

Policy on Environmental Protection

1. POLICY STATEMENT

Concern for the environment is an integral part of Presidency London College (PLC) training, education, consultancy and associated activities. PLC recognises its legal and ethical responsibilities to protect the environment and actively seek to reduce waste as far as is reasonably practicable by adopting better practice in the use and disposal of resources (promoting re-use and recycling in the most efficient and sustainable manner) and contribute to sustainable development at local, regional and global levels. The aim of our policy is to meet our obligations under the Environmental Protection Act (EPA). The potential for pollution from our activities will be assessed and either eliminated or controlled so far as is reasonably practicable.

This policy has been endorsed by the board of Directors and will form the basis of our environmental action program, associated organisational arrangements. It will provide a framework for achieving PLC's objectives as well as establishing guidelines for all services users.

2. WASTE REDUCTION AND RECYCLING

- i. **Recycling of general Wastes:** The Environmental Protection Act 1990 has introduced measures to ensure that recycling is given priority. Our re-cycle bins and use of re-cycled materials course of action is in line with TEPA 1990.
- ii. **Waste minimisation:** Waste reduction, as well as benefiting the environment may reduce raw material costs as well as costs for waste disposal. Re-use and re-cycling of materials is promoted across daily activities, for example use of double-sided photocopying; the purchase of used furniture (desks and chairs); where possible use electronic storage of information/records as a means of reducing dependency on paper. The Business Development Manager acts as a focal point for removal of waste and will maintain a list of companies and charities who will remove specialist items such as furniture and computers (data and information of sensitive nature stored on computer hard drives to be deleted so as to meet the college's obligations under the Data Protection Act). PLC will participate with local authorities in order to minimise land-fill cost and achieving the UK's set a target for recycling of non-hazardous material of 80% by 2016. PLC non-specialist waste target is 70%.
- iii. **Information and guidance:** We aim to develop waste reduction awareness for all staff. Practical information on the detail of current systems and procedures will be available from our offices and/or from the Health, Safety and Environment Directors as appropriate.

- iv. **Future and proposed initiatives:** We will carry out an annual Waste Audit identifying all sources of waste, including water and energy consumption. Recycling possibilities will be continuously reviewed. Opportunities for the reduction of waste will be investigated. The efficiency of processes will be regularly assessed to ensure optimum use of raw materials.

3. PURCHASING POLICY

Departments should consider the implications for the environment and impact upon it when making purchase decisions regarding substances, materials, equipment and maintenance and building contracts. Considerations should be made consistent with all aspects of the company Environmental Policy and objectives.

In particular purchasers should consider:

1. Energy usage - including mains water and drainage water
2. Waste minimisation and process efficiencies
3. Re-use and recycling opportunities
4. Waste disposal implications
5. Avoidance of ozone depleting substances
6. Reduction of volatile organic compounds
7. Reduction of materials containing heavy metals
8. Control of discharges to air, land and water
9. Noise levels generated from plant and machinery
10. 'Eco-Toxicity' of materials released to land, air and water
11. Transport choice and pollution.

Detailed advice and guidance can be obtained from the Health, Safety and Environment office based on information held concerning present and future legislative requirements, currently accepted practices and Best Practicable Environmental Option.

4. WASTE DISPOSAL

1. Household, Commercial and non-Hazardous Industrial company generated Wastes.
 - ✓ The collection, storage and removal of wastes from our offices will, as far as is reasonably practicable, be undertaken in accordance with the Code of Practice for 'Duty of Care in Waste Management' outlined in the Special Waste Regulations 1996.
 - ✓ Overall responsibility for waste collection and management rests with the "Landlord" and any controlled waste arising from our activities will be dealt with centrally using systems outlined below.
 - ✓ Advice on the definition, classification or description of waste can be obtained from the Health, Safety and Environment Directors.
2. Hazardous (Special) Waste
 - ✓ The company acknowledges its responsibility as a waste producer, in particular with regard to the "Duty of Care" outlined in the Environmental Protection Act.
 - ✓ Waste Disposal, Waste management and the protection of the environment will be regularly scrutinised by the Health, Safety and Environment staff to ensure that all controlled wastes are handled in a careful and environmentally appropriate manner.

The Staff Training and Development in Environmental issues will be managed as specific training issues in co-ordination with the Health, Safety and Environment Directors. The overall aim of training will be to develop an understanding of PLC's Environmental Policy which includes Waste reduction and recycling principles, Waste disposal systems and Energy reduction, promote awareness of the implications for the environment concerning all aspects of PLC's business activities.