



**green impact**

# **Green Impact 2016- 2017 Residences 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 6 criteria which cover several important environmental impacts
2. As an LSE residence, this year you have a dedicated residence-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 residence, 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 residence. 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 hall. 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: Engagement

Reducing the environmental impact of your residences requires awareness from the whole team! This criterion is about making sustainability visible in your office, and making sure all staff members know about the opportunities to get involved with sustainability at LSE.

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

### Actions:

- Place sustainability posters around your office or, if applicable, add sustainability slides to screens. Use the posters provided by LSE Sustainability on moodle or make your own
- Create a 'green noticeboard' in your department with sustainability posters and tips
- Add a sustainability section to your departmental newsletter where you add green news or advice
- Send out regular emails to all staff on different sustainability topics
- Send out a 'green newsletter' where you compile sustainability news and advice and send it to all of your department
- Regularly bring up sustainability tips at team meetings
- Induct all new staff to relevant environmental issues in your work area and within their role and invite them to join your Green Impact team
- Contact the Sustainability Engagement Officer about delivering the 'Sustainability at LSE workshop' for an overview of sustainability projects at LSE. You can plan this for a team meeting to maximise reach and impact. Recommended for teams who are new to Green Impact!
- Promote LSE Sustainability's Facebook page, Twitter feed and Green Flash newsletter to your department

# The Bronze Criteria

## Criteria Three: Energy

We all use energy whilst at work, including from our computers, lighting and kitchen appliances. However, small changes in behaviour can really reduce energy consumption, resulting in cost and carbon savings. This criterion is about raising awareness of energy saving potentials around your office and supporting your colleagues to make changes.

**Requirements:** Complete at least **2** of the following actions.

### Actions:

- Complete at least two Energy walkarounds, using the checklist on moodle
- EITHER the majority of staff in the area are aware that they should be switching PCs and monitors off overnight to save energy, and the vast majority do so OR all PCs are set up to automatically hibernate then subsequently shut down after no more than 30 minutes of inactivity when no user is logged in
- Check the temperature controls of all domestic fridges to ensure they are set between 3 and 5 degrees centigrade
- Ensure you only run full loads in dishwashers reducing the number of cycles run each day
- There are no personal kettles, fridges, microwaves, printers, personal heaters and desk fans in use
- If the department has occupancy sensors, do a basic walk round to check the motion sensors are effective. Any faults should be reported to the Estates helpdesk
- If you don't have sensor lighting, encourage staff and students to switch off lights when rooms aren't in use and at the end of the day
- If you are based in areas accessed by lifts, proactively encourage people to use the stairs instead of the lift if they can

# The Bronze Criteria

## Criteria Four: Waste

LSE has great waste facilities and management but there is always room for improvement. At LSE we follow the waste hierarchy: reduce, reuse and recycle. So, as well as recycling, we aim to limit the amount of waste we produce and reuse whenever possible. This criterion is about promoting that hierarchy, and making sure everyone is aware of the waste facilities at LSE and how to use them.

**Requirements:** Complete at least **2** of the following actions.

### Actions:

- Host a waste workshop with LSE's waste officer for your cleaning staff. Contact the Sustainability Engagement officer to set this up
- Have a spring clean day to reduce office clutter. Contact the Sustainability Engagement Officer for support with this
- Identify any problems with waste in your department and develop an action plan to tackle this
- During the festive season encourage colleagues to send Christmas E-cards and/or cards from charity outlets.
- Provide reusable cups and glasses for visitors to use in preference to disposable drinking cups/cones
- Use our Green Events Guidelines to minimise waste at events

# The Bronze Criteria

## Criteria Five: Student Engagement

A crucial part of making your hall sustainable is involving your residents. To make sure your residents use your hall facilities in the greenest way possible, it's important to raise awareness about sustainability issues and share advice. This criterion is about spreading the green impact beyond your office and getting students involved!

**Requirements:** Complete at least 4 of the following actions.

### Actions:

- Make a big green notice board in your hall, with lots of sustainability posters and tips or if you have screens in your communal areas, add some slides about sustainability
- Actively encourage students to take part in Student Switch Off, and promote Student Switch Off opportunities and results throughout the year
- Promote the fortnightly Student Switch Off Facebook competitions, where residents who submit photos of themselves saving energy or recycling can win prizes, such as Ben & Jerry's, cinema tickets or LUSH products.
- Place posters around the communal kitchens with information about recycling and waste facilities. Particular points to promote are that food containers do not go in the food waste bins, and that e-waste must be put at the collection points in reception, not in the general waste bin
- Put posters around halls encouraging energy saving, and sharing tips on how to do it, such as encouraging residents to switch off all electrical equipment (toasters, kettles, microwaves, televisions, monitors, chargers, hair straighteners) at the plug between use and reminding them to switch the lights off when leaving a room
- Send regular emails to residents on sustainability issues, particularly stressing energy saving and recycling tips



# The Bronze Criteria

## Criteria Five: Student Engagement, Continued...

### Actions (continued):

- Make a big 'green newsletter' for residents with lots of advice on how to be more sustainable whilst living in halls
- Send a survey to students asking them about their experience of sustainability in your hall, and asking them to identify what could be improved
- Promote sustainable travel options to residents, especially on walking and cycling routes to and from your residence
- Share information about sustainable food options in the area, such as vegetarian restaurants or markets
- Advertise the opportunity for residents to help them complete their Green Impact workbook
- Actively support and promote Fairtrade fortnight to your residents

# 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 5, student engagement, as you will have maximum impact if you engage with students from the beginning of their time in halls

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

**November:** Get to work on the rest of the criteria!

**December:** Before the break is a great time to focus on the energy and waste criteria, as you can implement a holiday shut down list and can make sure any Christmas parties and card/ present-giving is as sustainable and waste-free as can be

**January:** After the break, have an update meeting to establish where you are with all the criteria and plan what else needs to be done

**February:** Finish off all remaining criteria 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. If possible, you will be assigned a GIPA who lives in your halls
- 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
- Combine criteria actions! Criterion 2 requires you to do lots of communications around sustainability, and the other criteria provide great material for this. Doing a sustainability newsletter or noticeboard for Criterion 2 is a really great way to combine multiple criteria
- Does your department 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**