

2023  
V3

# Environmental & Sustainable & Recycling Policy

## Introduction

Debut Academy is committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within the services it provides. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations.

Staff, Learners and Visitors to Debut should be aware that major waste – and contribution to both local costs and global warming – is caused by individuals being careless in their behaviour: leaving lights on in unoccupied rooms; opening windows rather than turning down heating; turning heating up rather than dressing slightly more warmly etc.

Debut expects all those associated with it to minimise waste by utilising thermostatic controls, where provided, and by adhering to the Academy's commitment to adopting any recommended alternative methods of product or paperless systems.

## Legislation

There is a considerable amount of legislation covering the storage and disposal of waste materials, particularly specialist and hazardous waste, but also general waste and recyclables. The principle pieces of legislation affecting the College are:-

- **The Environmental Protection Act 1990** – which establishes that waste producers are ultimately responsible for the final disposal of their waste.
- **The Environmental Protection (Duty of Care) Regulations 1991 and the Hazardous Waste Regulations** – which set out the reasonable measures businesses must make to ensure that their waste is stored adequately, suitably described and collected by licensed waste contractors, and disposed of legally. The records associated with these procedures are open to inspection by the Local Authority
- **The Landfill Directive** which places restrictions on what waste can go to Landfill.

Debut Academy recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

The best way to cut down on the amount of waste we produce is not to create waste in the first place, and to recycle and re-use as much as we can. We are proud to have several strong initiatives in place to help with this.

Debut's recycling bin scheme aims to treat the rubbish as far as is practicable by the separation of these recyclable materials and to meet our commitments to recycling.

## Policy Aims

We will endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee and learner awareness through training.

The designated Environmental & Sustainable personnel are:

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## Principles of the Policy

### Paper

- we will minimise the use of paper in the office by using electronic methods if processes allow and ask staff to think twice before they print items (is it really necessary?) and will display clear posters around the premises
- we will reuse and recycle all paper where possible
- packaging materials will be disposed of in recycling waste collection bins
- we will seek to buy recycled and recyclable paper products where economically viable
- We will be committed to a providing learners with an improved awareness of recycling, encouraging learners, visitors and staff to be more proactive in recycling waste, clearly labelling bins so that good practice in recycling is reinforced
- We have instigated protocol across the Academy to use a secure Server to upload documentation, folders and files where specific staff have shared access. This has enabled a reduction in paper across the site.
- We will use electronic survey systems, such as Survey Monkey (as opposed to paper) to save on paper usage
- We will use electronic assignments documents instead of paper versions
- We will use electronic forms which are used in our day-to-day processes (adopting JotForm) to reduce paper

## Electronic Systems

- We have invested in online learning platforms which has reduced paper workbooks and resources.

- We have moved from paper log books and transferred learner qualification evidence to online Manage Assess
- We have moved from Maths & English text workbooks and learners are now utilising Skills First learning platform
- We have moved from paper records and invested in a data base system to hold records for all enquiries and clients/customers

## **Energy and Water**

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use and IT equipment will not be left on standby
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be taken into account when purchasing new items
- We have had a new meter installed to help us monitor our energy consumption more rigorously
- We will continually underpin to our learners and staff about minimising impact with elements such as washing towels and will provide clear guidance on treatments and maximum number allowed
- We will use 'Save a flush' in toilet cisterns on our premises to ensure less water is being used

## **Products**

- We will be committed to reducing product usage/waste relating to NVQ tutoring and assessment, using items such as measuring scoops and standardising maximum quantities of products to be used and having clear guidance on quantity of consumable items per treatment
- We will be committed to a providing learners with an improved awareness of recycling, encouraging learners, visitors and staff to be more proactive in recycling waste

## **Office Supplies**

- We will evaluate if any specific need can be met in another way
- We will evaluate the environment impact of any new products we intend to purchase
- We will favour more environmentally friendly and efficient products wherever possible
- We will be committed to reuse and recycle supplies that we are able to eg., printer cartridges, batteries, folders etc.

## **Transportation**

- We will reduce the need to travel, restricting to necessity all company trips
- We will promote the use of travel alternatives such as email Zoom or Skype
- We will encourage staff to be more cost effective by selecting the most environmentally friendly mode of transport

## Maintenance and Cleaning

- We will be committed to reducing wastage relating to cleaning products and resources
- We will be committed to using cleaning materials that are as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of waste
- We will ensure that recycling of paper, card, plastic and aluminium will be effectively sorted into respective elements in order that recycling of such items can be recycled
- We will ensure learners and staff use appropriate recycle bins for designated items to help with continuous recycling
- We will ensure learners and staff are aware of using the environmental cleaning products responsibly to avoid wastage and over-use
- We will ensure that the designated cleaner of the academy is mindful of using products effectively but minimally and that she/he reports any misuse of recycling bins to the Center Manager

## Monitoring and Improvement

- We will comply and exceed all relevant regulatory requirements
- We will continually improve and monitor our environmental performance by registering with 'Investors in the Environment' (Bronze Award) to gain this accreditation
- We will endeavour to evaluate the requirements of IIE Silver Award as a next step towards continual improvement
- We will continually improve and reduce environmental impacts
- We will incorporate environmental factors in business decisions
- We will increase employee and learner awareness through promotion and training
- We will review this policy and any related business issues at our team meetings to keep this subject at the forefront of good practice

## Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance
- We will update this policy annually in consultation with staff, learners and other stakeholders where necessary
- We will provide staff and learners with relevant information and guidance to our commitments and vision
- We will use local labour and materials where available to reduce CO2 and help the community.

## Responsibility

All learners and employers have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Monitoring the Policy is upheld

This is achieved by the following:

- Archiving Policy
- Code of Conduct – Staff Policy
- Code of Conduct – Learner Policy
- Contingency & Change of Circumstances Policy
- Complaints Policy
- Communications Policy
- Confidentiality & Disclosure Policy
- Data Protection & Privacy Policy
- Equal Opportunities & Inclusion Policy
- Food & Drink Consumption & Hygiene Policy
- Freedom of Information Policy
- Guidance Policy
- Health & Safety Policy
- IAG (Information, Advice & Guidance Policy)
- Induction Procedure – Staff Policy
- Induction Procedure – Learner Policy
- Internal Quality Assurance (IQA) Policy
- Internet & Display Screen Equipment Policy
- Learner Charter Policy
- Learner Contribution & Learner Voice Policy
- Meetings Policy
- Marketing & Advertising Policy
- Quality Assurance Policy
- Questionnaire & Feedback Policy
- Resource Loan Policy
- Standards Moderation Policy
- Teaching & Learning Policy
- Testing & Invigilation Policy
- Whistle Blowing Policy

## Policy Revision

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