



Shetland UHI, University of the Highlands and Islands

Energy and Environmental Policy

Policy code

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| Lead Officer (Post): | Head of Facilities |
| Responsible Office/ Department: | Operations and Estates |
| Responsible Committee: | Health, Safety and Wellbeing Committee |
| Review Officer (Post): | Compliance Assistant |
| Date policy approved: | Click or tap to enter a date. |
| Date policy last reviewed and updated: | Click or tap to enter a date. |
| Date policy due for review: | Click or tap to enter a date. |
| Date of Equality Impact Assessment: | N/A |
| Date of Privacy Impact Assessment: | N/A |

Accessible versions of this policy are available upon request.

Policy Summary

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| Overview | This policy informs staff of our policy on the practical use of energy, waste products, improving our environment in acknowledgement of obligations our under our Carbon Emissions Reduction Plan. |
| Purpose | As part of the journey to meet statutory requirements and reduce emissions, the college needs to work together to prevent energy waste, reduce waste products and improve the campus environment. |
| Scope | All members of staff and students on campus. |
| Consultation | Consultation will include, Facilities staff, Operations and Estates, Health, Safety and Wellbeing, LNCC and SMG. Students should also be engaged. |
| Implementation and Monitoring | The policy will be monitored by Facilities staff. |
| Risk Implications | In connection to Risk 13 of the UHI Shetland Risk Registry. We will continue to lose money on unnecessary use of energy, it will be impossible to meet our emissions targets. We may lose opportunities for grant funding. |
| Link with Strategy | Links to Shetland UHI/UHI/any other strategies |
| Impact Assessment | Equality Impact Assessment: N/A |
| | Data Protection Impact Assessment: N/A |

1. Policy Statement

UHI Shetland has a corporate statutory responsibility to reduce emission by its target date.

The policy clarifies individual responsibilities within the organisation and gives guidance on expected use of energy, water, handling waste products, diversification and improvement of the campus environment.

Purpose

This policy is intended to initially save UHI Shetland money on its running costs, assist our progress towards our statutory Net Zero targets, and improve our campus environment.

2. Scope

All staff and students.

3. Exceptions

No exceptions.

4. Notification

The policy will be stored on SharePoint in the Health, Safety and Wellness area.

Staff will be notified of changes through the weekly newsletter.

5. Roles and Responsibilities

ENERGY

Lowering energy consumption is an important step in reducing UHI Shetland's GHG emissions and moving toward a more sustainable organisation. We all have a role to play in reducing the unnecessary use of electricity.

All staff are responsible for the electrical equipment that they use. Staff who supervise students must also take responsibility for the electrical equipment that the students use.

Electrical equipment should be switched off when not in use, this includes but is not limited to, lights, monitors, laptops, desktops, and large screens. Switching off laptops and PCs has the added benefit of allowing software updates to happen making our ICT security stronger.

Staff are discouraged from opening windows in the winter as energy, in the form of heat, is lost from the building. Please consider instead, turning the heating down or asking the Facilities Technician to do it for you.

Any windows that have been opened must be closed before the room is vacated.

Staff are discouraged from using portable heaters. Please consider instead asking the Facilities Technician to adjust the heat settings for a more comfortable work environment. If a portable heater is used, it must be switched off when not required.

Areas of the college that are designated "in use during winter" will be maintained at approximately 21 degrees Celsius. Areas that are designated "not in use" may be closed and heated minimally.

It is a criminal offence to tamper with fire safety equipment. Propping open fire doors is tampering with fire safety equipment and could in the event of a fire emergency, cause fire to spread more quickly putting lives and property at greater risk. External fire doors should not be used as anything other than emergency exits.

Building main entrances are designed to retain heat but when external fire doors are propped open, heat in whole corridors can be quickly lost.

Energy consumption also includes transportation. Staff are asked to try to reduce the amount of travel by individual vehicles to work and between campuses. Consider the following:

- Car sharing
- Public transport
- Walking or cycling
- Planning work so that you do not have to move from one campus to another during the day

WASTE

The three aspects of reducing waste emissions are reducing consumption, reusing (circular economy) and recycling.

As outlined in the GHG Emissions Reduction Plan UHI Shetland as a whole needs to hit set targets by set dates. What we use and throw out is recorded annually and we need to see annual improvements in order to meet our statutory requirements.

We also have to pay for waste water and waste removal so the less waste we create, the more we will save.

UHI Shetland intends to recycle glass, cans, plastic and paper. Staff and Students should:

- Reduce paper waste where possible – consider how much you print and whether you could use online document instead of print.
- All staff and students are responsible for correctly disposing of waste products in the correct recycling bins.
- Recycle all waste that you can – don't just throw everything into one bin.
- Don't put items in the wrong bins. This causes the cleaners to dispose of whole bin contents to landfill instead of recycling.
- Don't put liquid in any of the bins.
- Compress waste – e.g. break down boxes before putting them in the paper bins or ask the Facilities Technician to assist you.
- Facilities staff won't dispose of piles of cardboard or paper left out, unless you've asked them to do it.
- Try to reduce the amount of water used where possible.

CANTEEN

The canteen is trying to reduce the amount of plastic it uses.

- The Canteen will sell cans or cartons of juice where possible instead of plastic bottles.
- Please return metal cutlery to canteen after use to reduce the amount of single use wooden cutlery being used.

- Please ask for plates and pottery cups rather than take away products.
- Canteen will stop selling plastic sachets of sauces replacing them with refillable pumps/bottles.
- The Canteen will compost vegetable waste including tea bags and coffee grinds.

DIVERSIFICATION OF ENVIRONMENT

UHI Shetland has approval from Shetland Island Council to plant trees and other flora around the campus.

UHI Shetland will compost relevant kitchen waste to encourage worms and other insects. The byproduct of this will be enriched soil that can be used to help any plants we put up round the campus.

6. Legislative Framework

The Fire Safety (Scotland) Regulations 2006

7. Related Policies, Procedures, Guidelines and Other Resources

GHC Emissions Reduction Plan

8. Version Control and Change History

| Version | Date | Approved by | Amendment(s) | Author |
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