

Environmental & Sustainability Policy

CECOS College London
1st Floor,
23 South Mall,
St Georges Chambers,
London,
N9 0TS



Policy Name	Environmental & Sustainability Policy	Policy Number	3:4
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Effective Date	01/04/2026	Date of Last Revision	01/04/2026	Version Number	4
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Responsible Officer	Marlon Mason	Contact Email	marlon@cecos.ac.uk
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Scope

This policy applies to:

- *All CECOS campuses, offices, and training locations*
- *All staff, students, contractors, employers, and visitors*
- *All teaching, training, administrative, and operational activities undertaken by or on behalf of CECOS*

The policy applies to both internal College operations and externally delivered training or work placements where environmental, health, and safety considerations are relevant.

Policy Statement

CECOS is committed to reducing the environmental impact of its activities and promoting sustainable working practices across all areas of the organisation.

The College aims to:

- *Operate in an environmentally responsible manner*
- *Promote sustainability awareness among staff and students*
- *Reduce waste and unnecessary consumption of resources*
- *Improve energy efficiency*

- *Encourage sustainable travel and procurement practices*
- *Maintain safe, healthy, and supportive learning and working environments*
- *Continuously improve environmental performance and sustainability practices*

CECOS recognises that environmental sustainability is an important part of responsible business operations and is committed to integrating sustainable practices into everyday decision-making and operational activities.

Relevant Legislation

Title	Date
Health & Safety at work etc Act	1974
Environmental Protection Act	1990
Waste Regulations	2011
COSHH	2002

Related Policies

Title	Effective Date
Health & Safety Policy	April 26
Equality & Diversity Policy	April 26
Risk Assessment	Ongoing
Safeguarding Policy	April 26
Sustainability Policy V2:1	March 26

Version History

Version	Approved By	Revision Date	Details of change
4	Marlon Mason	April 26	Revision to scope of policy

Exceptions

Exceptions to this policy may apply where:

- *Operational requirements prevent the use of environmentally preferable options*
- *Public transport is not practical or feasible for business travel*
- *Health, safety, compliance, or safeguarding requirements take priority*
- *Certain documents must be printed or retained for legal, regulatory, or quality assurance purposes*
- *External employer premises or training locations operate under their own environmental procedures outside the direct control of the College*

Any exceptions should be reasonable, proportionate, and approved in accordance with operational requirements and College procedures.

Policy Detail

Sustainable Travel

CECOS encourages staff to use sustainable methods of transport wherever practical.

- *Public transport should be used for travel between campuses and external locations where feasible.*
- *Travel expenses may be reclaimed in accordance with the Staff Expenses Policy and upon submission of valid receipts.*
- *Private vehicle use should be limited to circumstances where public transport is impractical or operationally unsuitable.*
- *Staff are encouraged to car share where possible to reduce environmental impact.*
- *Flexible and remote working arrangements may be supported where operationally appropriate to reduce unnecessary travel.*

Sustainable Procurement

The College aims to purchase products and services that:

- *Minimise environmental impact*
- *Include recycled or recyclable materials where possible*
- *Support ethical and sustainable sourcing practices*
- *Promote Fairtrade principles where appropriate*

Suppliers and contractors are encouraged to adopt environmentally responsible practices.

Energy Management

CECOS is committed to reducing unnecessary energy consumption.

Measures include:

- *Using energy-saving settings on computers and office equipment*
- *Switching off lights and electrical equipment when not in use*
- *Avoiding unnecessary standby power usage*
- *Monitoring heating levels to maintain energy-efficient working conditions*
- *Maintaining boilers, heating systems, and equipment to ensure efficiency and safety*

The College seeks to provide working environments with appropriate natural lighting, ventilation, and temperature control.

Digital Working and Paper Reduction

The College promotes digital working practices to reduce waste and unnecessary printing.

Staff are encouraged to:

- *Print only essential documents*
- *Use electronic communication and storage where appropriate*
- *Reuse paper internally where confidentiality permits*
- *Reuse folders, storage materials, and document wallets where practical*

Where possible:

- *Correspondence and certificates are consolidated into single mailings*
 - *Recycled materials and reusable packaging are used*
 - *Second-class postage is used for non-urgent items*
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Waste Reduction and Recycling

CECOS encourages the responsible reuse, recycling, and disposal of materials.

This includes:

- *Recycling paper, cardboard, toner cartridges, and packaging materials*
- *Reusing office storage materials where practical*

- *Reducing unnecessary use of disposable items*
- *Using environmentally preferable cleaning and teaching products where possible*

The College aims to work with local recycling and refill services where appropriate.

Health, Safety, and Environmental Compliance

Regular inspections and maintenance activities are undertaken to support safe and sustainable operations.

This includes:

- *PAT testing of electrical equipment*
- *Maintenance of fire safety equipment*
- *Monitoring water systems and addressing leaks promptly*
- *Servicing boilers and heating systems*
- *Maintaining first aid supplies*

Health and safety risk assessments are completed for work placements and external training environments prior to delivery of training activities.

Staff and Student Wellbeing

CECOS recognises the link between sustainability, wellbeing, and a positive working environment.

The College aims to:

- *Maintain safe, healthy, and comfortable working conditions*
- *Support flexible working arrangements where feasible*
- *Encourage staff wellbeing initiatives*
- *Provide suitable welfare facilities for staff and students*

Staff are expected to maintain work calendars appropriately to support operational coordination and personal safety when working remotely or travelling.


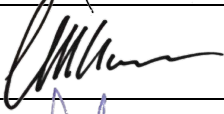

Monitoring and Continuous Improvement

The College encourages feedback from staff, students, employers, and visitors regarding environmental sustainability and operational improvements.

Environmental practices and procedures will be reviewed periodically to:

- *Monitor effectiveness*
 - *Identify opportunities for improvement*
 - *Ensure ongoing compliance with legislation and best practice*
 - *Support continuous improvement in sustainability performance*
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Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive	Dr Mudassir Tanveer		20/04/2026
Principal	Chris McLean		20/04/2026
Governance Board Representative	Paul Jones		20/04/2026