

## **HER MAJESTY'S INSPECTORATE OF EDUCATION**

### **ENVIRONMENTAL MANAGEMENT POLICY**

Her Majesty's Inspectorate of Education (HMIE) is committed to a policy of environmental improvement by reducing the impact of our operations on the environment. Our actions will be consistent with the R-E-T priorities of Scottish Ministers and Sustainable Scotland (Resource Use, Energy, Travel).

We aim to:-

- Continuously improve all aspects of our environmental performance;
- minimise waste by reduction, reuse, repair and recycling methods;
- conserve water and other resources;
- purchase products and services with regard to their environmental impact;
- use energy efficiently to minimise greenhouse gas emissions;
- increase the use of sustainable travel both in commuting and on business and where practicable reduce the need to travel overall;
- require staff and contractors to comply with all relevant environmental legislation;
- make environmental information openly available to employees and the public.
- promote improvements in environmental performance through our inspections and reviews.

To make progress on these objectives the Inspectorate has adopted an Environmental Management System (EMS) to help us manage and effectively promote the environmental performance of HMIE. The EMS sets out roles and responsibilities for environmental issues, procedures for audit and review of progress and staff training and development. The EMS also details HMIE's programmes and targets for achieving our environmental performance objectives.

**GRAHAM DONALDSON**

**HER MAJESTY'S SENIOR CHIEF INSPECTOR**

## **HER MAJESTY'S INSPECTORATE OF EDUCATION**

### **ENVIRONMENTAL MANAGEMENT SYSTEM**

#### **Introduction**

1. Her Majesty's Inspectorate of Education (HMIE) has adopted an environmental policy aimed at improving our environmental performance and reducing the environmental impacts of our activities and operations.
2. HMIE has also adopted this Environmental Management System (EMS) to support our policy. The EMS sets out the roles and responsibilities for managing, auditing, reviewing and updating our performance in achieving the objectives set out in the environmental policy.

#### **Roles and Responsibilities**

3. HMIE Senior Management Group (SMG) has overall responsibility for the environmental policy statement, this EMS and for overall compliance with Ministerial objectives in relation to environmental issues.
4. HMIE's Head of Corporate Services chairs the Inspectorate's Environmental Working Group (EWG), which has responsibility for planning and implementing changes agreed by SMG and which are aimed at achieving environmental performance targets. EWG is also responsible for carrying out continuous audits and reviews of the Inspectorate's environmental performance, providing regular reports to SMG.
5. Each HMIE office has a recognised Environmental Guardian (EG). Each EG is a member of the HMIE EWG and is responsible for promoting the HMIE environmental policy in their area and for providing audit reports on performance.
6. HMIE staff involved in procurement activity are responsible for ensuring that the purchase of all goods and services has regard to environmental impact.
7. The HMIE National Specialist for Environmental Resources takes the lead in promoting coverage of environmental issues within HMIE's inspection and review activity.

#### **Objectives and Targets**

8. HMIE will adopt targets for environmental improvement on an annual basis. These will be specific, measurable, achievable and consistent with Ministerial policies for environmental improvement, protection and sustainability.

#### **Audit and Review**

9. HMIE aims for continuous improvement in its environmental performance. To achieve this, performance will be monitored, along with progress towards any targets, by

the EG in each office. The EWG will collate performance reports for SMG and produce management information for inclusion in HMIE's Annual Report.

### **Regulations**

10. The EWG will review annually existing and impending environmental legislation that impacts on HMIE's business activities, providing a report for SMG that highlights the need for any changes in HMIE activities that result.

### **Training**

11. HMIE's Head of Corporate Services will ensure that all Environmental Guardians receive suitable training to assist them in their role in promoting the Inspectorate's environmental policy. The Head of Corporate Services will also take steps, through organising roadshows in various buildings and through other promotional materials and through the EWGs, to improve awareness among staff generally of our aims in relation to environmental performance.



Review electronic transfer - Astron -	Aug	Sep							
Review electronic transfer - portal -	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	

**5. Reduce paper usage at Denholm House to an average of 25 reams per person. (Cont.)**

Review electronic transfer - parental reports -	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Review electronic transfer - notification/publication -				Oct	Nov	Dec	Jan	Feb	Mar
Printer audit for duplex -		Aug							
Reduce inspection report size									
-	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Promotion through EGs -	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

**6. Reduce water usage to 8.5m3 by March 2007.**

Fit sinks with basins -	Jul
Water management devices in cisterns -	Jul
Signs above basins -	Jul

**7. Establish an HMIE travel plan by March 2007.**

Analyse HMIE travel -	Jul	Aug	Sep	Oct				
Adopt SE tariffs -	Jul							
Develop travel proposals -					Nov	Dec	Jan	Feb
Paper to SMG -								Feb

**8. Establish baseline videoconference use during 2006-07 to inform target setting for 2007-08.**

Establish V/C booking system									
-	Jul								
Target specific meetings etc -	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Review Maratech individual V/C -				Oct	Nov	Dec			
Report on V/C use to SMG -								Feb	