

Scottish Qualifications Authority

Environmental Management Policy

1 Introduction

SQA is committed to ensuring sustainable development and the environment is factored into our work and this can only be achieved by building sustainable development into everything we do.

The Environmental Management System will support the Environmental Policy and the roles and responsibilities for managing, monitoring and reviewing the policy and procedures are noted below.

2 Policy Statement

As a major purchaser of goods and services, SQA recognises that it has an important part to play in environmental conservation through the use of products that do not damage the environment. To achieve this we will, as far as is reasonably practicable, meet the following objectives which are consistent with R-E-T (Resource Use, Energy, Travel) priorities of the Scottish Executive and Sustainable Scotland.

- Minimise waste by reduction, reuse, repair and recycling methods (R)
- Conserve water and other resources (R)
- Purchase products and services with regard to their environmental impact (R)
- Manage energy efficiently and use renewable energy where possible (E)
- Reduce the need to travel between sites and on business (T)
- Encourage the use of public transport and shared vehicles for all necessary business travel (T)
- Make environmental information openly available to employees and visitors (R-E-T)

3 Responsibilities and Organisation

The Director of Operations has overall responsibility for the provision and maintenance of standards necessary to achieve compliance with the Policy Statement outlined in Section 2.

The Business Manager, Facilities Management, will

- manage, monitor and review the provisions and procedures relating to the Environmental Management System
- report annually to Executive Team and the Board of Management on all matters relating to environmental management
- recommend changes which could lead to improvement and ensure implementation of those that are accepted
- monitor the work of the Health and Safety/Environmental Management Committee

Managers, staff and contractors working on the premises will:

- make themselves familiar with the provisions of the SQA Environmental Management Policy
- comply with all published procedures of SQA relating to Environmental Management

Health and Safety/Environmental Management Committee

SQA has an established Health and Safety/Environmental Management Committee comprising representatives from all buildings and trade unions. This Committee will meet regularly to discuss Health and Safety & Environmental matters.

4 Arrangements

Waste

Waste segregation is essential within the office to ensure waste is recycled whenever possible. Paper recycle boxes are positioned in central locations along with general waste bins for food etc. Recycle desk trays are also available for local use.

The current waste management contract is based on general waste being separated off-site to maximise the volume of recycled waste. Waste bins are not provided on an individual basis to encourage staff to segregate their waste at the central points.

Recycling arrangements for mobile phones and toner/print cartridges are also in place.

Staff are encouraged to use double-sided printing at all times and printers have been configured to ease this process. Electronic methods of communicating are encouraged when appropriate for internal and external communications

Obsolete office furniture and equipment is assessed on site and either reused in another building, given to a local charity or sold to our furniture supplier.

Obsolete IT equipment is recycled via a non profit making organisation who assess the condition of the equipment and recycle in whole or in part as appropriate.

Water

Water management systems are installed in all gents toilets to assist in reducing water consumption.

Procurement

100% of standard 80 grm A4 copy paper purchased is recycled paper. This represents 80% of our total paper supplies and paper from sustainable forests is purchased whenever possible for coloured and higher spec paper.

Environmentally friendly stationery is purchased whenever possible.

Contractors to SQA are requested to satisfy themselves that no product will be supplied or used in the provision of services which

- causes significant damage to the environment during manufacture, use or disposal
- consumes a disproportionate amount of energy during manufacture, use or disposal
- causes unnecessary waste because of over-packaging or unusually short shelf life
- contains materials derived from threatened species or threatened environments.

Energy

Electricity to our buildings is supplied via the Scottish Executive's energy contract which provides 100% renewable energy. This in turn reduces our environmental impact by off-setting CO2 emissions produced by our electricity usage.

Sensor controlled lighting is installed in all appropriate areas to minimise energy consumption and lights are switched off at the end of each day. Heating is switched off between April – September and air-conditioning in the Glasgow building is only operational during working hours.

All plant and equipment are maintained under a Planned Preventative Maintenance contract to ensure they are running efficiently.

Travel

A car share scheme is in place which allows staff to advertise available seats in their vehicles for journeys to and from work. Interest free travel loans are available to encourage staff to make use of public transport and bicycle racks are available at both buildings.

Video conferencing facilities are available at both sites to reduce the number of staff travelling between sites to attend meetings and also to minimise travel to external meetings.

5 Targets

Targets for environmental improvement under each of the policy objectives will be set on an annual basis. Targets will be consistent with any Ministerial environmental policies and/or initiatives and will be included in corporate business objectives and performance monitoring.

7 Monitoring and review

Environmental performance will be monitored by Facilities Management and management information will be reported annually to the Executive Team, Board and the Scottish Executive. Performance information will also be included in the Annual Report.

8 Communication

The H&S/Environmental Portal will be the main communication channel used to promote initiatives and environmental performance to staff

9 Training

Staff directly involved in developing/monitoring environmental topics and H&S/Environmental Representatives will receive any necessary training.

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Environmental Targets 2006/7

Objective	Target	Actions
Minimise waste	Reduce total volume of waste by 10% from 2005/6 levels	<ul style="list-style-type: none"> • Focus staff training on waste reduction • Increase use of double-sided printing • Reduce volume of paper copies of meeting papers, reports etc – increase use of electronic document sharing • Introduction of e.procurement from November 2006 • Encourage suppliers to minimise the volume of packaging used • Process all waste in accordance with legal requirements and best practice
Conserve water	Government guidelines for water usage is 7.7m ³ per person	<ul style="list-style-type: none"> • Monitor, record and audit water consumption in main buildings • Specify water efficient appliances for any new installations
Purchase products with regard to their environmental impact	Reduce volume of paper purchased from sustainable forests by 5% from 2005/6 levels	<ul style="list-style-type: none"> • Increase use of double-sided printing • Maintain 100% procurement of standard copy paper • Use waste paper as scrap paper before recycling • Reduce total volume of paper purchased – maximise use of electronic alternatives • Issue guidance on sustainable procurement and environmentally preferable products
Manage energy efficiently	Reduce volume of electricity and gas consumption by 5% from 2005/6 levels	<ul style="list-style-type: none"> • Introduce and promote energy efficiency campaigns to raise awareness • Procure electricity from renewable sources, whenever competitive • Specify more efficient heating and lighting equipment for any new goods

		<ul style="list-style-type: none"> • Maintain plant and equipment through PPM contracts to ensure optimum efficiency
Reduce travel between sites and on business	Reduce inter-site mileage by 5% from 2005/6 levels	<ul style="list-style-type: none"> • Promote use of VC equipment • Monitor and record volume of VC meetings held during 2005/6 • Introduce and promote use of sustainable travel • Maximise use of internal meeting accommodation • Continue to offer interest free travel loans
Encourage use of public transport and shared vehicles	Increase participation in car sharing scheme by 10%	<ul style="list-style-type: none"> • Continue to offer and promote the car sharing scheme • Continue to offer interest free travel loans • Continue to provide bicycle parking at all sites • Promote use of public transport and the car sharing scheme
Make environmental information openly available to employees and visitors	Increase hits on the Environmental Portal by 10%	<ul style="list-style-type: none"> • Establish a 'Green Team' to assist in the promotion of environmental initiatives • Maximise use of the Environmental Portal • Publish environmental performance on the Environmental Portal and the Annual Report