



## **ADULT TRAINING NETWORK**

### **SUSTAINABILITY POLICY (incorporating the Environmental Implementation Plan)**

Adult Training Network has a long-standing commitment to sustainability and intends to continue contributing to a sustainable future. Adult Training Network recognises that there are interrelated cultural, economic, social and technological, as well as environmental, dimensions to the sustainability agenda, which itself is continuously evolving.

Adult Training Network has a strong understanding that cultural, economic, social, environmental and technological change processes are dynamically interrelated and jointly impacting.

Adult Training Network recognises its role and responsibilities in advancing the sustainability agenda across the region and more broadly

Commits to reviewing the sustainability implications of its plans, policies, practices and procedures as they are developed and reviewed

ADULT TRAINING NETWORK places great importance on its local environment and considers seriously the effect that it has on the global environment in its use of natural resources, consumption of energy and water, production of various types of waste and use of transport by its staff team, clients and visitors.

The Organisation is consequently is committed to:

- Complying with all applicable environmental legislation including the Duty of Care 1991, Hazardous Waste 2005 and WEEE 2002 acts;
- Encouraging users of our buildings to be aware of environmental issues and provide training/information where required;
- Promote energy conservation by use of energy saving bulbs, sensor/timed lights, turning off all electrical equipment when not in use;
- The safe disposal of all waste, especially hazardous waste, and providing recycling facilities for our staff and users;
- Where possible to be environmentally responsible in our purchasing and delivery activities;
- Encouraging staff to use public transport wherever possible;
- Ensuring that the organisation considers sustainability as it grows and develops and reviews our environmental practice on a regular basis.

## **Responsibilities**

The ADULT TRAINING NETWORK Director along with The Centre Managers are responsible for overseeing this policy. All staff are obliged to implement it. Service users are encouraged to abide by it.

## **Legal duty**

The Organisation is bound by law to adhere to environmental good practice by three major pieces of legislation:

Duty of Care 1991 – It is the responsibility of ADULT TRAINING NETWORK to ensure that all the waste it produces is legally disposed of by a licensed collector and a Waste Transfer Note accompanies all collections.

Waste Electrical and Electronic Equipment (WEEE) 2002 – All electrical waste cannot be disposed of in the regular collection; a special collection must be arranged by the organisation with a licensed collector.

Hazardous Waste 2005 – Items that contain hazardous materials must not be disposed of in the regular waste collection. The organisation must arrange a special collection with a licensed collector.

## **Environmental Implementation Plan**

### **a) Promoting environmental awareness**

All staff will be made aware of our environmental policy and environmental practice as part of their induction and through staff meetings and staff training.

Environmental issues are an integral part of our induction and training sessions with our customers to raise the general level of awareness and understanding of environmental issues. The sessions stress how environmental issues can be addressed especially in the areas of energy, water, waste, procurement and transportation.

Environmental practice is a regular item on our senior management team meeting agenda.

We will monitor our current environmental practice and will use this as the basis of annual monitoring of our environmental progress.

In order to make our policy 'visible' we will place signs and posters around our buildings informing staff and users of good environmental practice (e.g. 'Save energy by turning off lights/computers) and will have signed visible paper and waste recycling bins.

Users will be able to see our policy in action and will be encouraged to implement basic measures (recycling paper and cans, turning off lights and computers, using public transport etc.).

## **b) Conserving energy**

We intend to use the minimum of powered energy possible.

To do this we will:

- Use energy saving light bulbs where possible
- Encourage all users of the building to turn off all electronic equipment when not in use, items such as computers, monitors, printers, lights. At the end of each working day visual checks are carried out by the relevant member of staff who locks the building to ensure that all devices and heaters are switched off.
- Turn on the heating during the months of October to April (except for unseasonable weather)
- Ensure that doors and windows are closed to conserve heat in the colder months
- Set the heating and hot water on 'timed' so that it is only on when absolutely necessary
- Energy saving mode is also operational in computer equipment
- All electrical heaters are thermostatically operated to set temperatures to ensure optimum usage of electricity.
- Print documents only when it is absolutely necessary to do so and setting the default to double-sided printing where possible

We will monitor our use of energy and keep abreast of new technologies to ensure that we do our utmost to conserve energy.

## **c) Disposing of waste**

We have agreements with local councils/waste disposal companies to dispose of non-recyclable waste.

## **d) Recycling**

ADULT TRAINING NETWORK is committed to recycling as much as possible. In order to achieve this the following procedures have been implemented:

- We have clearly labelled recycling bins within each centre
- We recycle printer/toner cartridges
- Any non-confidential papers no longer needed are used as scrap paper for printing and photocopying
- Out of date electrical equipment is disposed of via local council recycling depots

## **e) Purchasing**

We try to use environmentally produced supplies where possible such as biodegradable rubbish sacks, biodegradable washing up detergents and recycled paper.

## **f) Travel**

We encourage staff and service users to use public transport wherever possible or to walk or cycle to our premises. We also encourage staff to car share.

ATN also informs its customers who claim for travel to use the shortest public transport route which is cost effective

We are located conveniently near to local transport connections.

## **Progress**

ATN will make consistent economic progress to ensure that it contributes to the wider economic, social and environmental objectives in London and beyond.

## **Esteem**

All job roles at ATN are recognised and valued as contributing to the objectives of the ATN. ATN adopts a culture of fairness and respect for both the staff team and its users.

## **Access**

ATN will promote healthy living for all its users and staff through seminars, discussions and health promotion activities which include the benefits of exercise and good quality food.

## **Safety**

ATN will ensure that its staff and users work in a safe and secure environment and that risk assessments are undertaken periodically to ensure the environment is free from the threat of crime, violence or intrusion.

## **Organisational development & policy review**

We will undertake an assessment of our current environmental status and will monitor progress against this on an annual basis.

We will review our environmental policy annually.

*S Singh Gill*

**Sarjeet Singh Gill**  
**Director**

**Date**

**1st April 2018**

**Date of Next Review:**

**1<sup>st</sup> April 2019**