

# Environmental Handbook Staff Edition



Rhos



Denbigh



Rhyl



Abergele

# Environmental Policy

## Coleg Llandrillo Cymru

### Sustainability and Environmental Policy

Coleg Llandrillo Cymru is a College of Further Education, which has sites at Llandrillo , Rhyl, Abergele and Denbigh. The College provides a wide range of education and training, both full time and part-time and at Further and Higher Education levels, to the local communities and employs approximately 850 full and part -time members of staff.

Coleg Llandrillo seeks to develop, amongst all its staff and students, an understanding of environmental issues and an appreciation of the institution as an environmental agent.

#### **Objectives of the Environmental Policy:**

To make sustainability and environmental best practice part of every aspect of College life.

To ensure compliance with all relevant legislation.

To ensure the development and adoption of an environmental management system which prevents pollution and ensures continual improvement in the College's environmental performance.

To promote awareness of energy and water use amongst all members of the College and to improve the efficiency in use these resources.

To reduce the consumption of materials where possible and to extend the life of materials where practicable.

To recycle or re-use materials where possible and to dispose of waste in the least environmentally damaging way.

To ensure that all students and College staff are aware of environmental issues and to provide a range of courses and training in relevant topics.

To ensure that all staff and students are aware of the environmental impacts of transport and to encourage the use of alternative forms of transport.

To monitor progress on a regular basis to identify areas for improvement.

In order to implement this policy the Corporation will allocate responsibilities and resources as appropriate. The Policy is communicated to all staff and students and is available to all interested parties.

## The Green Dragon Environmental Standard

The Green Dragon Standard recognises effective environmental management.

The College has achieved level 4 certification and hopes to achieve level 5 in 2009

### What does this mean?

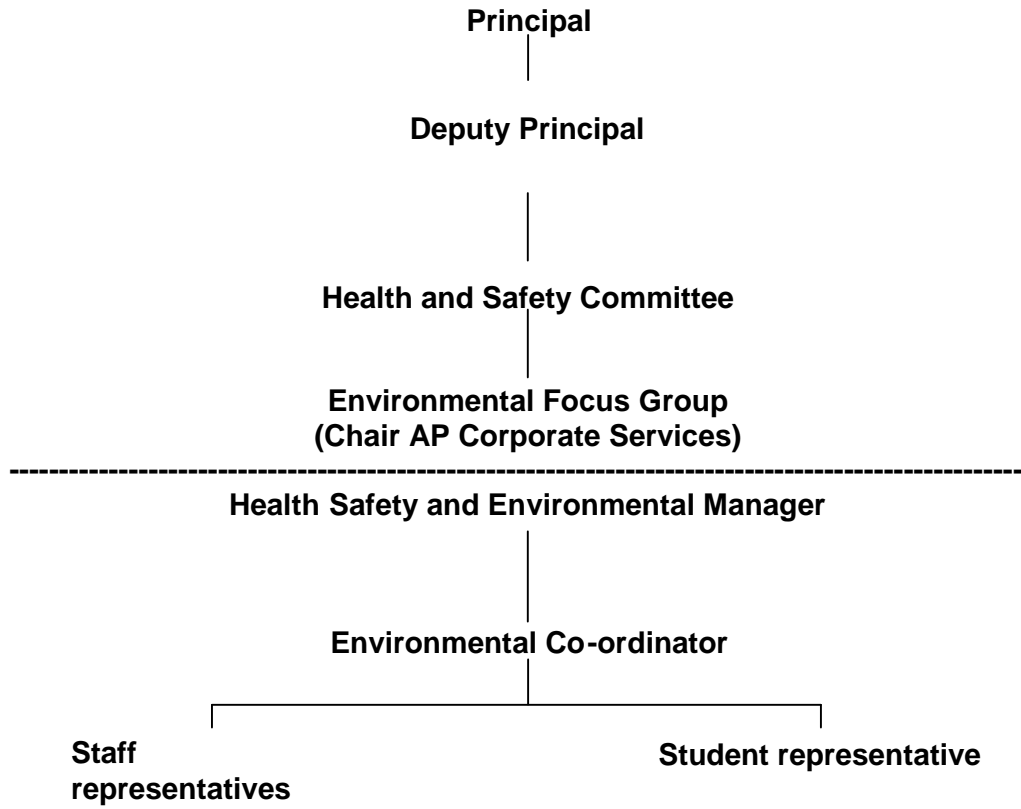
We can show that we are committed to:

- reducing our environmental impacts,
- complying with environmental legislation
- continual environmental improvement.
- preventing pollution

We have set ourselves certain targets which you will find in this handbook, along with how everyone can help us to achieve them.



## Committee Structure for Environmental Management



**Representatives on the Environmental Focus Group are:**

**Rhos Site**

Kath Coughlin (Chair)  
Clare Bowley: Media Services  
Andrew Brett: Technology  
Joan Hammond: Hospitality  
Julie Hanson- Williams: ESDGC  
Alan Hughes: Construction  
Chris Jones: SHE Unit  
Dave Owen: Technology  
Dave Phillips: SHE Manager  
Lynda Roberts: Transport  
Chris Smith: Technology  
Fran Smith: Environmental Co-ordinator  
Brian Swindells: Estates Manager  
Joanna Waring: Health and Wellbeing  
Nigel Watson: Refectory  
Robin Williams: AGE  
Damian Woodford: Technology

**Rhyl**

Tim Peel

**Denbigh**

Steve Howell Lloyd

**Abergele**

Caroline Roberts

**Students**

SU President

## Environmental Issues that affect the College

### Energy

The College uses energy in the form of gas and electricity. We use approx.  $1\frac{1}{2}$  times as much gas as electricity, but the electricity costs more than the gas.

#### 2007-08 Energy Use

	Electricity (kWh)	Gas (kWh)
Rhos	2,259,778	2,886,011
Rhyl	616,485	234,586
VBR	131,082	
Denbigh	114,850	103,127

The College aims to reduce its energy consumption . In 2008-09 we aim to reduce gas by 5% and electricity by 2.5% of the amount we used in 2007-08 and there are ways in which you can help.

### Lighting



#### How you can help:

- Switch off lights that are not needed
- Make maximum use of natural daylight
- Switch off lights when you leave a room.

**REMEMBER !!**

**HEALTH AND SAFETY IS MORE IMPORTANT THAN TRYING TO  
REDUCE LIGHTING LEVELS**

## Computers and Photocopiers



Although each computer and photocopier may use only a small amount of energy it all adds up! The energy used is largely given off as heat and this can make the working environment uncomfortable.

### How you can help:

- Don't switch on computers until they are needed.
- Switch off photocopiers when you have finished using them.
- Switch off computers at 5.00pm and/or at 9.00 p.m when you leave.
- Check that all classroom and office computers are switched off at 9.00 p.m.
- If you are leaving your office/ classroom, even for a short time, **switch off monitors.**

- **Did you know?**
- One computer left running 24 hours per day will use **£66** worth of electricity in one year.
- A monitor uses as much electricity as your computer

## Heating and Cooling

### Heating



#### How you can help:

- If temperatures are too high, ask for the heating to be turned down, or switch it off yourself; **please** don't just open the windows to cool the room.
- In cold weather, close doors and windows. This is particularly important for external doors!
- Report doors and windows that don't seal correctly.
- Don't use portable heaters; report your heating problems to Estates and work with them to address the matter.
- Dress appropriately for the season!!!

### Cooling



Air-conditioned buildings use about **twice** as much energy as naturally ventilated ones.

#### How you can help:

- Keep doors and windows **closed** in air-conditioned areas.
- Switch off equipment and lighting where possible to reduce heat gains.
- Don't cool an area for 24 hours a day
- Don't cool empty buildings/rooms

## Water



The College water supply is metered (unlike many homes) and so every cubic metre of water that is used has to be paid for. We also have to pay a sewerage charge so wasted water costs the College twice over. If hot water is wasted there is still more loss as energy is being thrown away too.

In the year 2007-08 the College used 20 062 cu m water.

**We aim to reduce water usage in 2008-09 by 3% of the 2007-08 usage.**

### How you can help:

- Report dripping taps
- Report any leaks or suspected leaks.
- Make sure that taps are turned off after use
- Don't use more water than you need.
- If water is too hot, report it.

## Waste



In 2007-08 the amount of waste we sent to landfill was 3137cu m. We recycled 849 cu m (21%) of our total waste.

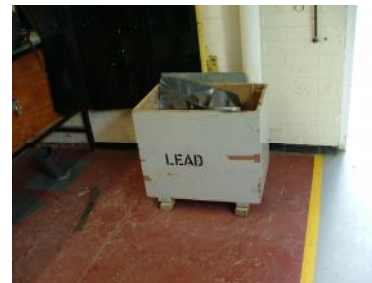
**Our target for 2008-09 is to recycle 25% of our waste.**

Last year, we managed to recycle 15 tonnes of paper, but we bought 8,400,000 sheets of A4 paper.

We have a 'separating waste at source' system. In addition to the waste paper recycling skips we now have skips for wood, metal and plastic bottles.

### How you can help:

- Only print/photocopy the number of sheets of paper that you need .
- **Reduce** the amount of paper that you use - could you use Moodle for student handouts etc?
- Reuse envelopes for internal mail
- Put any paper that you have to throw away into the recycling boxes.
- If you have some paper that has printing on one side only, use the other side for making notes (this will save you having to buy A4 lined pads!).
- Don't print off e-mails unless absolutely necessary. Try saving your e-mails in a Word document and then if you have to print them out you can have more than one message per page.
- Use electronic communication where possible, or maybe even speak to people!!!



## Transport



Motor transport is a source of air pollution and noise pollution and also uses non-renewable fossil fuels.

In 2007-08 Staff travelled 680,802 miles on College business.

The College provides free transport for 1983 students who live more than 3 miles from the Rhos site. Last year was the equivalent of 20 miles /student / day in car use.

### How you can help:

- If you have to come to College by car consider car sharing. (The [liftshare.com](http://liftshare.com) can be accessed from the intranet.)
- If you live near to the College walk or cycle.
- Use video conferencing instead of making the road journey .

**If we all work together, we can improve the College's environmental profile and save money at the same time.**

## Points to ponder

The amount of gas used by the College last year would run a 3kW gas fire for 124 years

The amount of electricity used by the College last year would run Blackpool illuminations for two seasons.

One dripping tap can waste 10 000 litres (about 2 000 bucketsful) of water in one year. (This costs £25.45)

**One** PC left on overnight for a week uses enough energy to produce 4 000 pages of laser-printed text.

Why not decide who will be responsible for checking that equipment is switched off at the end of the day.

If you car-share you could save up to £200 per year if you live 10 miles from College (more if you live further away).