



Improvement Plan – Objectives & Targets 2014/15

Ref no.	Objective	Improvement	Timescale	Monitoring Criteria	Person Responsible	Progress to Date	Date Improvement Achieved
T01	Improve Monitoring and Measuring	Continue to measure or commence monitoring if not already of energy, waste, water and transport usage and begin relating the above recordings to staff numbers or production numbers.	On going	Monitoring sheets and electronic data sheets.	Facilities & Estates Manager/ Estates Team	Energy & Water - Advanced meter monitoring systems in place for all main meters capturing half hourly data. Waste compounds established, waste contractors provide monthly spread sheets identifying waste type, weight, etc consignment note supplied. Information is used to produce Environmental reports presented to the sustainable group, College environmental web site being set up as a reporting tool	<p>Achieved – Annual monitoring is an on-going process – Reports presented to Sustainable Group</p> <p>Partially Achieved – However, Merger with Powys has caused delays due to differing I.T. Systems – New Target – End of Academic Year 14/15</p>

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		Start monitoring consumption of materials. Possibly begin with paper, plastics and metals.	On going	Monitoring sheets.	Facilities & Estates Manager/ Estates Team/ ISS college appointed cleaning contractor	Containers for recycling Paper, Plastic bottles & Cans have been located around the college and are emptied daily by ISS. The number of bags are recorded weekly. The recycle company collects bags of cans; office paper etc weekly Cardboard recycling bins are also on site and emptied weekly by the LA. Scrap metal needs to be assessed as it is the responsibility of each department	Partially achieved – information relating to scrap and other waste materials is being recorded – Recycling by the Cleaners (Paper/Cans/Plastic) and information relayed to Estates. Monitoring is ongoing annually

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		Monitor and record staff that have undergone environmental training and compare to Nolan uPVC's environmental performance.	On going	Monitoring sheets, electronic data sheets and training records.	Vice Principal operations/ F&E Manager/ Staff Development	VPO & F&E Manager have been trained to carry out Internal EMS Audits. Also internal audits are undertaken by college appointed auditors	Partially achieved – Training for Internal Auditors to be reviewed
		Implement environmental internal audits.	TBA	Monitoring sheets, electronic data sheets and training records.	Sustainable working Group/ Vice Principal operations/ F&E Manager	An action Plan with timescales carrying out internal audit needs to be drafted for approval	Delayed due to Merger – Timescale TBA at next Sustainable Meeting
		Begin monitoring Carbon Footprint more closely.	On going	Monitoring sheets, electronic data sheets	F&E Manager	As part of the energy monitoring report carbon foot print comparisons are carried out against previous years data	Achieved – This is an Annual Target – F&E Manager Reports back to Sustainable Group

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	Reduce Consumption of Energy	Lighting Motion Sensors Energy Efficient LED's Absolute System (Automatic shutdown for Learner PCs) Timing Switches on vending machines Improve efficiency of heating and cooling systems.	Ongoing	Enica System to check consumption Physical checks by Caretakers System checks by Tech Support	F & E Manager Caretakers Tech Support	<ul style="list-style-type: none"> • Annual 5% reduction targeted • 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. 	Ongoing monitoring – Where possible LED replacement light units are installed – Electrician to report on efficiency difference

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	Reduce Water Consumption	Waterless urinals Rainwater harvesting (Llandarcy) Flow restricting devices on showers and taps Introduce further data loggers to monitor consumption	Ongoing	Enica Software	F & E Manager	<ul style="list-style-type: none"> Some waterless urinals are installed around the College Rainwater harvesting at Llandarcy in place Flow restrictors working well 	Ongoing improvement – Monitored regularly
	Improve Waste Management and Practices	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.	Ongoing	Visual checks of skips Restricted Access to Skips Segregated Skips	F & E Manager	<ul style="list-style-type: none"> Overall total recycled waste has increased by 1% in three years (see table in ENV02) Regular reports of weight and cost sent by Contractor to Estates Office 	Ongoing Monitoring – reports come with invoices from Contractor Daily checks of skips by Construction/ Estates Staff CCTV also used to monitor Fly tipping.
	Improve transport efficiency	Eco-kinetic Hire cars used (low / zero emissions) – both long term hire and hiring in. Travel Plan being promoted – including car sharing	Ongoing	Mileage logs in long term vehicles and details kept in Transport Office	Mailroom Supervisor	<ul style="list-style-type: none"> Improved data gathering – mileage now recorded for every trip 	Monitoring is Ongoing – Vehicle usage has increased, due to merger but Staff are encouraged to share vehicles when travelling to North Campuses

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	Minimise pollution Risk and avoid contamination and pollution incidents as far as possible	<p>Spillage kits ordered in and readily available for areas of potential spillage (i.e. coolant / oils – Engineering, oils in catering)</p> <p>Guidance provided to staff and learners</p> <p>Hazardous waste (i.e. Asbestos) is dealt with via specialist contractors</p> <p>Chemicals are stored securely locked up</p>	Ongoing	<p>Estates have an asbestos register – Currently being updated – Contractors are made aware of hazardous materials at Pre-Contract Meetings and work is not allowed to be carried out where asbestos could be disturbed.</p> <p>Spillage kits ordered as they are used.</p>	F & E Manager / Staff	<ul style="list-style-type: none"> Asbestos Register available at Estates More training to be set up for staff / learners re: dealing with spillages 	Asbestos Register Being Updated – Spillage kits to be ordered
	Improve environmental awareness of staff, students and stakeholders	<p>Environmental Policy updated and included on Staff and Learner Intranet.</p> <p>Environmental information included in inductions</p> <p>Sustainability Group meets monthly to discuss improvements</p>	Ongoing	Any changes in legislation are updated from F & E Manager	F & E Manager	<ul style="list-style-type: none"> Policy on Intranet Info included in inductions 	Updated as required
	Improve monitoring and measuring	<p>Enica System is working effectively with monthly reports received at Estates.</p> <p>System is used to create reports and highlight trends in consumption</p>	Ongoing	System to be monitored	F & E Manager	<ul style="list-style-type: none"> Reductions in consumption due to waterless urinals, Absolute System, energy efficient lighting etc – overall improvement in Carbon Footprint 	Ongoing Monitoring

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	Reduce Material Consumption	<p>Paper consumption has been monitored over two years and there has been a reduction (see table) – Less ‘personal’ printers and more Multi-Functional Devices which can scan rather than just copy</p> <p>Scrap paper boxes encouraged</p> <p>All wood is FSC accredited</p>	Ongoing	Reprographics keep paper records	F & E Manager	<ul style="list-style-type: none"> • Reductions in paper purchasing and consumption • Only Sustainable wood used in College. 	Ongoing Monitoring

Date:

Review Date:

Approved by:

Signed :