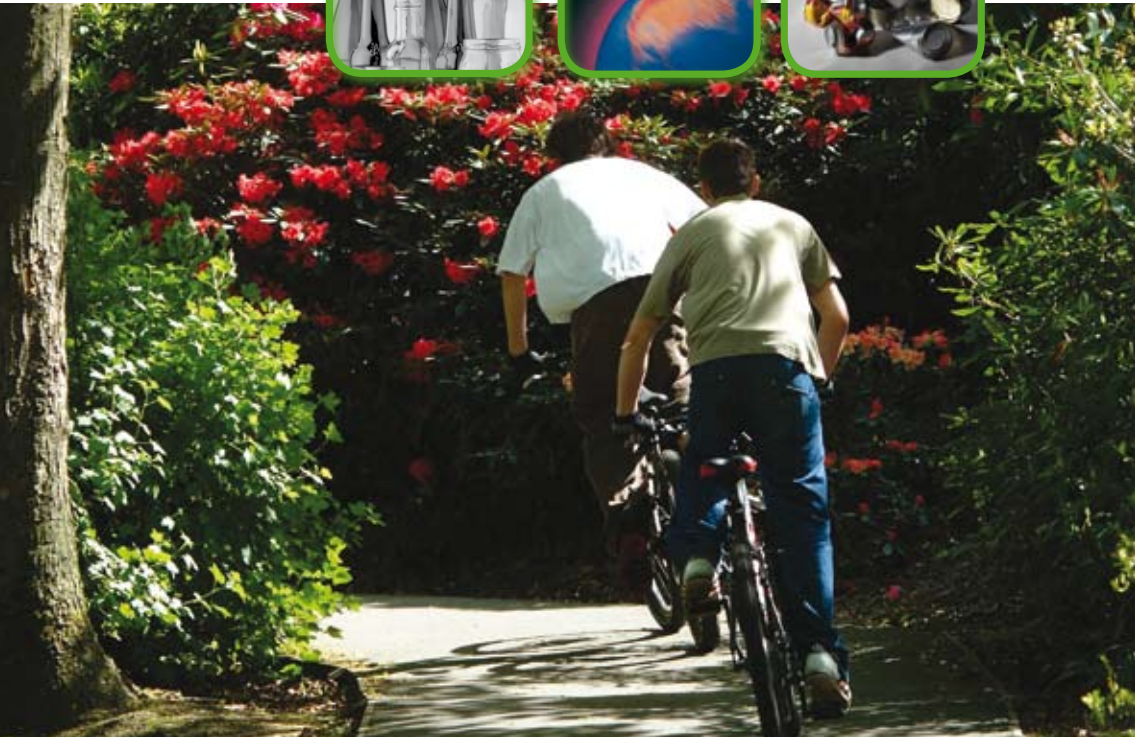




UNIVERSITY OF  
STIRLING

# Sustainability



Safety  
Policy & Procedures

Emergency  
Procedures

Sustainability

Issue  
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# 1. Sustainable Development

## Sustainable Development

### 1.1 What is Sustainable Development?

Sustainable Development, like “the third way” or the “knowledge economy” is one of those phrases which most of us will have heard of but few of us will know exactly what it means. Perhaps the best definition of sustainable development is the following:

*“...development which meets the needs of the present without compromising the ability of future generations to meet their own needs”.*

The University has an important role to play and sustainability issues are discussed at the Safety, Health and Environment Committee.

### 1.2 Sustainability Policy

#### **Commitment:**

Sustainability is a process of ensuring the wise use of resources within a framework in which economic, environmental and social factors are integrated and balanced. It is a corporate value and the University aims to meet its commitment to sustainability through research, teaching, the services it provides and in the way it operates as an organisation.

#### **Responsibility:**

The corporate responsibility for this policy is shared by the entire University population, at every level and across all Departments. The University Court, Principal and senior management team are committed to its success.

#### **Policy statement:**

The University of Stirling operates as a place of research and learning, as a business and as a key member of the local and wider community. It has a role to play in shaping a sustainable future. The University is committed to integrating sustainable development into everyday practice by minimising environmental impact wherever possible, maximising economic performance and supporting beneficial social and community opportunities.



## **Aims: In satisfying this commitment the University aims to:**

### **1) Environmental responsibility: -**

- Promote energy efficiency and responsible energy management and use.
- Promote the responsible use of water.
- Promote waste minimisation and reduce the environmental impact of waste to landfill through beneficial re-use and recycling activities.
- Reduce atmospheric pollution by encouraging more sustainable travel alternatives to, from and between University sites and on University business.
- Avoid the unnecessary use of hazardous materials and processes and take all reasonable steps to prevent damage to the environment where such materials are essential.
- Take all steps to ensure the refurbishment and new build of University buildings and structures is implemented in a sustainable way.
- Where possible, integrate the principles of biodiversity in the management of the Estate.
- Support research and development activities aimed at improving environmental performance.

### **2) Business, legal and economic responsibility –**

- Embed sustainability within the University's core strategies and business processes.
- Communicate and consult on sustainability performance through the relevant committees e.g. Safety, Health and Environment Committee, Finance and Infrastructure Committee.
- Carry out monitoring to ensure that the University complies with all current environmental legislation, regulation and other requirements e.g. those set by the Scottish Higher Education Funding Council.
- Support the use of products and services from suppliers whose own sustainability policies are in accord with the University and promote an ethical approach to procurement.
- Provide sufficient human and financial support to allow the implementation of the policy commitments.
- Adopt a sustainable approach to the financial viability of the University by taking a long term view of the financial and social costs and benefits of any development.



### **3) Social Responsibility: -**

- Provide information and training to staff and students on sustainable practice and related issues.
- Foster behavioural change by encouraging participation and consultation by staff and students on sustainable initiatives.
- Work in partnership with the local community and authority towards sustainable improvements in the local area.
- Work in partnership with other Universities and Colleges to develop and integrate the principles of sustainability within the Higher and Further education sector.

**Implementation date: February 2007**

#### **Policy implementation:**

Sustainable development issues will be discussed and consulted on at the University Safety, Health and Environment Committee which will lead to objectives and specific targets. A process of monitoring, auditing and reporting of progress on these objectives will be considered by the SHE committee. Sustainability progress and related issues raised will be reported to the Strategy and Resources Committee.

# 2. Waste and Recycling

## Waste and Recycling

### 2.1 Domestic waste

The University produces over 1000 tonnes of domestic waste every year. The waste from offices, residences, catering outlets and general areas is collected by cleaning and portering staff and placed into large containers located around campus. These are collected at regular intervals by a waste contractor.

The waste contractor is able to provide the University with management information on the weight of waste produced and taken to landfill. As landfill costs increase substantially year on year, it is becoming increasingly important to ensure that we all play our part in trying to reduce the waste we produce and ensuring that as much of this waste is recycled.

### 2.2 Waste electrical items

Recent changes in the legislation (Waste electrical and electronic equipment – WEEE, Regulations; Restriction of Hazardous Substances Regulations and the Special Waste Regulations) mean that the University can no longer dispose of waste electrical equipment in the waste bins around the campus.

A special container is placed on the Wang Road Site and can be used to store old electrical equipment until a sufficient quantity is gathered for economic disposal.

If you have any electrical equipment, excluding computer equipment, that requires disposal, please contact Cottrell reception Desk (7001), give details of the equipment to be disposed of and request the equipment be uplifted. Please note that for the disposal of computer equipment you should contact the Information Services Help Desk on 7250.

### 2.3 Waste furniture

If you have furniture that is no longer required in the department you should contact Cottrell Reception Desk (7001). The equipment will be collected and assessed for its reuse around campus. If it cannot be reused within a reasonable timescale, but is in good condition, it will be advertised for sale. Furniture that is damaged or not suitable for reuse will be placed into a waste furniture container at Wang Road until a sufficient quantity is gathered for economic disposal.



## 2.4 Recycling

Recycling waste helps to reduce landfill, pollution and energy costs. Recycling points and containers are located at convenient points around campus. (see *Map of recycling points next page*).

Please do not contaminate the recycling bins by placing the wrong type of materials into the bins. Even a small amount of contaminant leads to the entire bin contents going to landfill rather than for recycling and wastes everyone's effort.

## 2.5 Paper

All uncontaminated paper must be put into the office paper recycling tray/bin. All staff have been issued with a paper recycling desk tray and you are responsible for emptying this into the office paper recycling bin. You should notify Cottrell Reception when the office paper recycling bin requires emptying. Please do not place into general waste bins or the one under your desk.

### **Waste that *can be* included in the paper recycling bin:**

- Newspapers.
- Magazines including staples but no plastic wrapping.
- Junk mail with any plastic wrapping removed.
- Envelopes including window envelopes.
- All papers and light card including staples, paper clips.

### **Waste that *cannot* be placed in the paper recycling bin:**

- Heavily contaminated paper and card (probably by food).
- Plastic coated paper and card.
- Plastic bags.
- Polystyrene.
- Plastic wrapping from magazines.
- Telephone directories / Yellow pages.
- General waste.

Everyone in the University has access to the paper recycling system. If you do not have a paper recycling desk tray or recycling bin available to you please contact Safety and Environmental Services.





### **You can help the University paper recycling effort by**

- Reducing the amount of waste paper you create.
- Ensuring that all paper that can be recycled is recycled.
- Ensuring that no recyclable material is put into your waste bin.
- Ensuring that the bags of waste paper are not overfilled. If you are having an office clean out please ask at the porters desk for additional bags to prevent bags from being overloaded.

## **2.6 Confidential paper**

Confidential waste paper goes for secure shredding and is then recycled. Confidential waste paper sacks are available from the Porters desk and these will be collected by the Porters on request.

### **You can help the University recycling effort by:**

- Only placing confidential paper documents into these bags.
- Consider using an office shredder to shred as much confidential waste as possible and place this into the normal paper recycling bags.

### **Personal Information** (personal data)

The Data Protection Act defines personal data as any information that relates to an identifiable living individual (the data subject) who can be identified from that data or from other information in the possession of, or likely to come into the possession of, the data controller. Thus, any document containing personal information of students, staff or any other living individual must be disposed of confidentially. If unsure as to whether information constitutes personal data it is always preferable to err on the side of caution and opt for confidential disposal.

### **Sensitive Personal Information** (sensitive personal data)

The DPA makes separate provision for personal information classed as sensitive personal data. Personal data will be regarded as sensitive where it relates to:

- Ethnic or racial origin
- Political opinions
- Religious beliefs
- Trade Union membership
- Physical or mental health
- Sexual life
- Criminal offences or alleged criminal offences



Records relating to internal disciplinary or grievance related matters of staff and students are also considered sensitive personal information. This type of data is subject to further constraints on processing and requires a greater level of security in its storage, handling and disposal.

### **Business Sensitive Information**

In order to protect its own interests as a corporate body, the interests of bodies it deals with and to avoid legal action for breach of confidence the University needs to ensure that documents and records which contain business sensitive information are confidentially destroyed. Such information may include:

- Confidential financial activities
- Unpublished information relating to future planning, policy and strategy development activities
- Intellectual Property related information, such as unpublished research data, draft research papers, manuscripts and dissertations
- Legal documents
- Confidential information in contracts and tenders
- Confidential information received from suppliers and customers.
- Information likely to prejudice the commercial interests and activities of the University

With the exception of clear cut confidential information such as legal documents and contractual information, it is not possible to be definitive as to what constitutes business sensitive information, as the sensitivity of information often changes according to context and time. Therefore a degree of individual judgement and discretion is required in identifying business sensitive information which needs to be securely destroyed. Guidance from senior management responsible for the area of work to which the information relates should be sought.

The costs incurred by the University in confidentially destroying its paper waste through the confidential waste disposal bags (red) are significant, so if the information is not genuinely business sensitive it should go in ordinary waste recycling sacks (blue). As a general rule, non-personal information which has no apparent business sensitivity and/or is made readily available or published by the University should be disposed of in non-confidential blue sacks.



## You can help the University recycling effort by:

### Cross Cut Shredding

Shredding of documents and records in the office using a high security cross cut shredder should be undertaken in respect of:

- Sensitive personal information
- Highly business sensitive information

The shreds can be disposed of in ordinary paper waste recycling sacks.

## 2.7 Cardboard

Uncontaminated cardboard is also recycled and is collected from various locations on the campus to be packed into a recycling container situated on the Wang Road.



### You can help the university recycling effort by

- Asking suppliers to take their packaging away with them.
- Flat packing all boxes going to the cardboard stores or being put out for uplift.
- Making sure that they do not contain plastic or polystyrene packing materials.
- Remove any Polyethylene wrapping from the cardboard.



## 2.8 Glass

Glass bottles and jars can be recycled in the recycling bins located around campus. However, please do not place any mirrored glass, crockery or pyrex in to these containers.



### 2.9 Plastic bottles and cans (both steel and aluminium)

All plastic bottles and cans (both steel and aluminium) can be placed in the appropriate recycling bins located around campus. Please rinse food cans and plastic milk bottles.



### 2.10 Print cartridges

A collection point for recycling print cartridges and toner cartridges is available opposite Cottrell mail room. This is operated by a charity and money raised helps the charitable cause.

# 3. Biodiversity

## Biodiversity



*Stirling University, looking towards the Campus Residences and Heritage Woods 2005.*

### 3.1 What is Biodiversity?

“Biodiversity is short for ‘biological diversity’, the variety of life on Earth. It includes all living organisms and the ecosystems in which they occur. Abundance and diversity of ecosystems, species, genes and the interactions between them are a key part of biodiversity. Together they ensure the continuance of life by providing oxygen, fresh water and other resources that are essential for our long term survival.” (Biodiversity on Campus; The Environmental Association for University and Colleges)

### 3.2 Biodiversity at Stirling Campus

The University of Stirling is recognised for its beautiful campus and surroundings and these are undoubtedly a major asset now and for future generations. The nature of the site as an open public space means that a balance has to be struck between the needs of the public, including staff and students, maintaining and enhancing the habitat/wildlife diversity, and the conservation value of the site.



### **3.3 Hermitage Wood**

The University recently appointed a new Woodland Management Company called Scottish Woodlands and they have applied for Forestry Commission grants to embark on the preparation of the next 5 year management plan for Hermitage Wood and the other campus woodlands with the long term aim of returning the wood to a native woodland.

### **3.4 Student projects**

Students of Biological and Environmental Studies are encouraged to undertake projects focused on campus issues. For example, during 2004/05 a student embarked on a project to critically assess whether the University could improve the campus as a place of conservation interest and whether achievable alterations to the management regime could result in real benefits for biodiversity.

### **3.5 Further information**

The Environmental Association for Universities and Colleges (EAUC) has produced a guide titled 'Biodiversity on Campus'. This includes useful information on the practical management of biodiversity, the institutional and legal context of biodiversity in Further and Higher Education and also provides useful case studies from colleges and universities across the UK.

Suggestions and comments on the biodiversity of the campus can also be considered at the University Safety, Health and Environment Committee. If you would like to raise an issue on biodiversity, sustainability or Health and Safety, please contact your Head of Department or staff representative in the first instance.



## 4. Energy, Water and Travel

Energy is one of the University's biggest expenses. Each year the consumption of electricity, gas, oil and water costs over £2 million and will rise substantially as the cost of energy increases. This particularly applies to electricity where the unit kWhr cost will double adding over £0.6 million per annum to the energy bill.

Besides monetary costs, the high levels of energy consumption impacts on the environment. At current on-campus energy consumption levels, the University is responsible for the emission of over 15,000 tonnes of CO<sub>2</sub> (greenhouse gas) per annum to the atmosphere. This contributes to global warming which is responsible for the melting of the ice caps and the erosion of land due to rising sea levels. It also causes shifts in the weather patterns resulting in fatal consequences through extreme climatic conditions.

Each individual member of staff has control over how much energy they use. We can also influence others such as colleagues and students, to become more energy efficient. Listed below are some of the practical ways in which we can all save energy while being kinder to the environment.

### 4.1 Electricity

- Switch off lights when not in use. If everyone in the University were to switch a 60W light off for just one hour per day for a year, this would save £12,000 and reduce CO<sub>2</sub> emissions by 103 tonnes.
- Turn off appliances at the mains when not in use. This is particularly applicable to equipment with a standby facility such as computers, computer peripherals, projectors and hi-fi equipment. Leaving equipment on standby can consume a considerable proportion of equipment's total energy.
- Disconnect mobile phone and laptop chargers from the mains when not in use. Chargers consume energy even when disconnected from equipment.
- When replacing equipment or appliances, choose a model with a high energy efficiency grading.
- Save energy by avoiding the automated doors, intended for the disabled around the Cottrell building. Instead, use the non-electric doors.



## 4.2 Heating

- Turn heating down or off when too hot .If everyone in the university were to turn down their heating by 1 degree centigrade, the University's heating bill would be slashed by up to 10%.
- Open your curtains or blinds and let the rays of the sun heat provide heat.

## 4.3 Cooling

- Turn of heating and close blinds or curtains to minimise the heating effects of the sun.
- Where appropriate, open windows, vents, blinds and curtains open to cool down office or lecture rooms.
- Use mechanical ventilation or air conditioning as a last resort.

## 4.4 Water

- Make sure taps are fully turned off and report dripping taps. A dripping tap could waste as much as 90 litres a week.
- Only fill kettles with enough water for your needs. This will both save on water and on fuel.

## 4.5 Travel

- Avoid using the car and use public transport. Better still, get some exercise by cycling or walking.
- Avoid loading your car with unnecessary luggage and drive with your windows closed to improve fuel consumption.
- Have your car serviced regularly and ensure tyres are at correct pressure to improve fuel efficiency.

# 5. Sustainable Construction

## Sustainable Construction

Sustainable construction aims to apply the principles of sustainability (meeting the needs of today without compromising the ability of future generations to meet their needs) to the construction industry.

A sustainable construction project aims to minimise the environmental impact of the proposed development over its design life and should consider the type of material used, energy, design, method of construction and requirements of the community who will be using the building.

Estates and Campus Services ensure that sustainable methods of construction are routinely considered as part of all capital projects. For example, insulated cladding panels and double glazing were used when refurbishing Cottrell building, and the old concrete panels that were removed were recycled for hardcore.

## 6. Sustainable Procurement

Adopting a sustainable approach to purchasing provides an opportunity to consider environmental issues at the earliest stages of the purchasing process. For example, whole life costing is a key tool in obtaining best value i.e. energy efficient products often have an increased capital cost that is more than off set by the reduced operating costs.

The University is considering a procurement policy to encourage 'fair trade' purchasing and whole life costing for major purchases.



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# Essential numbers

**For security or emergency services -  
(Ambulance, Fire Brigade, Police)  
24 hour /day, 365 days per year**

**Dial 2222 (Using an internal phone)**

**Dial 01786 467999 (using a mobile phone)**

## During normal working hours

### University Safety Adviser

*David Duckett*

Safety and Environmental Services .....7078

### University Fire Officer & Assistant Safety Adviser

*John Galsworthy*

Safety and Environmental Services .....6147

### University Occupational Health

Occupational Health and Safety Advisory Services ..... 7200

### Reporting defects and building repairs

Property Management Help Desk..... 2444

Cottrell Security .....7001

Pathfoot Security ..... 7002