

Environmental Policy and Procedure

Introduction

The Rothsay Education Centre (REC) believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods. It is our priority to encourage our students, staff, visitors, contractors, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering our duty of care for future generations.

The Board of Directors (Trustees for the REC) is responsible for environmental management and performance and for the sustainable development at the REC. The Chief Officer is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met. All staff, students and contractors share this responsibility to help promote best practice and continual improvement.

Our policy is to

- Ensure compliance with current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Encourage the use of public transport and car sharing where possible, to and from the REC.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Prevent pollution by managing and reducing emissions to air and discharges to water.
- Manage REC grounds to enhance wildlife habitats and promote biodiversity.
- Encourage interest in the sustainable environment through courses provided by the REC.

Environmental Statement

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use, where practical.
- Heating will be adjusted with energy consumption in mind.
- The energy efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

Transportation

- We will reduce the need to travel, restricting to necessary trips only.
- Encourage staff, students and directors to use Park & Ride or car-sharing.

Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Culture

- We will involve staff and students in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.