

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Environment and Waste Policy		May 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	3	May 2027

OWNER	Assistant Director Health Safety and Environment		
GROUP EXECUTIVE LEAD	Chief Information and Data Officer		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this policy is to demonstrate NCG's commitment to the continual improvement of its environmental performance.		
APPLICABLE TO	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	1. The policy provides a means for achieving Net Zero 2. The policy is inclusive of legislation and statutory duties for England. 3. The policy demonstrates the commitment to waste reduction in line with the NCG Environmental Strategy.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on environmental expectations, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> NCG Sustainability Strategy
KEYWORDS	<ul style="list-style-type: none"> Environment Waste Net Zero

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	This policy has been reviewed by the Estates Management Group.		

1. GENERAL STATEMENT

NCG is committed to the continual improvement of its environmental performance. To meet both legal and other obligations in relation to waste NCG requires all staff, students and visitors to comply with this policy and the local colleges code of practice and guidance regarding waste management.

2. COMMITMENTS

NCG has developed an Environmental Strategy which covers the following areas:

Area	Target
Energy (Gas and Electricity)	50% Reduction in CO ₂
Travel	50% Reduction in CO ₂
Campus	External recognition for improvement
Water	10% reduction
Waste	Zero to landfill and reduction
Food	50% reduction
Biodiversity	5% increase in biodiversity

A copy of the NCG's pathway to sustainability can be found [here](#). A transition plan, with actions to be undertaken is linked [here](#).

NCG is also committed to:

- Reduce consumption and costs whilst satisfying the divisions needs for energy and water.
- Reduce the environmental impact of the colleges through better management of its material resources.
- Integrating environmental and sustainable principles into the colleges operational procedures and promoting best practice at every level.
- A commitment to the protection of the environment, including prevention of pollution.
- Re-use equipment where possible, increase recycling and promote the use of recycled materials in products and buildings.
- A commitment to the continual improvement of the environmental management system to enhance environmental performance.

Waste

NCG is committed to the continuous improvement of waste management and the reduction of waste that is sent to landfill; every opportunity to minimise waste should be taken in order to avoid this. Only registered waste carriers may be used for the disposal of waste.

Commitments

- New waste carriers must have due diligence completed before being used to remove waste from site.
- Due diligence will be completed on all active waste carriers at least every 2 years.
- Waste must never be removed from site by staff, students or anyone else.
- Waste transfer notes must be retained for at least 2 years.
- Consignment notes (hazardous) must be retained for at least 3 years.
- No waste should ever been put down the drains or internal sinks.
- Each college is responsible for updating and maintaining its own waste inventory.
- Any confidential waste must be disposed of in accordance with GDPR guidance.

Aims

- Legal compliance.
- Achieve zero waste to landfill by 2030.
- A year-on-year reduction in waste across our colleges.
- Phasing out of single use plastics where possible from our operations where possible.

3. REVIEW

Our policy is to deliver the strategy which is valid until 2030.

The review of the policy will be carried out every three years and or if there is a significant change in environmental legislation.

4. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

5. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

6. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with the Estates Management Group.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy	N/A	Director of Property	Jan 2019
2	Annual Review	Minor amendments	Director of Property	Jan 2020

2.1	Annual Review	Policy has condensed and now references NCG's environmental targets as set out in the NCG Environmental Strategy	Group Energy and Sustainability Officer	March 2021
3	Scheduled Review	Change to new Template	Assistant Director Health Safety and Environment	April 2024
4	Dynamic Update	Waste police has been combined with this policy	Sustainability in Curriculum coordinator	Feb 2025