



## **Environmental Sustainability policy**

### **Introduction**

In creating this policy, Paragon Training Academy Limited recognizes the impact of carrying on its business on the environment. To manage and reduce this impact, and to ensure its services are provided in a sustainable manner, Paragon Training Academy Limited commits to examining and assessing the environmental effects of its activities, products and services.

This policy sets out the Paragon Training Academy Limited's approach to sustainability and identifies the key principles which will apply to ensure both compliance with regulatory frameworks and the promotion of an ethos of sustainability.

### **Scope**

Paragon Training Academy Limited will comply with all applicable legislative requirements with regard to sustainability and the environment. Further, Paragon Training Academy Limited will seek to apply best practice over and above any statutory minima.

### **Key Principles**

The key principles that Paragon Training Academy Limited will use in embedding sustainability in its activities are as follows: -

#### **a. Environmental Impact**

Paragon Training Academy Limited recognizes that procurement of goods and services has an environmental impact in addition to the direct contribution of the actual goods and services themselves. This may include the impact of transportation or manufacturing of those goods and services. It will therefore consider such impacts when appraising procurement options. Particularly in large projects or procurement exercises, Paragon Training Academy Limited will consider the sustainability of solutions, taking into account the source of materials, use of natural resources, and stability of economic growth.

#### **b. Corporate Social Responsibility**

Paragon Training Academy Limited recognizes its position in the community as a partner to businesses and voluntary organizations. Its relationships are not simply as an education and training provider, but also as a supplier and consumer of goods and services. To develop and maintain such relationships, Paragon Training Academy Limited will also consider the local economy when appraising procurement options.

### **c. Energy Management**

Paragon Training Academy Limited will look to set annual targets for energy use and actively monitor these throughout the year. It will seek to reduce energy usage and educate staff and learners in best practice in reducing energy consumption.

### **d. Waste Management**

Paragon Training Academy Limited will set annual targets for waste and actively monitor these throughout the year. It will seek to reduce waste materials and educate staff and learners in best practice in reducing wastage. Paragon Training Academy Limited will segregate waste materials to maximize recycling opportunities and, wherever possible, a cost benefit to Paragon Training Academy Limited.

Controlled or hazardous waste will be monitored and minimized. All such waste will be disposed of in accordance with applicable legislation.

Waste disposal will be managed in such a way so as to minimize the number collections through compacting and utilizing appropriate-sized containers.

### **e. Maintenance and Lifecycle Costs**

For all refurbishment projects, Paragon Training Academy Limited will assess the full lifecycle costs of the project and ensure that it is affordable and that future budgets are created and maintained to ensure funding is in place to meet these costs. In addition, full planned and preventative maintenance programmes will be implemented and funded.

To support the development, management and funding of maintenance programmes, condition surveys will be commissioned.

### **Responsibilities**

Senior Management is responsible for agreeing the Policy and overseeing compliance with its principles.

Senior Management is responsible for the implementation of this Policy and for ensuring appropriate procedures are in place to facilitate this.

Senior Management is responsible for agreeing an annual action plan and the monitoring of progress toward meeting the targets within that Plan.

All staff members are responsible for understanding and adhering to this policy.

### **Action Plan**

#### **1. Targets for Improvement**

- Engage staff and learners and encourage them to become involved with sustainable development
- Work with stakeholders to encourage and establish sustainable practices throughout Paragon Training Academy Limited and wider communities

- Establish Paragon Training Academy Limited's waste, utilities and sustainability targets in order to monitor and improve our performance in these areas
- Increase energy efficiency through new centres/offices and installing appropriate technologies and practices into existing buildings

## **2. How your organisation monitors its performance against its targets**

To achieve performance against targets, Senior Management team will:

- A. produce, manage and communicate an Action Plan to ensure that we meet these commitments.
- B. provide resources, guidance and monitoring to ensure that this policy is embedded throughout Paragon Training Academy Limited.
- C. meet at least three times each contract year, and report

## **3. Details regarding the training you provide to your staff regarding sustainability**

Ongoing training and awareness to be provided to staff about minimising resource use, waste reduction, energy consumption, re-use, recycling and etc using the latest resources from <http://www.wrap.org.uk/>, Luton Borough Council & Bedford Borough Council

## **4. Details regarding your arrangements for dealing with waste e.g. how you handle waste, including WEEE**

### **All wastes**

No waste may be disposed of on-site (such as by burning, burying or pouring down drain). Nobody may be permitted to remove waste from Paragon Training Academy Limited's centres unless they are licensed by the Environment Agency and approved by Senior Management.

It is illegal for Paragon Training Academy Limited to allow any non-licensed organisation (apart from the Council) to handle any of its waste. Evidence, in the form of an authorised copy of their licence, must be viewed for all contractors used Paragon Training Academy Limited's waste must not be taken to household waste recycling centres (or similar), even if staff are taking their own waste there.

### **Disposal of hazardous waste**

For hazardous waste, additional checks are required to ensure that waste companies are licensed for the particular materials.

### **Disposal of WEEE, Tyres and batteries**

It is illegal for such items to be disposed of at landfill sites. Specialist disposal which maximises recycling opportunities must be utilised, which will involve using a specialist company.

### **Waste minimisation**

Furthermore Paragon Training Academy Limited is legally obliged to minimise waste production either directly through efficient use, or indirectly through utilising recycled materials.

Some examples of how this might be achieved:

- ordering only what is needed, especially for materials with use-by dates
- double-sided printing
- storing and using materials carefully so that they do not become damaged
- Informing learners, staff and partners, with the need to reduce waste

#### **5. Details of how you seek to minimise waste and promote recycling**

- ordering only what is needed, especially for materials with use-by dates
- double-sided printing
- storing and using materials carefully so that they do not become damaged
- Informing learners, staff and partners, with the need to reduce waste
- to work with other agencies to promote appropriate environmental policies

#### **6. Details of how you seek to minimise energy consumption**

- to reduce energy consumption, especially of energy derived from fossil fuels.
- to minimise consumption of water
- Ensure that improvements, purchases and developments are environmentally sound.
- Ensure that the Environmental Policy is enacted, enforced and reviewed annually.

#### **7. Details of how you try to limit transport use**

To inform to all staff & learners about Sustainable travel is any form of transport that keeps damage to our environment, and therefore the future, to a minimum.

It is clear that our roads cannot cope with the ever-increasing demand for car travel. Instead the emphasis has shifted to making travel more sustainable by advising people to opt for walking, cycling, public transport and car sharing. Using sustainable transport reduces the overall dependency on the private car, resulting in a range of benefits for Paragon Training Academy Limited, the local community and the environment.

25% of Britain's car journeys are less than 2 miles, that's a 30-minute walk or a 12 minute bike ride!

#### **Review**

This policy will be reviewed annually or earlier if required.