice Principal, Finance & Curriculum Services.

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on Serengeti

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	Environmental & Sustainability Policy
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> • Proposed new policy/practice • Proposed change to an existing policy/practice • Undertaking a review of an existing policy/practice • Other (please give detail): 	Review of an existing policy

Person responsible for the policy area or practice:	
Name:	Jennifer McLaren
Job title:	Vice Principal, Finance & Curriculum Services
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> • affects operational or strategic functions of the College • is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance) 	
Why the EIA is being carried out	The policy directly affects the operational functions of the College
Equality Groups	
Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> • Age • Disability • race (including ethnicity and nationality) • religion or belief • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership 	Disability – The Policy actively encourages the provision of facilities for people with a disability

Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	The Policy covers the provision of facilities for people with disabilities.
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No.
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	N/A.
State how this policy/practice will foster good relations:	The Policy actively encourages the provision of facilities for people with disabilities.
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	No
Which equality groups or communities have been consulted in the development and review of this policy/practice?	The Senior Team was consulted during the review process.

Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

<p>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</p> <p>Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.</p> <p>Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated</p> <p>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated against.</p>	<p>Option 1</p>
<p>Monitoring</p>	
<p>When will the policy/practice next be reviewed?</p>	<p>The Policy is reviewed every three years or whenever change affects any part of it</p>
<p>Publication of EIA</p>	
<p>Can this EIA be published in full, now? Please state Yes or No</p> <p>If No – please specify when it may be published or indicate restrictions that apply:</p>	<p>Yes</p>

Sign-off

EIA undertaken by

Name:

Jennifer McLaren

Date:

31 July 2018

Accepted by person responsible for
the policy/practice named above:

Name:

Jenny Stalker

Date:

14 August 2018

Retain a copy of this form for your own records and attach a copy to the bottom of the document to which it refers. Send to ebrown@west-lothian.ac.uk for review and publication.