

ENVIRONMENTAL ASPECTS & IMPACTS ACTION PLAN



COMPLETED BY:
POSITION:
DATE OF ASSESSMENT:

Andrew Hodgson
Chief Executive
01/04/2024

CEO = Chief Exec **CM =** Commercial Manager
HoO = Head of Operations **BVM =** Bar & Venue Manager
HoM = Head of Membership

ENVIRONMENTAL ASPECT	ACTIVITY	ENVIRONMENTAL IMPACT	SEVERITY OF SIGNIFICANCE			CONTROL MEASURE	DESIRED REVISED RATING	RESPONSIBILITY	FURTHER ACTIONS	TARGETS	
			FREQUENCY	IMPACT	RATING						
Utilities	Lighting	Indirect greenhouse gas emissions by energy supplier.	5	3	15	Lighting & equipment (switch off) responsibility plan. Staff training. Tariff 100% 'green' secured from University. Low energy versions of technology always utilised if available. Scheduled switch offs during fallow periods.	10	CEO	Conduct audit of all lighting to ensure full switch to LED or T5	Audit complete by June 25	10% Energy reduction by 2027
Utilities	Refrigeration & appliances		4	4	16		12	HoO	All equipment less than 5 years old. All equipment A+ or commercial equivalent		
Utilities	Office Electricals		4	3	12		8	CEO	PAT test and full equipment audit	PAT and audit completed by Jan 24	
Utilities	Lighting	Potential disturbance or adverse effects to local residents and/or wildlife.	2	2	4	Occupancy sensors in selected spaces/areas. Operational hours. Lighting & equipment (switch off) responsibility plan.	2	CEO	Increased use of occupancy sensors/all offices and storage spaces	All identified spaces with PIR/ Occupancy by Jan 25	
Utilities	Central Heating & hot water	Direct and indirect contribution to greenhouse gas emissions,	3	3	9	All boilers on annual maintenance contract with University. Timings controlled by BMS and reflect seasonal requirement. Supply tariff 100% 'green' secured via University.	6	CEO	Maintain/Replace radiator thermostatic controls. Better oversight of automated timeclocks/overrides	Maintenance completed by Aug 25	
Utilities	Air handling		2	4	8	Air handling strictly monitored for efficiency and timings by BMS. Annual maintenance schedule in place. Cool to 24, heat to 21 max	6	HoO	Replace heating coils. Monitor and reduce airhandling usage based on air quality/temperature tracking	Heating coils replaced by Aug 25 Reinforced timeclock processes by Aug 24	
Utilities	Laundry drying		3	4	12	Drier equipment regularly maintained under contract. Lint traps cleaned daily. Efficient use guidance displayed laundries.	6	CM	Review machine age/efficiency as consideration of contract renewal (as important as vendor price)	Tender document in place ahead of 2027 contract renewal	
Waste and waste management	WEEE storage and disposal	Hazardous waste, If disposed of incorrectly it could cause both ground and water pollution.	2	5	10	WEEE centrally collected and store to be disposed of via University carrier with transfer notes.	4	CEO			
Waste and waste management	Ink & toner storage and disposal		2	4	8	Use of paid contractor for storage and transfer with audit trail/transfer notes.	4	CEO	Update printer for better consumable/power consumption rates	New printer MF printer in place by Aug 24	

Waste and waste management	Lamps & batteries storage and disposal		1	4	4	Publicly accessible waste bins with transfer under contract with University with audit trail/transfer notes.	2	CEO			Reduce landfill waste by 20% by 2027
Waste and waste management	Recyclable waste, storage and disposal	Environmental damage as a result of waste being (unnecessarily) sent to landfill.	5	4	20	Staff training and practice documents. Waste contracts held by University with reputable and audited supplier. MERF usage. Clear guidance issued to all stakeholders on recyclable materials. Single use plastics removed. Glass/can drinks only where available.	6	HoO	Reduce Union contribution to landfill / increase recyclable		
Waste and waste management	Non-recyclable waste, storage and disposal		4	3	12		6	HoO	Reduce Union contribution to landfill / increase recyclable		
Waste and waste management	Food and compostable waste disposal		2	3	6	No measures yet in place	6	HoO	Confirm waste processes and waste handler	Food waste disposal contract in place by Aug 24	
Waste and waste management	Litter		3	3	9	Regular litter picks.	4	CEO	Campaign for better bin provision on key student 'corridors'. Increase/improve anti litter messaging to all stakeholders	to local authority by Dec 24 Increase all sustainability messaging over arrivals, including	
Transport	Vehicle Exhaust Emissions	Combustion of non renewable energy source contributing to local and global air pollution.	3	4	12	All vehicles subject to 6 month service. No vehicle to be kept that is more than 10 years old. Efficient driving technique trained to all Union drivers.	9	HoM	Audit and review all transportation need to assess any reduction possibilities. Update all travel policies and guidance documents. Recommit to travel restrictions where practicable.	Audit complete by Dec 24 Policy review complete by Aug 24	Reduce annual global mileage 20% by 2027
Transport	Other engine driven transport methods.		2	4	8	Staff guidance document. Internal flights disallowed.	6	CEO		Practice review complete by Aug 24	
Transport	Delivery of goods and services		2	4	8	Local suppliers used where practicable and available. Use of NUS contracts include ethical and environmental screening.	6	HoO	Review all contracts to assess for local vs national carriers. Reduce use of online retailers such as Amazon.	Contract review complete by Aug 25	
Water usage	Water consumption for laundry supply	Consumption of natural resource. Indirect generation greenhouse gas emissions.	3	3	9	Washer equipment regularly maintained under contract. Water delivery measured by equipment and meter. Efficient use guidance displayed laundries.	6	CM	Review machine age/ efficiency as consideration of contract renewal (as important as vend price)	New contract in place 2027	Reduction of water usage by 2027
Water usage	Water consumption for sanitation	Consumption of natural resource. Indirect generation greenhouse gas emissions.	4	3	12	Use of flush controls on all urinals. Use of low volume toilet cisterns. Use of PIR taps. All leaks are reported immediately and prioritised.	8	CEO	Review maintenance logs to ensure speed of response and saving devices (dual flush, PIR) in working/maintained order	New contract in place 2027	

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Water usage	Water consumption for other operational needs	Consumption of natural resource. Indirect generation greenhouse gas emissions.	4	3	12	Bar dispense equipment regularly maintained under contract. Water delivery measured by equipment and meter.	8	HoO			10%
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