



BCT Sustainability Policy and Action Plan

The main aim of our Sustainability Policy is to contribute to a healthy sustainable environment, with practical procedures and practices which can be implemented on a day to day basis by all staff and users. The policy focuses on the three main areas of environmental impact in the organisation categorised as Waste Management, Energy Usage & Water.

1. Waste Management

As part of this policy, BCT will follow responsible waste management procedures throughout all areas of the organisation.

BCT aims to achieve the following objectives:

- To reduce the amount of waste produced by the organisation as a whole
- To review the disposal procedures of all waste products to establish their environmental impact
- To amend disposal procedures, where possible, to reduce their environmental impact
- To increase the types of recycling opportunities available
- To increase the quantity of items that are recycled
- To promote awareness amongst staff and students.

2. Energy Usage

This element of the Policy applies specifically to the use of energy.

BCT aims to achieve the following objectives:

- reduce or contain total energy costs as measured in absolute terms
- reduce or contain total energy consumed as measured in absolute terms
- reduce energy consumption and/or cost per full-time equivalent (FTE) client
- reduce harmful emissions
- involve students and staff in the monitoring, implementation and continuing development of policy on energy use
- raise awareness and understanding by students of energy conservation methods, not only as they relate to the organisation but also to their daily lives outside the organisation, wherever possible, offering practical advice and instruction; and to spread good practice by advising other organisations, especially partner institutions, other training and development providers and local organisations.

3. Water Usage

We aim to ensure the efficient use of water across the organisation.

BCT aims to achieve the following objectives:

- Reduce Metered Water consumption annually
- Involve students and staff in the monitoring, implementation and continuing development of policy on water use.
- Raise awareness and understanding by students about water conservation methods, not only as they relate to the organisation but also to their daily lives outside the organisation, wherever possible, offering practical advice and instruction; and to spread good practice by advising other organisations, especially partner institutions, other training and development providers and local organisations
- Implement water Hippos across the organisation.
- Encourage the use of non-bottled water.



4. Practical measures of contributing to Environmental Sustainability

This part addresses the the issue of sustainable development by implementing the following practices:

- No capital work/extensive usage of natural resources
- Travel reimbursements encouraging public transport usage instead of private cars (fuel conservation).
- General Waste and Recycling (including paper, glass, metal, plastic products) – through Veolia Recycling and Waste Management.
- Recycling and reuse of toner cartridges, ICT equipments (PC's switches, routers, printers) through Clover Environmental Solutions Ltd
- Practise energy saving through recycling technologies
- Electrical devices conforming to EU standards with auto save (saving electricity, product life extension) with WEEE Compliant safe disposal from Green IT Disposal.
- low radiation digital flat screen TFT monitors (low radiation, space consumption)
- Providing employer and labour market demanded skills
- encouraging local employers to take on project beneficiaries as work placements and eventually employees, thus reducing travel to work patterns promoting better use of ICT through ICT training and qualifications and therefore promoting electronic communication methods rather than the use of paper or reliance on travel for face to face meetings.
- Promote sustainable development practices across the organisation to students and staff regularly.

BCT will seek to meet these aims in ways which are responsible and which are consistent with its intentions to provide a good, comfortable, working environment for all its students and staff.

Summary of Implementation Plan

The purpose of the Implementation Plan is to define the actions and steps that will be taken to implement and demonstrate commitment to the Sustainable Development Policy.

The Plan is a working document which is subject to review, amendments and improvements annually. It sets out the research carried out to establish a baseline and will inform targets to work towards.

	Objective	Plan	Metrics to Measure performance	Baseline
Energy and Metered energy use Reduce carbon emissions by	Agree energy saving and carbon reduction initiatives	Energy efficiency awareness campaign to switch off all electrical	Metered energy use	Reduce carbon emissions by 10% per year



30% per year carbon management		equipment and install energy efficient lighting		
Low carbon travel, travel and access	Promote and encourage a low carbon model of service delivery	Review recurring business mileage expenditure by identifying where meetings can be conducted via teleconference. Promote usage of public transport, car sharing and Cycle to Work Scheme	Business mileage expense data. Staff travel surveys	Reduce number of meetings 20% and replace with teleconference. Reduce business mileage expenses by 20%
Procurement	Reduce waste, agree target areas of high usage	Review expenditure on items such as toner, cartridges and paper. Encourage electronic filing of documents where possible, to reduce the amount of printing and paper used.	Consumables expenses data and tracking number of prints per department	Reduce the number of toners, cartridges and paper used by 15%
Water	Ensure the efficient use of water	Promote and encourage efficient use of water e.g. boiling kettle for the required amount, turn off taps properly, report and repair any leaks promptly	Metered water use	Reduce metered water usage 15%
Waste	Reduce the amount of waste generated and	Raise awareness of waste disposal measures and	Accommodation to carry out checks of bin	Reduce amount of waste generated by 20% and



	ensure appropriate disposal in accordance with regulatory requirements	recycling. Ensure the correct facilities are in place to allow for recycling e.g. bins with clear instructions on what can be put in them (recycling, food and garden waste, refuse). Use a registered waste collector (local council)	contents and report. Obtain report from waste collector	increase recycling by 30%
Organisational and Workforce Development	Support staff by promoting increased awareness, supporting behavioural change, low carbon travel and the use of ICT - staff are aware of the benefits of sustainable development and have the skills and competence to implement.	Include sustainable development as part of staff and learner induction. Online training when updates are due. Update policy in accordance with new developments and regulatory requirements.	Tracker of staff that have received training.	100% of staff to be trained on Sustainable Development.
Design of the Built Environment	Construction and staff and learner environment is designed to encourage low carbon usage.	Any new building developments or improvements will be carried out in accordance with BREEAM (Building Research Establishment Environmental	Independent licensed assessors carry out an assessment of a scheme and each of the criteria is scored.	80% of new developments to be BREEAM approved.



		Assessment Method).		
Local community and labour market	Address skills gaps and local labour market information promoting projects that can lend themselves to supporting the local community and local employers.	Raising awareness of relevant projects and the services that they provide to benefit local people and the community - Publicity and marketing materials, information and taster days.	Success rates of projects.	Meeting project milestones. Good news stories, case studies and project evaluation.

Date Updated	To Review	Responsibility
July 2025	Jul 2027	AM