



Environmental Policy

Introduction

Goodenough College recognises the effect its operations and activities have on the environment and acknowledges the responsibility it has to limit these effects in order to maintain the environment for future generations.

The purpose of this Environmental Policy is to

The Environmental Policy is reviewed at the Health and Safety Committee meetings and environmental management is subject to review by the College Executive Team and the Estate Committee.

Environmental Objectives

The environmental objectives of the College are achieved by promoting environmental awareness amongst members, staff, contractors and suppliers and by the proactive management of the following operational activities:

- Waste Management
- Energy Management
- Water Management
- Pollution Control
- Promoting Biodiversity
- Reducing the Environmental Impact of Transportation
- Reducing the Environmental Impact of Photocopying and Printing
- Management of the Supply Chain
- Reducing the Environmental Impact of IT

Waste Management

This is achieved by taking the following measures:

- Provide recycling facilities located in communal areas which are regularly serviced and are easy to use.
- Publicise to members and staff the waste management mantra of Reduce - Reuse - Recycle.
- Specifications for construction and maintenance work state the College preference for using recycled materials, where practical.

The College manages the following waste streams either directly or via the College Soft FM contractor, Chartwells.

Recyclable dry mixed refuse & non-recyclable refuse

Chartwells cleaners remove the Members waste from single rooms on a weekly cleaning schedule. Members in flats are responsible for removing their own waste. Members that have excess waste may take the waste themselves to the 1100 litre Biffa bins which are colour coded as below. Details of the College refuse collection scheme are contained within the Members handbook, which is available on-line.

The refuse is collected on a regular basis by Chartwells waste contractor, Biffa Waste Services, for final sorting and disposal where necessary.

The College has adopted the following colour scheme for the segregation of waste:

- Red bins with clear bin liners for Dry mixed recycling waste.
- Black bins with black bin liners for Non-recyclable waste
- Blue bins for Glass
- Green bins for Kitchen and Buttery wet waste

Wet food waste from the kitchen & Butteries

Wet food waste is collected in food caddies from the kitchen and butteries and disposed of by Chartwells waste contractor Cory Environmental.

Batteries

Used battery collection bins are situated near the reception areas at London House and William Goodenough House for the use of members and staff. On an ad hoc basis the bins are collected by Chartwells contractor Biffa Waste services for final disposal.

Cooking Oil

Used cooking oil is returned to the original drums for secure store. On an ad hoc basis the used oil is collected by Chartwells contractor Agri Energy for recycling into bio fuel.

Florescent Tubes and Lamps

Used florescent tubes and lamps are collected in a florescent tube “coffin” in the workshop by the maintenance technicians and on an ad hoc basis the bins are collected by Chartwells contractor Biffa Waste services for final disposal.

Sanitary & Nappy Bin Waste

Sanitary bins and Nappy bins are exchanged on a regular basis by Chartwells contractors PHS Group PLC for final disposal.

Waste Electrical & Electronic Equipment (WEEE)

WEE items are disposed of by Chartwells on an ad hoc basis. CBRE use Spamco to dispose of all electrical waste, with the waste transfer notices logged in their site office.

Asbestos Waste and Sampling

The College only uses licenced asbestos waste contractors or for the sampling and removal of asbestos waste. These contractors are also licensed to transport the asbestos waste to a licenced point of final disposal.

Garden Waste

General garden waste is composted by the College garden maintenance contractor, this is done off site.

Old Furniture, Fixtures and Fittings

The College uses a waste recycling contractor for the removal of old furniture, fixtures and fittings. Items that cannot be recycled are disposed of by the recycling contractor at a waste transfer site.

Confidential Waste Paper

Confidential waste paper is held in lockable consul bins, which initially can be filled with unwanted documents. There are two bins located at LH and two at WGH, these bins would enable staff and Members to securely throw paper and potential sensitive documents away, without the worry of someone viewing these papers. One bin is located at the office area (staff) and one next to the pigeon hole (Members). Thames Security Shredding would swap over any full bin with an empty bin upon our request; they collect in our area on a Tuesday.

Take-away Food and Coffee Service

The take-away food service at the College uses containers made of recycled material, which goes to general rubbish. The college normal rubbish waste does not go to landfill but rather it goes to the production of energy sources.

Old Bed Linen

Members in single accommodation are supplied linen on their weekly cleans. However any linen that is old or damaged gets recycled into clothes by our linen provider Clean.

Old and Unwanted Bicycles

Annually a check is made on all bicycles parked at the College to identify old and unwanted bikes, bikes that are in reasonable condition may be offered for sale or recycled through a third party.

Energy Management

This is achieved by taking the following measures:

- Management of the College heating and hot water plant in an energy efficient way through the use of the building management system together with a comprehensive maintenance and servicing programme for all primary plant.
- Specifications for construction and maintenance work state the College requirement to use energy efficient appliances such as condensing boilers, low energy lighting including the use of LED lamps.
- During refurbishment projects the opportunity is taken to fully insulate pipework and rooms.
- Regular gas and electricity meter readings to check and monitor consumption.
- Where appropriate use the BREEAM independent environmental assessment model in large scale building projects.
- Monitor the technical trade press to keep abreast of environmentally friendly technologies.
- Develop and operate a College energy management system to monitor energy used against degree days to ensure energy is used efficiently.
- Employ the services of an energy consult to ensure the College obtains the most competitive unit energy price for electricity and gas.
- Monitor and bill flat occupants for their electrical consumption to recover costs and to encourage responsible usage.
- Encourage members and staff to use less energy by switching off lights and through the support and promotion of such campaigns as 10:10.
- There is currently not a requirement for the College to have a Display Energy Certificate (DEC) but this may be something to consider in the future.

Water Management

This is achieved by taking the following measures:

- Specifications for construction and maintenance work state the College requirement to use low water content fixtures such as dual flush WC cisterns and water controls to urinals.
- Regular meter readings to check and monitor consumption.
- During the refurbishment of London House secondary water meters will be installed in the main kitchen as this is a high water usage area.
- Work towards operating a water management system which will monitor water used against published targets.
- Encourage members, staff and visitors to use less water by ensuring taps are switched off completely after use.

Pollution Control

This is achieved by taking the following measures:

- Use high efficiency condensing boilers fully maintained and serviced to minimise the release of CO₂ into the atmosphere.
- Take practical steps to avoid the unnecessary disposal into the drainage system of fats, food waste and other pollutants.
- Take care to avoid unnecessary diffused pollution from use of pesticides and fertilisers from College gardens and grounds.
- Avoid the use of hazardous substances, where possible and store such materials in an appropriate manner, keeping stock levels to a minimum.
- The use of electronic monitoring and control equipment on PA systems and sound systems so that College social events do not exceed agreed noise levels.
- Providing adequate waste disposal facilities to avoid litter in and around the College buildings.
- Encourage good neighbourliness from members and staff in and around the College buildings.
- Ensure that smoking only takes place in the designated smoking area.
- Manage construction work to contain dust and noise that might otherwise inconvenience our members and neighbours.
- Ensure contractors working on large refurbishment projects participate fully in the Considerate Contractors scheme to be able to demonstrate that they are working to acceptable environmental standards.
- Regularly communication with neighbours when significant construction work is planned and undertaken to manage expectations.

Promoting Biodiversity

This is achieved by taking the following measures:

- Encourage ecological diversity by using where possible plants and shrubs in the College grounds that support indigenous insects and bird life.
- Protect and improve existing natural habitats around the College.
- Provide nesting opportunities for indigenous birds.
- Closely controlling the use of pesticides used on the College grounds.
- Prevent environmental pollution by taking practical steps to avoid unnecessary disposal to the drainage system of fats, food waste and other pollutants.
- The protection of ecological features during construction work.
- The College is a supporter of the Camden Council Biodiversity Action Plan for the Borough and the recent refurbishment of William Goodenough House has included a green roof and a water feature to help promote biodiversity in the area.

Reducing the Environmental Impact of Transportation

This is achieved by taking the following measures:

- Members and staff are encouraged to walk or cycle as a first priority and use public transport or the train network where possible.
- The College promotes cycling and has a cycling club that organise events and offers maintenance classes.
- Dedicated cycle parking facilities are provided at London House and William Goodenough House
- Members and staff are made aware of the location of the local Barclays Cycle Hire points.
- Business travel is by public transport or the train network where possible.

Reducing the Environmental Impact of Photocopiers and Printers

This is achieved by taking the following measures:

- In January 2013 the College introduced a new photocopying and printing system to reduce the consumption of resources and improve cost management.
- College communal printers and copiers are now controlled by personal swipe cards to enable members and College Departments to be charged accurately for usage.
- The default settings on printers and copiers have also been changed so that copiers and printers produce double sided black and white prints by default and single sided colour printing is by exception.
- Photocopier and printer cartridges are replaced on an exchange basis with the used cartridges being sent away to be refilled
- The College does not currently use recycled paper in printers and copiers as at 2013 prices the cost of recycled paper was more than three times the cost of non- recycled paper and unfortunately the additional dust produced by using this paper can also increase equipment maintenance costs. This situation will be kept under review.

Management of the Supply Chain

This is achieved by taking the following measures:

- Working with its supply chain and members to avoid or to minimise the generation of waste.
- Reuse or recycle packaging where possible.
- Our outsourced contractor Chartwells is committed to sourcing free local products and in particular ensuring that meat, fish eggs and dairy products meet required production and quality standards.
- Chartwells are committed to the Farm assurance scheme and whole life traceability.
- Ensuring contractors recycle as much of their waste as is reasonably practical.

Reducing the Environmental Impact of IT

This is achieved by taking the following measures:

- The IT Department has reduced the number of physical servers required at the College by the use of virtualisation software to mimic physical servers and in doing so has reduced the amount of electricity consumed by servers and reduced the electrical cooling load.
- All new PC's are now built using "green hard drives" which consume less electricity.
- Re-positioning of the IT racks in the server rooms has improved air flow and reduced the amount of electrical cooling required.

