



Business &
Enterprise



APPLIED
LEARNING

ST ALBANS GIRLS' SCHOOL BUSINESS & ENTERPRISE COLLEGE

Green Housekeeping Policy

Policy implemented: Spring 2006
Review date: Spring 2010
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Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

1 AIMS

St. Albans Girls' school is fully committed to the UK's strategy on sustainable development and aims continually to improve the management of its own use of resources by:

- conserving energy, water, wood, paper and other resources, particularly those which are scarce or non renewable while still providing a safe and comfortable working environment;
- phasing out ozone depleting substances and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment;
- reducing waste, recycling more and using recycled products and materials;
- meeting or exceeding all relevant statutory regulations and official codes of practice and requiring, where possible, contractors to do the same;
- using its influence as a buyer to encourage manufacturers and suppliers to develop "greener" goods and services;
- providing staff with the information, training and supervision necessary to enable them to carry out their duties with the minimum impact on the environment;

2 OBJECTIVES

St. Albans Girls' School proposes to achieve these aims by continuing to pursue a number of key objectives to preserve natural resources and help prevent pollution as listed below.

3 CONSERVATION

The objectives to help preserve natural resources are:

(a) Energy

to minimise energy consumption. In order to achieve this we will:

- install an efficient gas heating system, passive solar gain and photovoltaic panels;
- install efficient lighting, equipment and controls and, where realistic and practicable, improving the fabric of our building to make it more energy efficient;
- establish a system for monitoring and targeting our energy consumption;
- continue to research into new methods and techniques for saving energy and to implement them where appropriate;
- ensure staff and students have a high level of energy awareness;

(b) Water

to minimise water consumption in St. Albans Girls' school buildings. In order to achieve this we will:

- install and maintain compression taps to all wash hand basins;
- promote more considered use of water by staff, cleaners, contractors and tenants;

(c) Wood

to adhere to the Statement of Forest Principles signed by the Government at Rio in 1992 by encouraging sustainable forestry practices which maintain the biodiversity, productivity and ecological habitats of woodlands. In order to achieve this we will:

- purchase office furnishings which, as far as possible, contain only wood from sustainable sources bearing the FSC certification;
- continue to encourage the county council to instal a wood burning boiler so that a sustainable source of wood can be used;

(d) Paper

to make more economical and effective use of paper. In order to achieve this we will, for example;

- continue to extend the amount of recycled paper bought;
- make use of electronic mail and other technology to disseminate information for large documents;
- continue double-sided printing and copying and reuse of unwanted documents as scrap paper and reusing of old envelopes;
- monitor paper recycling schemes and making any necessary improvements yearly;

(e) Horticulture

- to encourage our grounds maintenance contractors to maintain the grounds of the St. Albans Girls' School using good husbandry and by encouraging native flora and fauna;

4 POLLUTION

The objectives to help prevent environmental pollution are:

(a) Climate Change

- (1) to ensure that St. Albans Girls' School makes progress towards lowering carbon dioxide emissions.
- (2) where feasible, to control other gaseous and non gaseous pollutants which contribute to climate change through, for example:
 - reducing methane by, where practicable, composting kitchen and garden wastes
 - switching from HFCs and Sulphur Hexafluorides to environmentally friendlier substitutes where available;
 - reducing carbon monoxide, volatile organic compounds and oxides of nitrogen by cutting vehicle emissions - see 4(c) below;
 - reducing low level ozone by cutting vehicle emissions and purchasing photocopiers, laser printers and other high voltage equipment which have ozone filters and are regularly maintained through robust agreements;

(c) Vehicle Emissions

to reduce exhaust emissions of lead, hydrocarbons, nitrogen oxides, carbon dioxide, carbon monoxide, volatile organic compounds, particulates and other pollutants. In order to achieve this we will:

- regularly service the school minibuses and annually testing the three way catalytic converters fitted to those powered by petrol engines;
- continue to review motor mileage allowances to encourage smaller, more fuel efficient and less polluting vehicles;
- encourage, through the school travel plan, the use of public transport to school;
- encourage cycling to school through the provision of improved facilities for cyclists;

(f) Hazardous Substances

- (1) to minimise the use of substances which are labelled as being hazardous to human health or to the environment and to use less hazardous substances or techniques where these are sufficient for the task;
- (2) to ensure that hazardous substances are stored, used and disposed of in accordance with the suppliers' instructions;
- (3) to continue to discourage smoking and to improve the working environment for smokers and non smokers alike through proposals to strengthen the no smoking policy. This is achieved by prohibiting smoking at work except outside the building.

(g) Batteries

- (1) to avoid the use of batteries containing environmentally hazardous materials as specified in European Directives (ie, lead, mercury and cadmium) where there is a better environmental option.

(h) Solvents

- (1) to review the use of products containing potentially harmful solvents so as to identify those which can be eliminated or replaced by low-solvent, or solvent-free products such as water based paints, varnishes and glues;
- (2) to carry out periodic checks of cleaning and other contractors to ensure that harmful solvents are not unnecessarily being used.

Bio-degradable Substances

- to ensure the use of fully biodegradable substances where available and when they represent the best environmental option and value for money.

5 PROCUREMENT OF GOODS & SERVICES

St. Albans Girls' school proposes to integrate more fully a concern for the environment into its procurement activities. In order to achieve this we will

- ensure that all purchases are made in accordance with this policy statement;
- positively discriminate in favour of recycled products, where possible;
- review packaging of sent goods and the disposal of such packaging.
- support the eco-labelling scheme by buying products bearing such labels in preference to others, where they are available and provide value for money taking into account whole life costs and benefits;
- support the European Commission's mandatory energy labelling scheme by giving preference to products with labels in the highest categories - provided they give value for money.

6 WASTE MANAGEMENT

Minimise waste by

- taking steps to measure the volumes of controlled and other categories of waste produced;
- using resources more efficiently - see section on Conservation at section 3 above;

- maintaining and improving its recycling schemes for paper, cans, bottles, printer cartridges at the school;
- introducing schemes for recycling plastics, drinks cartons and other materials if feasible and exploring further ways to minimise waste.

7. MONITORING

The green housekeeping policy will be reviewed by the school leadership team every three years. A short account of green housekeeping will be introduced in the school's annual report.

8. RESPONSIBILITY

Responsibility for updating the policy statement and co-ordinating its implementation rests with School leadership team. All staff will be required to follow the policy and related guidance.

ECO CODE

AIMS

We aim continually to improve the management of our own use of resources by:

- conserving energy, water, wood, paper and other resources
- reducing waste, recycling more and using recycled products and materials;
- providing staff and students with the information to enable them to live with minimum impact on the environment.

CONSERVATION

The objectives to help preserve natural resources are:

(a) Energy

to minimise energy consumption. In order to achieve this we will:

- install efficient lighting, equipment and controls and, where realistic and practicable, improving the fabric of our building to make it more energy efficient;
- establish a system for monitoring and targeting our energy consumption;
- continue to research into new methods and techniques for saving energy and to implement them where appropriate.

(b) Water

to minimise water consumption in school buildings. In order to achieve this we will:

- install and maintain compression taps to all wash hand basins
- promote more considered use of water by staff, cleaners, contractors and tenants

(c) Paper

to make more economical and effective use of paper. In order to achieve this we will, for example:

- continue to extend the amount of recycled paper bought
- make use of electronic mail and other technology to disseminate information for large documents;
- continue double-sided printing and copying and reuse of unwanted documents as scrap paper and reusing of old envelopes;
- monitor paper recycling schemes and making any necessary improvements yearly.

POLLUTION

The objectives to help prevent environmental pollution are:

(a) Climate Change

- to ensure that the school makes progress towards lowering carbon dioxide emissions.

(b) Vehicle Emissions

- to encourage, through the school travel plan, the use of public transport to school;
- to encourage cycling to school through the provision of improved facilities for cyclists.

WASTE MANAGEMENT

Minimise waste by

- maintaining and improving our recycling schemes for paper, cans, bottles, printer cartridges at the school;
- introducing schemes for recycling plastics, drinks cartons and other materials if feasible and exploring further ways to minimise waste.

October 2007