

Area	Current Situation	Impacts	Objective	Achievable & Key Responsibility	Timescale	Priority	2018 Review
<b>Facility</b>							
Utilities	An annual usage of 31 tonnes of CO2 within the year to 06/2016 has been recorded. Given an energy performance operational rating of 100 (D rating, and on average) which also incorporates external atrium.	Equates to 6.5 passenger vehicles driven for 1 year or 3.3 homes energy for one year. D rating is just about average but thereby gives possibility to improve.  As a comparison, UK CO2 emissions for 2015 were 495.7 million tonnes.	Aim to reduce CO2 usage through utilities to below 30 tonnes per year. A reduction of 1 tonne would equate to changing 35 lights to LED.	YUSU	New statistics issued August 2017	High	No new statistics provided. Push for more tracking of usage wherever possible.
Utilities - Heating	233 kWh/m <sup>2</sup> /year with 0% supplied by renewable energy. Some heating facilities blocked or partially obstructed. Thermostatic control in Helpdesk but no other areas.	This is a little high, however is about expected given the age of the building.	To aim to reduce heating usage to 200 kWh/m <sup>2</sup> /year. (14% reduction)	YUSU	New statistics issued August 2017	High	No new statistics provided. Push for more tracking of usage wherever possible.
			To aim to have some renewable energy supply for heating	University	New statistics issued August 2017	Low	Ongoing

Utilities - Electric	86 kWh/m <sup>2</sup> /year with 15.9% from renewable sources. No automatic shutdown process.	This is about average for usage and some renewable source usage. Ultimately this is direct CO2 creation from use of electricity.	To aim to reduce electric usage to 75 kWh/m <sup>2</sup> /year (12% reduction).	YUSU	New statistics issued August 2017	High	No new statistics provided. Push for more tracking of usage wherever possible.
			To increase renewable energy usage to 20% of overall electric usage.	University	New statistics issued August 2017	Low	Ongoing
Utilities - Water	No record of water usage. Water coolers (4/5) all plumbed into water supply. One is bottle fed. All staff accessed ones supplied without paper/plastic cups. Hot water boiler installed rather than a kettle.	Aqua Aid (Bottle fed and servicers) is local (Based at Wakefield) so reduced as much as practical. Cleaning and servicing of all other water coolers to ensure as efficient as possible. Minimised wasted	Assess whether it is feasible to undertake monitoring of water usage through University Estates to provide trackable data.	YUSU/ University	Begin investigation	Low	Ongoing, no current practical way to undertake tracking of all utilities, including water.
Waste – Generation	Bins around building labelled with what can be taken. 3 bins wrongly identified. No significant waste consistently created.	No auditable data of waste generation. Likely given some confused bin, not all items are recycled appropriately or	Designate waste bins in areas and ensure sufficient recycling areas in line with need for staff.	YUSU	Investigate with culture club and implement from August 2017.	Medium	Bins clarified and removed and replaced. Still no auditable data due to UoY collections.

		some end up in general waste. Improve signage and provisions of specified bins.					
Waste – Disposal	All waste disposed of by University of York in line with their processes. Any surplus waste created either passed directly to Rapid Response Team or taken to recycling facilities on campus.	YUSU has minimal current impact on this or control over greater impact. Outline what can be recycled and if what we pass on is fully utilised.	Outline what recycling capacity the University currently have and see if there are any gaps in processes within YUSU that can be filled.	YUSU	Investigate with Estates and look at options for waste going forward.	Low	University active in sustainability plan and YUSU has some involvement in this.
Thermal Control – Cooling	No air conditioning units used in whole building only natural air ventilation when possible. Blinds are on most sun facing windows to reduce heating effect.	Currently no air conditioning systems employed in building. All ventilation through forced air or similar.	Assess any future installation of air condition in buildings.	YUSU	Continue Practice	N/A	Ongoing
Thermal Control – Heating	Heating available to all areas. No direct control, all radiators thermostatically controlled directly. No BAS/BMS or central control.	Ensure all radiators are clear as much as practical from obstruction. Consider practicality of installation of a BAS/BMS or to be considered for future developments.	Audit all workplaces and ensure set up is as practical as possible and identify if any further rearrangements are possible.	YUSU/ University	July 2017	Low	Complete. Comments received in regards Air conditions, however this would not be implemented.
Resources –	All paper sourced with	All current printer	Continue to	YUSU	Continue	N/A	Ongoing

Paper	environmental considerations. Current paper supplied is FSC Mix and Carbon Capture.	paper sourced from an ethical supplier with considerations to sustainability.	source paper from a sustainable provider.		practice		
Resources – Tea and Coffee	All tea and coffee ethically sourced (including Yorkshire Tea and Nescafe).	All tea and coffee for staff consumption ordered from sustainable suppliers.	Continue sourcing sustainable tea and coffee. Assess if packaging is suitable or if there are any alternatives.	YUSU	Continue practice	N/A	Ongoing
Resources – IT Equipment	All new IT equipment is supplied by the University of York, or if small items or critical replacements, may be replaced through Amazon orders	Unsure as to level of sustainability of IT equipment. Possible consideration on future resourcing dependant on budgetary constraints.	Consider sustainability with any future procurements of IT equipment.	YUSU	September 2017	Low	Sourced through Lenvovo primarily who hold conflict free arrangements. Showing improvement towards conflict free.
Building – Insulation	Unaware of existing insulation provisions	Not able to assess on effectiveness or impact of insulation. Possibility to investigate.	Identify any benefits of changes to insulation and whether there is a need to look into changing whatever may be existing	YUSU/University	November 2017	Low	Ongoing
Building –	All exterior windows double	All exterior	Maintain current	YUSU	Ongoing	N/A	Ongoing

Windows	glazed. Some windows treated to prevent glare.	windows double glazed to prevent unnecessary heat loss.	controls. Triple glazing does not present a realistic goal (possible £5,000+)				
Building – Shutdown	No central shut down system. Processes in place for Christmas close down or for other extended periods. Computers have a power saving mode which initiates after 10 minutes of no use.	Effectiveness of shut down dependant on staff knowledge and guidance provided. No back up for after close down.	Identify periods where staff numbers are lower, holiday is predicted or building is closed. From there ensure guidance is issued as standard for office/worktop close down.	YUSU	May 2017	High	Ongoing. High absence periods (bank holidays Christmas closes etc) identified and comms sent out in advance as well as periodic reminders on both desk and office wide shut downs.
			Discuss with University whether there is a realistic way to achieve a shut down or office close down.	University	August 2017	Low	Currently not practical.
<b>Operation</b>							
Staff Travel	Trains prioritised wherever possible. If multiple members of staff going, car pool or shared journeys operated. Also mileage rate for cyclists.	Reduction of CO2 from transport by car sharing and use of public transport. No evidence of mileage per annum	To log and monitor all staff transport to provide an annual report and identify areas for	YUSU	July 2017	Medium	Yet to start. Action for 2018.

		to compare year on year and improve against.	improvement. To consider transport as part of all training/ course requests and consideration of alternatives.	YUSU	July 2017	Low	Included and train prioritised for transport.
Student Travel	Student transport tracked but mileage not measured, audited or tracked.	Records but no specific data of CO2 produced by student transport. No idea if transport is maximised to reduced CO2 production.	Track and monitor distances travelled to review and identify developments each year.	YUSU	July 2017	High	Some work started, but further development needed.
Events – Environmental Impact Assessment	Currently there is no direct environment assessment taken for large events.	Some consideration to environment and sustainability of key events. No joined up thinking across planning groups for direct sustainability directives.	Implementation of EIAs for large key events run by YUSU.	YUSU	May 2017	Medium	Research into sustainability standards, however impractical at this stage. Instead, principles taken and incorporated into large event planning framework.
Events – Sustainability	Assessment of ways to make YUSU led events more sustainable especially	Some events actively consider sustainability and	Addition of sustainability to events planning	YUSU	June 2017	Medium	Research into sustainability standards,

	around organisation and provisions.	plan events however others do not consider this at all. Standard approach particularly around marketing materials.	documents and greater consideration where possible.				however impractical at this stage. Instead, principles taken and incorporated into large event planning framework.
Printing	Tracking of all printer usage in an attempt to monitor and where possible reduce printed information.	Able to monitor printing statistics but no active policing or target set.	Aim to reduce printing costs by 5% in 2017 (calendar year)	YUSU	December 2017	Medium	Ongoing, targets set for 2018.
<b>Supplier &amp; Vendors</b>							
Sourcing suppliers	Any new suppliers assessed for environmental awareness and also wherever possible, use of local suppliers preferred.	Any tender applications actively consider sustainability/local providers in selection process.	Continue to use sustainability as criteria during tender selection.	YUSU	Continue practice	N/A	Suppliers assessed and considered when allocating significant or repeat spend (such as using local marquee suppliers).
Environmental awareness	Some suppliers (Aqua aid, Innerspace, Ben Johnson) either local or have specific ethical policies.	No data on some previously existing contractors and what practices they follow under environmental awareness.	Rate all contractors on environmental awareness and sustainability and if necessary or possible, provide	YUSU	August 2017	Low	Priority given to local providers and tenders include clauses around sustainability.

			advice on options to improve practices.				
<b>General Environment</b>							
Noise	Active policing of noise at large events and signage present to encourage those leaving venues and events to be considerate to local residents.	Impact on local environment minimised wherever possible and adverse effects from noise considered.	Ensure any events which will have significant noise are assessed, controls in place and if necessary alternatives implemented.	YUSU	Ongoing	Low	Ongoing and proactive.
Waste - Litter	Ideally, promotional work or displays to use either recycled or low impact materials wherever possible.	No active assessment of litter generation from events (also under EIA).	At large YUSU run events attempt to undertake assessment of waste generation and if possible implements recycling. Aim to reduce waste generation at repeat events by 5% YoY	YUSU	Ongoing	Low	Ongoing review of any flyer. Priority always given to social media or low impact methods of promotion (such as using a rickshaw rather than flyers for elections).