UCQ
UNIVERSITY
CENTRE QUAYSIDE

Environmental and Sustainability Policy

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1. Purpose

1.1 All activities undertaken by UCQ have the potential to affect the environment locally, nationally and globally. This effect may be either negative or positive. The purpose of this policy is to document UCQ's ethical commitment to environmental sustainability. UCQ will actively promote and enhance the environment and seek to reduce any negative impact upon it as far as is reasonably practicable.

2. Scope

2.1 As the activities of all members of the UCQ community (staff, students, contractors and visitors) have an effect upon the environment, this policy applies to everyone.

3. Definitions

Biodiversity: The variety and variability of life on Earth. It is a measure of variation at the genetic, species, and ecosystem level.

Carbon Footprint: The total amount of greenhouse gases (including carbon dioxide and methane) that are generated by our actions. For an organisation, this can include everything from the energy used in offices to the emissions from manufacturing processes.

Corporate Social Responsibility (CSR): A self-regulating business model that helps a company be socially accountable—to itself, its stakeholders, and the public. By practicing corporate social responsibility, companies can be conscious of the kind of impact they are having on all aspects of society, including economic, social, and environmental.

Renewable Energy: Energy from sources that are naturally replenishing but flow-limited; renewable resources are virtually inexhaustible in duration but limited in the amount of energy that is available per unit of time. Examples include wind, solar, biomass, geothermal, and hydropower.

Sustainability: A broad concept that generally refers to the ability to maintain or improve environmental, social, and economic conditions for both current and future generations. It's about meeting present needs without compromising the ability of future generations to meet their own needs.

4. General principles

4.1 UCQ will observe the following general principles of environmental protection and sustainability:

4.1.1 To strive to conserve and improve the environment by complying with all environmental legislation.

4.1.2 To create an environmentally positive ethos amongst staff and students so that in all work, study and project activities they consider the environmental consequences.

4.1.3 To examine all resources UCQ uses and identify the environmental impact. UCQ will investigate the possibility of the complete elimination of the resource, or where this is

not possible, the introduction of environmentally sound alternatives.

4.1.4 To examine any proposed new developments and new purchases and assess them against sound environmental criteria.

4.1.5 To work with College and University partners, the local community and others to develop and pursue environmental initiatives.

4.1.6 To promote in its publicity and marketing activities a positive image of UCQ as an environmentally friendly and caring organisation.

5. Specific key targets of good environmental practice

5.1 Built environment

5.1.1 UCQ recognises that the built environment has an impact both externally (visual impact) and internally (thermal comfort, indoor air quality and overall amenity) and that this can lead to environmental damage, ill health and poor morale. UCQ will therefore monitor these impacts and seek improvement where necessary.

5.1.2 The requirement for air conditioning units will be investigated and where specific need is identified every effort will be made to ensure that units will be installed.

5.1.3 Every effort will be made to ensure a litter-free environment, by both regular cleaning and education (induction, verbal and written communication, curriculum).

5.1.4 Food and drink should not be consumed in classrooms, academic workrooms and other teaching areas (with the exception of bottled water in non-high-risk areas).

5.1.5 All areas of UCQ will be cleaned regularly.

5.1.6 UCQ will operate planned and preventative maintenance programmes to reduce 'down time' on repairs and to avoid high cost and disruptive emergency call outs.

5.1.7 The environmental impacts of any refurbishment and new development work will be considered and significant factors will be taken into account in such works.

5.2 Energy

5.2.1 The use of portable heating appliances will be discouraged and usage controlled against building temperatures.

5.2.2 At all UCQ premises, all occupants will be encouraged to reduce and minimise waste of energy, such as by closing doors and windows, turning out lights, turning off heaters, computers, monitors, projectors and other electrical equipment when not required.

5.3 Waste management

5.3.1 The generation of waste materials will be reduced by actively pursuing a policy of waste minimisation and recycling (see 5.4).

5.3.2 All waste will be disposed of in accordance with current waste regulations and using the services of reputable waste disposal contractors.

5.3.3 Care will be taken to ensure that all clinical, chemical and other relevant waste is disposed of in accordance with the Hazardous Waste Regulations.

5.3.4 Disposal of electrical and electronic equipment takes account of the Waste Electrical and Electronic Equipment Regulations.

5.3.5 A system of waste accountability will operate across UCQ in which each department will be expected to reduce waste to a minimum.

5.4 Recycling

5.4.1 In its approach to recycling, UCQ will ensure that only materials which are recyclable will be considered for collection, that there is a demand for the recycled products and that the recycling process does not involve the use of more resources than it saves. Subject to these criteria, the following will be included for recycling:

a) Confidential paper waste recycling scheme
b) Non-confidential paper waste
c) Ink toner cartridges
d) Plastic bottles (including milk bottles)
e) Cans (including food cans)
f) Cardboard
g) Used food oils from kitchens
h) Waste metals
i) The re-use of previously used files etc. via cupboards designated for the storage of used stationery (files, folders, dividers, plastic pockets and so on).
j) Where possible the blank side of used paper will be used as scrap paper in place of new paper.

5.5 Purchasing

5.5.1 Wherever practicable, UCQ will adopt a ‘green’ procurement and buying policy. It will also ensure, within budgetary constraints, that these requirements are reflected in all standard contract conditions.

5.5.2 The green procurement and buying policy will include the maximum use of products which:

a) Avoid dependence in their production and use on non-renewable resources or pollutant substances
b) Are based on recycled materials
c) Are energy-efficient in their production and use
d) Are minimally packaged
e) Are durable and repairable

In addition, wherever reasonably possible, UCQ will purchase:

f) Biodegradable cleaning materials
g) Paper from sustainable sources

5.6 Paper

5.6.1 UCQ is a user of paper and therefore serious consideration will be given to reducing its use wherever reasonably practicable. Storing documents electronically is expected within UCQ.

5.6.2 Staff will be encouraged to consider realistically the number of copies of any document which they actually need and not to print excess copies.

5.6.3 Double-sided photocopying and printing will be considered the norm and will be done wherever possible. Single-sided photocopying and printing of any particular job will only be done in response to a specific and justifiable request.

5.6.4 Communication will, wherever possible, be carried out electronically rather than through paper systems.

5.6.5 Staff will be discouraged from making printed copies of emails, bulletins etc.

5.6.6 Information will also be communicated via notice boards rather than multiple copying wherever possible.

5.6.7 Filed documents will, as far as possible, be stored electronically rather than on paper.

5.6.8 Electronic application forms are available to prospective students.

5.6.9 Whilst not intending to adopt unduly restrictive working practices, the quantities of paper issued for printing will be controlled.

5.6.10 Sustainably sourced paper will be purchased whenever reasonably practicable and suitable for the job (see 5.5).

5.6.11 Paper recycling (both confidential and non-confidential) is carried out as the norm. (see 5.4).

5.7 Travel

5.7.1 Public transport, car sharing, cycling and walking will be encouraged and facilitated.

5.7.2 Hired vehicles will be obtained from reputable firms and serviced to a high standard. Whenever possible pollutant effects, such as fuel emissions, will be taken into account in requesting vehicles.

5.8 Smoking

5.8.1 UCQ operates on a smoke-free site.

6. Training and communication

6.1 Staff will be supported to understand environmental, and sustainability impacts pursuant to their role. Ongoing support will be provided by line management and the Senior Leadership Team.

6.2 This policy will be made available on the website for all stakeholders to access.

7. Review and revision

7.1 This policy will be reviewed every two years, or earlier as required to ensure best practice.

8. Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
04	28/03/24	3, 6, 7	Tara Henderson	Periodic review conducted. Policy revised to fit recommended document template as specified in quality procedure QP02; new sections 3, 6 and 7 added. Paragraph numbers updated accordingly. No further changes made.
05	20/03/26	All	Tara Henderson	Periodic review completed. No changes made.

9. Equality Impact Assessment

The purpose of this assessment is to determine whether there are any positive or negative impacts as a result of UCQ's Environment and Sustainability operations and practices.

Assessment of Potential Impact by Equality Issue

Equalities Issue	Positive Impact	Negative Impact	No Impact	Reason for Decision
Age			X	UCQ operations and practices are not age-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Disability			X	UCQ operations and practices are not disability-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Race			X	UCQ operations and practices are not race-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Gender			X	UCQ operations and practices are not gender- specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Transgender			X	UCQ operations and practices are not transgender-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Marriage/Civil partnership			X	UCQ operations and practices are not marriage/civil partnership-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Religion, belief (including lack of)			X	UCQ operations and practices are not religion, belief or lack thereof specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Sexual orientation			X	UCQ operations and practices are not sexual orientation-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.
Pregnancy/maternity			X	UCQ operations and practices are not pregnancy/maternity-specific and are relevant to all persons equally. There is no impact on discrete groups of persons.

Summary

Which equality groups have positive or negative impacts been identified for (i.e. differential impact).	None
Is the Policy directly or indirectly discriminatory under the equalities legislation?	No
If the policy is indirectly discriminatory, can it be justified under the relevant legislation?	Not applicable

Tara Henderson: Head of Policy & Governance 5th June 2020