

Environmental Statement

Environmental Policy

NPTC Group is the only Further Education provider in the Neath Port Talbot County Borough Council area. The College offers over 370 courses to suit many needs either on a part-time or full-time basis and employs over 1150 members of staff. NPTC's premises comprises of 17 sites which have a gross total area of 89,438m² and are located across 5 counties, Neath Port Talbot, Swansea, Bridgend, Carmarthenshire and Powys.

The choice of courses on offer at the College include: Adult Learning; Building & Engineering; Business Management & Leisure Studies; Catering, Baking & Hospitality; Computing & IT; Construction & Built Environment; Creative, Visual & Performing Arts; Engineering; Health, Social & Child Care; Horticulture, Hairdressing & Beauty; Mathematics & Science; Sport & Public Service; Social Studies & Languages; and Pre-Vocational Studies..

At NPTC Group we recognise that all our activities have some form of environmental impact, thus strive to carry out all our activities in an environmental responsible way, adopting a sustainable approach to all our operations to minimise any adverse effects may have on the environment. We aim to achieve this through:

- Making more efficient use of our resources, materials, energy and water.
- Staff/student awareness and training initiatives
- Improved waste management and an increased recycling percentage.
- Reducing our emissions to air through our Travel Management Plan.

At NPTC Group we are also dedicated to ensuring full compliance with environmental legislation, preventing pollution and are committed to the principal of continual environmental improvement. We endeavour to meet our commitments through:

- Monitoring and reviewing NPTC Group's environmental performance, making improvements and amendments where necessary.
- Carrying out regular checks to ensure full legal compliance.
- An Emergency Preparedness Plan and Procedures which can help prevent pollution at the college and ensuring spill kits of the right size and efficiency are easily accessible.

NPTC will endeavour to ensure full implementation and compliance of our Environmental Policy and will be update the Policy annually as part of the annual environmental review of the entire of NPTC Group's Environmental Management System.

Signed:

Date:

Review Date: October 2015

Environmental Performance

An Environmental Review and assessment has been made of NPTC Group's activities, operations and services in order to identify the current level of impact they have in relation to the environment and to highlight those aspects that have a considerable effect on the environment, in addition to areas for improvement and current forms of environmental management and good environmental practice already taking place.

NPTC Group's most significant environmental aspects have been identified to relate to energy consumption, waste production, water consumption, material usage and transportation.

Energy consumption

- The college has a Sustainability Policy which aims to increase the energy efficiency of the college and reduce consumption
- All NPTC Group campuses are being monitored in regards to energy consumption. The Neath and Afan campuses' energy consumption is monitored every half hour using an Enica LED and pulse meter loggers, whereas for the college's 6 other campuses' energy consumption is monitored by the college's caretakers and security who fill out monthly forms detailing metre readings for both electricity and gas.
- All radiators have their own thermostatic valves. Thus can be adjusted manually and are not just constantly on full throughout the colder periods of the year.
- Recently the college have begun using a programme which allows members of the college's facilities team to operate all of the college's boilers, and heating and ventilation systems remotely from a computer.
- Throughout the college's campuses there are a number of posted prompts to encourage staff and students to switch lights and equipment off when not in use.
- NPTC Group is currently investigating the cost of replacing all fluorescent tube lighting with LED lights.

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Below are the Electricity and Gas readings for Neath and Afan Campuses.

Electricity

Year	Recording KWH	Carbon Dioxide (Kg CO² per unit)
2007/2008	2,093,381.20	966.77
2008/2009	2,012,948.81	1,080.98
2009/2010	2,358,483.80	1,266.56
2010/2011	2,157,471.50	1,158.55
2011/2012	2,282,588.70	1,217.80
2012/2013	2,205,753.40	1,105.80
2013/2014	2,207,834.60	1,014.52
Total	15,318,462.01	7,810.98
Difference 07/08 to 13/14	114,453.40	47.75

Gas

Year	Recording KWH	Carbon Dioxide (Kg CO² per unit)
2007/2008	3,282,275.90	628.54
2008/2009	1,585,075.58	303.54
2009/2010	3,505,764.00	671.34
2010/2011	3,462,754.98	663.06
2011/2012	3,365,437.10	639.37
2012/2013	3,742,185.00	687.37
2013/2014	3,286,714.00	608.00
Total	20,942,759.24	3,961.44
Difference 07/08 to 13/14	4,438.10	-20.54

Water Consumption

- Water is consumed throughout the college for a numerous and diverse range activities and processes.
- Currently all sites are being monitored in regards to water consumption.
- NPTC Group have a number of water management practices in place which include a rainwater harvesting system at the Llandarcy Campus and within the department of Construction and the Built Environment where redundant containers are used to capture rainwater to use with cement.
- In order to lower the consumption of water in 2012 NPTC Group is investigating the implementation of a number of water saving techniques and methods for all campuses.

Water

Year	Litres
2007 / 2008	10,071.53
2008 / 2009	9,283.64
2009 / 2010	9,947.05
2010 / 2011	9,293.80
2011 / 2012	12,844.30
2012 / 2013	9,369.00
2013 / 2014	7,574.25
Total	68,383.57

Waste Management

- The local councils and authorities are responsible for the collection of the majority of non-hazardous municipal waste, which includes general, Plastic, cans and paper waste streams. All other waste is collected by various carriers with valid waste carrier's licenses, which are kept on file with Waste Transfer Notes and Consignment Notes.

- NPTC Group is registered as a Producer of Hazardous Waste

- SlimJims are located throughout the entire college, including all 8 campuses, and are used for the disposal of paper and mixed recycling (plastic and cans). The bins are emptied when half full to ensure they do not overflow. Half a bag has been weighed and cleaners record how many half bags are disposed of each week. The weight of half a bag and the amount of bags are multiplied to give an approximate number for the weight of municipal waste materials recycled per week throughout the college.

See overleaf for table

Waste which is disposed of in skips, is also monitored for 6 out of the 8 campuses.

Year	2010	2010	2010	2010	2010	2010
Skip Type	General	Plaster	Wood	Encl. Card	Inert	Totals
Collections	24	12	12	1	4	53
Tonnage	44.28	31.90	12.00	0.40	25.00	113.58
Cost	£6,163.80	£3,866.50	£1,560.00	£134.00	£440.00	£12,164.30
%age of Overall Waste Generated	38.99%	28.09%	10.57%	0.35%	22.01%	
100% recycled materials General Recycled (70% of total)	61.01%	(Plaster, Wood, Encl. Card and Inert)				
%age of General Waste recycled	31.00	Tonnes				
Total Overall Waste Recycled	27.29	% recycled				
Non Recycled	88.30%	recycled				
	11.70%					

Year	2011	2011	2011	2011	2011	2011
Skip Type	General	Plaster	Wood	Encl. Card	Inert	Totals
Collections	40	19	17	0	6	82
Tonnage	66.44	55.83	17.00	0.00	48.00	187.27
Cost	£10,211.58	£7,004.35	£2,210.00	£0.00	£660.00	£20,085.93
%age of Overall Waste Generated	35.48%	29.81%	9.08%	0.00%	25.63%	
100% recycled materials General Recycled (70% of total)	64.52%					
%age of General Waste recycled	46.51	Tonnes				
Total Overall Waste Recycled	24.84	% recycled				
Non Recycled	89.36%	recycled				
	10.64%					

Year	2012	2012	2012	2012	2012	2012
Skip Type	General	Plaster	Wood	Encl. Card	Inert	Totals
Collections	39	18	16	0	6	79
Tonnage	65.39	54.00	16.00	0.00	48.00	183.39
Cost	£10,368.42	£7,277.12	£2,080.00	£0.00	£660.00	£20,385.54
%age of Overall Waste Generated	35.66%	29.45%	8.72%	0.00%	26.17%	
100% recycled materials General Recycled (70% of total)	64.34%					
%age of General Waste recycled	45.77	Tonnes				
Total Overall Waste Recycled	24.96	% recycled				
Non Recycled	89.30%	recycled				
	10.70%					

Year	2013/14	2013/14	2013/14	2013/14	2013/14	2013/14
Skip Type	General	Plaster	Wood	Encl. Card	Inert	Totals
Collections	60	35	30	0	14	139
Tonnage	91.80	96.08	31.45	0.00	112.00	331.33
%age of Overall Waste Generated	27.71%	29.00%	9.49%	0.00%	33.80%	
100% recycled materials	72.29%					
General Recycled (70% of total)	64.26	Tonnes				
%age of General Waste recycled	19.40	% recycled				
<u>Total Overall Waste Recycled</u>	<u>91.69%</u>	<u>recycled</u>		<u>303.79</u>	<u>Tonnes recycled overall</u>	
<u>Non Recycled</u>	<u>8.31%</u>			<u>(out of)</u>	<u>331.33</u>	

Notes

* '100% Recycled Materials' covers Plaster, Wood, Encl. Card and Inert

* The reason that 'General Waste' is only 70% recycled is because it is hand-picked and separated manually.

* '%age of General Waste Recycled' is calculated as 70% of the 'General' 'Overall Waste Generated %age' i.e. if the %age of 'General' 'Overall Waste Generated' is 38.99%, then 70% of that %age is 27.29%.

* To get the 'Total Overall Waste Recycled' figure, add to the '%age of 100% Recycled Materials' to the '%age of General Waste Recycled'.

As can be seen in the tables above, only 8.31% of College Waste is unrecyclable for various reasons.

We have improved by 3.39% in the three years of segregation. 91.69% is well above our original target of 85.00% of all waste being recycled.

Transport

- NPTC Group have developed a Travel Plan in collaboration with SWWITCH, in order to move towards more sustainable modes of transport and to reduce the traffic and congestion caused by staff and students at the college.

- There are a number of bike shelters across the NPTC Group campuses and showers / changing rooms available for those who chose to cycle to the college

- Business travel by employees is recorded by the use of millage on invoices.

Total Mileage claimed by NPTC Group Employees

<u>Month</u>	<u>Total Miles 2010/11</u>	<u>Total Miles 2011/12</u>	<u>Total Miles 2012/13</u>	<u>Total Miles (Neath) 2013/14</u>	<u>Total Miles (Powys) 2013/14</u>
July	35,935.20	24,849.60	6,189.04	22,725.17	
August	11,039.40	11,084.50	10,427.27	12,666.30	
September	11,285.50	7,530.58	8,296.38	12,532.00	
October	19,600.00	17,818.12	17,570.06	22,596.60	
November	24,229.21	23,934.32	19,754.20	23,780.99	
December	26,341.70	23,121.10	15,492.93	30,263.26	
January	11,858.80	17,861.25	24,627.19	19,047.06	
February	24,427.01	19,276.44	19,928.44	21,077.70	
March	22,517.66	20,012.40	18,024.20	18,038.35	
April	24,241.60	26,277.00	23,722.69	39,150.80	
May	18,774.00	15,506.95	19,786.09	16,287.56	8,089.00
June	21,019.58	24,953.02	18,211.63	23,914.69	7,051.50
Total	251,269.66	232,225.28	202,030.12	262,080.48	15,140.50
		-19,044.38	-30,195.16	60,050.36	

The increase in mileage from 2012/13 to 2013/14 can be attributed to more frequent commutes between the North and South Campuses

Legal Compliance

- NPTC Group monitors all environmental issues relating to legal compliance and are committed to ensuring full compliance with environmental legislation at all times.
- A Register of Environmental Legislation is kept and updated with any new relevant legislation.
- NPTC are signed up to regular environmental legislation updates from NetRegs.
- To ensure constant legal compliance with environmental legislation NPTC Group has a Legal Compliance Checklist which is completed quarterly, with any incidents or forms of non-conformance being reported, no matter significance. In addition, NPTC Group has also begun carrying out their own internal environmental audits which also highlight any legislative non-conformances.

Pollution Prevention

- To ensure NPTC Group keeps pollution incidents to a minimum, a number of procedures have been implemented. These include an Emergency Preparedness and Pollution prevention Plan, Spill Procedure and an Emergency Preparedness Procedure.
- At all NPTC Group campuses, potentially polluting substances are stored in accordance to their respective COSHH Data Sheets.
- NPTC Group has recently purchased a number of spill kits for use on various campuses.
- NPTC Group ensures all hazardous waste is disposed of separately to non-hazardous.

Environmental Awareness of Staff and Students

- NPTC Group has a Strategic Sustainable Management Task Group which meets twice a term discuss environmental aspects and performance of the college and to investigate methods and measures for improvement.
- Environmental issues are regularly communicated to members of staff through email and posted prompts are used throughout the college in order to boost the students' environmental awareness and to promote good environmental practice throughout all facilities and departments.
- Two members of NPTC Group have undergone formal environmental training and various members of staff throughout the college hold MScs in Environmental Management.
- NPTC Group provides Environmental Awareness Training to students as part of their induction to the college and provide further environmental and sustainability training through ESDGC.
- Both Staff and student can access the college's EMS through their intranet, in addition to extra environmental and sustainability information.

Procurement and use of Materials

- NPTC Group has a Sustainable Procurement Procedure and are currently in the process of developing a Sustainable Procurement Strategy.
- NPTC group follows the 'Green Buyers Guide' handed to them by the Local Authority.
- All toilet paper and tissues paper used at NPTC Group is from recycled resources. NPTC Group is currently investigating purchasing 100% recycled copier paper.
- The construction department only purchase FSC wood and have a number of procedures in place in order to minimise waste and to increase the efficiency of their material usage.

Paper consumption – Over the last two years the College has noticed a reduction in A4 Office Paper

consumption – This levelled out in the last academic year:

Year	Boxes of A4 Office Paper Ordered	Reams	Pages
2011/2012	2540	2540 x 5 reams per box = 12700 Reams	12700 x 500 sheets per ream = 6,350,000 sheets
2012/2013	2400	2400 x 5 reams per box = 12000 Reams	12000 x 500 sheets per ream = 6,000,000 sheets
2013/2014	2400	2400 x 5 reams per box = 12000 Reams	12000 x 500 sheets per ream = 6,000,000 sheets

Carbon Footprint

- NPTC Group has recently begun monitoring their Carbon footprint and is already working towards methods to reduce it.

- As the college has only recently started their carbon data collection a full assessment of the college's carbon footprint will be made at the end of the first year of the EMS's implementation when sufficient data has been collated.

CO₂ data established to date is detailed below.

Source of CO ₂	2007 / 2008 Kg CO ₂	2008 / 2009 Kg CO ₂	2009 / 2010 Kg CO ₂	2010 / 2011 Kg CO ₂	2011 / 2012 Kg CO ₂	2012 / 2013 Kg CO ₂	2013 / 2014 Kg CO ₂
Electricity	966.77	1080.98	1266.56	1158.55	1217.80	1105.80	1014.52
Gas	628.54	303.54	671.34	663.06	639.37	687.37	608.00
Transport					70665	65309	77964
Total	1595.31	1384.52	1937.9	1821.61	72522.17	67102.17	79586.52

Objectives & Targets 2014

Key objectives and targets of NPTC are listed below.

<u>Objective</u>	<u>Target</u>	<u>2014 Academic year</u> <u>Reduction Targets</u>
Reduce consumption of energy.	<ul style="list-style-type: none"> - Promote resource efficiency with the use of prominently placed posters and stickers. Investigate fitting motion sensor lighting in areas of buildings that are rarely used. (toilets, store rooms, hallways) - Set all computers to power down when not in use. - Undertake investigative overnight test to determine night-time usage on sites. - Investigate opportunities for placing timing switches on vending machines and other non-essential equipment. - Improve efficiency of heating and cooling systems by keeping radiators and other heating surfaces unobstructed and encourage staff and students to make use of energy free methods to reduce or increase temperatures (opening and closing of windows and doors, draught control). 	<ul style="list-style-type: none"> • Annual 5% reduction • identify areas where motion sensors can be fitted • absolute software package installed April 2013 to shutdown student PC's after 9.00pm- performance being monitored • install timing switches to vending machines • boiler heating controls to be adjusted to improve efficiency • raise staff & student awareness of the methods for retaining heat or cooling methods when opening/ closing doors & windows.
Reduce water consumption	<ul style="list-style-type: none"> - Consider opportunity for installing waterless urinals. - Consider installing a rainwater harvesting system at the Pontardawe Campus for the washing of cars. - Investigate fitting further flow restricting devices to showers and taps. 	<ul style="list-style-type: none"> • Annual 5% reduction • Investigate installing rainwater harvesting at other sites • Introduce data loggers to monitor water consumption on a weekly/ monthly basis
Improve waste management and practices	<ul style="list-style-type: none"> - Create Waste Manager role in the college and give responsibility for waste management to this individual. Assign responsibility – control & general waste - Implement a monitoring scheme for waste that leaves the site in skips in order to work out weights and percentages of materials being recycled and reused at. - Ensure that bins for recycling are made easily available over the bins for landfill waste. Improve waste storage signage and recycling facilities signage. - Ensure staff and students at Pontardawe campus are using the container for the separate disposal of substances and materials used to clear up oil spills within the workshop. 	<ul style="list-style-type: none"> • Annual 20% reduction of Waste • Raise departmental awareness on waste management • Ensure waste contractor provides information on including tonnage for the various waste streams • Increase number of internal recycling bins • Motor vehicle – increase awareness on waste management & segregation of contaminated substances/ clear up oil spillages
Improve transport efficacy	<ul style="list-style-type: none"> -Begin collecting formal monitoring data for all direct travel related to NPTC vehicles and business mileage in turn develop a footprint for transport activity. - Further implement and promote Travel Plan. 	<ul style="list-style-type: none"> • Improve data collection for gathering mileage • Develop transport activity map.

Minimise pollution risk and avoid contamination and pollution incidents as far as possible

- Ensure correct storage of all waste materials and ensure any hazardous substances are store correctly, securely and preferably in some kind of bund.
- Provide spill kits in areas where there is potential for spillage
- Provide spill response training to all relevant members of staff and students

- Carry out internal audits of storage facilities
- Ensure spillage kits are available in key areas
- Set up / train staff/ students to deal with spillages

Improve environmental awareness of staff, students and stakeholders

- Display Environmental Policy throughout college and ensure staff and learners are aware of the policy.
- Introduce environmental induction training for all staff
- Provide environmental awareness training to all learners on induction. Possibly through a half hour / hour presentation session.
- Consider creating an Environmental Champion for each department who is responsible for day to day environmental management in allocated areas.
- List EMS documentation on the staff intranet.
- Consider implementing an environmental group for learners to enhance learners' engagement in good environmental practices.

- All environmental information to be placed on staff & student intra net.
- Environmental policy to be displayed at main entrances to buildings.
- Develop environmental induction pack for staff & students
- Sustainability meetings - Encourage student participation

Improve Monitoring and Measuring

- Continue to measure and monitor all energy, waste and transport usage, however begin to relate data to weather or occupancy numbers in order for data to be explained and analysed.
- Following completion of one years data establish annual targets.
- Start monitoring all waste streams produced by the college, recording weights and type, in order to work out the percentage of waste NPTC is recycling.
- Install pulse meter loggers on all campuses for water, gas and electricity and collate all data for all campuses in order to give a true idea of NPTC's energy performance.

Improve overall monitoring of the following

- Waste streams
- Energy consumption
- Paper usage
- Card
- Recycling
- Objectives & targets

Reduce material consumption

- Monitor paper consumption through recording the number of reams purchased by the college each month or term
- Improve the sustainability of the college through purchasing only recycled paper
- Recycle and reuse paper wherever possible (consider scrap paper boxes next to printers and copiers)
- Implement a Purchasing Policy.
- Ensure all wood used by the college is utilised as much as possible before disposal and ensure all wood purchased is FSC accredited.

Develop procedures for monitoring paper consumption.

Implement recommendations on paper reuse/ recycling

Investigate purchasing of sustainable products/materials

Signed:

Dated: