Green Action Summary 2018/19

<table>
<thead>
<tr>
<th>Summary</th>
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<tbody>
<tr>
<td>Number of teams</td>
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<td>Number of teams who returned the check sheet</td>
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<tr>
<td>Total number of actions undertaken</td>
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<td>Highest number of actions completed by a team</td>
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<td>Average number of actions completed by a team</td>
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List of teams:
- Centre for Teacher Education
- Chemistry
- Conferences
- Engineering
- Gibbet Hill (Medical School and the School of Life Sciences)
- ITS (Institute House only)
- Social Sciences
- Warwick Business School
- Warwick Manufacturing Group

Actions undertaken by the majority of teams are all *communication* criteria:
- The team has set up a sustainability group which includes members from a broad section of the department e.g. professional, academic and support staff
- The team meet at least termly to discuss previous and future work and any correspondence from the Energy and Sustainability Team
- The team has at least one representative on the Green Champions network
- At least one member of the team has access to the energy consumption data for at least some of the space/buildings they occupy and this information is analysed/promoted
- The team has a process for reporting dripping taps or other water wastage
- The team uses OPeRa to make purchases wherever possible

Actions undertaken by half the teams:
- The team reports outcomes from the sustainability group meetings to departmental team meetings at least termly/quarterly
- The team has a noticeboard
- A member of the team supports the University by undertaking a species survey on campus
- The team has taken action to ensure that PCs, screens, laptop docking stations, printers, mobile phone chargers and plug sockets are not left on unnecessarily, especially at night and the weekend
- The team is working to reduce its paper consumption e.g. printers are set to double sided, documents are scanned instead of posted, meetings/lectures are paperless, electronic submission of assignments
- The team has investigated and uses at least one sustainable alternative when purchasing stationary and marketing materials

Other actions undertaken that could be quick wins:
- The team has taken part in Green Week by (a) supporting an event, (b) running their own event or (c) running an event with another Green Action team
- Before any holidays or shut-down periods of three or more days, the team reminds staff of their switch-off responsibilities
- An audit of bin locations has taken place to ensure they are in suitable locations
- The team actively promotes and uses Warwick Swap: Stationary (including signing up to the weekly email updates)
- The team promotes the red British Heart Foundation banks which are located across campus
- The team has actively promoted the discount available when taking mugs to retail outlets
- The department does not provide disposable cups for staff or students (including at meetings and events) and everyone is encouraged to bring their own
- Visitors have been encouraged to use public transport to and from the University
- The team has held a stationary amnesty in the last year where all staff returned unused stationary from their workstations back to the stationary cupboard
- If the department orders food for meetings or events, the team has requested an increase in the proportion of vegan or vegetarian food, in consultation with other members of the department

Other actions undertaken that could be medium/long term aims:
- All new staff members in the department/building are given an induction on sustainability at the University within the first two weeks (by one of the team members)
- The team has run a waste/recycling campaign which addresses one or more of the following: correct use of recycling bins, food waste, paper waste, plastic waste, reuse, paper cups or waste minimisation
- In the last 12 months the department has engaged with one or more of its suppliers to reduce the amount of packaging supplied with their products
- Either the majority of assignments are submitted electronically or, within the last 6 months, the department has reviewed opportunities for the electronic submission of assignments.
- The team has actively removed individual bins and created a central recycling centre for staff to segregate their waste
- The team has an active system in place to monitor and record the number of business miles travelled by different modes of transport including, but not limited to departmental vehicles, private vehicles taxis, trains, planes and bicycles