



Action	Description Plan for MITSkills	Responsibility	Timeframe
	<p><b>This Plan Covers the following Delivery</b></p> <p>Apprenticeship and Traineeship delivery West Byfleet</p> <p>Traineeship and apprenticeship deliver at Brentford</p> <p>The purpose of this plan is to turn the policy into action</p>		
1	<p><b>Environmental and Sustainability Policy Review</b></p> <p><b>Reviewed and audited to horizontal requirement of ESF</b></p> <p>The purpose of the implementation plan is to turn the policy commitment into action in relation to Brentford.</p> <p>As of December 2019 West Byfleet, site Surrey and Brentford remains the delivery site for London.</p> <p>We have a number of flexible sites based on learner and employer demand which alter according to deliver needs with aims of reducing learner travel times.</p> <p>Goals in this plan is to ensure the Sustainable Development policy is turned into an action plan for the current for setting specific, time-bound targets for reducing environmental impact in the following areas:</p> <ul style="list-style-type: none"> <li>• Waste Management</li> <li>• Transport</li> <li>• Sustainable Procurement</li> <li>• Water</li> <li>• Construction and Refurbishment</li> <li>• Emissions and Discharges</li> <li>• Community Involvement</li> <li>• Biodiversity</li> </ul> <p>Ensure that MIT Skills explicitly promotes education for sustainable development through</p>	SMT/ Lead	<p>Completed August 2019 see V6</p> <p>Annual review August 2020</p>



	the curriculum.		
	<p>Waste management and Waste Minimisation connected to project:</p> <p>The following point and action were identified in relation to ESF</p> <p>1)Delivery is at Brentford and West Byfleet is with no subcontractors there is no need to review subcontractor actions.</p> <p>2) Waste management – Hani confirmed registered waste contract is in place for Brentford and West Byfleet.</p> <p>3)No Electrical Goods have been disposed off in connection with the project or the flexible delivery sites.</p> <p>4) Waste Minimisation- Printing of materials is being matched to actual applicants.</p> <p>5) Recycling - Posters promoting are recycling in place. These will be reviewed</p> <p>6)Water usage monitoring is in place and will be reported 6 month and annually - Hassaan</p> <p>7) Energy usage for site is place – contract for electricity continues with a Brentford Green Energy Supplier Ecotricity- (Sustainable Procurement)</p> <p>8) Signage is in place encourage energy saving Switch off after use for IT and lights. Action review and update signage.</p>		
2	Aim Electricity and energy usage minimise energy usage and reduce associated carbon emission.		



	<p>1)Energy use for site green – contract with Brentford Green Energy Supplier review supply as appropriate – Review west byfleet - Review</p> <p>2)Steps agreed – use upstairs classroom for learner group IT usage, and IAG where required , turn off lights when not in use. – Remind Staff</p> <p>3) Where practical delivery is required use classroom in work shop to minimise overall energy and heating usage.- Remind Staff</p> <p>4) Review update /Improve signage to encourage saving electricity and heating.</p> <p>a) Sign’s to turn off lights in place to encourage learners and delivery staff to turn off lights and IT when not in use. – Check review update.</p> <p>b)Close the door signs to reduce heat loss.</p> <p>Check review update</p>	<p>Hani/Hassaan</p> <p>Hani</p> <p>Hani</p> <p>Hani and John</p> <p>Hani and John</p>	<p>August 2020</p> <p>Ongoing 2019/2020</p> <p>Ongoing 2020</p> <p>Review April 2020 Pending outcome of bid for Brentford</p> <p>As above 3)</p> <p>As Above 3)</p>
<p><b>2</b></p>	<p><b>Environmental and Sustainability Impact Baseline</b></p> <p><b>We propose to research a simple baseline for the following</b></p> <ul style="list-style-type: none"> <li>• For Brentford site the following data.</li> <li>• Energy used average per day</li> </ul> <p>Brentford was benchmarked at 39.5 Kwh per day for 2016 aim was to reduce and maintain reduction – by 10% on going.</p> <p>Current Last Q 2019 19.94Kw per day</p> <p><b>Target Reduction 10% (see below)</b></p> <p><b>Target need reset due to charging facility</b></p> <p><b>Note – Installed Electric Charger to replace Minibus between West Byfleet and Brentford</b></p> <p><b>Nissan Minibus Equivalent to 3.0 tonnes of</b></p>	<p>Hani</p>	<p>Charger Installed March 2019.</p> <p>Confirm Mileage for evaluation</p>



	<p><b>Carbon Dioxide per annum or 15 trees per annum.</b></p> <ul style="list-style-type: none"> <li>• Water usage average per day for Brentford and proposals to reduce water – use rain water for toilets and or dry urinals</li> <li>• Paper Consumed for sites to be reconfirm paper used 2020 in reams to confirm</li> <li>• Identify what other recycling activities to match site profile</li> <li>• Toner usage for 2020 identify number of cartridges used to confirm West Byfleet usage.</li> </ul>		<p>Review in context of MCA bid.</p>
<p><b>3</b></p>	<p>Aim Improve Sustainability awareness for Staff and Learners.</p> <p>Brentford and West Byfleet Associated staff.</p> <p>1)Delivery staff have been briefed on policy in relation to ESF and signage at and West Byfleet Brentford. (Agreed as ongoing)</p> <p>2)Action rebrief staff associated with ESF delivery and copy them of update policy and plan publish plan in main office in Brentford and West Byfleet.</p> <p>3)Encourage to staff where practicable to use car share or public transport .</p> <p>4)Remind staff to ensure all applicants and learners are encouraged to use public transport to get to site where practicable.</p> <p>Emphasis the benefits to the UK economy of Local London and surrey workers reduce impact via Environmental factors such as transport.</p> <p>Encourage Cycling to work, walking to work public transport option to learners.</p>	<p>Briefed</p> <p>Hani</p> <p>Hani</p> <p>Hani</p> <p>Delivery Staff/Hani</p> <p>Delivery Staff/Hani</p>	<p>August 2019 but check March 2020</p> <p>- Reminder check March 2020 due to new starts</p> <p>Ongoing 2019/20 year</p> <p>August to July 2020</p> <p>Ongoing to July 2020</p>

	<p>Encourage level 2 Sustainability CPD to Delivery staff course identified appropriate Brentford Delivery Staff and associated Management, associated certificate to CPD file or OU Units -  <a href="https://www.open.edu/openlearn/nature-environment/free-courses">https://www.open.edu/openlearn/nature-environment/free-courses</a></p> <p>Environmental management and Organisations Open University  <a href="http://www.open.edu/openlearn/nature-environment/environmental-management-and-organisations/content-section-0">http://www.open.edu/openlearn/nature-environment/environmental-management-and-organisations/content-section-0</a></p> <p>Applicants and learners.</p> <p>Aim to Improve Applicants, Learners and visitors Improve awareness of Sustainability and MITSkills Policy</p> <p>1)Policy is displayed in Classrooms and Tearoom at Brentford and at West Byfleet. - recheck</p> <p>2) Signage to encourage reducing Energy and reduce heat loss in place – (Action review and update where required)</p> <p>3)Learners reminded of public transport facilities to Brentford and West Byfleet– (remind staff to do this review signage)</p>	<p>HR Manager</p> <p>HR Manager</p> <p>Hani</p> <p>Hani</p> <p>Hani</p>	<p>August to July 2020</p> <p>Ongoing</p> <p>May 2019 to May2020</p>
<p><b>4</b></p>	<p><b>Carbon Emissions/ Offset Management</b></p> <p><b>Senior Management team in company car scheme to lead</b></p> <p><b>Aim to maintain reduction in Emissions related to commuting and company car mileage</b></p> <p><b>We will promote carbon offset using online Calculator to all our partners</b></p>	<p>John Osborne</p>	<p>December 2017 reviewed – next review July 2020</p>

<p><a href="http://www.carbonify.com/carbon-calculator.htm">http://www.carbonify.com/carbon-calculator.htm</a></p> <p>Aim as stated 2016</p> <p><b>We aim to reduce our carbon emission profile as a management team by having one of the team work from home at least one day per week - Goal 4 days per working month reduced car travel - Reducing Carbon footprint by equivalent to 1.4 tonnes per annum – 7 mature trees a 5% reduction in our transport profile based on 400 miles average commute at 40 mpg per day.</b></p> <p><b>Progress as of Dec 2019</b></p> <p><b>We have achieved between January 2019 and January 2020 over 200 days of management working from company car scheme over 5 managers whose work is related to the ESF contract – we have achieved 4 days per week reducing our commute from 2016 minimum of 438 miles per week in commuting.</b></p> <p><b>Car of original 5 managers we now have one full electric car in group and has gone over to 100% electric car saving 415 miles per week over 2016 or 5.8 tonnes (Confirmed that Electric supply is 100% green)</b></p> <p><b>Equivalent to 12. tonnes Carbon dioxide per annum 60. mature trees offset equivalent per year.</b></p> <p><b>Public Transport – 1 Senior Manager uses public Transport to replace 120 mile commute per day.</b></p> <p><b>Public Transport by Train Equivalent journey 0.82 Tonnes per annum. Equivalent for Prius 3.61 Tonnes per annum</b></p> <p><b>Reduction 2.79 Tonnes per annum 13.9 mature trees per annum</b></p>	<p>John Osborne</p>	<p>Next Review 2020</p>
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	<p><b>Aim is maintain and or improve on this.</b></p> <p><b>Company electric Combi Van replacing old transit van by 10000 miles per annum, equivalent to 1.4 tonnes 7 mature trees</b></p> <p><b>Total new carbon offset 22.61 tonnes of carbon dioxide per annum 80.9 mature trees per annum.</b></p> <p><b>A) Review carbon offset equivalent to offset a reduction to equivalent to another 10% of original benchmark of 400 miles or 40 miles or 4 mature trees by January 2021.</b></p> <p><b>B) Establish tree offset pool amongst SMT – current number of trees to establish current offset -</b></p>	SMT	July 2020
5	<p><b>With Our Subcontractor Partners ensure they are committed to our Environmental plan requirements off suppliers ensure this is contractual.</b></p> <ul style="list-style-type: none"> <li><b>a) Encourage and require partners to consider their environmental impact and to participate in our plan.</b></li> <li><b>b) Encourage use of electronic paperwork and portfolios’ reviews, and start paperwork.</b></li> <li><b>c) Encourage their staff toward s environmental qualifications and to embed it into added value for learners</b></li> <li><b>d) Comply with all elements deemed as part of ESF compliance.</b></li> </ul>	John Osborne	Review Ongoing

