



Environmental Roles and Responsibilities

Issue	Responsibility	Notes	Date
Overall and final responsibility for the environmental performance of NPTC Group	Board of Governors Chief Executive Officer College Principal Exec Team / SMT Vice Principal – Operations Facilities & Estates Manager	Strategic Direction: <ul style="list-style-type: none"> • Effective and Efficient use of Resources. • Overall Governance and strategy • Legislative compliance • Policy Development • Environmental strategy as part of business strategy Operational Direction and Management: <ul style="list-style-type: none"> • Organisation, direction and management of the College and leadership of the staff 	Aug 2015
Approves Environmental Policy.	Board of Governors Exec Team / SMT Sustainability Task Group	Ensures environmental legislative compliance and development of sustainable, business and risk strategies	Aug 2015
Approves Environmental Aspects Register.	Exec Team / SMT Sustainability Task Group	Ensure that all aspect impacts are minimised by regular procedural controls i.e. regular testing and servicing of equipment, encourage savings where possible by introducing cost cutting measures, keep up to date with changes in legislation, use personal knowledge to assist in educating all College users.	Aug 2015
Approves Environmental Statement.	Board of Governors Exec Team / SMT Sustainability Task Group	Ensure statement covers all relevant areas of sustainability and outlines areas for review and improvement, encompassing all College users. Keep up to date with legislation changes and sustainability developments within the FE Sector and professional world.	Aug 2015
Complete EHS internal audits.	Sustainability Task Group	Internal audits are carried out on a regular basis on items such as waste disposal and recycling, energy consumption, room utilisation to ensure the College is being as sustainable as practicably possible, and highlight any areas for improvement.	Aug 2015
Record and investigate cause of all significant environmental incidents	Sustainability Task Group	Any significant environmental incidents will be noted and discussed within STG meetings.	Aug 2015
Attends EHS staff meetings.	Sustainability Task Group	Meet once per term, to discuss environmental and sustainable progress within the institution. The Group also receives sustainability reports from the F & E Manager on waste and energy management etc.	Aug 2015

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Sets annual Objectives and Targets and monitor performance	Sustainability Task Group	The College has an improvement plan with annual objectives and targets to reduce energy consumption, waste to landfill and transportation usage. Comparison reports are produced annually, using agreed monitoring and measuring processes. The College also promotes Resource Efficiency via poster campaigns, new sustainability website etc.	Aug 2015
Prepares Environmental Statement	Exec Team / SMT Sustainability Task Group	The College Statement is reviewed annually to ensure accuracy of information regarding objectives and targets etc.	Aug 2015
Monitoring and recording mileage and transport undertaken	Sustainability Task Group Finance Goods Inwards / Transport Team	For all direct travel related to vehicles and business mileage for College use. Monthly reports produced using information from Staff Mileage claim forms (Finance) and Long Term vehicle booking forms (Estates) to produce Transport Footprint. Collect formal monitoring data.	Aug 2015
Monitor and record waste production	Sustainability Task Group Facilities & Estates Department School of Construction Catering School of Engineering	Assign responsibility for waste management control to the individual departments. They are to ensure the correct waste streams are disposed of using the correct skips / containers to reduce contamination and waste to landfill.	Aug 2015
Monitor and record energy and water consumption	Sustainability Task Group Facilities & Estates Department	Use Automated Meter Monitoring and Targeting Software (AMMT) to produce reports Monthly/Annually. Use reports to compare annual consumption to previous year's data to identify increased usage / possible savings.	Aug 2015
Monitor and record other relevant issues relating to the organisation's environmental performance.	Procurement	Where reasonably practicable, procured materials from suppliers who promote sustainability and renewable sources (i.e. paper from managed and renewable forestry, plastic stationary from recycled materials etc.	Aug 2015
Monitor legal compliance.	Exec Team / SMT Sustainability Task Group Facilities & Estates Department	Ensure legal compliance through regular review and audit of all College procedures.	Aug 2015
Prepare and maintain all relevant environmental management system documentation.	Sustainability Task Group Facilities & Estates Department	The College has a register detailing all environmental policies and procedures, which is reviewed and updated regularly. In addition, minutes and reports presented to the Sustainable Task Group are filed.	Aug 2015

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Ensure that environmental records are maintained.	Sustainability Task Group Facilities & Estates Department	All consignment notes for waste disposal (general and hazardous) are filed within the Facilities & Estates Department. In addition, up to date copies of waste producer and waste carrier certification are kept on file. Regular reports received from skip hire company (reports quarterly).	Aug 2015
Ensure document control maintained.	Sustainability Task Group Facilities & Estates Department	Control Procedures are being implemented and maintained by the Facilities and Estates Department / Sustainability Task Group.	Aug 2015
Ensure Register of Environmental Legislation updated	Sustainability Task Group Facilities & Estates Department	The Register of Environmental Legislation is reviewed and updated by the Facilities and Estates Department / Sustainability Task Group.	Aug 2015
Ensure that staff / learners are appropriately trained / informed on environmental issues.	Sustainability Task Group Facilities & Estates Department	Develop a PowerPoint Presentation regarding sustainability information for inclusion in Staff and Learner induction programmes. Website within Staff/Learner Intranet's has been developed and is live. Sustainability is being incorporated into tutorials / curriculum.	Aug 2015
Communicate with suppliers and contractors	Facilities & Estates Department Procurement	All Contractors / Suppliers wishing to provide the College with a service are required to complete a Supplier Questionnaire, which includes a section on Sustainability.	Aug 2015
Ensure that staff are aware of Clients requirements/working practices/procedures/specific site issues.	Facilities & Estates Department Sustainability Task Group Procurement	Raise Staff awareness of sustainable requirements / working practices via the Estates Intranet page, induction, training and team meetings.	Aug 2015
The development, implementation and maintenance of the EMS.	Facilities & Estates Department	Colin Heffey is currently responsible for the EMS.	Aug 2015

Authorised by:

Signed:

Date: September 2014

Date for Review: September 2015