

ENVIRONMENTAL ASPECTS AND IMPACTS OF GUILD OPERATIONS 2017-18

Environmental management system (EMS) standards require that organisations identify the aspects associated with activities, products and services that they can control or influence and determine which have a significant impact on the environment. Many of these activities are shared in common with the University of Liverpool, who have now completed the final stages of ISO14001 2015 accreditation. As a close working relationship exists between the Guild and the University it has been agreed that the Guild will work towards phased alignment with the University EMS.

The Guild is committed to reducing its environmental impacts. As such, we have documented the most significant environmental aspects and impacts. These impacts are both direct (e.g. resulted from operations at our premises or whilst travelling on organisational business) and indirect (e.g. resulting from operations outside of the organisation such as emissions from power stations producing electricity). The emphasis is on direct impacts as they are much easier to influence and reduce, although we do cover indirect impacts where we have the realistic potential to work with outside agencies, such as suppliers, to reduce our collective environmental impacts.

We have used the definition of an aspect as “... an element of an organisation’s activities or products or services that can interact with the environment” (ISO, 2004).

We have used the definition of an impact as “...any change to the environment, whether adverse or beneficial, wholly or partly resulting from an organisation’s environmental aspects” (ISO, 2004).

No.	Aspects	Impacts
1.	Disposal of waste – Events which generate waste, both internal and external (i.e. bars, catering, retail services), and general building operations	Large amounts of waste to incineration. The current waste contractor (Suez) diverts no waste to landfill. Disposal of items covered under the Hazardous Waste Regulations and WEEE Regulations. Potential contribution to climate change.
2.	Resource consumption and energy used in everyday activities, e.g. gas, electricity, lighting, ICT, stationery, photocopying, cooking, bar operations,	Resource depletion of fossil fuels and water within Guild premises; Tap water (heating). Contribution to climate change.
3.	Purchasing – products used and sold within the Guild, e.g. environmentally friendly cleaning products sourced whenever possible.	a) Energy usage – during manufacture, delivery and disposal - resource depletion (fossil fuels/water), contribution to climate change; air pollution b) Supply chain issues – workforce welfare; habitat loss; land degradation; animal welfare. c) Packaging – resource depletion; unsustainable forestry; volatile organic compounds (VOCs) d) Transportation of products to Guild
4.	Noise pollution created during events both mechanically and by individuals	Health and Safety and nuisance implications
5.	Environmental pollution by vehicle usage – travel on organisational business by staff and volunteers; staff car use.	Air pollution and resource depletion (fossil fuels); contribution to climate change.
6.	Catering – supplied at Guild events, meetings and daily food sales.	a) Farming – animal welfare; habitat loss; species loss; land degradation; pollution from fertiliser and pesticides. b) Transport – contribution to climate change, air pollution c) Supply chain issues – workforce welfare; animal welfare
7.	Promotional items (e.g. flyers) and external printing (advertising material).	a) Raw materials (paper) – unsustainable forestry; resource depletion, habitat loss. b) Energy usage (paper manufacture, printing); Manufacture – water usage; VOCs from inks; air pollution (PVC); contribution to climate change. c) Supply chain issues – workforce welfare; habitat loss; land degradation. d) Distribution – contribution to climate change; air pollution e) Disposal – contribution to climate change; land degradation

Following the major refurbishments which were completed in 2014 the Guild introduced the following features in order to reduce the extent of some of these impacts:

- All heating utilises surplus heat from the University Combined Heat and Power Plant (CHP).
- Low energy hand dryers and lighting with timers and motion sensors.
- Communal Recycling Locations in the Courtyard to include food waste, textiles, electrical goods as well as dry mixed waste and general (non-recyclable) waste collections throughout.
- New double-glazed windows throughout.
- Waterless urinals on the ground floor to save water
- Sustainably sourced timber and recovered timber inside and out.
- Bat/bird boxes and solitary bee hives installed.
- Outdoor vertical green space in Guild Walk, roof garden with 2 beehives and a second roof garden at the top of the Reilly Building incorporation fully established aquaponics installation with mushroom growing facility under development. An additional site adjacent to the Central Teaching Labs has continued to demonstrate a form of permaculture known as 'hugelkultur'. These areas are used to promote urban farming.
- Food waste recycling into compost at diverting around 3 tonnes of food waste per year from general waste. All used cooking oil from the kitchens collected for re-use as biofuel.
- Food Waste recycling into anaerobic digestion to generate fuel gas and fertiliser diverting a further 3 tonnes per year from general waste.
- Increase in proportion of bins for collection of recyclables increasing recycling rate from 23% to 51% over the year so far.
- Low energy rated appliances including boiling water dispenser in staff kitchen (no kettles on site) and provision of low energy lamps in offices for single occupants.
- Thermostatic Radiator Valves throughout
- Drinking water fountains installed in the Guild at 3 locations

The Guild has already qualified for a SKA environmental assessment rating of Silver (from the Royal Institute of Chartered Surveyors or RICS), which is highly regarded for this type of building refurbishment.

Performance and Future Planning

1. The Guild has in place guidelines to ensure compliance with Hazardous Waste Regulations and WEEE Regulations. All cooking oil is disposed of in line with current legislation with stored used oil contained in a bund. Recycling and re-use is undertaken for a large number of additional items including clothing, books, crockery, cutlery and pans. The Leave Liverpool Tidy campaign for the redistribution of unwanted items donated by departing students redistributed over 10.7 tonnes of goods last year to other students and local charities and community groups
2. The Guild has implemented departmental close down procedures; final close down procedure is the responsibility of the facilities department. The main photocopier has been linked to the main network so it can be used for printing, increasing efficiency, and staff are encouraged to only print documents when necessary and use two-sided printing. Black & white 2 sided are the default settings. Teleconferencing facilities are now used when appropriate and staff use Skype and other applications regularly for meetings to reduce travel. Monitoring of energy and resources is undertaken and water saving devices have been fitted to all urinals.
3. The Guild only purchases Fairtrade tea and coffee, and all eggs sourced are free range. All clothing purchased is Fairtrade or such as the crested goods purchased from T-Print. The Guild shop now has a large range of Fairtrade products, and its main supplier is the Co-operative, which has considerably cut the number of supply chain deliveries made into the shop. Environmentally friendly cleaning products sourced whenever possible.

4. This year the Guild has continued to audit its commercial operations using trained student volunteers under the scheme piloted two years ago year under the successful Green Impact Excellence programme.
5. The Guild encourages all customers to “consider our neighbours” when leaving the building. Sound checking of equipment does not take place until after 4.30 pm. Venues department has compiled noise assessment health and safety document to comply with new legislation for entertainment areas. Audiometry testing for at risk staff members is undertaken. The Guild has introduced a Control of Noise at Work Policy.
6. Institution and The Guild have a travel plan in place that encourages staff to use alternatives to cars. University and The Guild have in place a travel plan that offers interest free loans to staff to purchase travel passes or two wheeled transport. To encourage the use of public transport, car mileage allowance has been reduced by half for any mileage over 100 miles. The Guild provides shower and changing facilities for staff who cycle to work, and have a mileage allowance for business bicycle use. Business miles are monitored. The Guild encourages staff to participate in the university car share scheme.
7. The Guild has secured reduced rates for staff and student annual membership of the Liverpool City Bike scheme which is now only £25 per year. In addition the Guild has a swipe card for use by Guild staff attending meetings within the campus and city.
8. The Guild now only produces a planner for each semester showing all events, reducing the production of individual event fliers and posters. Guild no longer produces a newspaper, twice termly magazine is now only available on-line.
9. The Guild strives to improve our impact both locally and nationally; we are working together with the University to improve generally our effect on the environment and promote education for sustainable development. We are also working with the University on various sustainability projects:

Student Switch Off which includes recycling as well as energy use.

Social Enterprise providing seed funding for student for student led enterprises with support from the University Enterprise Officer and UnLtd. Current projects include Hedge Arts, promoting creative writing in an environmental context, a marine remotely operated vehicle (ROV) , electricity generation from used cooking oil for mobile phone charging, bike servicing club in off-site halls and food waste management using gasification.

Campus Greening Group is bringing together staff from Grounds Maintenance and the Guild to develop more green spaces.

ESD Working Group. The Guild is represented on this group which seeks to embed ESD across curricula..

Waste Management Group brings together representatives from across the institution to develop a new waste management strategy.

Sustainability Group. The Guild is also represented on this committee chaired by the Facilities Director which makes decisions on actions for sustainability and informs University Strategy through the Environment, Systems and Sustainability Board chaired by the Deputy Vice Chancellor.

The President represents the Guild on the Ethical Investment Sub-committee.