

Policy Appendix - Environment Management

The purpose of this document is to set out the detail of WEA's approach to environment management in support of the environmental sphere of WEA's Sustainable Development Policy. A copy of WEA's Sustainable Development Policy is located on WEA's Website and Staff Intranet.

Scope: All WEA staff, volunteers, premises, physical resources, education and projects delivery and provision, and back office support services and operations.

Minimal waste and disposals

- ▶ Only buying and using items which are absolutely essential and to quantity needed including materials used in our Teaching, Learning and Assessment activities
- ▶ Hold a pool of equipment which can be reused by other WEA offices/regions/classes
- ▶ Whole life-cycle considered in procurement and tendering activities
- ▶ Avoiding use of disposable items, e.g. plastic cups and catering items
- ▶ Encourage students to bring in their own resources and to recycle any unwanted/unused class consumables
- ▶ Paper, cardboard and toner cartridge recycling facilities in place and used in all WEA offices
- ▶ Glass and tin recycling facilities are recycled wherever facilities for these exist
- ▶ Inclusion of recycling and upcycling courses in our educational courses offer

Responsible use of resources

- ▶ Compliance with WEEE regulations
- ▶ Sustainability policy and practices part of tender process for potential suppliers
- ▶ 'Green' and 'environmentally friendly' stationery used as standard

- ▶ Use of electronic communication and online materials wherever possible
- ▶ Fair trade products used where these are available and practical
- ▶ Students encouraged to consider sustainability and use of resources for the classroom

Efficient use of energy and water consumption

- ▶ Appliance replacements purchased based on energy efficiency considerations
- ▶ Lights and heating used efficiently
- ▶ Students encouraged to consider environmental impacts arising from the course
- ▶ Environment efficiency audits undertaken for all new premises requirements
- ▶ Public transport, cycle, or car sharing used wherever possible for business journeys
- ▶ Maximised use of facilities which support efficient use of water, e.g. low level flush options and water recycling (where facilities are available/viable)

The following measures are in place to actively promote and support collective responsible environmental management within the WEA:

- ▶ Travel: cycle scheme in place; passenger mileage rate; national account for rail journey bookings; CO² emissions calculator embedded into staff expenses claim form
- ▶ Energy and mileage reduction targets and monitoring standard in annual sustainable development action planning
- ▶ Posters, Newsletters; sharing best practice and top tips

