



# Greening Island House

## How-to Manual



*Part Funded by Planning Contributions*

# GREENING ISLAND HOUSE

Through the Greening Island House project we aim to improve the environmental impact of the activities of Island House. Staff, user groups, management committee and volunteers -- young people and adults – have contributed to the development of this project. This consultation was combined with awareness raising and education so that a range of possible actions could be identified and evaluated.

We chose to sign up to the Green Mark programme developed by the London Environment Centre (LEC) because it is a structured and tangible way, with the help of experts, to progress through the steps needed to improve our environmental impact.

We are proud of this greening work and the support many people are giving to make it a success. In particular, we appreciate the support from Isle of Dogs Community Foundation that has made it possible for Island House to benefit from the s106 Millennium Quarter Fund. Because of this financial support we will be able to make capital improvements to our building and external areas in Years 2 and 3 of the project. We will be raising around £70,000 in match funding from a variety of public and private sources. This first year – devoted to consultation, awareness raising and education – has been supported by the Millennium Quarter Fund and the European Regional Development Agency (through in-kind assistance from LEC).

This How-to Manual sets out the key actions Island House will be engaged with to improve our environmental impact. We offer it to other community and voluntary organisations and small businesses as an example of a starting point for their own action plan. Comments, suggestions, ideas for further action would be most welcome.

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**Island House Committee**  
**May 2008**

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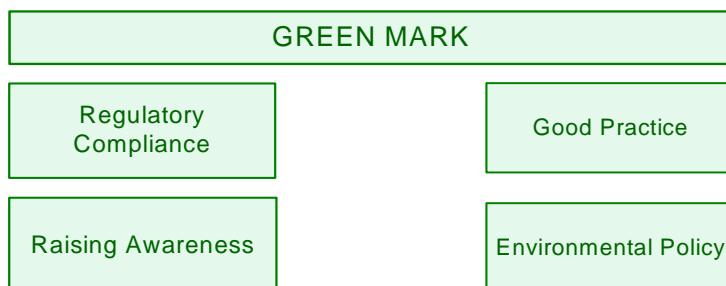
## Green Mark

Green Mark was developed by the London Environment Centre (LEC) - part of London Metropolitan University. It is an environmental certification which enables businesses to understand, manage and control their environmental impact and gain recognition for doing so. Green Mark development has been supported by funding from the London Development Agency and the European Regional Development Fund. It is widely recognised throughout London and the UK and is cited on the Olympic Delivery Authority tendering documents.

Green Mark is applicable to all organisations seeking to make an environmental improvement, regardless of size, sector or location.

### Overview

These are the four key areas companies will have to work on for Green Mark.



Companies must choose 5 of the 10 **good practice areas** below.



Once Level 1 is achieved the certification is valid for one year and the organisation can either retain certification through an annual re-assessment or proceed to Green Mark Level 2.

### What does it cost?

The standard process to get Green Mark takes 3 days: 1.5 days for an initial assessment of the business and a written report and 1.5 days for the final audit and audit report. Not all situations are standard however and costs may vary depending on the size and scope of your organisation and how much time the environmental advisor will spend with the organisation. The basic cost of a Green Mark Level 1 is £1,500 + VAT (£500 per day +VAT). For a registered charity the cost is £1,350 + VAT (£450 per day +VAT).

## Project Objectives for *Greening Island House*

### Benefits of Project

There are a number of benefits that can be identified when incorporating sustainability within a local community organisation such as Island House. These benefits will be identified for almost any organisation which will incorporate such a project. These benefits are:

- Improve working environment for staff, resident groups and volunteers
- Increase awareness on environmental issues among staff, resident groups, volunteers and visitors
- Reduce energy bills and core costs
- Reduce waste disposal rates
- Increase recycling rates
- Have a robust environmental policy

### Baseline Study

The *Greening Island House* project involved an initial environmental assessment by the London Environmental Centre in order to identify current practises at Island House Community Centre. A baseline for an organisation will identify current practises and will also indicate savings to be made once new environmental practises are in place. A base line study involves:

- Monitoring of waste generated: This way waste disposal rates will be identified with the aim to decrease general waste and increase recycling rates. Volumes, weights or number of bags for general and recycling waste should be monitored at regular intervals ( i.e. every week or fortnight)
- Monitoring of electricity and gas and water: Utility bills should be monitored weekly or monthly in order to identify any abnormal use (i.e. out of office hours usage) as well as to identify savings once good practise is in place.
- Monitoring of staff travel: Information on daily distance travelled by staff as well as mode of transport chosen (car, public transport etc) should be monitored. This will identify preferred staff travel and help towards putting a more effective travel plan in place (see Transport section in Checklist for more information)
- Purchasing: A monitoring sheet for purchasing to measure frequency and time of purchases is necessary.

### Checklist

The following 5 areas were identified as most important for Island House. Actions and implementing practises in each of these sections will help Island House Community Centre achieve Green Mark accreditation as well as improve environmental practises among Island House staff, volunteers and resident groups. The checklist below was used to identify simple actions which can be carried out by Island House and was tailored to the organisation. However most of these practises can be followed by similar office based organisations independent of size or sector to improve their environmental impacts. Additional actions can be identified depending on requirements, funds available and objectives and these will be identified after initial environmental assessment with an Environmental Consultant.

### 1. Waste Minimisation and Resource Use:

- € Apply the principles of the waste hierarchy: Reduce – Reuse – Recycle
- € Minimise paper use by:
  - Use of electronic formats
  - Restrict printing of email
  - Collect and reuse paper for scrap printing or note taking
  - Use double-sided printing
- € Reuse packaging and envelopes
- € Provide staff with scrap paper trays
- € Use mugs and glasses (not disposable cups)
- € Minimise staff office bins
- € Stationary amnesty in offices
- € Water wasted with every flush can be reduced by installing water saving devices for cisterns (hippos etc)



### 2. Waste Management and Recycling

- € Keep all Duty of Care paperwork in file for 3 years.
- € Recycling facilities for office related waste ( paper, cans, plastic and glass)
- € Include clear labels for recycling bins
- € Place recycling bins in strategic locations (kitchen and communal areas)
- € Storage and recycling of fluorescent tubes
- € Recycling of ink and toner cartridges
- € Any redundant or faulty IT equipment should be recycled
- € Composting of Green Waste to be used for Island House garden



### 3. Energy Use and Efficiency

- € Switch off campaign for
  - € Lights
  - € Appliances
  - € IT equipment
- € Computers and screen to sleep or power-down.
- € Stickers and posters for energy awareness in the building
- € Use natural light through windows and switch off unnecessary lights.
- € Use blinds to adjust intensity of light.
- € Paint walls in light colours.

- € Replace fluorescent tubes with energy efficient alternatives T8 or T5.
- € Replace conventional light bulbs with CFL.
- € Obtain thermometers and monitor and measure temperature in offices. Ideal temperature should be set between 18-21 °C
- € Install and use Thermostatic Radiator Valves (TRV) on heating radiators.
- € Switch to a green electricity supplier.

Further recommendations for this sector involved other more costly and time consuming measures and will help Island House Community Centre to substantially reduce energy bills and reduce their environmental impact as well as carbon footprint.

- € Solar films will be placed on south facing windows to reduce heat gains during the day and sun glare
- € Movement sensors will be installed in toilets and hallways to ensure that lights are not left on unnecessarily
- € New double glazing windows will further reduce energy use by providing much better insulation to the building.

#### 4. Transport

- € Installation of cycle racks will encourage Island House staff and volunteers to use their bikes.
- € Public transport links to the premises should be included on website as well as in all communications
- € Use email and phone communication to minimise the need of travel
- € Take parking spaces out of use as these can be used for other purposes such as cycle racks etc
- € Preference should be given to cycle couriers when needed
- € Mains fed water coolers also help towards minimising the transport requirements for an organisation and these have been installed at Island House
- € Purchase using local suppliers and shops for office consumables (tea, coffee, stationary).

#### 5. Purchasing and Procurement

- € Recycled paper should be purchased for general office use
- € Other recycled or sustainable stationary should also be purchased such as envelopes, folders, notepads
- € Buy fair-trade coffee and tea for beverages
- € Always request recycled paper and environmental friendly inks for any external printing such as flyers, letterheads and business cards.
- € Purchase goods that come in recyclable packaging
- € Purchase refilled or remanufactured ink and toner cartridges



## Contacts and Resources

### General:

- Green Mark: <http://www.green-mark.co.uk/>
- Running a cost effective environmentally aware office: <http://www.envirowise.gov.uk/118465>
- Carbon Trust for stickers and posters to raise energy awareness in the office: <http://www.carbontrust.co.uk/energy/startsaving/starterpack.htm>
- Thames Water to order free Hippos: [http://www.thameswater.co.uk/UK/region/en\\_gb/content/section\\_homepages/right\\_image\\_000045.jsp](http://www.thameswater.co.uk/UK/region/en_gb/content/section_homepages/right_image_000045.jsp)
- Calculate carbon footprint and offset carbon emissions: <http://www.carbonsmart.co.uk/index.php?q=index>

### Energy efficiency:

- Energy efficient lighting: <http://www.energybulbs.co.uk>
- More information and awareness: <http://www.energysavingtrust.org.uk>

### Recycling:

- Cartridges: <http://www.cartridges4charity.co.uk>  
[http://www.oxfam.org.uk/get\\_involved/recycle/toner.html](http://www.oxfam.org.uk/get_involved/recycle/toner.html)
- Office related waste: [http://www.greenyouroffice.co.uk/info\\_pages.php?pages\\_id=69&cPath=58](http://www.greenyouroffice.co.uk/info_pages.php?pages_id=69&cPath=58)  
<http://www.paper-round.co.uk/>  
<http://www.greenerworld.com/service-recyclewhat.htm>
- IT equipment: <http://www.computersforcharity.org.uk>
- <http://www.actionaidrecycling.org.uk>
- [Tower Hamlets - Environment - Recycling, rubbish & litter - Rubbish collection businesses](#)
- [letsrecycle.com - News and information for the Recycling and Waste Management Community](#)

### Green Stationary:

- <http://www.paperback.coop>
- <http://www.greenyouroffice.co.uk>

### Legislation explained:

- <http://www.businesslink.gov.uk/bdotq/action/layer?topicId=1079438165>
- <http://www.netregs.gov.uk>

### Funding Sources for Local Environmental Projects

- Landfill Community Fund - [LCF - Entrust](#)
- Low Carbon Buildings - <http://www.lowcarbonbuildingsphase2.org.uk/favicon.ico>
- [Welcome to the Community Spaces Website :: Groundwork Community Spaces](#)
- [Awards For All](#)

# Environmental Policy Statement for Island House

Island House is a community resource providing space and support to local voluntary organisations and local residents. Approximately 350 people come through our centre every week. We run a range of education, health and social welfare projects for adults and young people in the areas of adult core skills, health promotion, inter-faith dialogue and youth & family support. We are located on the north east of the Isle of Dogs in the London Borough of Tower Hamlets,

Island House strives to perform with consideration for the environment at the forefront of its planning. We are committed to prevent pollution from our operations and to ensure compliance with all environmental legislation that affects us. We have successfully been awarded funding to support the “Greening of Island House” through which a number of milestones will be met to generate continual improvement and ensure the improved environmental performance and efficiency of the community centre.

In particular we will:

- Work towards achieving Green Mark certification with support from the London Environment Centre.
- Involve and work with all community centre user groups in the process of environmental improvement.
- Benchmark our current levels of performance and monitor environmental initiatives to ensure improvements are constantly achieved.
- Apply the principles of the waste hierarchy (prevent – reduce – reuse – recycle) to our activities.
- Minimise energy use through implementing and practising relevant energy efficiency initiatives and measures.
- Consider the environmental credentials and life cycle of all products, services and suppliers.

Future initiatives inline with the milestones that have been set include:

- Enhance our green space to promote biodiversity and serve as an educational resource to other groups using our premises.
- Make structural improvements to increase the environmental efficiency of the community centre.

This policy is communicated to all Island House employees to ensure effective implementation and is made publicly available for the interest of relevant stakeholders. The policy is reviewed at least annually or on a periodic basis to retain relevance and to reflect the changing nature of Island House Community Centre.

**Signed:** Cristine Smalligan, Convenor, Island House Community Centre

**Date:** 07 May, 2008

