Bristol University Multifaith Chaplaincy
Green Policy

The Multifaith Chaplaincy loves the earth and we are actively participating in the University's Green Impact Award scheme - achieving Bronze in 2009, and Bronze Plus in 2010 and 2011, and Gold in 2015! Since 2009 we have undertaken a wide range of initiatives based around the principles of Reduce, Re-use, Recycle, from purchasing recycled paper for our copier and buying organic bottled milk to running a vegetarian kitchen and most recently starting to build our own kitchen garden.

Achievements since 2014/15

- Building thermostat implemented November 2015
- Shunt card implemented to stop front door being left open
- The department needed to replace its appliances as both the fridge/freezer and washer/drier broke down. These were replaced with an A+ rated fridge freezer, A rated washer and B rated tumble drier
- Completed construction of kitchen garden and bug hotel
- Developed Ethical Food Policy (vegetarian, fair trade, local, organic)
- Hungry Caterpillar Ethical Food Coop has moved to the Chaplaincy

We have assessed our most significant negative environmental impacts as:

1. Single glazing lets out heat
2. Front door area lets out heat
3. Most rooms lack motion-sensitive lighting so lights can be left on accidentally
4. Lighting not the most efficient
5. The building is damp and so heating needs to be on more than would otherwise be the case, to inhibit growth of mould

We will review possible solutions to items 1 – 4 once ownership of the Chaplaincy building transfers to the University. Further information can be found in Appendix 1 Worst Five Environmental Impacts / Top Ten Possible Opportunities.

All members of the Multifaith Chaplaincy Team and all who use the Multifaith Chaplaincy building have an important part to play in ensuring the continued success of these activities. This policy sets out practical ways in which we can do that. It should form part of every staff member's induction as per the guide in Appendix 2.
Energy Awareness

- There is a Lighting and Equipment Responsibility Plan and Vacation Shutdown Checklist (Appendix 3) which gives details about switching off equipment during and at the end of the day, and at the end of term. This can be found in the entrance hall on the wall by the door to the General Office, under the Chaplaincy User Guide
- Generally lights and equipment should be switched off when not in use. However, never ever switch off the photocopier because that will make it very unhappy!
- We use energy saving lightbulbs in all free-standing lights
- Our fridge / freezer is emptied periodically (usually at the end of Term). The freezer defrosts automatically
- The kitchen is fully equipped – there is no need to bring in personal kettles, microwaves etc
- Dressing for the season is better than turning up the heating!
- In the event of heating failure, the Chaplaincy Assistant will deploy portable heaters if necessary – there is no need to bring in personal heaters

Travel

- We encourage students, staff and visitors to use the most environmentally sustainable means of transport when visiting the Chaplaincy or on Chaplaincy business. This means walking, cycling or public transport wherever possible
- The University's travel website has information on:
  - planning your journey
  - bus routes and services including Travel West's bus checker app
  - the University travel Facebook and Twitter @UoBrisTravel accounts
  - interest free loan schemes for bus passes and train season tickets
- Cycling - we have stands outside the Centre where you can lock your bike. Free cycle training is offered to all University staff, as well as lock and light sales, a Cycle to Work scheme for buying a new bike, and cycle shop discounts. Further information about all these, as well as links to the nearest shower and changing facilities, can be found on the cycling pages of the University website
- Walking - there's a University walk-budi scheme
- If driving is the only option, then you might want to look at: Car Sharing, joining a Car Club and eco-driving
- Efficient driving techniques can save up to 13% in fuel consumption. Further details are on the website http://www.bristol.ac.uk/transportplan/transport/car/eco-driving.html
- It is highly unlikely that a member of Chaplaincy staff would ever need to use domestic air travel for business, and this would only be permitted in exceptional circumstances
• Staff are reminded that subject to the operational needs of the Chaplaincy (i.e. having a
duty Chaplain and Chaplaincy Assistant in the building), working from home is
encouraged
• Travel can be fun! The University organises lunchtime walks – for further details see
http://www.bris.ac.uk/sport/healthyliving/movewell/walkinglunch, and it’s also possible to
take the waterbus between Spike Island and Hotwells. Or why not try a walking
meeting? http://www.ted.com/talks/niloferMerchant_got_a_meeting_take_a_walk

Recycling
We aim to minimise our use of landfill. Within the Chaplaincy we can recycle:

Food waste: please use the compost bin in the kitchen or the caddy for teabags / coffee
grounds
Paper: please use the blue bins in each office or in the entrance hall
Plastic: please use the bin under the counter in the kitchen. Please note all plastic can
now be recycled including black plastic and bags
Glass: please use the bin under the counter in the kitchen.
Tins and cans: please use the bin under the counter in the kitchen or in the entrance
hall
Cardboard: there is a collection point in the kitchen.
Batteries: please use the recycling bin in the entrance hall
Unwanted office furniture: please advertise on Re-Store
WEEE: please refer to Chaplaincy Assistant

For information about CDs, books, confidential and other waste, please see the guide above
the bank of recycling bins in the entrance hall

Buying Fairtrade and Environmentally Friendly Products
• The Chaplaincy runs a vegetarian kitchen
• We buy Fair Trade tea and coffee and organic milk
• Vegetables bought for the weekly Soup Lunch should be in season and local
• If you need to buy other supplies please consult the attached ethical buying guide
(Appendix 4) and buy local, organic or Fairly Traded products
• Please choose eco-friendly cleaning products when required, e.g. washing up liquid and
multi-surface cleaner
• Where possible, batteries bought should be rechargeable

Water
• Please use water carefully and report dripping taps to the Chaplaincy Assistant who will
report them to Maintenance for repair
Printing Documents

- Aim to print double sided (where practicable). Instructions for this are above the copier
- Toner cartridges can be recycled by sending them in their boxes to the Senate House Porters. You can use the Internal Mail to do this.
- We use recycled paper in our copier. This is ordered from Office Depot via Proactis.
- Consider whether you really need to print a hard copy of documents
- It is good practice to ask individuals if they need hard copies of papers prior to meetings rather than assuming all present will need them, and use projection facilities if possible. If you are attending a meeting, check if the meeting will be projected onto whiteboard and don’t print unless you need to

Collecting Used Stamps
There is a collection point for these attached to the post trays.

Reusing envelopes
There is a box under the pigeonholes for putting used envelopes to be re-used for internal mail

Appendices
1. Worst Five Environmental Impacts / Top Ten Possible Opportunities
2. Chaplaincy Green Induction Guide
3. Lighting and Equipment Responsibility Plan
4. Chaplaincy Guide to Green Cuisine
Appendix 1

University of Bristol Multifaith Chaplaincy

Green Impact Action Plan – Five Most Negative Impacts and Top Ten Opportunities

Introduction

Assessment of the Chaplaincy’s five most negative environmental impacts and top ten opportunities takes into account some key facts about how the Chaplaincy operates, together with information from Ghazi and Lewis: ‘The Low Carbon Diet’, looking at the relative contribution of different aspects of carbon use to the whole, eg the contribution of air travel vs that of the type of food we eat.

Key facts about the Chaplaincy which impact on its most negative environmental impacts and top ten greening opportunities are:

1. The Multifaith Chaplaincy is based at 1, Woodlands Road in a building bought by the University from the NHS in May 2015. Investment in the building prior to this date was limited.
2. Amongst the Chaplaincy’s main roles are hospitality to students and staff in the University, and provision of a venue for events.
3. The ethos of exploring faith and spirituality in an atmosphere of mutual respect includes our relationship with the earth and those with whom we share the planet.
4. There is little requirement to travel, either on the part of students using the Chaplaincy (who mainly walk, cycle or use public transport), or staff (most of whom walk or cycle to work). The role of Chaplain or Local Faith Contact does not require air travel on anything other than an exceptional basis.
5. A limited amount of printing takes place eg A5 postcards for Welcome Week, posters publicising events, survey forms for the Chaplaincy Audit.

As a result of the above, the Chaplaincy’s most negative environmental impacts tend to focus on energy, whilst the top ten opportunities mostly relate to our core functions and purchasing decisions about food.

An Energy Audit was undertaken on 3rd February 2015.

Achievements since 2014/15

- Building thermostat implemented November 2015
- Shunt card implemented to stop front door being left open
- The department needed to replace its appliances as both the fridge/freezer and washer/drier broke down. These were replaced with an A+ rated fridge freezer, A rated washer and B rated tumble drier
- Completed construction of kitchen garden and bug hotel
- Developed Ethical Food Policy (vegetarian, fair trade, local, organic)
- Hungry Caterpillar Ethical Food Coop has moved to the Chaplaincy

5 most negative impacts

1. Single glazing lets out heat
2. Front door area lets out heat
3. Most rooms lack motion-sensitive lighting so lights can be left on accidentally
4. Lighting not the most efficient
5. The building is damp and so heating needs to be on more than would otherwise be the case, to inhibit growth of mould
Top 10 opportunities

1. Improve front door area by installing glass sliding doors
2. Improve glazing by fitting secondary glazing
3. Install motion sensors for lighting (currently only in accessible toilet)
4. Replace existing fluorescent tubes (which although of an acceptable energy standard are not the most efficient)
5. Continue to re-cover furniture when it gets stained rather than replacing
6. Continue to emphasise importance of care for the planet by having green-themed activities aimed at encouraging students to make the connection between faith / spirituality and sustainability
7. Continue with Chaplaincy Kitchen Garden to grow herbs and vegetables for use in Soup Lunches and by Fair Trade café, including making own compost
8. Continue to use Ethical Food Buying Policy (vegetarian, fair trade, local, organic)
9. Continue to host Fair Trade Café
10. Continue to host BUST Ethical Food Co-op (Hungry Caterpillar shop)

A revised draft Action Plan based on the five most negative impacts and top ten opportunities and taking into account the achievements of 2014/15 is set out below.

Yvonne Preece

26th February 2016
<table>
<thead>
<tr>
<th>Area</th>
<th>Five most negative impacts</th>
<th>Top 10 Opportunities</th>
<th>Action Plan</th>
<th>By whom</th>
<th>Date</th>
<th>Update March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Recycling / re-using</td>
<td>Re-cover furniture when it gets stained rather than replacing</td>
<td>Assess furniture at end of each academic year and decide if needs re-covering</td>
<td>Ed Davis / chaplaincy assistants</td>
<td>End of each academic year</td>
<td>Did this in Summer 2014 - ongoing</td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>Single glazing lets out heat</td>
<td>Install secondary glazing</td>
<td>Investigate potential solutions</td>
<td>Ed / Yvonne to meet with Marek</td>
<td>March 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Front door sometimes left open to be welcoming and to let out excess heat</td>
<td>Install automatically opening glass sliding front doors</td>
<td>Investigate potential solutions</td>
<td>Ed / Yvonne to meet with Marek</td>
<td>March 2016</td>
<td>Shunt card now in use, meaning the glass door can be kept closed during the day but people can still come in</td>
</tr>
<tr>
<td></td>
<td>Most rooms lack motion-sensitive lighting so lights can be left on accidentally</td>
<td>Install PIR lighting to majority of rooms</td>
<td>Investigate potential solutions</td>
<td>Ed / Yvonne to meet with Marek</td>
<td>March 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lighting not the most efficient</td>
<td>Replace existing tubes (which although of an acceptable energy standard are not the most efficient)</td>
<td>Investigate when this can be done</td>
<td>Ed / Yvonne to meet with Marek</td>
<td>March 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The building is damp and so heating needs to be on more than would otherwise be the case, to inhibit growth of mould</td>
<td>Investigate source of and potential solutions to damp</td>
<td>Investigate when this can be done</td>
<td>Ed / Yvonne to meet with Marek</td>
<td>March 2016</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Area</td>
<td>Five most negative impacts</td>
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<td>Date</td>
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</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td>Continue with Ethical Food Policy</td>
<td>Continue with existing policy ie vegetarian, fair trade, local, organic</td>
<td>Chaplaincy Team and all users of Chaplaincy</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Chaplaincy core activities</td>
<td></td>
<td>Emphasise importance of care for the planet by having green-themed activities</td>
<td>Build bug hotel Investigate developing wildflower / pollinator area</td>
<td>Chaplaincy Team</td>
<td>November 2015</td>
<td>Bug hotel built in Autumn term</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to grow food in kitchen garden and make compost</td>
<td>Continue with gardening afternoons in kitchen garden, make own compost,</td>
<td>Chaplaincy Team</td>
<td>Ongoing</td>
<td>Gardening and compost making ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to host Fair Trade Café</td>
<td>Continue existing hosting arrangement</td>
<td>Chaplaincy Team</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to host BUST Fair Trade Co-op (Hungry Caterpillar shop)</td>
<td>Continue to host</td>
<td>Chaplaincy Team</td>
<td>Ongoing</td>
<td>Hungry Caterpillar moved to Chaplaincy in September 2015</td>
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</table>
Multifaith Chaplaincy Environmental Induction

Multifaith Chaplaincy Green Policy
The inductee has been introduced to the Chaplaincy’s Green Policy

Waste management
The inductee has been advised to consider the following hierarchy-

Waste prevention- When making a purchase considering whether it is really needed and if so can an option with minimal packaging be purchased?

Re-use- can waste products be re-used rather than disposed?

Recycle/Compost- can the waste be recycled or composted?

Energy recovery

http://www.bristol.ac.uk/environment/waste/

The inductee has been informed that it is possible to recycle all of the following, and given guidance on how and where to do this (if appropriate) within the Chaplaincy - batteries, books, cardboard, cans and glass, cardboard, confidential waste, electrical and electronic equipment, IT equipment, newspaper, paper, furniture, refrigeration equipment, toner and printer cartridges, and wood.

http://www.bris.ac.uk/environment/waste/a-zrecyclingguide

Transport
The inductee has been made aware that the University has a transport plan, and informed that car sharing, walking, cycling, bus services, train services, and motorcycling, are promoted as alternatives to single occupancy car use. They have also been advised that they can access information, as well as practical and/or financial support if they choose one of the above forms of travel.
Environmental purchasing

The inductee has been advised that the University is an accredited fair trade university. The inductee has been made aware of factors to consider when making an ethical purchase—

- Is the product made partly or wholly from recycled material?
- Can the product be recycled once it has been finished with?
- Is the product energy efficient? i.e. electrical appliances that have an A or B energy rating.
- Does the product include excess packaging?
- Is the product sourced from local suppliers?
- Is the product really needed?
- Would it be possible to reuse within the university e.g. furniture, rather than buying new?

The inductee has been made aware of the Chaplaincy’s policies around food buying i.e. vegetarian, Fairly Traded, local and organic.

Energy

The inductee has been advised on ways in which they can reduce their energy use including—

- Enabling the power down features on their PC or requesting this of their IT dept. (Screen savers do not save energy)
- Switching off their PC monitor when they are not using it
- Switching office equipment off at night.
- Switching off lights when a room is left empty for longer than 15 minutes, or when there is sufficient natural lighting.
- Closing windows when the heating or air-conditioning is on
- Wearing additional clothing, closing windows, and speaking to their building manager regarding the temperature in their room to avoid using personal electric heaters

The inductee is informed that heating should be set to a maximum of 19/21oC (there is no cooling in the Chaplaincy).

Water

The inductee has been advised to always consider their water use and ways of reducing this, including turning off taps properly after use. The inductee is asked to
advise the Maintenance Services helpdesk on extension 89898 if they find a dripping tap.

http://www.bristol.ac.uk/environment/energy/

Further information

The inductee has been advised specifically of environmental legislation which relates to the work they will carry out within the university.

The inductee has been advised of the contact details for Sustainability and their role, i.e. to work within the estates office to improve the environment of the university. The team’s remit covers environmental policy, energy and water consumption, waste management, travel plan, communication, environmental legislation, sustainable design, and environmental purchasing.

Email: sustainability-estates@bristol.ac.uk
Phone: 0117 9289100 (internal x89100)
Address: Sustainability, University of Bristol, Building Services Department, 1-9 Old Park Hill, Bristol, BS2 8BB.
Fax: 0117 925 5053

Yvonne Preece
3rd February 2015
Appendix 3

Multifaith Chaplaincy

Lighting and Equipment Responsibility Plan

Daily Responsibilities

- Fans and heaters should only be used in exception (e.g. heating failed) and should be switched off when not needed
- Windows should be closed when heating is on
- Computers should be put to sleep at the end of the day or when away for more than 1 hour (NB please do not switch off the printer as it will be very unhappy!)
- Monitors should be switched off when away for more than 5 minutes
- Mobile phone / laptop chargers should be turned off and removed after use
- Interior lights – switch off at the end of the day or when the room is not in use for more than 5 minutes
- NB please do **not** switch off plasma screen at wall

Specific equipment shutdown guide for this department:

<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment</th>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Coffee machine</td>
<td>Switch off</td>
<td>Chaplaincy Assistant, or if used by a booked group, leader to ensure relevant actions completed</td>
<td>End of day (5pm), and when each booked group leaves</td>
</tr>
<tr>
<td></td>
<td>Hydroboil</td>
<td>Switch off</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dishwasher</td>
<td>Empty, drain and switch off</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cooker</td>
<td>Switch off</td>
<td>Kitchen coordinator</td>
<td>After each use</td>
</tr>
<tr>
<td>Other rooms</td>
<td>Lamps</td>
<td>Switch off</td>
<td>Chaplaincy Assistant or leader of booked group</td>
<td>End of day (5pm) and when each group leaves</td>
</tr>
</tbody>
</table>

Vacation shutdown checklist:

<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment</th>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole building</td>
<td>Heating</td>
<td>Check if any groups using building during vacations and liaise with Facilities regarding heating switch-off dates and security needs</td>
<td>Chaplaincy Assistant</td>
<td>End of term</td>
</tr>
</tbody>
</table>