

	No: RMP/S2
Risk Management Procedure continued	Issue: 5
Environmental Policy	March 2008

<p>Objectives</p>	<ul style="list-style-type: none"> • The College recognises and accepts that concern for the environment is an integral and fundamental part of its long-term strategy. This Policy is integral with our approach towards the health and safety of our employees and others likely to be affected by our activities as identified in the College Health and Safety Policy Statement. • The College will meet and, where appropriate and feasible, improve upon the requirements of all relevant environmental legislation. The College is committed to:- <ul style="list-style-type: none"> i) Minimise any disturbance to the local and global environment and to the quality of life of the local community. ii) Comply fully with all relevant statutory regulations. To this end the College is registered with the Environment Agency as a Hazardous Waste Producer (registration no. AFD659). iii) Maintain the appearance of premises to the highest practical standards. iv) Take positive steps to conserve resources, particularly those which are scarce or non-renewable. v) Assess, in advance where possible, the environmental effects of any significant new development and adjust its plans accordingly • This Policy is approved by the Bursar and reviewed on an annual basis.
<p>Organisation & Responsibilities</p>	<ul style="list-style-type: none"> • Bursar's Responsibilities:- <ul style="list-style-type: none"> - To ensure that the general objectives of the Policy are applied by the College. - To ensure that the College's registration as a 'Hazardous Waste Producer' with the Environment Agency is renewed annually.
<p>Individual Responsibilities:</p>	<ul style="list-style-type: none"> - To ensure that any necessary documents are prepared.
<p>HR & Health and Safety Officer's Responsibilities:-</p>	<ul style="list-style-type: none"> - To ensure that health and safety data sheets are obtained for all materials used by the College and that COSHH risk assessments are prepared by relevant Heads of Departments. - To obtain appropriate assistance from the College Safety Consultant.

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<p>Heads of Departments' Responsibilities:-</p>	<ul style="list-style-type: none"> - To ensure that the standards, adopted by the College, are implemented. This will include the safe use of materials, correct disposal methods and appropriate conservation of materials, energy and resources. - To ensure that the College's registration number as a 'Hazardous Waste Producer' is given for all collections of hazardous waste. - To ensure that arrangements for waste disposal are consistent with the objectives of this Policy and meet statutory requirements. - To ensure that the College disposes appropriately of all items covered by the WEEE regulations. This includes: <ul style="list-style-type: none"> o Large household appliances o Small household appliances o IT and telecommunications equipment o Consumer equipment o Batteries o Lighting equipment o Electrical and electronic tools o Toys, leisure and sports equipment o Medical devices o Monitoring and control equipment o Automatic dispensers - To encourage employees to follow the required standards. To ensure that employees are appropriately instructed. - To formally inspect the standards as appropriate in their working areas on a 3- and 9-month basis. This inspection and review will be an integral part of health and safety inspection. - To advise the Bursar at 3- and 9-monthly inspections on aspects which could lead to an improvement of the Environmental policy. <p style="text-align: center;">*****</p>
<p>Employees' responsibilities:-</p>	<ul style="list-style-type: none"> - To follow instructions given by the Fellowship and/or Heads of Departments. - To ensure that materials used are kept to the minimum appropriate for the work activity. - To ensure that spillages and leakages of materials are regularly and safely cleaned up. - To follow instructions on the correct disposal of waste materials. - To follow instructions on the correct disposal of all items covered by the WEEE regulations. - To ensure that general housekeeping standards are followed, including safe and ordered storage of materials inside and outside buildings.