

# **Guildhall School**

## **Environmental Sustainability Action Plan**

### **2018/19 to 2019/20**

This document outlines the environmental sustainability action plan for the Guildhall School of Music and Drama. The purpose of the action plan is to outline the two year strategic and operational actions required:

- To minimise the Guildhall School's impact on the environment and ensure continual improvement
- To ensure fulfilment of commitments made in the Environmental Sustainability Policy
- To build on successes to date. A summary of key environmental achievements is included at the end of the action plan.

Progress on this action plan will be monitored by the joint Barbican and Guildhall School of Music and Drama Sustainability Steering Group and will be reviewed annually. These reviews will inform a longer term environmental strategy and targets going forward. Results from these reviews will be reported to the Guildhall School's Senior Management team on an annual basis and will be used as part of our policy and action plan review process.

The following action plan sets out how we will achieve continual improvement, ensure understanding of our impacts and fulfil commitments made in our Environmental Sustainability Policy.

Resources allocated by the School to Sustainability have been increased in the last 12 months to support sustainability activity particularly in relation to the appointment of the Continual Improvement Manager. One of the key purposes of this role is to develop the Guildhall School's sustainability management systems ensuring alignment with the City of London's policies and strategies and develop succession plans to ensure continual improvement.

Wherever possible the team will look to resource projects through available grant funding either through the City of London or elsewhere. Where this is not possible budget allocation for sustainability activity will depend on the level of investment required:

- Scoping, awareness and management system development activities will be resourced and financed locally.
- Higher cost capital investment will be subject to the City of London's energy efficiency loan scheme or capital works programme process.

Recently significant investment has been made to ensure maintenance of our equipment and improvement to our infrastructure.

Actions and targets have been set using information gathered in our Environmental Review dated August 2018.

## Action Plan

Area	Objective/Target	Action(s)	Budget/Resource Allocation	Timescale	Responsibility
Energy / Carbon Emissions	<p>Short term stretch target - reduce energy use (kWh) by 10% in 2019/20 compared to 2017/18</p> <p>To work towards</p> <p>Target under City of London Carbon Reduction Strategy to reduce carbon emissions by 40% by 2025 against a 2008/09 baseline.</p> <p>Target under Guildhall School's Carbon Reduction Strategy to reduce Scope 1&amp;2 Carbon emissions by 43% by 2020 against a 2005 Baseline</p>	Review management strategies, monitoring and targeting	Low/no cost actions to be covered by internal resource	March 2019	Continual Improvement Manager - Sustainability
		Undertake Energy Efficiency Survey	Financed through CoL energy efficiency fund	December 2018	Property Facilities Manager
		Undertake buildings controls survey and implement recommendations	Survey Financed through CoL energy efficiency fund. Implementation of higher costed actions to be funded through CoL Energy Efficiency grants/loans	March 2019	Property Facilities Manager
		Develop controls strategy for BEMS to ensure consistent service delivery and maximise efficiency	Low/no cost action to be covered by internal resource	June 2019	Property Facilities Manager
		Undertake out of Hours energy audit to identify electrical equipment left on – disseminate information to staff	Low/no cost action to be covered by internal resource	March 2019	Security Manager
		Investigate opportunities to increase low energy lighting	Scoping activity to be covered by internal resource. Surveys funded through Col energy efficiency fund	March 2019	Property Facilities Manager
		Improvements to compartmentation to improved insulation and prevent heat leakage	Funded under fire safety improvement projects.	July 2020	Project Manager
		Investigate replacement of chilled water pumps and inverters 200kWh to 160kWh	Low/no cost activity to be covered by internal resource	March 2019	Property Facilities Manager
		Review run hours of chilled water pumps	Low/no cost activity to be covered by internal resource	December 2018	Property Facilities Manager

		Investigate refurbishment of heat exchanges some now 20 years old	Subject to CoL CWP process or energy efficiency fund	September 2020	Property Facilities Manager
		Investigate alignment of BEMS with School room booking system to ensure better scheduling of heating and ventilation systems	Low/no cost activity to be covered by internal resource	March 2019	Property Facilities Manager
Transport / Carbon Emissions	Replace diesel van	Investigate the possibility of replacing diesel van with fully electric or hybrid alternative	Scoping activity covered by internal resource. Potential funding sources to be evaluated once options and costs are	August 2020	Facilities Manager
Waste and resources – water	To reduce the consumption of water 5% annual reduction by 2020/21 compared to 2017/18	Develop benchmarks for water use	Low/no cost activity to be covered by internal resource	March 2019	Continual Improvement Manager - Sustainability
		Investigate ½ hourly meters for main water incomers	Investigation works low/no cost. Potential funding sources to be evaluated once costs known	March 20	Continual Improvement Manager - Sustainability /Engineering
		Evaluate possibility of undertaking water efficiency survey	Low/no cost activity to be covered by internal resource	March 2019	Continual Improvement Manager - Sustainability
Waste and resources – paper	To reduce the use of hand towels	Installation of hand dryers in toilet areas	Budget already allocated	August 2018	Facilities Manager
Waste and resources – consumables	To reduce the consumption of hand soap by 50%	Replace liquid hand soap with foam	Covered under consumables budget	March 2019	Facilities Manager
Waste and resources – general	To reduce the consumption of resources	Undertake analysis to measure highest impact use of materials and implement reduction programme	Low/no cost activity to be covered by internal resource	March 2020	Continual Improvement Manager - Sustainability

Waste and resources – waste	To achieve 50% recycling rate in academic year 2018/19	Undertake waste audit to check the right waste stream is going into the correct bin and that information on recycling is at point of use. Disseminate results	Low/no cost activity to be covered by internal resource	August 2019	Facilities Manager
		Develop awareness campaign Reduce/Reuse/Recycle	Low/no cost activity to be covered by internal resource	August 2019	Facilities Manager
Waste and resources - waste	To reduce the amount of waste generated	Undertake analysis to measure highest impact waste materials implement reduction programmes and set targets	Low/no cost activity to be covered by internal resource	August 2020	Facilities Manager
Waste and resources - waste	To reduce the amount of waste generated	End of year give and take day	Low/no cost activity to be covered by Student Union	July 2019 July 2020	Student Union President
Pollution – Hazardous substances	To prevent pollution	Consult with relevant stakeholders e.g. internal teams (Engineering, Stage Technical) and cleaning and catering contractors so ascertain what hazardous substances are currently used and if possible if they can be replaced by environmentally friendly alternatives	Low/no cost activity to be covered by internal resource	August 2019	Continual Improvement Manger - Sustainability
Staff, Student and Stakeholder engagement	To promote environmental awareness to our staff and students and stakeholders	At least 3 annual focussed awareness activities to include as a minimum energy and waste, other areas could include water, travel, biodiversity, food	Low/no cost activity to be covered by internal resource	Aug 2020	Continual Improvement Manager - Sustainability
		Evaluate how more members of staff can become involved with sustainability e.g. possibility of “Champions” group	Low/no cost activity to be covered by internal resource	March 2019	Continual Improvement Manager - Sustainability

		Continue to promote achievements on website and audit information on website to ensure current	Low/no cost activity to be covered by internal resource	August 2019 August 2020	Continual Improvement Manager - Sustainability
		Develop framework to ensure regular items feature in staff newsletter and student e-zines	Low/no cost activity to be covered by internal resource	August 2019	Continual Improvement Manager - Sustainability
		Review environmental sustainability information on intranet and audit to ensure information remains current and up to date	Low/no cost activity to be covered by internal resource	August 2019 August 2020	Continual Improvement Manager - Sustainability
		Evaluate current environmental awards and apply as appropriate	Low/no cost activity to be covered by internal resource	March 2019	Continual Improvement Manager - Sustainability
		Review induction /orientation activity for both Staff and Students	Low/no cost activity to be covered by internal resource	August 2019	Continual Improvement Manager - Sustainability
Travel and Transport	To promote the use of sustainable forms of travel	Travel to work survey staff and students	Low/no cost activity to be covered by internal resource	December 2019	Continual Improvement Manager - Sustainability
		Evaluate Business Travel	Low/no cost activity to be covered by internal resource	January 2019 January 2020	Continual Improvement Manager - Sustainability
		Investigate opportunities for funding for sustainable travel projects e.g. changing facilities, additional bike racks, training	Low/no cost activity to be covered by internal resource	December 2019	Continual Improvement Manager - Sustainability

Biodiversity	To increase biodiversity on the estate	Explore ways of measuring and increasing biodiversity on the School's estate	Low/no cost activity to be covered by internal resource working with CoL, Barbican and others as appropriate. Once costs known for any infrastructure change funding sources will be evaluated	March 2019	Continual Improvement Manager - Sustainability
Reporting	To comply with key stakeholder Requirements.	Ensure relevant environmental EMR reporting data is collated for annual return	Low/no cost activity to be covered by internal resource	February 2019 February 2020	Continual Improvement Manager - Sustainability
Construction and Refurbishment	To reduce environmental impact from construction, refurbishment and maintenance activities	Review current localised systems to ensure monitoring of contractor activity is in line with CoL policy	Low/no cost activity to be covered by internal resource	September 2019	Continual Improvement Manager - Sustainability
Sustainable Food	To ensure progress against food sustainability standards	Audit catering contractor to ensure sustainability commitments in contract are being met	Low/no cost activity to be covered by internal resource	September 2019	Facilities Manager
Sustainable Food	To promote biodiversity and increase student/staff allotment allocation	Assess the viability of increasing growing space by creating additional low level allotment plots by using recycled pallets	Low cost activity to be covered by internal resource	September 2019	Facilities Manager
Policy / Procedure – Legal and Other Requirements	To understand and comply with legal and key stakeholder	Review applicable legislation and other requirements	Low/no cost activity to be covered by internal resource	July 2019	Continual Improvement Manager - Sustainability

	Requirements e.g. those set out under funding agreements	Undertake evaluation of compliance against legal and other requirements register	Low/no cost activity to be covered by internal resource	July 2019	Continual Improvement Manager - Sustainability
		Review current systems and policies to ensure alignment with the City of London's Responsible Business Strategy	Low/no cost activity to be covered by internal resource	September 2019	Continual Improvement Manager - Sustainability
Policy / Procedure- Impacts	To understand and reduce environmental impacts	Undertake review of the organisation's environmental impacts	Low/no cost activity to be covered by internal resource	July 2019	Continual Improvement Manager - Sustainability
		Review of environmental impacts to inform the setting of future objectives and action plans	Low/no cost activity to be covered by internal resource	July 2019	Continual Improvement Manager - Sustainability

## **Key Activities and Achievements to Date**

### **Reducing Carbon Emissions**

We have a schedule in place to ensure engineering equipment is working efficiently to reduce the use of electricity.

We have a Trend Building Energy Management System installed to control our lighting, heating and ventilation systems.

We have developed a system of weekly scheduling of our heating and cooling systems to ensure that services aren't supplied to areas that aren't in use.

We have undertaken a programme of replacing lighting in engineering and service areas with low energy alternatives.

We have undertaken a programme of installation of proximity activated and timed lighting controls to ensure that lights are turned off when areas aren't in use.

We have motor controls allowing variable load for motors and fans.

Installed voltage optimisation unit on the Guildhall School's main electricity supply.

Adjusted plant running times in the Silk Street building.

We have worked with the City of London to retender various contracts including electricity.

Environmental Sustainability featured on these tenders and the City has now announced that they will be starting to procure 100% renewable energy from 2018 onwards.

Refurbishment of cycle store to increase capacity and improve security.

Students Union have held a Safety City Cycling workshop with City of London Police to encourage students to cycle more

### **Reduce / Reuse / Recycle**

Discounts for students in the café if they bring their own cup.

Students Union have put scrap paper trays in the common room so that waste paper can be re-used

Students Union have worked with facilities teams to install more water coolers to reduce the amount of plastic bottles purchased.

We have removed plastic single use cups for water fountains and coolers and replaced with lightweight paper cups.

Our catering teams have replaced plastic disposable cutlery with lightweight wooden cutlery.



We have joined the Evening Standard's "Last Straw" campaign aimed to eliminate the use of plastic straws, the School and its catering partners will no longer purchase single use plastic straws.

We have removed single use plastic bags from retail outlets; our retail offering now uses Biothene plastic bags which decompose within 18 months when exposed to light.

Food waste is sent for recycling, composting and farm slurry.

Non-recyclable waste goes to energy from waste generation.

Students Union have run Give and Take days where unwanted clothes and equipment were collected from students moving out of Sundial Court at the end of the year and distributed to students during Fresher's week.

Communications to students are sent by the Student Union President every Friday these include environmental information and updates as appropriate and the organiser of Welfare Wednesday also promotes environmental issues.

Students Union pass information onto students on switching lights off and refilling water bottles

## **Food**

Our catering contractor uses local suppliers for fresh goods (Meat, fish and vegetables)

Sustainable food procurement has been incorporated into specifications for catering contracts

Students Union have funded environmental society and Gardening club. The School has given the space and maintenance resource.

Free drinking water available throughout the School for students, staff and visitors.

## **Communicating with our Students, Staff and Stakeholders**

Sundial Court Orientation for all new students includes information about recycling and general "green" behaviour

Students union have printed and distributed signs above recycling bins so that students are informed about what refuse goes in which bin

Students Union organised a competition was held around sustainability with fair trade Easter eggs as prizes

## **Biodiversity**

Refurbishment of Lakeside area to promote biodiversity.

## **General**

We have reviewed our policy and action plan in line with City of London Requirements and the principles of best practice.