

ENVIRONMENTAL AND SUSTAINABILITY POLICY AND PROCEDURE

Policy Number	HCT-ES-003
Version	3
Applicable To	Members of Horizon Community Training (learners, staff including volunteers' partners and visitors)
Document Owner	Kath Shanahan
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Availability	Policies and Procedures Folder, SharePoint, Learner Handbook, Company Website

Introduction

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

Purpose

This policy and procedures purpose is to promote and support sustainable development principles across Horizon.

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 their centre's activity and maximise the use of existing resources.
- Improve awareness and understanding of environmental issues and sustainable development in their 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, being, Academic Programmes, Infrastructure and Operations, Communications and Facilities.

Academic Programmes

Horizon will adopt the below measures:

- Horizon 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 environment and assist in meeting Horizon's environmental responsibilities

Infrastructure and Operations

Horizon will adopt the below measures:

- Monitor and reduce energy usage and implement long term strategies for energy efficiency into the planning and development of the business. 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
- Encourage the disposal of all waste in a safe and responsible manner
- 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

- Regularly communicate to individuals in respect to the importance of this policy and procedure, 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/Horizon 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
 - 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
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