

<b>Title</b>	HEFCW Environmental Improvement Plan
<b>Reference</b>	EMS04
<b>Version</b>	0.2
<b>Date</b>	May 2008
<b>Author</b>	C. Cowburn
<b>Approved by</b>	H&S Committee May 2008/Management Board Aug 08
<b>Classification</b>	Unclassified
<b>Review date</b>	May 2009

<b>Version</b>	<b>Date</b>	<b>Description</b>
0.1	August 2006	Initial Environmental Improvement Plan
0.2	May 2008	Update
0.3	August 2008	Incorporating Management Board revisions and staff suggestions

## Introduction

The Environmental Review was updated in May 2008 and considered by the Health and Safety/Environmental Management Group on 13<sup>th</sup> May 2008 and circulated to staff for consultation. The aim of the Improvement Plan is to identify actions that can most effectively reduce the key environmental impacts of the organisation. The effect of these actions will be measured where possible, using the indices identified in the Environmental Review.

**Environmental Impact, Measurements and Potential Improvements Electricity and Water Consumption**

Environmental Impact	Measurement	Possible Improvements	Required Actions	Timescale	By Whom
<b>Unnecessary consumption of electricity causing carbon emissions and depletion of natural resources.</b>	Unable to assess accurately due to absence of dedicated metering but see possible improvement 1.	(1) Continue to work with landlord to seek separate metering of the building.	Continued dialogue with the landlord's representatives	Ongoing	CEC
		(2) Consider efficiency of existing electrical lighting	Commission survey to investigate efficiency of existing lighting systems, controls and scope for improvement.	31.03.09	CEC
		(3) Instruct cleaners to turn off printers and photocopiers	Change instructions to cleaners	1.09.08	RV
		(4) Purchasing where available only category A or above electrical equipment	To be incorporated within facilities purchasing criteria.	1.12.08	CEC

**Environmental Impact, Measurements and Potential Improvements Electricity and Water Consumption**  
**Continued**

Environmental Impact	Measurement	Possible Improvements	Required Actions	Timescale	By Whom
Consumption of finite resources	Measurement of volume of paper consumed	Awareness campaign around printing - reminders about printer settings	Work with IT manager to develop a guidance note.	1.12.08	CEC
		(ix) Encourage landlord to install dual flush mechanisms on all toilets if practical.		Ongoing	CEC

**Environmental Impact, Measurements and Potential Improvements Business Travel**

Environmental Impact	Measurement	Possible Improvements	Required Actions	Timescale	By Whom
<b>Air pollution</b> <b>Consumption of finite resources.</b>	Calculation of CO <sub>2</sub> emissions from road rail and air travel	(i) Reduce unnecessary travel	Promote Conference calls, and video conferences through note explaining how these can be set up and possible case study.	1.10.08	CEC
		(ii) Encourage use of car sharing for business travel	Display car hire bookings on intranet to encourage car sharing	1.11.08	RV
		(iii) Encourage car sharing and use of public transport	Provide a link to car share web site. Ask SEWTA to provide individual transport plan	1.10.08	CEC

**Environmental Impact, Measurements and Potential Improvements Waste Minimisation**

Environmental Impact	Measurement	Possible Improvements	Timescale	By Whom
<b>Staff awareness</b>	None	Arrange staff awareness event with Carbon Trust or other similar organisation	31.03.09	CEC
	Number of visits to the page.	Dedicated page on the intranet to provide information on the EMS, sustainability/ SPAF Action Plan	31.03.09	CEC
<b>Reduce social inequality</b>		Introduction of fair trade tea and coffee	31.03.09	RV

**Environmental Impact, Measurements and Potential Improvements Waste Minimisation**  
**Continued**

Environmental Impact	Measurement	Possible Improvements	Timescale	By Whom
<b>Use of finite resources. Disposal to landfill</b>	Number of large items sent to landfill	(ii) Ensure wherever possible unwanted no commercial value items of office equipment are donated through freecycle or similar organisation rather than disposed of to landfill.	Ongoing	NW
<b>Possible release of heavy metals and toxic substances</b>		Obtain copies of maintenance contractors' environmental policies.	1.10.08	RV