**Environmental Sustainability Policy**

**2020-2025**

1. **Liverpool Hope University**

Liverpool Hope University has a moral and ethical approach to stewardship of the Earth and a responsibility to create a better quality of life for present and future generations and strives to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. We recognise the negative and positive impacts that we have on the environment, economy and society both locally, nationally and globally. The University, however, is well placed to make an exceptional contribution – well positioned through our teaching and research; influence on students, staff and communities; and through our business and campus operations.

1. **Corporate Action**

Sustainability is central to the University’s mission and values and forms a key role in the University’s Corporate Plan and our decisions and actions reflect the concern that our community has for our environment; and as such this Policy commits the University to increasing its positive contribution and reducing its negative impact on the environment. The University commits to nurturing staff and student passions, energies and concerns to make a positive difference in the world and to enable them to make a difference for the world of good, and as such we are committed to:

* Integrating sustainability and responsible practices and behaviours into the University’s culture, decision making, operational procedures and within the curriculum.
* Providing the capacity and resources necessary for the successful delivery of this Policy
* Promoting and encouraging environmental awareness and responsibility amongst staff, students and the wider community
* Maintaining or exceeding compliance with all relevant legislation, regulatory requirements, guidelines and standards
* Audit and monitor the University’s environmental performance and practices in order to identify, understand and evaluate direct and indirect environmental impacts and effects
* Proactively work with counterparts at other Universities, strategic partners and external bodies in order to benefit from shared knowledge, exchange of best practice, develop skills and action for sustainability

Whilst the University has already taken significant steps, we recognise that sustainability is not something that is achieved but is constantly worked towards and therefore we will continually review our practices and reassess our assumptions and commit to a continued and focussed improvement.

1. **Scope**

This policy applies to all activities across all sites and applies to all building users including staff, students and visitors.

1. **Key Impact Areas**

The University’s sustainability ethos is to make a positive contribution through our governance, teaching and research, and our day-to-day operations and is committed to a continued and focused improvement. Complementing our core institutional mission and values are the following key impact areas and objectives.

**Carbon Emissions**

* Collect, analyse and monitor all material Scope 1, 2 and 3 emissions
* Manage and reduce those emissions through the implementation of the Carbon Reduction Plan and projects (including resource efficiency, increased awareness and engagement and investment in mitigation technologies)

**Awareness and Engagement**

* Increase awareness, engagement and understanding of sustainability and its practical applications amongst staff, students and the wider community through formal and informal learning opportunities, training, campaigns, events and other engagement activities
* Create a group of key stakeholders, including representatives from the Schools and Departments and student body, to act as champions of sustainability

**Utility consumption**

* Reduce energy and water use by actively monitoring consumption, eliminating unnecessary usage and installing more efficient equipment and technologies
* Explore onsite self- and low-carbon generation and storage technologies

**Travel and Transport**

* Manage the environmental impacts from travel and transport (commuting and business travel) and actively promoting the use of sustainable and active forms of transport, enabling staff, students and visitors to make informed choices about their mode of travel

**Waste**

* Reduce the amount of waste (operational and construction) produced and associated environmental impact by applying the principles of the waste hierarchy (rethink, reduce, reuse, recycle and dispose)
* Prevent pollution by reducing harmful waste, emissions and discharges

**Estates Development**

* Integrate sustainability into the operation of the estate and all stages of maintenance, refurbishment and new build
* Ensure climate mitigation, resilience and adaption measures are incorporated where appropriate and feasible
* Maintain and enhance our high-quality garden campuses to support biodiversity for the benefit of wildlife and people

**Procurement**

* Promote procurement practices and policies which generates benefits not only to the University, but also to society and the economy, whilst minimising damage to the environment

To achieve the objectives outlined within this Policy we need ambitious, inspiring and targets actions and resources, which are detailed within the accompanying Implementation Plan (Appendix A). Achieving these actions, objectives, ultimately the targets we set will require commitment, conviction, skills development and the challenging of conventional approaches and behaviours.

1. **Policy**

This Policy aligns itself with the Corporate Plan and is directly linked to the Carbon Reduction Plan and Estates Strategy and is supported by the Travel Plan, Heating Policy, Catering and Hospitality Policy, Adaptation to Climate Change Plan, and Procurement Policy; providing the pathway to how we will increase our sustainability impact and reduce our carbon emissions. This Policy carries relevance and repercussions for all other University policies, strategies and plans and should be considered as they are revised.

1. **Risk**

Failure to fully embrace the challenges and opportunities presented will lead to the creation of an unsustainable University unable to compete with its more sustainable competitors.

If resources, particularly financial, are not available, the University risks increasing its consumption of utilities, goods and services; increasing its carbon footprint; failing to, contribute to, and, achieve local, sector and national carbon reduction targets; exposure to risk of noncompliance and negatively impacting on the University’s brand and reputation.

1. **Monitoring and Reporting**

The Sustainability Manager will monitor and maintain the Policy. This Policy will be reviewed on an annual basis and a report will be produced to reflect progress.

Progress, and any barriers, will be reported to the University’s Senior Executive Team and Estates and IT Strategic Planning Group; the minutes from which are reported to the Finance and General Purposes Committee, Senate, and ultimately University Council.

1. **Governance**

Overall responsibility, and accountability, sits with University Council and the Office of the Vice Chancellor. The Sustainability Group, chaired by the Executive Director of Finance Services and Resources, is responsible for setting and reviewing the University’s sustainability objectives and targets and will ensure delivery of the objectives outlined within this Policy; the group will meet at least once per term.

Heads of Schools and Departments are responsible for ensuring compliance within their area of control; they have an important role to play in improving our understanding of the issues, engaging the community in discussion and debate, and through devising solutions and making them work.

All staff, students, visitors and business partners have an obligation to be mindful of the environment and everyone has a very important role to play in managing materials and resources responsibly and accounting for the impacts of their individual choices and actions. Everyone can make a positive contribution through promotion and practice of good environmental stewardship.

All members of the University community are encouraged to continue to contribute ideas and concerns to enable the fulfilment of this Policy.

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|  | **Version** | **Date** | **Details** | **Issued by** |
| **Approved by USET** | 1 | 22/11/2021 | Original document | Suzanne Moody |
|  |  |  |  |  |
|  |  |  | **Review date:** | 22/11/2022 |

**Appendix A: Sustainability Policy Implementation Plan**

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| **Project** | **Emission Source** | **Project Lead** | **Completion date** |
| **CORPORATE ACTION** |
| Sustainability Group - increase membership to include academic and support staff and student representation and update terms of reference | N/A | Sustainability Group | December 2021 |
| Review Sustainability Policy and associated documents and report progress on an annual basis | N/A | Sustainability Manager | Annual |
| Determine the baseline of Scope 3 emissions | 3 | Sustainability Manager | 2024-2025 |
| Review sustainability performance using measures such as the sustainability leadership scorecard, People and Planet League, Climate Action Toolkit for the HE Sector | N/A | Sustainability Manager | 2022-2023 |
| Funding - identify, and where possible secure, capital and revenue funding  | N/A | Sustainability Manager / Estates | As required |
| Funding - submit discrete business cases for projects | N/A | Sustainability Manager / Estates | As required |
| Review business travel and accommodation protocols | N/A | USET | July 2022 |
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| **AWARENESS AND ENGAGEMENT** |
| Establish staff and student sustainability discussion groups | All | Deputy VC and Provost, Sustainability Manager, Heads of Schools and departments | Ongoing |
| Embed sustainability into the existing programme of campaigns, events and other engagement activities | All | HR, SU, Catering, Corporate Communications; IT; Plas Caerdeon | Ongoing |
| Investigate most appropriate tools for raising awareness and engagement with staff and students | All | HR, SU, Catering, Corporate Communications; IT | Ongoing |
| Increase sustainability communications on website, social media and other digital outlets and investigate e-learning module | All | Sustainability Manager / Corporate Communications | Ongoing |
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| **CARBON EMISSIONS** |
| **Target: Reduce Scope 1 and 2 emissions by 25% between 2019-2020 and 2024-2025** |
| **Target: Reduce Scope 3 emissions to net zero by 2050** |
| Collate and analyse data at regular intervals | All | Sustainability Manager | Ongoing |
| Implement projects within the Carbon Reduction Plan | All | All | Ongoing |
| Identify and quantify carbon reduction projects | All | All | Ongoing |
| Set Scope 3 emissions reduction targets | 3 | Sustainability Group | 2024-2025 |
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| **GAS** |
| Update boiler asset list with ages, efficiencies and create feasibility plan to convert to low carbon heating; plus control options for in-life boiler plant | 1, 3 | Estates / External | August 2022 |
| Interrogate sub-meter/AMR data to identify; report anomalies / wastage; fine tune BMS settings  | 1, 3 | Sustainability Manager / Estates | Monthly |
| Submit business case to install gas and heat AMR at outstanding locations  | 1, 3 | Sustainability Manager / Estates | 2021-2022 |
| Install BMS at outstanding locations | 1, 3 | Sustainability Manager / Estates | 2021-2022 |
| Identify opportunities to convert gas catering appliances to electric | 1, 3 | Catering | 2022-2023 |
| P**roject** | **Emission Source** | **Project Lead** | **Completion date** |
| **FUEL USED IN UNIVERSITY OWNED/LEASED VEHICLES** |
| Electrification of fleet | 1, 3 | Procurement Manager | June 2023 |
| Feasibility of low-carbon gardening equipment | 1, 3 | Gardening team | 2024-2025 |
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| **REFRIGERANTS** |
| Update HVAC asset register with ages and refrigerant gas and create feasibility plan to convert to low-carbon operation; plus control options for in-life plant | 1 | Estates / External | August 2022 |
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| **ELECTRICITY** |
| Investigate procurement of low- or zero-carbon electricity | 2, 3 | Procurement Manager / Sustainability Manager | 2021-2022 |
| Interrogate sub-meter/AMR data to identify; report anomalies / wastage; fine tune BMS settings  | 2, 3 | Sustainability Manager / Estates | Monthly |
| Install AMR at outstanding locations  | 2, 3 | Sustainability Manager / Estates | 2021-2022 |
| Development of self-generation options | 2, 3 | Sustainability Manager / Estates | 2024-2025 |
| Investigate battery storage options | 2, 3 | Sustainability Manager / Estates | 2024-2025 |
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| **WASTE DISPOSAL** |
| **Target: Establish Scope 3 emissions baseline** |
| Provision of accurate data from contractor | 3 | Sustainability Manager / Procurement Manager / External | 2022-2023 |
| Increase signage around campus - internal and external | 3 | Sustainability Manager | Ongoing |
| Provision of accurate data from construction contractors | 3 | Sustainability Manager / Estates | Ongoing |
| Review and manage external segregation of waste | 3 | Sustainability Manager / Estates | ongoing |
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| **WATER** |
| Feasibility of installation of AMR on fiscal meters and sub-meters per building to determine usage and identify any wastage | 3 | Sustainability Manager / Procurement Manager | 2022-2023 |
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| **BUSINESS TRAVEL** |
| **Target: Establish Scope 3 emissions baseline** |  |  |  |
| Re-engineer data collection and calculation processes for business travel including hotel stays | 3 | Sustainability Manager / Procurement Manager / Finance | 2022-2023 |
| Agree travel protocols - promote bookings through TMC | 3 | Procurement Manager | Ongoing |
| Expenses - ensure claims are made providing the required information | 3 | Finance | 2022-2023 |
| Determine whether student placements and fieldtrips are relevant sources of emissions  | 3 | Sustainability Manager | 2022-2023 |
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| **COMMUTING TO UNIVERSITY** |
| **Target: Establish Scope 3 emissions baseline** |  |  |  |
| Update Travel Plan to support active and sustainable travel | 3 | Sustainability Manager | 2022-2023 |
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| **HOME WORKING** |
| Determine whether relevant source of emissions | 3 | USET | 2021-2022 |
| **Project** | **Emission Source** | **Project Lead** | **Completion date** |
| **STUDENT TRAVEL FROM HOME TO TERM-TIME ADDRESS** |
| **Target: Establish Scope 3 emissions baseline** |
| Survey to determine travel modes and distances | 3 | Sustainability Manager | 2022-2023 |
| Investigate methodology to calculate carbon footprint | 3 | Sustainability Manager / SDW | 2022-2023 |
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| **PROCUREMENT** |
| Refresher training in sustainable procurement, including promotion of essential purchases only using value for money principles; and purchase of high efficiency equipment and appliances | 3 | Procurement Manager | Ongoing |
| Agree sustainable procurement objectives, | 3 | Procurement Manager | Ongoing |
| Where relevant contracts assessed for sustainability risks and management actions identified, | 3 | Procurement Manager | Ongoing |
| All suppliers encouraged to create an Action Plan on NETpositive futures | 3 | Procurement Manager | Ongoing |
| Ensure suppliers are correctly coded (ProcHE) within the University's finance system | 3 | Procurement Manager / Finance | Ongoing |
| Interrogate HESCET tool to check if double counting emissions | 3 | Sustainability Manager / Procurement Manager | December 2021 |
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| **UNIVERSITY FINANCIAL INVESTMENT** |
| **Target: Establish Scope 3 emissions baseline** |  |  |  |
| Investigate data sources | 3 | Finance | 2022-2023 |
| Investigate methodology to calculate carbon footprint | 3 | Sustainability Manager | 2022-2023 |
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| **ESTATES** |
| Continue to embed sustainable and energy efficient design into all projects | 3 | Estates | Ongoing |
| Ensure space is used in most efficient way, including consolidating evening and weekend teaching, conferences, external events etc. | 3 | Timetabling / Conferences / Catering / Hope Park Sports | Ongoing |
| Update the Climate Adaption Plan | 3 | Estates | 2024-2025 |
| Conduct five-yearly building condition and functional suitability surveys | 3 | Estates | May 2023 |
| Create an implementation plan to improve the biodiversity across the campus | N/A | Gardening Team | 2024-2025 |