

Environmental and Sustainability Policy

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Policy Owner:	Chief Operating Officer
Approved By:	Group Chief Executive Officer
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Version Control

Version	Date	Author	Changes
1.0	08/08/2025	Patsy Crocker	Initial policy creation
2.0	Jan 2026	Sophie Gilmore	Major revision: carbon reduction commitments, measurable targets, curriculum integration, supply chain sustainability, reporting framework

1. Introduction

Hybrid Training Centre (HTC) recognises its responsibility to protect the environment and contribute to sustainable development. Climate change is a global challenge requiring action at all levels, and as a training provider, HTC has both the opportunity and obligation to minimise its environmental impact and promote sustainability through its operations and curriculum.

This policy sets out HTC's commitment to environmental sustainability and the practical steps we take to reduce our carbon footprint, minimise waste, and embed sustainability into our culture and curriculum.

2. Policy Statement

HTC is committed to:

- Operating responsibly and in compliance with all environmental legislation and regulations
- Continuously improving our environmental performance and reducing our carbon footprint
- Working towards net zero carbon emissions by 2050, in line with UK government targets
- Minimising waste and promoting recycling and reuse
- Embedding sustainability into our curriculum and learner experience
- Engaging staff, learners, and stakeholders in sustainability initiatives
- Working with suppliers who share our commitment to environmental responsibility
- Reporting transparently on our environmental performance

3. Scope

This policy applies to:

- All HTC premises and training centres
- All HTC staff, learners, and visitors
- All HTC operations, including curriculum delivery, administration, and support services
- Procurement and supply chain activities
- Business travel and commuting

4. Legal and Regulatory Framework

HTC operates within the following environmental framework:

- Environment Act 2021
- Climate Change Act 2008 (as amended)
- Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011
- Energy Savings Opportunity Scheme (ESOS) Regulations 2014
- UK Government Net Zero Strategy
- Paris Agreement (2015) international commitments

5. Carbon Reduction

5.1 Our Commitment

HTC is committed to reducing its carbon emissions and working towards net zero. We will:

- Measure and report our carbon footprint annually
- Set reduction targets and monitor progress
- Prioritise emission reduction before considering offsetting
- Develop a Carbon Reduction Plan as required for public sector contracts

5.2 Carbon Reduction Actions

Area	Actions
Energy	LED lighting; efficient heating; switch off unused equipment; renewable energy where available
Travel	Remote delivery where appropriate; video conferencing; encourage public transport and car-sharing
Digital	Cloud-based systems; reduced paper use; e-portfolios; virtual learning platforms
Procurement	Source locally where possible; consider sustainability in supplier selection
Buildings	Improve insulation; monitor energy consumption; consider efficiency in refurbishments

6. Energy Management

HTC will conserve energy by:

- Using energy-efficient lighting (LED) and equipment
- Ensuring heating and cooling systems are used efficiently and maintained regularly
- Encouraging staff to switch off lights, computers, and equipment when not in use

- Monitoring energy consumption and setting reduction targets
- Considering energy efficiency in all building works and equipment purchases
- Exploring opportunities for renewable energy generation or procurement

7. Waste Management

HTC is committed to reducing waste through the waste hierarchy: Prevent, Reduce, Reuse, Recycle, Dispose.

7.1 Waste Reduction

- Reduce paper use through e-portfolios, electronic documents, and digital signatures
- Default to double-sided printing where printing is necessary
- Avoid single-use plastics
- Reuse materials where possible (folders, ring binders, envelopes)

7.2 Recycling

- Provide clearly labelled recycling bins for paper, cardboard, plastics, glass, and cans
- Recycle ink cartridges and toner
- Ensure electrical equipment is recycled through approved WEEE schemes
- Use a certified waste contractor for recycling collection

7.3 Hazardous Waste

Any hazardous waste (including some training materials, chemicals, or equipment) is disposed of through licensed contractors in compliance with regulations.

8. Sustainable Travel

HTC encourages sustainable travel choices:

- Promote walking, cycling, and public transport for commuting
- Facilitate car-sharing among staff where appropriate
- Use video conferencing to reduce unnecessary travel
- Plan assessor visits efficiently to minimise travel distance
- Consider electric or hybrid vehicles for business use
- Provide facilities for cyclists (secure storage, changing facilities where possible)

9. Sustainable Procurement

HTC will integrate sustainability into procurement decisions:

- Prioritise local suppliers to reduce transport emissions
- Consider the environmental credentials of suppliers
- Choose products with minimal packaging and recycled content where available
- Select energy-efficient IT equipment
- Include sustainability criteria in tender evaluations where appropriate
- Expect suppliers to share HTC's commitment to environmental protection

10. Embedding Sustainability in the Curriculum

As a training provider, HTC has a unique opportunity to promote sustainability through education:

10.1 Curriculum Delivery

- Embed sustainability topics within qualifications and training programmes where relevant
- Raise awareness of environmental issues during induction
- Encourage learners to consider the environmental impact of their industries
- Use case studies and examples that highlight sustainable practices

10.2 Green Skills Qualifications

HTC delivers qualifications that directly support the green economy and transition to net zero, including:

- Renewables qualifications (heat pumps, solar PV)
- Energy efficiency qualifications
- Low carbon heating qualifications
- Electric vehicle qualifications

We will continue to develop our portfolio of green skills qualifications to meet industry demand and support the net zero transition.

10.3 Learner Engagement

- Encourage learners to participate in sustainability initiatives
- Recognise and celebrate sustainable practices
- Provide information on how learners can reduce their environmental impact

11. Responsibilities

11.1 Senior Leadership Team

- Demonstrate leadership commitment to environmental sustainability
- Provide resources for sustainability initiatives
- Set environmental targets and monitor performance

11.2 COO (Policy Owner)

- Operational responsibility for implementing this policy
- Coordinating sustainability initiatives across the organisation
- Reporting on environmental performance

11.3 All Staff

- Follow sustainable practices in daily work
- Minimise waste and recycle appropriately
- Switch off lights and equipment when not in use
- Consider environmental impact in decisions
- Suggest ideas for environmental improvement

11.4 Learners

- Respect HTC's sustainability practices
- Participate in recycling
- Minimise waste
- Consider sustainable travel options

12. Targets and Monitoring

HTC will set and monitor environmental targets including:

- Annual carbon footprint measurement
- Energy consumption monitoring
- Waste and recycling rates
- Paper consumption
- Business travel miles

Progress will be reported to the Senior Leadership Team annually and included in the Self-Assessment Report where relevant.

13. Communication and Engagement

HTC will:

- Communicate this policy to all staff and learners
- Include sustainability in staff and learner inductions
- Encourage suggestions for environmental improvements
- Celebrate and share sustainability successes
- Engage with local communities and partners on environmental initiatives

14. Related Documents

- Carbon Reduction Plan
- Health and Safety Policy
- Procurement Policy
- Remote Working Policy
- Quality Improvement Plan

15. Review

This policy is reviewed annually by the COO to ensure its effectiveness and to incorporate any necessary updates based on new legislation, best practice, or organisational changes. Environmental performance data will inform the review process.

Policy Approval

Signature:

Date:

Sophie Gilmore

Group Chief Executive Officer