

## ENVIRONMENTAL ASPECTS AND IMPACTS OF LGoS' OPERATIONS

Environmental management system standards (ISO14001 and EMAS) 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.

LGoS is committed to reducing our environmental impacts. As such, we have documented our 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 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

## Performance and Future Planning

1. LGoS 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. Recycling is undertaken for a large number of additional items including spectacles, stamps and books.
2. LGoS 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. Teleconferencing facilities are now used when appropriate. Monitoring of energy and resources is undertaken and water saving devices have been fitted to all urinals. Commitment to sustainable procurement will be embedded into the Guild refurbishment planned for 2012/13.
3. The Guild only purchases Fairtrade tea and coffee, and all eggs sourced are free range. All clothing purchased via Epona is Fairtrade, as is some of 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. LGoS 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. LGoS has introduced a Control of Noise at Work Policy.
5. Institution and LGoS have a travel plan in place that encourages staff to use alternatives to cars. University and LGoS 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 recently introduced a mileage allowance for business bicycle use. Business miles are monitored. The Guild encourages staff to participate in the university car share scheme.
6. Only free range eggs are used. Many of the products used are locally sourced. All disposable cutlery is now wooden and crockery is non disposable.
7. LGoS now only produces a monthly planner showing all events, no longer produces individual event fliers or posters. Guild no longer produces a newspaper, twice termly magazine is now only available on-line.
8. 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 are currently one of three departments involved in a trial of new energy efficient LED bulbs. We are also working with the University on various sustainability projects, particularly transition and student switch off. One of the Guilds key priorities for this year is to reduce paper consumption.

November 2011