

<b>Action</b>	<b>Description Plan for MITSkills</b>	<b>Responsibility</b>	<b>Timeframe</b>
	<p><b>This Plan Covers the following Delivery</b></p> <p>Apprenticeship and Traineeship delivery West Byfleet</p> <p>Traineeship and apprenticeship and entry to construction delivery at Brentford</p> <p>The purpose of this plan is to turn the policy into action</p>		
<b>1</b>	<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 2021 West Byfleet, Site Surrey and Brentford remains the delivery site for London Surrey.</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>	SMT/ Lead	<p>Completed JAN 2022</p> <p>Annual review JAN 2023</p>

	<p>Ensure that MIT Skills explicitly promotes education for sustainable development through the curriculum.</p>		
	<p>Waste management and Waste Minimisation connected to project:</p> <p>The following point and action were identified in relation to ESF</p> <ol style="list-style-type: none"> <li>1) Delivery is at Brentford and West Byfleet is with no subcontractors there is no need to review subcontractor actions.</li> <li>2) Waste management – Hani confirmed registered waste contract is in place for Brentford and West Byfleet.</li> <li>3) No Electrical Goods have been disposed off in connection with the project or the flexible delivery sites.</li> <li>4) Waste Minimisation- Printing of materials is being matched to actual applicants.</li> <li>5) Recycling - Posters promoting are recycling in place. These will be reviewed</li> <li>6) Water usage monitoring is in place and will be reported 6 month and annually - Hassaan</li> <li>7) Energy usage for site is place – contract for electricity continues with a Brentford Green Energy Supplier Ecotricity-</li> <li>8) Signage is in place encourage energy saving Switch off after use for IT and lights. Action review and update signage.</li> </ol>		



2	<p>Aim Electricity and energy usage minimise energy usage and reduce associated carbon emission.</p> <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 workshop 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) Signs 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 2022</p> <p>Ongoing 2022</p> <p>Ongoing 2022</p> <p>August 2022</p>
2	<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 Produce 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><b>Target Reduction 10% (see below)</b></p> <p><b>Target need reset due to charging facility</b></p> <p><b>Benchmark 2022 with site development</b></p> <p><b>Note – Installed Electric Charger to replace Minibus between West Byfleet and Brentford</b></p>	<p>Hani</p>	<p>Review Dec 2022</p>



	<p><b>Nissan Minibus Equivalent to 3.0 tonnes of 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 rainwater for toilets and or dry urinals</li> <li>• Paper Consumed for sites to be reconfirm paper used 2021 in reams to confirm</li> <li>• Identify what other recycling activities to match site profile</li> <li>• Toner usage for 2021 identify number of cartridges used to confirm West Byfleet usage.</li> </ul>		
<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 West Byfleet and Brentford. (Agreed as ongoing)</p> <p>2)Action rebrief staff associated with ESF or potential Match Funding delivery and copy them of update policy and plan publish plan in the 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>Encourage level 2 Sustainability CPD to Delivery staff course identified appropriate Brentford</p>	<p>Briefed</p> <p>Hani</p> <p>Hani</p> <p>Hani</p> <p>Delivery Staff/Hani</p> <p>Delivery Staff/Hani</p>	<p>Repeat May 2022</p> <p>Reminder April 2022 due to new starts</p> <p>Ongoing since 2018</p> <p>August 21 to July 2022</p> <p>Ongoing July 22</p>



	<p>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</p> <p><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 2022</p> <p>Ongoing</p> <p>May 2022 to May2023</p>
4	<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><a href="http://www.carbonify.com/carbon-calculator.htm">http://www.carbonify.com/carbon-calculator.htm</a></p> <p>Aim as stated 2016</p>	John Osborne	December 2017 reviewed – next review July 2022

<p><b>We aim to reduce our carbon emission profile as a management team by having one of the teamwork 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 commute at 40 mpg per day.</b></p> <p><b>Progress as of 2021</b></p> <p><b>We have achieved between January 2021 and January 2022 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 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 307 miles per week or 4.8 tonnes (Confirmed that Electric supply is 100% green)</b></p> <p><b>Equivalent to 11.5 tonnes Carbon dioxide per annum 57.65 mature trees offset equivalent.</b></p> <p><b>Aim is to 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>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 we have achieved another 200 miles.</b></p> <p><b>B) Establish tree offset pool amongst SMT – current number of trees to establish current offset –</b></p> <p><b>West Byfleet – Is on electric boiler and heating and combined with green tariff will make</b></p>	<p>John Osborne</p> <p>SMT</p>	<p>Jan 2022 next Jan 23</p> <p>Jan 2022 next Jan 23</p>
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	<p><b>West Byfleet net Zero by for Heating and water by 2022.</b></p> <p><b>Other Staff</b></p> <p><b>We have achieved another 8 days a week of working from home for admin, IT Support, and learner voice</b></p> <p><b>Saving of 0.7 tonnes per annum or 3.5 matures trees per annum based on 200 miles of petrol car use per week</b></p> <p><b>Total new carbon offset 13.2 tonnes of carbon dioxide per annum 68.15 mature trees.</b></p> <p><b>Total for 2021</b></p> <p><b>Survey of staff carbon reduction.</b></p> <p><b>Staff travelling by public transport or car share in our West Byfleet central team of 6 – 3 walk, 2 use public transport.</b></p> <p><b>1 Senior manager travels via public transport</b></p>		
5	<p><b>With Our Subcontractor Partners ensure they are committed to our Environmental plan requirements off suppliers ensure this is contractual.</b></p> <p><b>a) Encourage and require partners to consider their environmental impact and to participate in our plan.</b></p>	John Osborne	Review Ongoing

