



HORIZON COMMUNITY TRAINING ENVIRONMENTAL & SUSTAINABILITY POLICY & PROCEDURE

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Version	1
Applicable To	All Members of the Horizon Community
Document Owner	Kath Shanahan
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Availability	Policies & Procedures Folder, SharePoint, Learner and Community Members Handbook, Company Website

Purpose

The policy's purpose is to promote and support sustainable development principles across the organisation.

Introduction

Horizon Community Training (Horizon) is committed to the principle and practice of environmental protection and sustainable development, with a focus on continuing improvement and reducing pollution.

Horizon will seek to improve its environmental performance in the following areas:

- Academic programmes
- Infrastructure and operations
- Communications
- Facilities

Principles

Horizon will adhere to the below principles in order to seek to have a positive impact on the environment and sustainability.

Encourage sustainable procurement to reduce the environmental impact of the centre's activity and maximise the use of existing resources.

Improve awareness and understanding of environmental issues and sustainable development in the centre to encourage all individuals to be active participants in environmental initiatives.

Work with the local community, public and private sector organisations to assist in improvements to the local environment and promote sustainable development.

Procedure

Horizon will achieve assisting in protecting the environment and having a positive contribution to sustainability in the specific areas as listed below by adopting the below measures

Academic Programmes

Will raise learner's awareness of environmental issues through the incorporation of material on environment and sustainable development into programmes of study

Encourage learners to participate in environmental projects that benefit the local community

Actively encourage a culture where all Horizon community members respect the Horizon environment and assist in meeting its environmental responsibilities

Infrastructure and Operations

Monitor and reduce energy usage and implement long term strategies for energy efficiency into the planning and development of the estate and infrastructure. For example, LED lighting, where practical

Monitor and reduce water consumption

Promote the use of sustainable methods of transport by encouraging community members and visitors to use Public Transport, car share and cycle to travel to and from the centre

Monitor and reduce the volume of waste produced and increase the recycling of materials, especially plastics, disposing of all waste in a safe and responsible manner

To monitor the amount of printing taking place at the centre and reduce this where possible

Promote and communicate environmental and sustainability initiatives to all community members to raise awareness and help meet the responsibilities of this policy.

Communications

Regular communicate to individuals in respect to the importance of this policy, this can be achieved via team updates/posters on notice boards etc

Facilities

Encouraging the reuse/redesign of items to minimise waste such as using discarded wood to build a table/chair.

Wherever possible using items that can be refilled such as hand wash.

In addition to the above, there are further practical measures individuals/centre can take as detailed below:

- Information and signage will be placed around the building to turn off electrical items that are not being used
- Promote the use of re-useable cups and drink bottles and limit the use of single use cups by making re-useable cups/bottles available
- Grow own produce in the Horizon garden
- Have separate bins for general waste and recycling on site
- Use low energy bulbs and LED bulbs
- Encourage reuse of materials, such as using broken items for crafting/redesign