

SUSTAINABILITY & ENVIRONMENTAL STRATEGY 2011- 2012

1. The Institute of Education recognises the importance of good environmental practice in both current day-to-day business and the future development of the Institute. It acknowledges that its activities have an impact on the environment both locally and globally and is determined to minimise this impact wherever practicable. It recognises that all staff, students, visitors, service providers and contractors have a responsibility to contribute towards achieving this goal.

2. The Institute of Education is committed to the inclusion of environmental management as an integral element in the Institute's business development and operational strategy. As part of the Institute's commitment to minimising the impact its activities have on the environment and in recognition of the need for continual improvement to meet this goal, the Institute of Education will:
 - Ensure that its carbon management plan meets its targets to achieve 45% reduction in carbon emission reductions by 2020.

 - Regularly review the environmental performance of its estate and procurement of goods and services in terms of their contribution to reducing global warming, water, fuel and ozone depletion and acid rain and waste accumulation.

 - Ensure that all development projects meet and, wherever possible, exceed all United Kingdom, European and international legislative and regulatory guidelines, indicators and requirements for environmental, economic and social sustainability.

 - Undertake to drive towards a carbon neutral energy performance primarily through utilisation of renewable power sources.

 - Encourage the use of electronic documentation, wherever possible and promote sustainable use of paper by encouraging all internal documents to be printed as doubled sided and to procure only recycled paper stocks.

- Minimise the Institute's waste output to landfill through the development and implementation of best practice waste management practices.
 - Reduce and, wherever practicable, discontinue the use of potentially hazardous and polluting materials and chemicals.
 - Recognise the benefits of green spaces and work to enhance the ecological value of the estate by, wherever feasible, planting shrubs and other vegetation, as well as introducing vegetating roof areas on new buildings.
 - Ensure that the Institute's catering arrangements strengthen its commitment to environmental protection, protection of agricultural diversity and preference for locally sourced food from small-scale regional producers.
 - Reduce car dependency and promote and facilitate walking, cycling, and public transport use, and, whenever appropriate, working from home.
3. An action plan, setting out specific targets with dates and progress is available on the Institute's website, on the Environmental and Sustainability page at <http://www.ioe.ac.uk/about/policiesProcedures/790.html>. The following areas of environmental practice are included:
- Environmental management
 - Water, waste and transport
 - Biodiversity
 - Sustainable procurement, including healthy food procurement
 - Construction and refurbishment
 - Community involvement
 - Emissions and discharges

4. The Institute's main environmental and sustainability targets are to:

- Ensure that the Institute's Carbon Management Plan, approved by the Estates Committee in June 2010, is fully implemented to achieve a 3% reduction annually and a target of 45% carbon reduction, from a 2005 baseline, by 2020. (See **Carbon Reduction Management Plan 2010 – 2015** for details)
- Incorporate sound environmental management policies into all aspects of the Institute's work by developing, implementing and maintaining ISO 14001 accreditation in liaison with other Bloomsbury Colleges to be achieved by the end of 2011; to ensure compliance with and exceed where practical all relevant environmental legislative standards and regulations.
- Develop the promotion of recycling practices with the aim of reducing waste to landfill to 0% by 2012 and diverting unwanted goods to charities;
- Promote a healthy and sustainable food policy and a purchasing policy that procures environmentally sustainable and or recycled goods as the first choice; (See **Health and Sustainable Food Policy 2011 – 2012** for details)
- Promote and encourage the use of sustainable forms of travel to both staff and students; (See **Travel Plan 2011- 2012** for details)
- Achieve exemplary eco-branding for all new-build and refurbished facilities including 'very good' ratings for BREEAM. This will in part be achieved by laying down sustainability guidelines in all briefs for all internal and external design teams and contractors working on new-build and refurbishment projects.
- Reduce impact of Institute's operations on the environment by promoting bio diversity of the local area (See **Biodiversity Policy 2011 – 2012** for details)
- To ensure that this policy is kept up to date and reviewed each academic year, normally during the Spring Term.

Energy

5. The Institute of Education will endeavour to practise responsible energy management throughout its estate commensurate with the service requirements of staff and students. The Institute of Education will aim to develop and sustain energy management procedures, which are at the leading edge of good practice. United Kingdom targets for the energy performance of higher education buildings will be used as benchmarks to judge the success of our policy on energy management. More specifically, the Institute of Education will make continuing efforts to reduce energy usage by 45% by 2020 (from a 2006 baseline) in accordance with the safe and efficient operation of its estate.

6. The Institute is part of the Bloomsbury CHP scheme with other local colleges and 85% of energy consumption of the Institute's estate comes from the CHP scheme. The efficiency of the system has been recently improved through the installation of heat exchangers. Data is provided on a six monthly basis from Bloomsbury CHP scheme to show the reduction in carbon footprint resulting from the scheme, compared to other energy sources. The new development on the Thornhaugh Mews site will use ground source heat pumps, supplemented by the CHP scheme.

7. In support of the objective to reduce energy consumption, the Institute of Education will :
 - Review control systems on individual items of plant and or buildings to ensure that they are operating at the highest efficiency;
 - Continue to promote our use of CHP power and hot water as the most carbon efficient form of energy production and to expand use where possible.
 - Promote energy awareness amongst all staff and students;
 - Encourage the use of environmentally sensitive designs and best practice techniques and technologies in refurbishment and new build projects;
 - Provide internal comfort conditions for staff and students, endeavouring in the winter to provide a temperature of at least 19 C;
 - Work with departments to promote whole life costing and invest where practicable in the most energy efficient equipment that conserves energy consumption and reduces water consumption;

- Work with the Universities Purchasing Consortium's to evaluate and consider the purchase of green energy, as far as is reasonably practicable, thereby reducing our consumption of fossil fuels and thus, utilising energy from sustainable resources;
- Develop and maintain as part of the overall Estates Strategy an evolving list of energy saving projects and work to secure funding for these;
- Actively pursue external funding and grants for energy saving measures.

Refurbishment and new build projects

8. It is essential that sustainable development and environmental management are integral to the design, construction and occupancy of new and refurbished buildings at the Institute. The Institute recognises the importance of designing and constructing sustainable buildings to minimise operational costs, promoting best practice in the sector and providing a good work environment for its staff and students.
9. The Institute will manage the risks associated with the construction, refurbishment and post completion occupancy of its buildings to ensure it protects and enhances the environment and the health and well being of its staff and students by:
 - Ensuring that whole life costs including maintenance and demolition are used for new build and refurbishment projects
 - Ensuring that the specification for new build, refurbishment and maintenance projects take account of economic, social and environmental issues and sets targets for key performance indicators, such as energy and water use and waste production.
 - Ensuring that the design of buildings is flexible to allow ease of changes to use in future.
 - Ensuring that integrated passive design features, such as insulation and natural ventilation, are built into the design of buildings at the earliest stage to reduce lifetime costs.
 - Ensuring that waste produced during building projects is minimised and that all projects have a site waste management plan.
 - Setting a target for all new buildings and major refurbishments to achieve an "Very good " BREEAM rating

- Ensure that all new builds incorporate green roofs.
- Demanding a 80% recovery of redundant materials from major projects

Waste management

10. Over the past couple of years there has been an increase in legislation surrounding waste management and disposal. This has resulted in tighter controls being imposed on the disposal of waste. Section 34 of the Environmental Protection Act 1990 places a duty of care on anyone who produces or imports, keeps or stores, transports, treats or disposes of waste. The Institute of Education accepts its responsibility to ensure that:

- All waste is stored safely and securely to prevent it causing pollution
- Companies engaged to collect all waste types produced by the Institute of Education are properly licensed and authorised
- Reference to this license is recorded on transfer on a Waste Transfer Note that is signed / retained by both the Institute's Facilities Manager and the waste contractor.

Recycling

11. The Institute of Education has developed effective waste management and recycling procedures to minimise waste arising from its operations. The Institute of Education achieves this by disposing of much of its waste via approved recycled schemes and ensuring that the disposal of non recyclable waste is by a means that will have least impact on the environment, conforming to statutory requirements.

12. The Institute of Education has set a target to reduce to nil the volume of its waste going to landfill by 2012. To achieve this, the Institute has identified several categories of waste as detailed below which it will recycle in conjunction with a range of partners, thereby reducing the Institute's disposal to landfill.

- **Paper recycling**

The Institute has located on the service road (adjacent to Core B) three 1100 ltr wheelie bins provided free of charge by the London Borough of Camden

(www.camden.gov.uk) for the combined collection of all types of paper; newspaper, magazines, office paper, coloured paper, junk mail, leaflets, soft cover books, telephones directories etc. Located throughout the Institute's premises are designated bins (colour coded blue) into which all types of paper can be deposited. Collections from these bins (and offices) is made at least twice per week and transferred to the three bins on the service road by staff working for the Institute's outsourced cleaning provider, ISS. The three 1100 ltr wheelie bins are emptied twice weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services (www.veolia.co.uk). The waste paper is taken to Kemsley Mill Sittingbourne Kent, where it is recycled and made into paper or card products.

• **Cardboard recycling**

The Institute of Education has sourced and has located on the service road (adjacent Core B) a cardboard baler. Catering and bar staff employed by the Students' Union, central stores and the Institute's outsourced catering provider Sodexo, as well staff working for the Institute's reprographics provider CATS Solutions Limited are required to collect and deposit all cardboard packing arising from deliveries adjacent to the baler on a daily basis. Staff throughout the Institute are required to deposit all cardboard packaging arising from any deliveries outside their offices for collection by staff working for the Institute's outsourced cleaning provider, ISS. All cardboard packaging is baled on a daily basis ready for collection twice weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk. The cardboard bales are taken to Kemsley Mill Sittingbourne Kent, where they are recycled and made into paper or card products again.

• **Aluminium and steel cans and plastic bottle recycling**

The Institute of Education has located on the Service Road (adjacent Core B) one 1100 ltr wheelie bin provided by the London Borough of Camden (www.camden.gov.uk) for the combined collection of aluminium / steel cans and plastic bottles. Catering and bar staff employed by the Students' Union and the Institute's outsourced catering provider Sodexo are required to collect and deposit all aluminium cans and plastic bottles into the bin on the service road on a daily basis. Located in the Lawton Room, the Students' Union and some

classrooms are designated bins (colour coded orange) into which aluminium food and drink cans and plastic bottles can be deposited by staff and students. Collections from these bins are made daily and transferred to the bin on the service road by catering and bar staff employed by the Students' Union, the Institute's outsourced catering provider Sodexo and staff working for the Institute's outsourced cleaning provider, ISS as appropriate. The one 1100 ltr aluminium / steel can and plastic bottle recycling bin is emptied twice weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk and taken to Veolia Materials Recovery Facility in Greenwich.

• **Glass Recycling**

The Institute of Education has located on the Service Road (adjacent Core B) three 1100 ltr wheelie bins provided free of charge by the London Borough of Camden (www.camden.gov.uk) for the segregation and collection of green, brown and clear glass. Catering and bar staff employed by the Students' Union and the Institute's outsourced catering provider Sodexo are required to collect and deposit all glass items into the applicable glass recycling bins on a daily basis. Located on the ground floor at Emerald Street, the Lawton Room, Level 1 hospitality kitchen and Students' Union at the Institute's Bedford Way premises are designated bins (colour coded green, brown and white) into which green, brown and clear glass items are deposited. Collections from these bins are at least once per week for Emerald Street and daily for those at Bedford Way and transferred to those bins on the service road by staff working for the Institute's outsourced cleaning provider, ISS (with the exception of those in the Students' Union and areas serviced by Sodexo which will be the responsibility of Students' Union and Sodexo staff respectively). The three 1100 ltr glass recycling bins are emptied weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk and taken to Veolia Materials Recovery Facility in Greenwich, where it is sorted and sold to a network of local, national and international re-processors.

• **Cooking oil recycling**

Catering and bar staff employed by the Student's Union and the Institute's outsourced catering provider Sodexo are required to set aside in appropriate

containers all used cooking oil from their respective operations and place these within the designated cages provided on the service road (adjacent Core B). Used cooking oil is collected monthly by Green Miles Fuels (www.greenmilefuels.co.uk). The oil collected is processed to make bio-diesel.

- **Battery recycling**

The Institute of Education has located behind the main reception desk and within the Conference Office a container for the collection of AA; AAA; C; D, 9 volt batteries including both rechargeable and non-rechargeable batteries. Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk will collect these containers when full.

- **IT equipment recycling**

All redundant computer hard drives and laptops are to be returned to Computer Services on Level 3 Bedford Way (either in person or by contacting the Support Services Manager to arrange collection) for decommissioning. Following decommissioning by Information Services staff equipment will be passed to central stores. All redundant computer screens and printers are to be returned to central stores either in person or by contacting the Support Services Manager to arrange collection. All computer hard drives, screens and printers collected by Stores are set aside for collection by Action Aid www.actionaidrecycling.org.uk.

- **Printer cartridge recycling**

Staff throughout the Institute of Education are required to return to central stores all used printer cartridges. These can be taken in person or collected with outgoing post by Support Services staff. Card board boxes and packaging in which cartridges are supplied is to be separated and set aside as cardboard recycling as detailed above.

- **Furniture recycling**

The Institute is moving towards equipping all offices areas with standard office furniture. Where furniture becomes surplus to requirements, this will be set

aside in storage on Level 2 of Bedford Way for later distribution and reuse. Where furniture is being replaced as part of an agreed programme of replacement, redundant furniture will be set aside for collection by one of the following, Newham Community Recycling (The Wombles 020 7511 6400); Respond Limited (020 8316 1099) or Green-Works (0845 230 2231).

• **Flourescent tube recycling**

The Institute of Education has in place a contractual agreement with Balcan Engineering Limited to collect and dispose of all flourescent tubes which are classified as hazardous waste. It is the responsibility of the Building Services team to ensure that all used fluorescent tubes are kept separate and secure from all other waste products in a separate storage facility adjacent the Workshops on Level 2 of the service road, thereby making them easily accessible for periodical collection.

Travel plan

13. In support of Planning Guidance Note 13 which states “...*The Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations.*” the Institute actively promotes walking, cycling and the use of public transport for staff, students and visitors travelling to the Institute through:

- Incorporating public transport information into prospectuses, brochures and other publicity material advertising courses and conferences;
- Incorporating public transport information and links to public interest travel information sites such as that provided by Transport for London on the Institute’s web site;

In supporting Transport for London to reduce vehicle usage and carbon emissions in London, the Institute:

- Has replaced its diesel van with an LPG operated van, which is shared with SOAS;

- Uses bicycle and or motorcycle couriers for the collection and delivery of packages within central London;
- Requires all staff travelling on Institute business to use public transport only and will reimburse expenses on such use only;
- Provides interest free annual season ticket loans to all staff travelling to work by train, tube or bus subject to the staff member meeting the criteria governing the issue of the loan;
- Provides to those staff cycling to work (subject to the availability of funds) an option of purchasing a bicycle on an interest free loan of up to £500 for the purchase of or payment towards a bike subject to the staff member meeting the criteria governing the issue of the loan;
- Provides secure bike storage units outside its main building at 20 Bedford Way and provides appropriate shower facilities on Level 2 of the Students Union accessible to all staff via collection of a key from the Level 4 reception desk;
- Promotes to staff and students the benefits of cycling to the Institute, providing them with details of cycle routes and advice on keeping their bike secure.
- Requires its outsourced catering provider Sodexo to procure and maintain an LPG operated refrigerated van for the delivery of services to and from all Institute premises.
- Requires printers appointed to its framework agreement to consolidate their delivery of printed jobs to one delivery per week to reduce the number of vehicle journeys to and from London where practical without compromising service delivery commitments.
- Requires its stationary supplier Office Deport to consolidate their deliveries to the Institute to a maximum of no more than three deliveries per week in order to reduce the number of vehicle journeys in and out of central London

Purchasing and procurement

14. Sustainable procurement incorporates not only an environmentally conscious approach but also displays an awareness of socio-economic factors; it recognises, the social impact of local procurement on economic regeneration. Sustainable procurement also embraces and fosters ethical codes of conduct and principled procurement practice. Collaborative procurement increases efficiency through

leverage and shared costs. It consequently increases value for money whilst reducing risk.

15. The Institute is committed to supporting small and medium sized enterprises (SMEs) and to encouraging a mixed range of suppliers in order to help develop and stimulate a varied and competitive marketplace. For all procurements, the Institute will encourage and view positively, the contribution that small firms, ethnic minority businesses, social enterprises and voluntary and community sector suppliers can play in the supply chain.
16. The IOE will invite SME's to tender for appropriately sized contracts and will also consider the role of SME specialist suppliers in delivering elements of larger contracts and Framework Arrangements. Potential suppliers will be provided with an opportunity to discuss the procurement in order to understand our requirements and assess their own suitability.
17. The Institute is committed to ensuring that services are delivered in a way that protects the quality of the environment and minimises any adverse impact on community well-being. It is therefore necessary to ensure that environmental and broader sustainability considerations are taken into account throughout the procurement process. Equally important, the Institute will apply procedures for the efficient management and disposal of assets to ensure both value for money and to minimise any adverse impact on the environment.
18. As part of the Institute's procurement strategy, when selecting a product or supplier, the environmental implications of that decision will be considered. The Institute seeks to purchase goods and services from local or regional suppliers, as far as practicable, which cause the least harm to the environment. The impact of transportation distances of goods and services is also taken into account in determining sources of supply with priority given, where practicable, to locally based suppliers.

The Institute of Education is committed to procuring 100% recycled / sustainable stationary items from Office Depot's green items catalogue. To meet this objective

the Institute has agreed that its account is set up to automatically switch to recycled equivalent environmentally friendly and or recycled items.

The Institute requires its outsourced catering provider Sodexo to:

- Procure from a range of authenticated Fairtrade products for sale within the Lawton Room and to ensure that 50% of the merchandise available within the Level 4 vending machines is authenticated Fairtrade products.
- Provide Fair-trade coffee and sugar only to all hospitality functions.
- Introduce to the hospitality menu authenticated Fair-trade products such as biscuits and wine.
- Procure from local wholesalers where appropriate seasonal, locally grown organic produce and wines.
- Procure all pre-packaged foods i.e. sandwiches and containers for salads etc. from suppliers that use 100% biodegradable packaging.
- Consider when staff uniforms require replacement the resourcing and providing of Fair-trade cotton uniforms.

The Institute requires its' outsourced cleaning provider, ISS to:

- Procure and use environmentally friendly branded cleaning solutions only for example the Ecover range of professional cleaning products;
- Procure recycled toilet tissue and hand-towels;
- Consider when staff uniforms require replacement the resourcing and providing of Fair-trade cotton uniforms.

The Institute of Education has a contract with Sharp Electronic (UK) Limited for the supply of all fleet photocopiers throughout the Institute. The Institute requires all photocopiers supplied to be:

- efficient in their energy usage and thus, those classified as decentral copiers must be programmed to automatically revert to standby mode when no copying is taking place. The warm-up time from this mode should be in the order of two minutes.
- programmed to perform duplex copying as standard to limit paper usage. Single sided printing therefore should only be possible as a result of a one

sided document being copied and or the default setting being changed by the user.

All of the Institute of Education's stationery (provided by Alphagraphics) is now printed on recycled stock as standard. There will be a gradual move towards ensuring all other printed materials are produced on recycled stock.

Appendix 1 - Energy housekeeping

Lighting

Lighting accounts for a large proportion of the Institute's energy consumption. By adopting simply good housekeeping staff can assist in reducing the Institute's energy consumption.

- When leaving your office for lunch or meetings and at the end of your working day switch off where appropriate desk lights and general lighting. Leaving fluorescent lights on is not energy efficient. (Switching off one twin 58W fluorescent fitting for one hour per day will save approximately 35 kWh of electricity and 29 Kg of CO₂ emissions per annum.)
- When using classrooms for meetings, lectures etc. ensure lights and electrical equipment is switched off when the meeting or lecture is finished.
- Switch off lights in unoccupied areas where there is sufficient daylight.
- Make the best use of daylight. Open blinds and where possible remove obstacles that might reduce daylight.
- Report defective light fittings to Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk
- Report exterior lighting faults and lighting time clock problems to Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk

Office Equipment

There are a significant number of small pieces of electrical equipment used in offices each using a small amount of energy. However, through better housekeeping staff can assist in reducing the Institute's energy consumption.

- When leaving the office for lunch or meetings and at the end of your working day save working data and switch off your computer monitor, local printer and chargers.
- Computer monitors can use up to two-thirds of the energy used by a computer workstation. (Switching of a flat screen monitor overnight and at weekends saves an average 50 Kg of CO₂ emissions per annum.)

- In addition, at the end of the working day, whoever is last to leave the office should switch off, where practical, shared equipment such as printers. (Switching of a laser printer overnight and at weekends saves an average 91 Kg of CO₂ emissions per annum.)
- Photocopiers provided revert automatically to standby mode when no copying is taking place. Switching off a photocopier overnight and weekends saves an average 183 Kg of CO₂ emissions per annum.
- The average mobile phone charges within an hour, switching off a mobile charger for the remaining twenty-three hours per day saves an average 11 Kg of CO₂ emissions per annum.

Water

Water consumption is metered. Water service invoices contain two elements, water supply and waste water and both are charged accordingly.

- Report dripping taps and other leaks to Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk
- Do not leave taps running unnecessarily.
- Where kettles are used, fill only with the amount of water required.

Heating

There are several ways that staff can assist the Institute with ensuring its energy consumption is used efficiently.

- At the end of the day check that windows are closed.
- Ensure internal doors are closed. This keeps heat in and reduces draughts.
- Make use of solar gain.
- Ensure where practicable that radiators are not blocked by furniture.
- If you are too hot, turn radiators down or off before opening windows.
- Avoid where possible the use of free-standing electric heaters. These are expensive to run and pose a fire risk. Contact Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk if you have concerns about the temperature of your office.

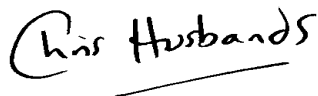
- Report problems with heating, door and window closures immediately to Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk .

Air conditioning

Some classrooms and open plan office areas have been fitted with air conditioning. Whilst this has been provided to improve environmental conditions to users, staff can assist the Institute with ensuring that the use of air conditioning will not have a major impact on its energy consumption.

- It is important to keep doors and windows closed to all air conditioned spaces to maximise the cooling capacity. Units provided are sized to cool certain sized spaces. Opening doors and windows will have the effect of the unit's thermostat calling for further cooling as it attempts to cool a much greater area. This could lead to the unit overheating and failing.
- Switch off lights and other electrical equipment where practical in air-conditioned spaces to reduce heat gain.
- Close blinds to reduce solar gain.
- Report problems with air conditioning units immediately to Building Services on ext. 5400 or e-mail buildingservices@ioe.ac.uk. Do not attempt to alter the settings on individual room control panels.

Signed

A handwritten signature in black ink that reads "Chris Husbands". The signature is written in a cursive style and is underlined.

Professor Chris Husbands
Director, Institute of Education
7th March 2011