

Environmental and Sustainability Policy



Education & Skills
Funding Agency

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1. Scope and Purpose of the Policy

This policy is applicable to all Arena Learning staff and students. All Arena Learning contractors will also be required to adhere to the Policy in all operations that they carry out on behalf of Arena Learning.

Sustainability is defined as:

'Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.' (Brundtland 1987).

Arena Learning adopts good working practices and incorporate sustainable concepts throughout all its organisation activities. Arena Learning aims to continually improve operational and planning processes through the impacts it has on the local and global economy, society and the environment.

Environmental in this Policy is defined as:

The impact on the the natural world as result of human activity. Impacts generally include air and water pollution, solid waste management, biodiversity, ecosystem management, maintenance of biodiversity and the protection of natural resources.

2. Policy Statement

Arena Learning aims to:

- Work with stakeholders to encourage and establish effective environmental and sustainable practices, partnerships and activities
- Increase energy efficiency, reduce carbon emissions and save resources and costs wherever possible.
- Improve Arena Learning's environmental and sustainable performance by setting and achieving environmental and sustainable targets.
- Monitor and review environmental and sustainable performance on a regular basis to ensure continual improvement.
- Embed Education for Sustainable Development (ESD) throughout the curriculum.
- Communicate environmental and sustainable principles, through events, social media, curriculum, teaching, research, training and participation exercises.
- Meet and where appropriate exceed all relevant legislation.

3. **Accountability**

- The HR Manager is responsible for ensuring the policy is implemented and subsequently reviewed every three years.
- The Arena Learning Senior Management Team will support and monitor the implementation of the Environmental and Sustainability Policy.

4. **Linked Procedures**

No directly linked procedures.

5. **Equality Action Plan attached**

Arena Learning Sustainability Action Plan

This action plan covers all Arena Learning activities including the delivery of Apprenticeships, Traineeships, Adult Education, Commercial and ESF funded programmes

and aims to align Arena Learning's services with the themes of the UK's 2005 sustainable development strategy.

It seeks to explain in practical terms how Arena Learning take specific action to ensure that Arena Learning and our partner organisations involved in the delivery of the contract will minimise waste; minimise energy consumption; minimise the use of travel and promote the use of public or green transport where travel is unavoidable.

Arena Learning have a commitment to researching and producing a simple 'baseline' estimate of its own environmental impact in terms of waste minimisation; recycling; and energy consumption.

Internal Activities (Staff & Fixed Centres)		
Topic	Activities	Review Date
Monitoring Reduced Energy Consumption	• Staff induction includes our environmental policy and emphasises our commitment and approach to sustainability; business carbon footprint and our environmental strategy. • Arena Learning's environmental and sustainability Policy is made available through our website, our company handbook and through our dedicated HR platform, BrightHR. • Staff training includes mandatory requirements concerning reducing energy consumption • HR functions scrutinise expenses claims for mileage with green targets assigned that feed into staff KPI's that are reviewed formally and quarterly appraisals • Arena Learning provide all staff with web call facilities for the ability to host meetings negating the need to travel via transport to reduce energy consumption • All electronic equipment is PAT tested to ensure safety and energy consumption levels are appropriate • Where appropriate staff have work from home contracts or the option to work from home if required to reduce unnecessary travel.	01/08/23

Increasing Volumes of Recycling	• Staff induction includes an orientation of Arena Learning's recycling activities • Recycling bins are deployed in all offices (cans, paper, cardboard) • All printer cartridges are recycled through our outsourced ICT printer support company. • Fixed centres have recycling collection facilities • Staff with work from home contracts are provided with a drop-off recycling facility when they visit one of our centres	01/08/23
Improving Waste Management	• Staff induction includes Arena Learning's expectations regarding conduct surrounding waste management • Arena Learning will eliminate the use of single use plastic • All staff are issue drinking flasks re-use whilst undertaking Arena Learning activities • Arena Learning aim to become a paperless office by end 2023 • All staff are given compliant e-signature software to reduce the need for unnecessary travel • Confidential waste given to reputable, accredited suppliers • Where possible Arena Learning will use refurbished or recycled equipment (laptops, phones, technology etc.)	01/08/23

External Partners (Learners, Employers, Stakeholders & Outreach Centres)		
Topic	Activities	Self-Assessment
Monitoring Reduced Energy Consumption	• Learner Induction includes ways in which Arena Learning reduce energy consumption • Arena Learning's sustainability and environmental policy is made available to all external partners through our website. • A full suite of green & Healthy lifestyles CPD courses are made available to external partners via our e-learning platform for free • Arena Learning promote a blended learning approach to all partners to utilise online learning to groups of learners to reduce the waste caused by unnecessary travelling for staff and learners. • Travel to external venues over 25 miles away require senior management approval • All hard copy documentation for external stakeholders (eg TNA, Reviews, IMPACT assessments) are made available through a digital version • Printing of documents over 4 pages require senior management approval • All staff are given individual access codes for printer use to monitor and action plan against usage and overuse	01/08/23
Increasing Volumes of Recycling	• Arena Learning undertake robust Due diligence checks before engaging in any activity with employers including obtaining a copy of their sustainability/environmental strategy or policy • Learner Induction covers Arena Learning's commitment and activities surrounding recycling • Arena Learning's learner handbook, covering sustainability is issued to all learners via electronic PDF • Arena Learning undertake due diligence with all outreach centres to ensure that any waste left behind by Arena Learning activity is disposed of appropriately including recycling • Environmental issues are embedded into training activities including functional skills, employability skills and our suite of healthy living CPD courses	01/08/23
Improving Waste Management	• Arena Learning undertake due diligence with all outreach centres to ensure that any waste left behind by Arena Learning activity is disposed of appropriately • All appointed waste management contractors demonstrate appropriate kitemarks and pass due diligence checks	01/08/23