ENVIRONMENTAL PROGRESS REPORT

DECEMBER 2000

A report on progress made during 1999/2000 with reference to the report of September 1999

INTRODUCTION

This report covers the work of the Environmental Co-ordinator, but also includes information from others throughout the University. The Environmental Co-ordinator is now part of the Directorate of Estates and Facilities, but continues to be physically based in BMS. The work continues to cover all facets of University operations.

ENVIRONMENTAL FORUM AND RELATED MATTERS

The Environmental Forum continues to meet twice each term. During the past year the main topics for discussion or report have been related to the Green Commuter Plan and have also included recycling, Health Promotion, energy efficiency, and telecommunication masts.

An external speaker, Rebecca Hawkins from Forum for the Future, gave some useful information on Sustainability Indicators in June. In November Lucy Nichol from the School of Planning talked about her work on the Oxfordshire Food Directory, local food and its importance.

Communication continues via email. On Stream is still a useful vehicle particularly with the return to weekly editions.

- “Environment” is now one of six strategic themes at Brookes. Pro-vice Chancellor John Glasson and Mary Webb, Environmental Co-ordinator, are joint environmental “champions”. This has had the effect of raising the profile of environmental issues and awareness amongst staff.

- Three more environmental representatives have been appointed in addition to those listed last year; Finance, Academic Registry and the School of Business. Academic schools still without environmental representatives are Architecture, Engineering and Health Care. Communication has been via email.

- The Co-ordinator is working with the Safety Officer where there is an overlap in legislation and compliance. The Co-ordinator will be a “special advisor” on the Health and Safety Committee.

- A joint Health Promotion and Environment event took place in February 2000 to launch Brookes as a Health Promoting University.

- A Litter Pick took place along Pullens Lane and Cuckoo Lane in June.

- The Co-ordinator continues to work with the Students Union.

- The Co-ordinator was invited to run a workshop at the Brookes Administrators Conference in July, and has also spoken to the Non-teaching Staff Forum in the School of Biological and Molecular Sciences and to MSc Primate Conservation students in the School of Social Sciences and Law.

- Pro-Vice Chancellor John Glasson spoke to the Governors about Brookes and environmental issues in July 2000.
EcoCampus

- Brookes has been accepted as a pilot institution for the new EcoCampus environmental accreditation scheme. We will work in partnership with Going for Green using a draft model for an environmental management system and awards scheme, designed to reward progress towards sustainable development in the FHE sector.

- The aims of the project are:
  - to achieve measurable change in the awareness of sustainable development and of the impacts of personal lifestyle choice among staff and students of the institution
  - to achieve measurable improvements in progress towards sustainable development in the management and teaching at the institution
  - to contribute to the further development of the proposed model for the management system and awards scheme, and to make recommendations about making the scheme available to all UK institutions.

- Twelve categories for environmental and sustainable improvement have been designated; pilot institutions will work on a selection of these. Institutions will set their own targets which will progress through three levels, each gaining recognition. Awards can also be given for improvements already achieved. Progress will be assessed by an external auditor.

- This scheme is an expansion of the EcoSchools initiative organised by “Going for Green” an organisation with DETR funding. The pilot programme is to be launched on February 13 at Nottingham Trent University. John Glasson and Andrew Moore will be involved in steering this programme at Brookes, but ultimately it should involve staff of all types. Final details and timetable are currently awaited.

External work

- The Co-ordinator continues as Association Secretary for the Environmental Association for Universities and Colleges. The Association is gaining recognition from CVCP and from HEFCE and is now regularly asked to advise them on environmental issues.

A joint event with USA, the Universities Safety Association, was held in September on the subject of Waste and Emissions. A conference is to be held in April 2001 on “The Sustainability Challenge for Further and Higher Education”. The Co-ordinator is joint editor of the Association’s first publication “Waste Management Guide for Universities and Colleges” which should be published early in 2001.

Targets 2000

- Full representation from Schools and Departments, which will bring environmental considerations into decision-making and everyday behaviour at a more “local” level throughout the University. To help representatives become effective an email network to be set up and occasional meetings arranged.

  This has almost been achieved with representatives attending Forum meetings and disseminating information through Schools and Departments.

- Setting up an Environmental Management System Working Group to formalise and improve our environmental management.

  This has been held up by re-organisation. The EcoCampus programme will take this initiative forward.
• Strengthen links with Wheatley and Westminster Campuses by holding Environmental Forum meetings on these sites.
  
  One meeting held at Wheatley this year.

**Targets for 2001**

- Begin to develop a more formal approach to environmental management through EcoCampus.
- Continue to increase contact with Harcourt Hill and Wheatley Campuses.
- Increase opportunities to speak to Schools and Directorates as a means of raising staff awareness by Environmental Co-ordinator visits to each School Board or Departmental meeting.

**WASTE AND RECYCLING**

Problems have continued with paper recycling which have resulted in Brookes now paying a total of £820 per annum for collection. However this price will cover all additional paper recycling on other sites and any future initiatives on can recycling. Weights this year have been variable, partly explained by the long break over the New Year period (2000), but also because the weights are estimated by the contractors, which can lead to discrepancies.

- A total of 8.612 tonnes of paper was collected for recycling between September 1999 and September 2000 inclusive.
- The Morrell Hall Scheme has been expanded to provide bins in each kitchen for paper, a large can bank, a composter and glass banks. Glass banks have also been installed at Wheatley campus. Oxford City Council has proposed a scheme to collect and recycle all these materials from the Oxford-based Halls. Confirmation is currently awaited.
- Schools and Departments are gradually becoming aware of the need to reduce paper use. Many local changes to circulation of minutes etc have occurred so reducing local paper use, although the total used is not significantly reduced.

**Targets 2000**

The lack of progress is mainly due to the extra workload resulting from the move to Harcourt Hill Campus, the implementation of parking charges and reorganisation of the Directorate of Estates and Facilities.

- Successful recycling at Morrell Hall to lead to expansion in other halls. This will be achieved through the City Council scheme.
- A more organised system for general recycling, ideally with an extra member of Site Services staff to cover this. No change
- Expansion of recycling to cover drinks cans, plastic, IT equipment, building materials, furniture and cardboard, dependant on market forces and university constraints such as staffing levels and storage space. This would be beneficial in terms of cost saving. No change. The EcoCampus pilot programme will cover this programme.
- Development of a university-wide system for reducing consumption particularly of paper. No change
**Targets for 2001**

- Continue to increase paper recycling at all campuses combined with greater use of recycled paper products.
- Introduce can recycling where possible
- Continue to work towards more general waste minimisation/recycling throughout the University
- Provide full recycling facilities at Halls of Residence in Oxford depending on availability of services from the City Council.

**ENERGY AND WATER**

The Energy Efficiency Officer is currently involved with reviewing the Combined Heat and Power unit (CHP) at Harcourt Hill. A Trend BMS (Building Management System) is being installed. This will link all the University’s heating plant and the CHP to give better energy efficiency. It will also protect electrical supply in the event of a power failure.

- More efficient boilers have been installed at Wheatley
- On-going improvements to lighting and heating throughout the University
- A microbial system for grease digestion is successfully used to deal with wastewater from Catering Services, thus eliminating the need for chemicals to stop odours or treat grease build-up.
- A bio-remediation system is currently on trial in male urinals in the Students Union and Abercrombie building. If proved effective, its use will be extended to other parts of the University, thus saving a large volume of water as well as eliminating the need for chemical cleansers. Problems occur at present with incorrect use of cleansers.

**Targets for 2000**

- Use data from energy management system to help raise awareness of energy use and link to a campaign for reduction. *The management system has not yet been able to produce this type of data.*
- Encourage new energy contract with a renewable energy provider. This could reduce our Climate Change Levy tax payments. *The latest contract for electricity was purchased through a local consortium which gave a lower price.*
- To continue to increase use of environmental assessment criteria on capital new build projects. *The Director of Estates and Facilities is aware of this issue.*

**Targets 2001**

- Continue work on the above targets.
PURCHASING

The Southern Universities Purchasing Consortium, (SUPC) is now including environmental criteria in the tendering process for large contracts. This will increasingly have an impact on Brookes’ procurement. The Purchasing Officers increasingly liaise with the Environmental Co-ordinator.

- The new guidance for Temporary Staff produced by the Purchasing Office emphasises Brookes environmental policy.
- Companies, which attended the Suppliers Exhibition held in July 2000, were asked to display their environmental policies and any environmental products they supply.
- Controlled purchase cards greatly reduce paper use and administration costs.
- In conjunction with Stores, the Purchasing Office has organised re-use or recycling for specific unwanted items, rather than disposing of them as waste. Due to constraints in time and storage space, these one-off initiatives cannot at present be made permanent.

Targets 2000

- Develop the importance of purchasing as a key player in environmental improvement throughout Brookes. 
  This is work is continuing
- Continue to work with SUPC and other consortia to develop environmental criteria for bulk contracts.
  The Co-ordinator continues to attend Environment Working Group meetings at SUPC offices at Reading University when possible.
- Continue to press for the use of recycled paper throughout the University.
  No further progress this year
- More environmental information to be made available on the purchasing catalogue web site.
  The approved supplier’s list is available on the Intranet. These suppliers will increasingly have environmental criteria built-in to contracts.

Targets 2001

- Training for purchasing staff through attendance of a seminar in January 2001
- Implementation of the new finance system will reduce administration costs and paper use.
- Continue to liaise with the Purchasing officers when appropriate.

TRANSPORT

The Green Commuter Plan was officially launched in November 1999, with invited speakers from the County and City Councils, and guests from the Local Authorities, Hospitals Trusts and local organisations. There was good regional press and radio coverage.

- Targets set for the first year of the Plan have been almost entirely met. Those not reached are mainly dependent on external organisations.
Parking charges have been implemented for all appropriate staff and students.
Parking permits issued at the Headington campus have been reduced to 783, approximately half of the figure for the previous year.
Ninety new cycle racks have been installed over all sites this summer.
Three Walk to Work leaflets have been produced and launched.
A Cyclists web site and booklet has been produced.

**Targets 2000**

- To further develop the Green Commuter Plan including setting up a Cyclists Forum, continuing liaison with Hospital Trusts, Local Authorities and public transport operators.
  
  *A Cyclist's web site and booklet has been produced. Liaison continues with all local organisations listed.*

- To monitor and evaluate the effect of the Plan.
  
  *The Plan is continuously checked. A full survey will be undertaken at the end of 2001*

- To continue raising awareness through regular displays and events.
  
  *Displays for Freshers Week/Fair, during the term, and also in conjunction with health promotion have occurred during the year.*

**Targets for 2001**

- Roll on the Green Commuter Plan into Year 2 Action Plan
- Continue to develop the link between walking and health.
- Continue to communicate travel information throughout the University.
- Continuous publicity and encouragement for changes in travel behaviour.

**AWARENESS**

The profile of environmental issues has continued to rise over the past year. Increasingly staff make contact with the co-ordinator to ask questions or to make suggestions. Students also make contact, more usually in relation to coursework needs.

- A new Brookes and Environment booklet has been produced. It is used at awareness raising events throughout the year, given to new staff at induction and used to provide general environmental information about Brookes, both internally and externally.
- Articles are regularly written for On Stream and OBScene; topics have included waste minimisation and recycling, transport and cycling information.

**Targets 2000**

- Work with the Health team on a joint Health and Environment Fair (Week 4 Term 2)
  
  *A joint Health and Environment Week took place in February 2000. Events included a debate on Food Issues by BMS staff and a two-day Fair at Gipsy Lane highlighting a variety of related topics.*

- Implementation of the Millennium Bulb Planting project.
  
  *The Millennium Bulb Planting took place in November 1999 with a good response*
from volunteers. The bulbs duly appeared in Spring 2000 and should increase over the next few years.

- Continue improvement to the environment web site. The co-ordinator will learn Dreamweaver to enable regular updates and reports of Forum meetings to be available online. 
  *The web site has been updated by the Co-ordinator but a major re-design has not yet been possible.*
- Development of staff training needs input from teaching staff for a successful outcome.
  *No further progress has been made*

**Targets 2001**

- To develop a staff specific Brookes environmental information booklet to be given to all new staff in welcome packs via Personnel.
- To develop a student specific environmental information booklet for all new students to be distributed at enrolment via Krys Daniels.
- Continue to improve web-based information on all aspects of environmental work at Brookes.

**TEACHING**

Discussion has taken place between Pro-vice Chancellor Howard Colley, Stuart Jauncey (School of Hotel and Restaurant Management) and the Environmental Co-ordinator on the possibilities of providing an internet-based module available for all students. This would cover general environmental and sustainability issues and also link with their main field of study through a project. This has not progressed further due to lack of funding and time.

**Targets 2000 and beyond**

- A way needs to be found to ensure that all students have the opportunity to take an “environmental issues and responsibilities“ module, regardless of field.
  *See above*

**Targets 2001**

- To continue to explore ways to “green” the curriculum within the confines of the present modular system.
- To organise a general discussion meeting in Term 3 to explore ideas on how this might be progressed.
## ACCOUNTS

A budget of £1000 was allowed for 1999/2000 which was spent as follows:

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