

UNIVERSITY OF CUMBRIA

ENVIRONMENT & SUSTAINABILITY POLICY

Policy Schedule	
Policy title	Environment & Sustainability Policy
Policy owner	Facilities Management
Policy lead contact	Lachlan Fulton – Environment & Sustainability Manager
Approving body	University Executive Group
Date of approval	April 2016
Date of implementation	February 2010
Version no.	3.0
Related Guidelines, Procedures, Codes of Practice etc.	Environmental Management System documentation
Review interval	Every Three Years

NB. This policy is available on the University of Cumbria intranet and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

1. Introduction

The University of Cumbria is responsible for the provision of higher education to over 9,000 students in locations ranging from Cumbria and North Lancashire to Tower Hamlets in London. We are a geographically dispersed organisation, employing 1,000 staff, and are committed to embedding all aspects of environmental sustainability within our institution.

The University's Corporate Strategy 2012-2017 includes environmental sustainability as a key strategic theme and in support of this, senior management, including the Vice Chancellor, fully endorse this policy.

As a responsible organisation, we intend to develop and grow in a sustainable manner, being fully aware that in doing so we have the potential to impact directly and indirectly on the environment at both a local and global level.

We are committed to continuously improving our environmental performance and will encourage all members of the University community to develop a sustainable approach to their work and lifestyle.

2. Aims and Objectives

The purpose of this policy is to enable the university to honour its commitment to act in an environmentally sustainable manner.

To achieve this, the university will:

- Identify and comply with all relevant environmental legislation and other requirements relating to our environmental impacts
- Prevent pollution and actively reduce emissions and discharges
- Develop, implement and continually improve a formal environmental management system (EMS) to monitor and manage our environmental responsibilities
- Agree annual objectives and targets aimed at reducing our most significant environmental impacts
- Develop and maintain supporting policies covering Energy/Carbon Management, Waste Management, Biodiversity, Procurement and Travel
- Encourage and support staff and students to incorporate principles of environmental sustainability in all areas of their work
- Promote education for sustainable development where appropriate through delivery of the academic curriculum and in knowledge transfer and research
- Encourage the use of sustainable travel and transport through implementation of our Travel Plan
- Raise staff and student awareness of environmental issues through relevant induction, training, and briefings
- Ensure a sustainable approach to all construction, demolition and refurbishment projects
- Work collaboratively with our local community, neighbours and partner organisations to promote a better environment for all
- Communicate on our environmental performance both internally and externally
- Provide adequate resources to ensure the institution can achieve the above

3. Scope

This policy applies to activities across all sites and applies to all building users including staff and students.

4. Definitions

Environmental Management System: A documented system designed to enable organisations have a more structured approach to managing their environmental impacts.

5. The Policy Principles

General Principles

It is the responsibility of all staff and students to promote and practice good environmental stewardship – the responsible use and protection of the natural environment through conservation and sustainable behaviours.

Staff and students are expected to report environmental incidents or instances of bad practice (e.g. vehicle oil leaks, unnecessary lighting, dripping taps, overheating, littering etc). Reporting should be via reception staff, yellow slip, or direct to the Facilities Management Department.

It is the responsibility of the university to provide our staff and students with a working and learning environment which applies sound environmental principles to its operation and development.

Governance

Leadership and overall accountability for environmental matters is assigned to the Chief Operating Officer (COO). The COO represents environmental sustainability at the highest level available within the university's management structure.

The Director of Estates reports to the COO on environmental issues via University Executive Group. The Director of Estates is supported by the Environmental & Sustainability Manger and the Environmental Steering Group.

The Environmental Steering Group includes representatives from across the university (e.g. Director of IT Services, Senior Deanery Representatives, Building Services Manager, Health & Safety Manager, Travel Planner, Commercial Services Manager and Student Union Representatives)

Environmental Management and Statutory Compliance

The university will work towards the implementation of an Environmental Management System (EMS) with a view to achieve certification to ISO14001:2015 in 2017/18.

As part of our EMS, the university will:

- Review its environmental aspects and impacts
- Maintain an environmental legal register
- Establish SMART Objectives and targets for all significant impacts
- Implement operational procedures and controls
- Conduct regular environmental audits

The system will be reviewed on a regular basis by senior management.

The university will follow operational procedures to enable the institution remains compliant with all statutory requirements. Key items of legislation include; The Energy Performance of Buildings Directive (requiring the provision of Display Energy Certificates in buildings and Energy Inspections on air conditioning equipment), Fluorinated Greenhouse Gas Regulations, Building Regulations Part L, Waste Electrical and Electronic Equipment Regulations and the Waste Regulations.

Monitoring and Reporting

The Operational Estates Team will collect and monitor a range of environmental performance data including:

- Energy consumption (gas, electricity and other fuels)
- Water use
- Waste generation (both dry mixed recyclables, general waste, food waste and construction & demolition waste)
- Travel activity

The Environment & Sustainability Manager will report on key environmental performance indicators on an annual basis as part of the university's Estate Management Record.

Environmental performance data will also be circulated to staff and students as part of ongoing awareness campaigns.

Stakeholder Engagement

The university will foster and maintain a working relationship with members of the Student's Union who represent the views of the students on environmental matters.

An Environmental Steering Group comprising of representatives from across the university will meet three times a year to raise and discuss matters of an environmental nature.

Representatives from the university will liaise with members of the local community (including residents and businesses) to foster a close working relationship and allow issues of environmental concern to be discussed (e.g. light pollution, noise, odour, local flooding, and waste control). Any complaints will be handled in accordance to the university's Complaints Policy.

Energy, Water & Carbon Management

The university will maintain an Energy Policy which outlines aims and objectives and policy principles (See Energy Policy for more details).

The university has achieved a reduction of Scope 1 and Scope 2 CO₂ emissions greater than 45% (against 2007 baseline figure) and is committed to remaining below this level.

To support our CO₂ emissions target, the university will review and develop a new Carbon Management Plan with consideration of Scope 3 CO₂ emissions.

Waste Management

The university will maintain a Waste Management Policy which outlines aims and objectives and policy principles (See Waste Management Policy for more details).

Transport

The university is committed to managing the environmental impacts of travel associated with our activity. This includes; student travel, commuter travel, business travel and travel undertaken by our supply chain. To address this issue the university will maintain a Travel Policy which outlines aims and objectives and policy principles (See Travel Policy for more details).

Biodiversity

The University recognises its statutory obligation to have due regard for the conservation of biodiversity in the exercise of its functions and is therefore committed to maintaining, enhancing and where possible creating new habitats on campus.

The university aims to meet or exceed the requirements of all related legislation, including the Natural Environment and Rural Communities Act 2006, the Town & Country Planning (Tree Preservation) Regulations 1999 and the Wildlife and Countryside Act 1981.

A Biodiversity Action Plan will be developed for our Ambleside Campus – A site of outstanding natural beauty and conservation area. Upon completion, consideration will be given to expanding this to include Carlisle and Lancaster sites.

To preserve and enhance biodiversity, the university will support projects and programmes that aim to generate new habitats e.g. green roofs

To reduce the impact of grounds work and landscaping, staff/contractors will be required to minimise the use of pesticides and use biodegradable products where appropriate.

The Facilities Management Team will work in partnership with conservation academics on site to manage the natural environment in a collaborative way.

Procurement

When procuring a product or service, consideration will be given to the environmental credentials of the supplier or contractor prior to purchasing or appointment. This will form part of the university's formal tendering process and assessed as part of the scoring exercise.

When purchasing new equipment, items with an EU energy labelling scheme will be favoured and an A++ rating targeted.

Where a piece of equipment will use more than £500 worth of energy and/or water in a year, the whole life cycle cost of the alternatives will be calculated by the project team/consultant. Other than in exceptional circumstances, equipment with the lowest whole life cycle cost will be purchased.

The university will work with our catering providers to ensure:

- All eggs are free range,

- All meat products are Red Tractor certified
- Produce is sourced from within a 50 mile radius where possible

Sustainable Construction

To ensure environmental sustainability is incorporated into all new build and major refurbishment projects, the Capital Projects Team will deliver schemes in line with the following environmental assessment tools:

New build: BREEAM – Targeted rating of Very Good or above

Major Refurbishment: SKA Rating (version: Higher Education) – Targeted rating of Silver or above

A qualified BREEAM/SKA Rating Assessor will be appointed as part of the design team to ensure sustainability is considered at the early stages of the project.

For minor refurbishment projects, the good practice measures proscribed by SKA Rating will be incorporated into the project specification.

Curriculum

The university to look to expand on the academic work already delivered by The Institute for Leadership and Sustainability (IFLAS) to increase the number of students covering matters of sustainable development within their undergraduate course.

The Facilities Management Team will actively support students and academics with research in the field of environmental sustainability through the provision of environmental performance data as requested.

Awareness

All staff will receive an introduction to environmental sustainability as part of their corporate induction delivered by our Environment & Sustainability Manager.

Environmental awareness campaigns will be delivered to raise the profile of environmental issues amongst students and staff. Events include:

- Roadshows
- Guest lecturing
- Display screens with real-time energy data
- Energy awareness posters
- Sustainability tweeter feed (@SustainableUoC)
- Environmental events
- NUS Green Impact

Students are invited to be involved in environmental events through the University of Cumbria Students' Union.

6. Equality, Diversity and Inclusion (with particular reference to disability reasonable adjustments) and Equality Assessment Statements

- The Equality Act 2010 covers the “protected characteristics” of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation. The

University has developed a Single Equality Scheme and Equality Objectives to implement the Equality Act within the University practices and procedures.

- Within the Equality Act it remains permissible to treat a disabled person more favourably than a non-disabled person. It remains lawful to make reasonable adjustments in relation to employment, education and services to ensure that there is true equality of opportunity for disabled people.
- This policy and its implementation will be monitored, as appropriate, in line with relevant legislation for its impact on different equality groups. This process will provide a check on whether there are any differences and allow the University to assess whether these differences have an adverse impact on any particular group such that appropriate action is taken.

These are important issues and further information should be sought from the University's Equality, Diversity & Inclusion Manager, as required.

7. Records Management Statement

- The records associated with this policy are controlled by Facilities Management and will be created, stored and disposed of in line with the University's Records Management guidelines and procedures.
- The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.
- The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

8. Risk Management Statement

- Failure to comply with this policy could lead to increased operating costs and expose the university to risk of legal noncompliance.

9. Roles and Responsibilities

It is the responsibility of:

- The University Board to endorse and approve the policy
- Chief Operating Officer to own the policy
- Environment & Sustainability Manager to manage and maintain the policy
- Staff and student members deliver and adhere to the policy

10. Contact Details

Environment & Sustainability Manager
Call: Lancaster 01524 590880
Email: lachlan.fulton@cumbria.ac.uk

**UNIVERSITY OF CUMBRIA
POLICY DOCUMENT CONTROL SCHEDULE**

REVIEW SCHEDULE				
Review no.	Due date	Reviewed by	Approved by	Completion date
Version 1.0	Feb 2010		Janet Whitworth	Feb 2010
Version 2.0	July 2012	Andrew Boyd	Janet Whitworth	July 2012
Version 3.0	July 2015	Lachlan Fulton	Janet Whitworth	April 2016
Version 4.0	July 2018			

DRAFTING SCHEDULE	
Final Version	Completion Date
<i>1.0</i>	Feb 2010