



KeeleSU Search & Entry Policy

Keele Students Union Environmental Statement

Keele University Students' Union recognises that its activities impact upon the environment both through its routine internal operations, its infrastructural development, and through its influence and effects on the wider community. It acknowledges a responsibility for, and a commitment to, protection of the environment at all levels.

Environmental Policy

Keele University Students' Union

This policy seeks to formalise current commitments to environmental and waste management issues (Appendix 1), whilst also encouraging further future commitments to address issues including those identified by the audit (Appendix 2). This policy endorses the recommendations given in the Environmental Audit of Keele SU conducted by NUS Services Limited in February 2005.

This policy is designed to be a long term working document.

1. Education

- a. Keele SU should seek to raise awareness of relevant environmental issues wherever possible, and ensure that the recycling facilities are promoted.
- b. Keele SU Union Committee to lobby the University to improve its environmental performance, including the adoption of a University wide environmental policy.
- c. The inclusion of waste minimisation training as part of new staff induction and environmental good practice in all job descriptions.
- d. An annually reviewed environmental action plan that outlines what the Union will do to meet the environmental objectives, as detailed in this policy, should be produced. The responsibility for this shall lie jointly with the Keele SU Environmental Officer and Keele SU President.

2. Waste Handling & Pollution

- a. Compliance with environmental laws, such as the special waste regulations to be monitored consistently.
- b. Wherever possible, charitable re-use initiatives to be supported.
- c. Provide designated recycling points at all office and social areas of the building.
- d. Utilise waste paper for making notes, reduce the use of post-it style notes.
- e. Cleaning materials to be supplied in refillable bottles.

- f. Printer ink cartridges to be recycled or refilled.
- g. Paper clips to be reused rather than using staples to bind documents.
- h. Recycled envelopes to be free from chlorine based bleaching agents will be used or old envelopes reused.
- i. Consider the impact on the environment when booking transport.
- k. To welcome any feedback from students or Keele SU staff regarding environmental sustainability.

3. Sustainable Resources

- a. A single ethical purchasing policy that, where possible, includes commitments to purchasing Fairtrade products, recycled products, and non-'sweatshop' clothing.
- b. Calculating whole lifecycle costings for all new equipment or furnishings over £50, due to the fact that the cheapest options are sometimes the most energy inefficient.
- c. Where possible, the baselining, regular recording and review of all accessible data.
- d. Lift-sharing schemes to be investigated for staff and students.
- e. Smart (specific measurable achievable resourced timed) environmental objectives to be included in the Union's annually reviewed business plan.
- f. Encourage all colleagues to turn off lights when leaving the office.
- g. Equipment that is bought will be energy efficient.
- h. Kettles will be boiled with the correct amount of water per person.
- i. Mugs and glasses to be used instead of disposable cups.
- j. Energy efficient light bulbs to be used throughout the building.
- k. New office furniture should only be purchased if it has the Forestry Stewardship Council symbol on it.
- l. Windows to be closed if heating is on and heating turned down rather than opening windows.
- m. Minimise waste through information given out during open days and freshers week.

n. PCs should be turned off when not in use, or put on to sleep mode or monitors switched off when not in use for short periods of time.

o. KeeleSU does not authorise the use of domestic air travel for Union business.

4. Communication

a. Staff memorandums to be sent electronically.

b. All committee documentation should be printed centrally, double sided font size 12.

c. Any forms or newsletters to be available electronically.

d. All member services information to be electronically available.

e. All Keele SU stationery to be printed on recycled paper.

APPENDIX 1: Existing positive initiatives

Refuse

REDUCING

- There is a Christmas card charity donation scheme for staff

RE-USING

- The Union collects used printer and toner cartridges for charity
- The Union collects mobile phones for charity.
- The Union has trialled remanufactured printer cartridges
- The Union donates unwanted furniture to local restoration charities or to staff members
- A number of staff members save and re-use envelopes

RECYCLING

- All glass from the Union Bars is recycled by a waste disposal company.
- Each Union office has a green mesh bin solely for the collection of mixed paper recycling. Cleaners empty the bins daily, the paper is stored in clear plastic bags in red topped Euro bins ready for recycling. This waste is collected two times per week during term time.
- The Union has trialled recycled paper in photocopiers
- In accordance with The Special Waste Regulations 1996, all fluorescent tubes are sent for recycling.

- In accordance with the Environmental Protection Act 1995, used catering oil is sent for recycling.
- Non-rechargeable household batteries collected from students and staff are sent for recycling.
- Recycling facilities are available to students and staff in the Union building for the recycling of aluminum cans and plastic bottles.

Waste Management, Recycling and Energy Saving Initiatives

Waste Management

- We have a responsibility as an organisation to manage our waste, especially in view of the ever increasing problem of land fill waste on the environment. Consideration is always sought in trying to minimise the amount of waste generated and wherever possible to recycle waste.
- We are mindful that waste is handled, stored and disposed of in a way which does not pollute the environment and does not create health hazards for University staff, students or visitors.

Procedures on waste management for each area:

- Administration departments' management of waste. Staff to be shown procedures and systems in place for paper recycling, cardboard recycling, printer cartridge recycling and general waste.
- Catering management of waste. Staff to be shown procedures and systems in place for food waste, general waste, cardboard recycling and used catering oil waste.
- Bars management of waste. Staff to be shown procedures and systems in place for the recycling of glass waste, recycling cardboard and paper recycling and general waste.
- Shop management of waste. Staff to be shown procedures and systems in place for the recycling of cardboard, paper recycling, food and general waste.
- Cleaning, Maintenance and Security departments' management of waste. Staff to be shown procedures and systems in place for the recycling of cardboard, glass, paper and printer cartridges and for the safe disposal of food, spent lighting, electrical and general waste.

Energy Saving Initiatives

Procedures on Energy Saving

- Staff to be aware that any equipment purchased should be energy efficient. Keele SU's sustainable procurement policy should be followed.
- Staff to be shown lighting plans for their area and to be encouraged to switch off lights and equipment wherever possible when leaving an area.
- Staff to be encouraged to report leaking taps, faulty door closers/windows or anything that is deemed to waste energy.
- Feedback from staff on any energy saving initiatives should be encouraged.
- Lift saving schemes between staff should be encouraged and promoted
- All staff should be made aware of the fact that Keele SU provides cycle stands and shower room facilities for staff that choose to cycle into work.

1.3 Policy

The Union has a non-sabbatical Environmental Officer and an Eco-group.

Additional positive initiatives

All coffee and tea served is Fairtrade.

The University buys renewable energy (66%). This energy is also supplied to the Union.

The Union has a society that raises money for charity, and has raised money for Children in Need and other worthwhile causes (local and national).

The Union does not buy bleach.

The Union rents computing equipment – this helps ensure that the Union has efficient technology.

Computer equipment due for replacement is sold on to staff, donated to societies or used for parts when possible

The Union now recycles cardboard

New toilets have most lights operating on motion sensor

New toilets and urinals have been fitted with water- saving devices

Works have been undertaken to reduce draughts

All tea and coffee cups given out in the catering outlets are made from plant based compostable materials.

APPENDIX 2: Summary of main issues for Keele

- The Union building suffers from a combination of old metal-framed single-glazed windows and ineffective heating on the upper floors, resulting in the widespread use of expensive-to-run portable electric heaters. (new areas when refurbished have appropriate heating installed onto the hot water system to reduce this issue)
- Water is being wasted through urinals that are not regulated by either flow restrictors or motion sensors (see above)
- Electricity is being wasted by leaving lights on in bars when they are closed, and by having a relatively high number of laser printers in office spaces.

Continual Environmental Improvement

- Keele University Students' Union is dedicated to reducing its impact on the environment through the following measures;
- A reduction year on year on consumption of Electricity, Gas and Water, this is to be done in partnership with the University.
- To put in place measures for all new builds to incorporate the need for sustainable materials and to view environmentally friendly products in the first instance.
- To fully brief all new staff on the impact Keele University Students' Union has on the environment and how they can help reduce this on a personal level.
- To work with the university on all Environmental issues that affects both the Students' Union and The University.
- To create a working group within the organisation to highlight any needs for change within the organisation through the E+E Committee.
- To try and reduce noise pollution by introducing baffling measures both inside the building and by tree planting in external areas given over to Keele SU use.
- The removal of all polystyrene food containers within the Catering outlets of Keele Students' Union came into effect in September 2013. Now all food and beverages take outs are served in compostable trays or cups.

Reviewed November 2013