



Department of  
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## **SUSTAINABLE OPERATIONS ON THE GOVERNMENT ESTATE**

### **ACTION PLAN**

**DEPARTMENT OF EDUCATION**

**January 2007**

## **Introduction**

The Department of Education is pleased to present its first Action Plan for Sustainable Operations on the Government Estate. Principally referring to Rathgael House, Waterside House, the schools Estate but also includes operations accommodated in Colby House, Forest View and home offices.

This plan brings together several areas of work that have already commenced and concentrates on six areas of operation:

Waste

Water

Energy

Estate

Travel

Procurement

DE has an on-going awareness strategy regarding waste management and recycling schemes. This Action Plan will be issued to all DE staff for information and supporting actions where appropriate.

## **Vision Statement**

The government estate in Northern Ireland is managed centrally by the Department of Finance and Personnel (DFP). The department aims to oversee a government estate which: -

- is sustainably procured, operated and managed;
- leads in the sustainable procurement of works, supplies and services;
- is resource efficient;
- makes efficient use of space and ways of working, in buildings that are exemplars of energy, water and carbon efficiency in operation and maintenance;
- conserves and sustainably manages land and encourages biodiversity;
- and
- integrates the principles of sustainability fully into working practices.

A central approach is also taken to procurement and this is led by Central Procurement Directorate which is also located within DFP.

### **Format of the Action Plan**

The DFP led nature of both the management of the government estate and procurement means that a number of key targets are set centrally. These targets relate primarily to the government estate but this Department has a role to play in managing its particular contribution towards those targets e.g. in relation to the Schools estate and the curriculum for schools

This Action Plan is structured around the six thematic areas for action. It includes a set of common targets along with specific departmental actions milestones, outcomes etc to achieve these. This is followed by a similar section relating to other areas for action that reflects this department's other relevant targets and activities.

### **Monitoring and Evaluation**

The Department will actively monitor progress of this Action Plan by reviewing progress in each area against baseline data on a quarterly basis and reporting to the DE SD Forum chaired by the DE SD Champion. An Annual report outlining progress will also be made to the DE Board

OFMDFM will also monitor progress and will include monitoring of the Action Plans as part of the process of monitoring the Implementation Plan.

In addition, some targets will also be captured in other exercises such as:-

- quarterly monitoring for resource efficiency,
- six monthly reviews and reports on the percentage of projects channelled through Centres of Procurement Expertise,
- annual returns for recycled content in construction projects and energy usage for all buildings on the Government Estate,
- the production of the Public Sector Energy Campaign report, quarterly monitoring CEEF and EREF projects and Post Project Evaluation Reports.

	<b>WASTE</b>
<b>Links to SD strategy objectives</b>	Sustainable Consumption and Production: <p>To become more resource efficient</p> <p>To minimise the unsustainable impacts of consumption</p>
<b>Central Targets</b>	Monitor, evaluate and report on targets outlined in the Departmental Waste Management Action Plan including: <p>30% reduction in total paper consumption over next five years.</p> <p>All paper used by directly or by printers or for publications, to be derived from at least 70% post-consumer waste by 2006.</p> <p>All Departmental buildings to have Recycling Action Plans.</p>
<b>Central Indicative Actions</b>	Implement the Departmental Waste Management Action Plan
<b>Departmental Indicative Actions</b>	Use of 100% recycled paper now mandatory Double sided printing now mandatory where equipment permits Recycling scheme for all ink and Toner Cartridges Recycling of plastic cups and drink cans Changes in policy relating to distribution of publications to reduce the quantity printed and distributed by couriers
<b>Other targets</b>	Consideration of a reduction in number of inkjet printers In use in DE.
<b>Other Indicative Actions</b>	Office notices re: segregation of office waste Posters re: double side printing
<b>Comments</b>	The long term impact of the Records NI Project and Workplace 2010 will reduce paper usage and recycling.

	<b>WATER</b>
<b>Links to SD strategy objectives</b>	<p>Sustainable Consumption and Production:</p> <p>To become more resource efficient</p> <p>To minimise the unsustainable impacts of consumption</p>
<b>Central Targets</b>	Reduce water consumption on the office and non office estate by the agreed percentage by end of 2008 based on establishing 2005/06 baseline data.
<b>Central Indicative Actions</b>	<p>Install metering to confirm baseline data and facilitate measurement of reduced usage.</p> <p>Establish baseline data on current water consumption levels required to set water usage targets at each Departmental site.</p> <p>Review the use of bottled water dispensers with a view to sourcing drinking water from a mains supply source.</p> <p>Identify opportunities to save water including repair and replacement of existing fittings.</p> <p>Ensure buildings are fitted with water efficiency devices such as hippo water savers.</p> <p>DFP will, in consultation with Departments, conclude on an agreed target for water reduction.</p>
<b>Comments</b>	Water consumption is an area in which departments are likely to have to undertake some significant work to establish baseline data and systems for the provision of management information so early action will most likely be focussed on doing this.
<b>Departmental Indicative Actions</b>	<p>Replacement of bottled drinking water chillers with mains water filtration dispensers</p> <p>Immediate reporting of leaks, faulty steam traps and other plant faults</p> <p>Monitoring of water usage already ongoing</p>
<b>Other targets</b>	
<b>Other Indicative Actions</b>	
<b>Comments</b>	Improvements in this area will be reliant on input from Facilities Management contractor from October 2007

	<b>ENERGY</b>
<b>Links to SD strategy objectives</b>	<p>Climate Change and Energy:</p> <p style="padding-left: 40px;">Reduce green house gas emissions by promoting energy efficiency and the use of renewables</p> <p>Sustainable Consumption and Production:</p> <p style="padding-left: 40px;">To become more resource efficient</p> <p style="padding-left: 40px;">To minimise the unsustainable impacts of consumption</p>
<b>Key SD Strategy target</b>	Make the Government Estate Carbon Neutral by 2015.
<b>Central Targets</b>	<p>Source at least 10% of electricity requirements from renewable sources by 31 March 2008</p> <p>Reduce absolute carbon, from fuel and electricity used in buildings by 12.5% by 2010-11, relative to 1999-2000.</p> <p>Increase the energy efficiency of the buildings measured in terms of kilowatt-hours (kWh) of fuel and electricity used per square metre of building floor area by 15% by 2010-11, relative to 1999-2000.</p>
<b>Central Indicative Actions</b>	<p>Maintain baseline data on current energy usage on their estate.</p> <p>Monitor investment in energy efficiency and installation of renewable energy technology.</p>
<b>Departmental Indicative Actions</b>	<p>Liaison with Energy Conservation Branch re energy surveys</p> <p>Nightly checks of departmental offices for office equipment and lights left switched on</p>
<b>Other targets</b>	
<b>Other Indicative Actions</b>	
<b>Comments</b>	Improvements in this area will be reliant on input from Facilities Management contractor from October 2007

	<b>ESTATE</b>
<b>Links to SD strategy objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>To become more resource efficient</li> <li>To minimise the unsustainable impacts of consumption</li> </ul> <p>Natural Resource Protection and Environmental Enhancement:</p> <ul style="list-style-type: none"> <li>To protect and enhance biodiversity.</li> </ul>
<b>Targets</b>	<p>Identify and commence pilot Environmental Management System (ISO 14001) on minimum of one site by October 2006.</p> <p>Ensure that all new or refurbished buildings occupied by Departments undergo BREEAM assessment (or CEEQUAL equivalent) and meet at least 'very good' standard by 2012.</p>
<b>Indicative Actions</b>	<p>Identify and document ownership of buildings iro their estate.</p> <p>Ensure specification for all new office accommodation integrates sustainable development considerations.</p> <p>Consider potential for improving the sustainability of existing office accommodation</p> <p>Conserve and enhance biodiversity on their land and through their activities.</p>
<b>Departmental Indicative Actions</b>	<p>Identify scope of ISO 14001 and the respective responsibilities of the Facilities Management Contractor and DE under the Workplace 2010 contract</p>
<b>Other areas for action</b>	<p>Roll out of Records NI will reduce the proportion of office accommodation used for file storage</p>
<b>Other targets</b>	
<b>Other Indicative Actions</b>	
<b>Comments</b>	<p>In respect of DE buildings any Improvements in this area will be reliant on input from Facilities Management contractor from October 2007</p>

	<b>TRAVEL</b>
<b>Links to SD strategy objectives</b>	<p>Sustainable Consumption and Production:</p> <p style="padding-left: 40px;">To become more resource efficient</p> <p style="padding-left: 40px;">To minimise the unsustainable impacts of consumption</p> <p>Climate Change and Energy:</p> <p style="padding-left: 40px;">Reduce green house gas emissions by promoting energy efficiency and the use of renewables</p>
<b>Targets</b>	Reduce carbon emissions from road vehicles used for Government administrative operations by 2% by 2008.
<b>Indicative Actions</b>	<p>Identify and monitor baseline data for business car vehicle mileage.</p> <p>Identify and monitor baseline data for business air mileage.</p> <p>Review fleet vehicles for environmental impact (including annual mileage) and fuel efficiency.</p> <p>Promote car-sharing scheme, cycling and Travelwise programme.</p> <p>Introduce a work based travel plan on a major site</p> <p>Explore options for greater use of video link and teleconferencing</p>
<b>Departmental Indicative Actions</b>	<p>Departmental Travel plan in place.</p> <p>Car parking preference for car sharers</p> <p>Introduction of teleconferencing facility.</p> <p>Replacement of 2 older vans with a single more efficient van</p> <p>Disposal of Departmental car</p> <p>Monitoring of sharing cars for business through mileage claim forms</p>
<b>Other areas for action</b>	
<b>Other targets</b>	Review DE's Travel Plan by end of March 2008.
<b>Other Indicative Actions</b>	
<b>Comments</b>	



	<b>PROCUREMENT</b>	
<b>Links to SD strategy objectives</b>	Sustainable Consumption and Production:  To make Northern Ireland a UK regional leader in sustainable procurement  To become more resource efficient	
<b>Key SD Strategy Targets</b>	By 2008, ensure that all public sector procurement is channelled through recognised Centres of Procurement Expertise (COPE's)  By 2008, ensure that sustainable development principles guide capital investment decisions on all major publicly funded buildings and infrastructure projects. (NB: 'projects' means - projects > £250k)  By 2008 produce a Sustainable Procurement Action Plan for Northern Ireland.	
<b>Indicative Actions</b>	<b>Central Actions</b>	<b>Departmental Actions</b>
<b>Re-Use Existing Built Assets</b>	<ul style="list-style-type: none"> <li>100% of projects to have criteria for evaluation of sustainability included in procurement procedures.</li> <li>100% of projects to use "whole life cost" assessment as part of the technical appraisal for decisions to build new or refurbished /re-use existing assets.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>All projects to achieve an excellent BREEAM assessment rating</li> <li>As part of the BREEAM assessment all projects to have a 'whole life cost' assessment.</li> </ul>
<b>Design for Minimum Waste</b>	<ul style="list-style-type: none"> <li>All projects to have plans to meet targets in line with the Waste Management Strategy for Northern Ireland.</li> <li>100% of projects measure performance and report as part of post project reviews against construction industry benchmarks where established.</li> </ul>	<ul style="list-style-type: none"> <li>Sustainable Construction Group guidance notes issued to project managers as a requirement on all projects</li> <li>Guidance note 2 : Targets for Recycling,</li> <li>Guidance note 3: Construction Demolition and Excavation Waste Materials</li> <li>Guidance note 4: Bulk Inert Materials/Aggregates— Re-use and Recycling</li> <li>By 2008 all project briefs to include clauses identifying waste targets. By 2008 all projects briefs to identify appropriate performance indicators to be reported on.</li> </ul>
<b>Minimise Energy in Construction and Use</b>	<ul style="list-style-type: none"> <li>All new projects to set targets for "in use" energy consumption which meet at least current best practices for construction type.</li> <li>100% of projects to measure and report as part of post project reviews, performance against established energy consumption benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>All new projects to achieve building energy consumption carbon impact better than 5KgC.m2 per year as required by Building Bulletin 87</li> </ul>

<b>Indicative Actions continued</b>	<b>Central Actions</b>	<b>Departmental actions</b>
<b>Do Not Pollute</b>	<ul style="list-style-type: none"> <li>100% of projects include in the specifications performance criteria for contractors in relation to pollution.</li> </ul>	<ul style="list-style-type: none"> <li>All Briefs and Contracts to include clauses on performance criteria for contractors in relation to pollution.</li> <li>Ensure all projects meet the National Air Quality Strategy objectives for respiratory health-indoor and outdoor air pollution as set out in Regional Priority Goal 3</li> </ul>
<b>Preserve and Enhance Biodiversity</b>	<ul style="list-style-type: none"> <li>Government bodies to take due account of the Biodiversity in Northern Ireland – Recommendations to Government for a Biodiversity Strategy.</li> <li>In planning new construction to take all reasonable measures to protect habitat and species. Report actions taken in post project reviews.</li> </ul>	<ul style="list-style-type: none"> <li>All Briefs and Contracts to include clauses to require specific actions to protect habitats and species, with actions and outcome reported in post project reviews and included in the Annual Environmental Report.</li> </ul>
<b>Conserve Water Resources</b>	<ul style="list-style-type: none"> <li>Set targets for water consumption that meet at least current best practice for construction type.</li> <li>100% of projects measure and report as part of post project reviews, performance against water consumption benchmarks where established.</li> </ul>	<ul style="list-style-type: none"> <li>By 2008 all project briefs to include clauses identifying waste targets.</li> <li>By 2008 all projects briefs to identify appropriate performance indicators to be reported on.</li> <li>Use of rainwater collection systems to be considered for all schools projects.</li> </ul>
<b>Respect for People</b>	<ul style="list-style-type: none"> <li>100% of projects to have procedures for procurement which include criteria for the evaluation of competence, resources and commitment of designers and contractors in relation to health and safety, training and engagement with local communities.</li> <li>100% of projects to monitor user satisfaction following occupation.</li> </ul>	<ul style="list-style-type: none"> <li>Sustainable Construction Group guidance note 5: Considerate Constructors Scheme issued to Project Managers as a mandatory requirement on all projects</li> <li>By 2008 all projects to monitor user satisfaction following occupation and the results included in the Annual Environmental report.</li> </ul>
<b>Set Targets</b>	<ul style="list-style-type: none"> <li>Review and up-date targets in implementation plans at six-month intervals and report as part of 'Achieving Excellence' updates.</li> <li>All new projects to carry out environmental assessment using BREEAM or equivalent, all new-build projects to achieve an 'excellent' rating. (Refurbishment projects to achieve at least 'very good' rating.)</li> <li>Use existing and new Performance Indicators (for sustainability and respect for people as they are developed) to monitor progress and continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to review, update and report as required.</li> <li>Continue to ensure all new projects carry out a BREEAM assessment and achieve an 'excellent' rating (Refurbishment projects to achieve at least a very good rating)</li> <li>Continue to use existing and new Performance Indicators (for sustainability and respect for people as they are developed) to monitor progress and continuous improvement.</li> </ul>

<b>Indicative Actions Continued</b>	<b>Central Actions</b>	<b>Departmental Actions</b>
<b>By 2008 produce a Sustainable Procurement Action Plan for NI</b>	<ul style="list-style-type: none"> <li>• Consider Task Force Recommendations &amp; application to Northern Ireland</li> <li>• Identify Stakeholders &amp; way forward</li> <li>• Prepare for consultation</li> <li>• Complete scoping by Dec 2006</li> <li>• Agree way forward identified by Mar 2007</li> </ul>	<ul style="list-style-type: none"> <li>• Support actions to produce a Sustainable Procurement Action Plan and revise this action plan as necessary to assist implementation</li> </ul>
<b>ADDITIONAL ACTIONS</b>	<ul style="list-style-type: none"> <li>❑ By 31 March 2007, establish policy on Low Carbon Design for the Public Sector, including policy on renewable energy sources.</li> <li>❑ By 31 March 2007, establish energy and water consumption benchmarks for the Public Sector.</li> <li>❑ 100% of projects to meet target of 10% recycle/ reuse value of materials content.</li> <li>❑ 100% of projects to have Site Waste Management Plans.</li> <li>❑ 100% of projects to comply with Buildsafe NI requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to policy processes by identifying factors specific to Low Carbon Design in DENI projects.</li> <li>• Contribute to public sector benchmarks for energy and water consumption by identifying factors specific to DENI projects.</li> <li>• Continue the application of guidance to meet target of 10% recycle/reuse value of materials as set out in Sustainable Construction Group guidance note 2</li> <li>• Continue the application of guidance to for all projects to have Site Waste Management Plans</li> <li>• Continue the application of Buildsafe NI to all projects</li> </ul>