

LSDN Environmental and Sustainability Policy

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LSDN MISSION STATEMENT

LSDN's mission is to enhance the life chances, economic independence and social mobility opportunities of its service users by helping individuals to develop vocational, academic and life skills using a supportive and individualistic approach so service users can realise their fullest potential at home, in the workplace and in the community. LSDN works in partnership with its clients and local community to bring about the best possible results for each individual and their families.

Introduction	London Skills & Development Network (LSDN) is a not-for-profit Social Enterprise in the field of education and training services. As well as managing and delivering a range of education and training programmes, LSDN also offers a range of consultancy and capacity building support services to the education and training sector.
Purpose	This document sets out the policy and procedure to manage an environmental system in line with our compliance obligations for sustainability and providing a healthy working environment for staff and learners.
Scope	Applies to all staff and contractors of LSDN
Management Responsibility	Chief Executive

Description	LSDN places great importance on its local environment and considers seriously the effect that it has on the global environment in its use of natural resources, consumption of energy and water, production of various types of waste and use of transport by its staff team, clients and visitors. LSDN is consequently committed to: • Complying with all applicable environmental legislation including the Duty of Care 1991, Hazardous Waste 2005 and WEEE 2002 Acts; • Comply with ISO 14001 standard's requirements for environmental management systems • Encouraging users of our buildings to be aware of environmental issues and provide training/information where required; • Promote energy conservation by use of energy saving bulbs, sensor/timed lights, turning off all electrical equipment when not in use; • The safe disposal of all waste, especially hazardous waste, and providing recycling facilities for our staff and users; • Where possible to be environmentally responsible in our purchasing and delivery activities; • Encouraging staff to use public transport wherever possible; • Ensuring that the organisation considers sustainability as it grows and develops and reviews our environmental practice on a regular basis. Responsibilities LSDN Board and Governing Body are responsible for overseeing this policy. All staff are obliged to implement it. Service users are encouraged to abide by it. Legal Duty
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LSDN is bound by law to adhere to environmental good practice by three major pieces of legislation:

Duty of Care 1991 – it is the responsibility of the members of LSDN to ensure that all the waste it produces is legally disposed of by a licensed collector and a Waste Transfer Note accompanies all collections.

Waste Electrical and Electronic Equipment (WEEE) 2002 – all electrical waste cannot be disposed of in the regular collection; a special collection must be arranged by the organisation with a licensed collector.

Hazardous Waste 2005 – items that contain hazardous materials must not be disposed of in the regular waste collection. The organisation must arrange a special collection with a licensed collector.

Promoting environmental awareness

All members of staff will be made aware of this environmental policy and environmental practice as part of their induction and through staff meetings and staff training.

Environmental issues are an integral part of induction and training sessions to raise the general level of awareness and understanding of environmental issues. The sessions stress how environmental issues can be addressed especially in the areas of energy, water, waste, procurement and transportation.

A designated member of LSDN will monitor our current environmental practice and will use this as the basis of annual monitoring environmental progress.

In order to make our policy 'visible' all member organisations will place signs and posters around their buildings informing staff and users of good environmental practice (e.g. 'Save energy by turning

off lights/computers) and will have visible paper and waste recycling bins.

Users will be able to see the policy in action and will be encouraged to implement basic measures (recycling paper and cans, turning off lights and computers, using public transport etc.).

Conserving energy

All members of LSDN intend to use the minimum of powered energy possible.

To do this they will:

- Use energy saving light bulbs where possible
- Encourage all users of the building to turn off all electronic equipment when not in use, items such as computers, monitors, printers, lights
- Turn on the heating during the months of October to April (except for unseasonal weather)
- Ensure that doors and windows are closed to conserve heat in the colder months
- Set the heating and hot water on 'timed' so that it is only on when absolutely necessary
- Print documents only when it is absolutely necessary to do so and setting the default to double-sided printing where possible

LSDN will monitor use of energy and keep abreast of new technologies to ensure that they do their utmost to conserve energy.

Recycling

LSDN is committed to recycling as much as possible. In order to achieve this the following procedures have been implemented:

- Have recycling boxes in our kitchens and Reception area which are clearly labelled

	• recycle printer/toner cartridges • Any non-confidential papers no longer needed are used as scrap paper for printing and photocopying • Unwanted furniture or out of date electrical equipment is disposed of via local charities and recycling organisations. Purchasing LSDN aims to use environmentally produced supplies where possible such as biodegradable rubbish sacks, biodegradable washing up detergents and recycled paper. Travel LSDN encourages staff and service users to use public transport wherever possible or to walk or cycle to our premises. Also encourage staff to car share. LSDN & member's centres are located conveniently near to local transport connections.
Links to other policies	Staff Induction Staff Training and Development
Organisational development & policy review	We will review our environmental and sustainability policy annually.

Appendices

Appendix 1 – LSDN Sustainability Strategy

Appendix 2 - Environmental Policy Statement

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LSDN Environmental Mission Statement

As a social enterprise, LSDN places environmental sustainability at the heart of its social purpose and delivery. Within LSDN, highlighting the value of the natural environment and the link of the environment and climate change to social justice forms a key element of our core purpose and we are determined to deliver significant measurable positive impact.

LSDN aims to be carbon neutral workplace by 2030, combining exemplar low-emissions with climate positive actions.

Guiding principles

- Beyond carbon neutral – progress towards 2030 carbon neutral target with year on year improved performance to 2030.
- Circular Economy – increase and improve our waste management and recycling activities. Significantly decrease our use of disposable and single-use items and move towards reusable items.
- Inspire and Educate – raise awareness of sustainability priorities and principles amongst LSDN staff, students and suppliers.

Vision & planning

We will set a clear vision and systems for our journey to carbon neutral, that provides everyone with a common goal to strive towards and a clear framework to work within, that includes:

- How we will work with key stakeholders
- How we will support and equip staff and students with the technical skills and understanding to succeed in a Green economy and knowledge to positively contribute towards improved environment
- Quality standards and professional assistance to support our journey to carbon neutral

Activities and impacts

- Travel and transport – reduce the number of LSDN staff, visitors and students travelling via car journeys; set up a walk/cycle to work scheme with incentives; continue to promote the use of public transport.
- Production resources – reduce office stationery, consumables (e.g. tapes, cable ties, pens), switch to green suppliers.
- Energy use – reduce usage of power and water through energy efficient light and heating, upgrading taps and toilets to reduce water waste.
- Light pollution – Discontinue the use of night lights in our premises, except for security purposes. Instal solar lights on the external areas of our premises.
- Digital footprint – cloud storage, online meetings, replace older computers and laptops (where needed dispose of equipment sustainably).
- Communications materials – branding, printed materials, banners, to promote environment and sustainability. All materials to be environmentally sourced.

Delivery

We have clear responsibility and accountability for delivering our sustainability goals and targets in the roles and structure of our organisation.

We will provide training to all LSDN staff to ensure good understanding and commitment by putting in place:

- Carbon Literacy approved training
- Environment and sustainability awareness training
- Climate change training
- Sustainable procurement awareness
- Briefing on national and international environment and sustainability targets

Communications

The communications team will support a culture of awareness amongst all staff, students and stakeholders about the strategy vision, aims and requirements.

Communicating the sustainability principles and actions will be built into public-facing comms to staff, students, volunteers, partners and stakeholders.

The comms team will work with the Compliance Manager to identify data capture requirements in order to measure the carbon impact of marketing and communications activity to achieve the net positive aim including digital marketing activity, e.g. website, e-newsletters, social media.

Supply Chain Management

We are working with innovative partners and have measures in place to maintain environmental standards across the supply chain:

- Sharing our project vision to inspire stakeholders to join our culture of commitment to sustainability and innovation
- Minimum standards set out in the Procurement Policy
- Monitoring for all suppliers – we will supply them with the tools and systems to provide information to integrate with our impact reporting
- Terms and Conditions – contractual obligations relating to our procurement policy and monitoring requirements.

Assessment and Reporting

We have effective systems in place to measure and report that will enable LSDN to transparently report and communicate impacts:

- ISO 14001 Environmental Management system will manage our compliance obligations
- The Green Mark assessment plan provides an overview and the systems to collect and manage data.
- We are using the Green Mark Tool to report emissions

At the end of each academic year, we will produce an Impact Report that measure progress and is shared with all stakeholders. It will include emissions reporting, an evaluation of progress against project aims, and a celebration of achievements.

ENVIRONMENTAL POLICY STATEMENT

London Skills & Development Network Limited (the 'Organisation') recognises the importance of Environmental protection and is committed to operating its business responsibly and in fulfilment of its compliance obligations. It is the Organisation's declared policy to operate with and to maintain good relations with relevant regulatory bodies.

It is the Organisation's objective to carry out all necessary activities, to protect the environment and to continually improve the Environmental Management System through the implementation of the following:

- Assess and regularly re-assess the Environmental effects of the Organisation's activities
- Training of employees in Environmental issues
- Minimise the production of waste
- Minimise material wastage
- Minimise energy wastage
- Promote the use of recyclable and renewable materials
- Control noise emissions from operations
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

Top management demonstrates leadership and commitment with respect to the Environmental Management System by:

- Taking accountability for the effectiveness of the Environmental Management System
- Ensuring that the Environmental Policy and Environmental Objectives are established and are compatible with the strategic direction and the context of the Organisation
- Ensuring the integration of the Environmental Management System requirements into the Organisation's business processes
- Ensuring that the resources needed for the Environmental Management System are available
- Communicating the importance of effective Environmental management and of conforming to the Environmental Management System requirements
- Ensuring that the Environmental Management System achieves its intended outcomes
- Directing and supporting persons to contribute to the effectiveness of the Environmental Management System
- Promoting continual improvement
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

The Environmental Policy is communicated to all employees, external providers and other interested parties.

The Policy is regularly reviewed in order to ensure its continuing suitability.

Date of Issue	Signed
Date of Next Issue	Print Name