



green impact

Green Impact 2016- 2017 Catering Workbook Guide

LSE

Workbook Guide

Welcome to the LSE Green Impact 2016 – 2017! Congratulations on signing up to help reduce LSE's environmental impacts. This guide contains everything you need to get started with this year's Green Impact programme. It includes:

1. How it works - a quick overview of this year's Green Impact programme
2. Bronze criteria - a list of the Bronze criteria and required actions. For more information on each criteria and the evidence that is required, log into the workbook. For resources, head to the Green Impact moodle page.
3. Suggested timeline - to help you plan your year of Green Impact
4. Tips and Tricks - some hints for making Green Impact impactful and fun!

How it Works

1. All teams must complete the bronze workbook, consisting of several criteria which cover different important environmental impacts
2. As a catering unit, this year you have a dedicated catering-specific workbook. You do **not** need to complete the standard workbook.
3. For each criteria, there is a list of possible actions, of which you must complete a certain amount to achieve a bronze award. You must also provide evidence on the Green Impact workbook.
4. To achieve a silver or gold award, you must also complete a Green Impact project. Please see the Project Guidebook for further information.

The Bronze Criteria

Criteria One: Strategic Impacts

An essential part of reducing your environmental impacts is identifying what they are, where you are doing well and what you could improve on. This will help you to determine what to focus on in your department, and may even help you come up with a project idea!

Requirements: Complete all of the following actions.

Actions:

- Identify the three most positive and negative environmental impacts of your department. To get input from as many staff members as possible, hold a meeting to discuss this or send out a survey (or both!)
- When you have determined the three most positive and negative environmental impacts of your department. Fill in the strategic impacts template form, found on moodle, and send it to your Sustainability Engagement Officer for feedback and advice on how to improve on these impacts

The Bronze Criteria

Criteria Two: Staff Engagement

Reducing the environmental impact of your catering unit requires awareness and cooperation from the whole team! This criteria is about making staff aware of all the sustainability issues related to their work, and supporting them to make changes

Requirements: Complete at least **3** of the following actions.

Actions:

- Communicate water saving tips and practices to staff through posters
- Communicate energy saving tips and practices to staff through posters
- Provide staff with information about food waste reduction
- Invite staff to suggest ways in which leftovers (including vegetables and meat off cuts) from one dish can be used to make another and implement at least one suggestion
- Inform staff of the importance of sustainability in relation to their job, and the role of catering industry in promoting sustainability in the wider community. You can do this through posters, emails and/or hosting a workshop (contact the Sustainability Engagement Officer to arrange)

The Bronze Criteria

Criteria Three: Customer and Community Engagement

Outlets have an excellent opportunity to educate customers and students about the benefits of eating food that is healthy and produced in a sustainable way, and encouraging customers to get involved with sustainability.

Requirements: Complete at least 3 of the following actions.

Actions:

- Place small signs by products that are: organic, free range, fair-trade, Rainforest Alliance certified, etc. Also provide a sign for customers to read giving information about what these labels mean
- Place posters in your establishment letting customers know what you are doing to reduce your environmental impact, and how they can too
- Create displays encouraging recycling and informing customers how to do so correctly
- Use your outlet's Social Media pages (and/or LSE Catering social media channels) to promote sustainability and let the public know what your team is doing to tackle sustainability issues. This can include what events you are doing, what changes you have made, and any issues that your team care about.
- Host a promotional day to highlight sustainable food. Examples include: special offers on fair-trade goods, having a special promotional table in the customer area about Rainforest Alliance and the work they do, having a day where all food served is made from seasonal vegetables etc.

Suggested Timeline

It's up to your team how you spread Green Impact over the course of the year. Some teams may wish to do most of the workbook over summer, when they have more time, whilst others may prefer to do the majority of work after the Christmas break. You can plan around whenever suits the work schedule of your Green Team and department. However, if you'd like some help planning for the year ahead, here's a suggested timeline:

May/ June: Sign up!

July: Recruit your green team! Send emails, put up posters, chat to colleagues in person or bring it up at team meetings

August: Organise your first meeting to start planning for the green year ahead. Start off with criteria 1 (strategic impacts). This will help determine which actions to focus on for the rest of the workbook

September: September is the best time to get stuck into criteria 3, customer and community engagement, as you will have maximum impact if you engage with students from the beginning of their time at LSE/ the start of the academic year

October: Students engaged? Great! Make sure this is matched by engagement by all staff, by focusing on criteria 2 (staff engagement)

November: Keep up the good work!

December: Before the break, you can engage customers by doing Christmas-themed events or communications.

January: After the break, establish what remaining actions you have for each criteria and plan what else needs to be done

February: Finish off any remaining actions and collect all necessary information and evidence

March: upload all evidence to the workbook ahead of submission deadline. **Congrats, you're done!**

Tips and Tricks

- Don't forget to send the name and email addresses of all team members to your Sustainability Engagement Officer to make sure they are included in the Green Impact mailing list.
- Want some help beyond your team? Request a Green Impact Project Assistant from your Sustainability Engagement Officer.
- Split the criteria up between your team to keep the workload manageable
- When assigning criteria to different team members, try to do so in line with team member's interests and professional responsibilities
- Does your catering outlet already take sustainability actions which are relevant to the Green Impact criteria but not listed on the workbook? Or does your team have another idea about how to tackle environmental impacts? Contact your Sustainability Engagement Officer about whether this can be recognised/ substituted for some of the listed actions
- Provide learning opportunities through Green Impact. Green Impact is a great way to develop skills outside of normal job roles. Perhaps someone in your team wants to develop copywriting or digital communications skills? They could take responsibility for Criteria 2. Would someone else like experience in project management? They could be in charge of planning your Green Impact project (see the Project Guidebook)



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**Thanks for reading the
Green Impact 2016-2017
Workbook Guide! Any
questions? Contact your
Sustainability
Engagement Officer**