

LIVING IT GREEN GUIDE

2019 - 2020

Reducing our combined environmental impact in University managed Residences



THE BLUEPRINT EDITION

living it
green



Henry Price Residence from Saint George's Field

CONTENT

Sustainability at The University of Leeds	04
Residential Services	05
Environmental awareness & behaviour	06
Circular resource use for goods & services	07
Use & storage of chemicals & cleaning products	08
Use & storage of fuel & oils	09
Energy & carbon emissions reduction	10
Waste & recycling	11
Travel & Transport	12
Saving Water	13
Building design, refurbishment & maintenance	14
Biodiversity & ecology	15
Blueprint actions	16
Blueprint Plus actions	17



SUSTAINABILITY AT THE UNIVERSITY OF LEEDS

There are over 40,000 students and staff at the University of Leeds and every one of us has a part to play in building a sustainable future.

Our vision is to become a University where sustainability is truly embedded through knowledge, engagement, collaboration and innovation.

We will do this by:

- Embedding sustainability through collaboration
- Building knowledge and capacity
- Being a positive partner in society; and
- Making the most of resources.

Find out more about our progress so far at: <https://sustainability.leeds.ac.uk/sustainability-strategy/>

There are many ways to get involved with sustainability whilst you are in Leeds:

- Sustainability is part of being a student at The University of Leeds, no matter what your discipline. Find out more about opportunities open to you, including the Annual Student Sustainability Research Conference, funding for research projects, and Discovery module options at <https://sustainability.leeds.ac.uk/curriculum>.
- University life means living amongst, socialising, and becoming part of the wider Leeds community. What we do as individuals impacts on our communities and city. Further details about living in Leeds and how you can positively contribute can be found at: https://students.leeds.ac.uk/info/10410/your_time_in_leeds.

- Hire a bike from The Bike Hub on campus. Find out more at: <https://sustainability.leeds.ac.uk/sustainable-transport/bike-hub/>.
- Take part in weekly gardening drop-in sessions at The Sustainable Garden. Details can be found at <https://www.luu.org.uk/union-events/>.
- Apply for a paid internship or part-time position with Sustainability Services. For further details visit: <https://sustainability.leeds.ac.uk/studentopportunities>.
- Volunteer in the local community and help provide a positive impact, whilst gaining new skills. Find out more at <https://sustainability.leeds.ac.uk/sustainability-volunteers>.
- Find out more about Blueprint, our University-wide programme for supporting schools and services to deliver sustainability action plans: <https://sustainability.leeds.ac.uk/blueprint/>.

Follow us on social media to keep up to date with opportunities to develop sustainability skills for your future career, meet new people, and lead the way as the next generation of responsible citizens:

 UoL_Sus

 /UoLSustainability

 uol_sus

 sustainability.leeds.ac.uk

The Sustainable Garden on campus



RESIDENTIAL SERVICES

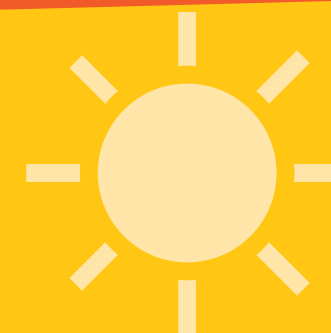
Residential Services manages the residential accommodation portfolio owned or nominated by The University of Leeds, currently providing circa 9,000 bed-spaces. Residential Services operates according to the University's Sustainability Strategy, and has bespoke 5 year Blueprint (Page 16), and 10 year Blueprint Plus (Page 17) actions identified to positively address the following Top Ten environmental, social, and economic aspects:

- Environmental awareness & behaviour
- Circular resource use for goods & services
- Use & storage of chemicals & cleaning products
- Use & storage of fuel & oils
- Energy & carbon emissions reduction
- Waste & recycling
- Building design, refurbishment & maintenance
- Biodiversity & ecology
- Travel & transport
- Saving water

In addition, a number of our conference-facing residential sites are also listed as Gold Standard for a sustainable business operation, under the hospitality sector's Green Tourism accreditation scheme <https://www.green-tourism.com>:

- Dobree House, Storm Jameson Court, and Whetton House (2011)
- Devonshire Hall, Ellerslie Global, and Lyddon Hall (2012)
- Henry Price Residences (2013)
- Central Village (2019)

Please note: An on-line version of this guide is available at <https://accommodation.leeds.ac.uk/livingitgreen>



ENVIRONMENTAL AWARENESS & BEHAVIOUR

The University of Leeds has introduced the Blueprint Action Plan, which is a University-wide scheme, designed to identify a bespoke five year action plan for sustainability in faculties and services. The actions that we take here at The University of Leeds can have positive environmental, social, and economic impacts, helping us all to create sustainable change <https://sustainability.leeds.ac.uk/blueprint/>. This year has seen the launch of the Blueprint Action Plan within Residential Services, which was one of three services to be awarded a Blueprint Explorer Award, in recognition of work achieved across the service in the last year. The Living it Green Guide <https://accommodation.leeds.ac.uk/livingitgreen> provides you with some information on what you can do, to live more sustainably in University owned accommodation. Further advice can also be accessed by following either the links provided; speaking to your residential site team; or contacting the University's Sustainability Services direct, on <https://sustainability.leeds.ac.uk/contact-us/>.

The little things that can make a BIG difference:

Students:

- i. Please read and adopt the advice provided in this Guide.
- ii. Talk with your fellow residents and agree to share and cook more together, so you avoid buying the same items, or food that may go to waste.
- iii. Contact the University's Sustainability Team and/or Leeds University Union, to see what you can do to help on campus and in the local Leeds area.

Staff:

- i. Please read and adopt the advice in this Guide.
- ii. Speak to your Residences Manager about taking an active part as a Staff Rep for environmental issues on your site.
- iii. Encourage fellow employees to adopt more environmentally-friendly practices on your site.
- iv. Take an active part in future environmental training & events.
- v. Provide feedback to Residential Services managers on where improvements can be made on environmental matters.



Students building leaky dams near Skipton

CIRCULAR RESOURCE USE FOR GOODS & SERVICES

The University of Leeds encourages its suppliers and contractors to improve their performance, and to ensure that goods and services are procured to support the University's sustainability strategy. The University also seeks to adopt a circular approach to resource use, in promoting the need to Reduce; Re-use; Recycle; and Restore. Consequently, mattresses and beds are collected from University residences, by suppliers who strip them down to their component parts/materials for subsequent re-use. New mattresses have been designed with longer life-spans, and which have an eighty percent recycled content, thereby contributing to a circular resource economy.

The little things that can make a BIG difference:

Students & other visitors:

- i. Consider any purchases before you buy: their source; what they are made from; and can you do without them? Try to avoid buying single-use plastic products and carrier bags.
- ii. Try to use local pop-up shops, charity shops, markets, and other community-based retail outlets. Over 60,000 individual parcels were received in University residences during 2018/19, resulting in a large volume of waste cardboard and packaging being collected and recycled.
- iii. Visit The Refectory on campus for meals that use locally sourced ingredients, and for options that can cater for all dietary and ethical needs <https://gfal.leeds.ac.uk>.
- iv. Check out Kirkgate Market in Leeds, which boasts over 500 stalls in an impressive Edwardian building <https://www.leeds.gov.uk/leedsmarkets>.
- v. Look out for the British Heart Foundation Pop-Up Shop on campus at the end of September, and Fairtrade Fortnight held during March.

Staff:

- i. Ensure that all purchased white electrical goods are low rated, and A/A+ where possible.
- ii. Visit The Refectory on Campus for meals that use locally sourced ingredients, and also cater for other needs including vegetarians <http://gfal.leeds.ac.uk>.
- iii. When ordering food for staff meetings or conferences, stress the need for locally sourced and ethically provided ingredients.
- iv. Order Fairtrade/Café Direct products when you require hot drinks and snacks for staff meetings and conferences.
- v. Use jugs of tap water, or order MeetinLeeds bottled still and sparkling water (bottled on Campus), for staff meetings and conferences.
- vi. Ensure that you only use copy/print paper from NAPM accredited recycling sources, or at least 70% recycled paper content.



Mattress delivery to Cromer Terrace

USE & STORAGE OF CHEMICALS & CLEANING PRODUCTS

Residential Services employs contract cleaners, to provide cleaning services within University owned residential sites. Contractors are encouraged to use chemicals or cleaning systems that reduce their impact on the environment, in terms of chemicals used; plastic containers

disposed of; and transport emissions created by deliveries. Water soluble cleaning concentrates have been used previously, and the University's first chemical-free cleaning system was installed at Charles Morris Hall in 2018.

The little things that can make a BIG difference:

Students:

- i. Check before you buy cleaning products, and try to avoid chlorine-based cleaners where possible.
- ii. If in doubt, seek advice from Green Action Co-op, located in Leeds University Union.
- iii. Keep cleaning products in their containers and ensure they don't spill or leak.
- iv. Use products as directed on their instructions.
- v. Don't pour products directly down the sink/drain. Seek advice from residences staff, or dilute with large amounts of water.

Staff:

- i. Reduce the hazard category where possible, for any chemicals stored on site.
- ii. Ensure that chemicals are stored in secure, ventilated, well-lit & identifiable locations.
- iii. Ensure that hazardous chemicals are stored with appropriate control measures to contain any spillage/leaks & avoid entering the drains/sewerage system.
- iv. Ensure COSHH data sheets are readily available, and that staff are aware of actions to be taken in the event of a spillage.
- v. Regularly inspect chemical stores & processes, and check appropriate controls are in place.



Chemical-free ionised water for cleaning at Charles Morris Hall

USE & STORAGE OF FUEL, OILS, ETC

The University of Leeds has signed up to the Clean Air Leeds Pledge, to help improve air quality and behaviour in the city. Residential Services currently operates a fleet of five vehicles to support the residential sites, two of which are electric-powered. All vehicles are regularly serviced and tested for fuel/carbon emissions,

and their mileage is monitored on a monthly basis, with an emphasis on using electric vehicles whenever possible. In addition, Devonshire Hall recycles used vegetable oil, which is used to produce bio-diesel and bio-electricity from a combined heat & power (CHP) unit near Wakefield.

The little things that can make a BIG difference:

Students:

- i. Please do not keep vehicle fuel or oils in your accommodation, as these are a fire hazard.
- ii. Please ensure that any cooking oil is kept in a secure container.
- iii. Use cooking oil carefully, and avoid contact with hot surfaces.
- iv. Do not pour oil down the sink/drain. Consider taking excess used cooking oil to the local Council recycling facility at Meanwood.

Staff:

- i. Ensure that any fuel/oil is stored in secure, fire-resistant, well-lit & identifiable locations.
- ii. Ensure that hazardous fuel/oil is stored with appropriate control measures to contain any spillage/leaks.
- iii. Ensure COSHH data sheets are readily available, and that staff are aware of actions to be taken in the event of a spillage.
- iv. Regularly inspect fuel/oil stores & processes, and check appropriate controls are in place.

Nissan Env200 at St Marks Residences



ENERGY & CARBON EMISSIONS REDUCTION

Residential Services has been reducing its energy and carbon emissions, since the formulation of its carbon reduction strategy & action plan in 2010. Leeds City Region has set a new target of becoming a net zero carbon city region by 2038, and The University of Leeds has also set its own target for 2030. Consequently, The University of Leeds will be working towards this goal, and implementing a series of initiatives that will cover both property, and behavioural measures for students and staff to adopt.

Note: Residential Services endeavours to provide space heating between 21 degrees Celsius to 23 degrees Celsius in University residences where practical, as per The University of Leeds Carbon Management Plan (2011).

Information on energy use can be provided per building. If you require this information, please speak to your site staff.



New hot water heaters at Central Village

The little things that can make a BIG difference:

Students:

- i. Familiarise yourself with the heating controls in your accommodation, e.g. push4heat, radiator valve, and/or thermostat. Ask Residences staff to show you if you are uncertain.
- ii. Report any problems with your heating, lighting, water supply or building to Residences staff.
- iii. You can ask Residences staff about both environmental issues & the energy efficiency of your accommodation, and what has previously been done to improve them.

Staff:

- i. Inform both students & visitors how the heating controls work in the accommodation.
- ii. Ensure that any heating complaints are brought to the attention of senior managers & Estates Services.
- iii. Ensure repair/maintenance works to heating and ventilation systems are always completed as quickly as possible. Be prepared to arrange temporary alternatives in the mean time.
- iv. Contribute ideas to future cyclical maintenance/refurbishment projects.

WASTE & RECYCLING

The University of Leeds in collaboration with Leeds University Union, has pledged to become single-use plastic-free by 2023. All staff and students can help the University achieve this target by reducing their consumption of single-use plastic and identifying operational changes to support the pledge. The University is working with its supply chain to address this challenge going forward.

In addition, the University also seeks to reduce the amount of waste & recycling generated in its operations through a circular resource approach of Reduce; Re-use; Recycle; and Restore.



Within University residences, over 60,000 individual parcels were received in University residences during 2018/19, resulting in a large volume of waste cardboard and packaging being collected and recycled. Student lifestyles and behaviour can create a large amount of waste and/or recycling, so bins for dry mixed recycling (card, metal, paper & plastic) are provided in all University owned accommodation, together with bins for glass recycling and general waste. Information is provided on both bin tags and posters in the accommodation, and students are encouraged to ask site staff, if they need any further information on what they can recycle.

The little things that can make a BIG difference:

Students:

- i. Reduce your purchases wherever you can, and avoid buying single-use plastic packaged items, food, and carrier bags.
- ii. Reuse as much as you can, invest in Bags for Life, Keep Cups, and reusable food containers and water bottles.
- iii. Recycle clean cans, tins, bottles, jars, cardboard and paper, in the recycling bins provided in your accommodation.
- iv. Take home what you don't need at Christmas and Easter, and donate any items that you don't need in the British Heart Foundation collection bins, before you leave at the end of your course.
- v. Further advice on recycling is available at www.wrap.org.uk.

Staff:

- i. Restore as much equipment and furniture as you can on site.
- ii. Reduce waste by using reusable items on site e.g. crockery and cutlery, as opposed to single-use disposable items.
- iii. Recycle batteries, electrical goods, furniture, mattresses, mobile phones and printer cartridges via the University's furniture recycling web-site: <http://reuse.leeds.ac.uk>, Over2hills, or for collection by the Stores/Delivery Team.

British Heart Foundation collection point at Henry Price Residences



TRAVEL & TRANSPORT

The University of Leeds has signed up to the Clean Air Leeds Pledge to demonstrate its commitment to improving air quality in the city. In addition, Residential Services has been replacing its diesel and petrol powered vehicles since 2013, and currently has two vehicles out of five, that are electrically powered. Emphasis is placed on using the electric vehicles whenever possible, and vehicle mileage is monitored on a monthly basis, to show that the electric vehicles are used more than the diesel vehicles.

86% of students living in University residences walked between campus and their residence (2018/19), whilst only 0.3% use a car. Information and opportunities are provided for students, staff and visitors to use more sustainable forms of public transport www.traveline.info, and bicycle storage facilities are also available on all large University residential sites.

The little things that can make a BIG difference:

Students & visitors:

- i. Please avoid bringing a car to Leeds, as there are plenty of alternative modes of travel, and parking on Campus is limited.
- ii. Look at your University Travel Guide for advice; ask residences staff; or go on-line at the websites above for further information.
- iii. Secure cycle storage spaces are provided at all large University residences, but we would also advise that you use a strong reliable D-lock (available for loan from your site office), to keep your bike secure when out & about in Leeds.
- iv. For details on public transport travel card & discount schemes, please refer to your University Travel Guide.

Staff:

- i. For advice on travelling to/from work at The University of Leeds, look at the websites above, or ask colleagues.
- ii. Ask about tax & mileage benefits associated with buying a new bike & cycling to work.
- iii. Familiarise yourself with the location of the nearest secure cycle storage at your place of work.
- iv. Ask about the location of the nearest shower & changing facilities accessible to staff.
- v. Ask about the nearest bus stop to your place of work, and details on Metrocards for regular travel on public transport in West Yorkshire.
- vi. Arrange to car-share with colleagues living close to you by visiting <http://uolstaff.liftshare.com>.



Residential vehicles at Montague Burton

SAVING WATER

Preserving water supplies is important, not only due to the uncertainty of its availability, but also because there are hidden energy costs associated with its production & supply. About 90-95% of the water that we use at residential sites ends up going in to the drains or sewerage system, where further energy is used in its treatment at local water works. If we can reduce the water that we use for drinking, cooking & washing, we can also reduce the discharge to the sewerage system, www.waterwise.org.uk.

The University is seeking to reduce reliance on mains-fed water for its operations, and has incorporated the installation of rainwater harvesting systems at Storm Jameson Court, for use in flushing toilets. In addition, local mains pressure is tested at sites, and pressure reducing valves are fitted where possible. Finally, lo-flo showers & dual flush toilets are installed where this is feasible. E.g. Montague Burton refurbished blocks (2016-18).



The little things that can make a BIG difference:

Students & visitors:

- i. When cooking/making a drink, only fill your kettle/pan with enough water for your needs.
- ii. When washing up, please use the sink or washing up bowl, and don't wash your plates & cutlery under a running tap.
- iii. Turn the shower on when you get in & not before, and don't leave it running afterwards.
- iv. Report any problems with dripping taps or leaks to Residences staff, as quickly as possible.
- v. Use refillable water bottles or 'Keep Cups', and replenish them at water refill points or dispensers around campus.

Staff:

- i. Get Estates/contractors to make repairs to ensure works are completed at the earliest possibility.
- ii. Install 'water hippos' or similar devices in older large WC cisterns in excess of 7 litres.
- iii. Regularly check taps & showers for faults during inspections.



A water refill point at The Refectory

BUILDING DESIGN, REFURBISHMENT & MAINTENANCE

Residential Services is committed to improving the quality of the accommodation, outlined in its Housing Strategy Update 2007.

This has and will be achieved through the disposal of less fit accommodation; design & build of new accommodation; and refurbishment & maintenance of existing buildings. The Storm Jameson Court project was delivered in 2010, with a national BREEAM rating of Very Good; St Marks Residences was rebuilt in 2013 with a BREEAM rating of Excellent; and Central Village acquired with a BREEAM rating of Very Good.

Residential Services follows a programme to keep its properties redecorated and refurbished, works undertaken include energy saving initiatives, e.g. provision of increased roof insulation, boiler & lighting upgrades, improvements to heating & lighting controls, and the installation of double or secondary glazing where appropriate. We ask that residents report building and building service defects, so that we can make quick and effective repairs to minimise loss of energy resources (heat, electricity or water).

The little things that can make a BIG difference:

Students & visitors:

- i. Familiarise yourself with the heating controls in your accommodation, e.g. push4heat, radiator valve, and/or thermostat. Ask Residences staff to show you if you are uncertain.
- ii. Report any problems with your heating, lighting, water supply or building to Residences staff.
- iii. You can ask Residences staff about both environmental issues & the energy efficiency of your accommodation, and what has previously been done to improve them.

Staff:

- i. Inform both students & visitors how the heating controls work in the accommodation.
- ii. Ensure that any heating complaints are brought to the attention of senior managers & Estates Services.
- iii. Ensure repair/maintenance works to heating and ventilation systems are always completed as quickly as possible. Be prepared to arrange temporary alternatives in the mean time.
- iv. Contribute ideas to future cyclical maintenance/refurbishment projects.



St Marks Residences rebuilt and opened in 2013



A Common Toad found on a Yorkshire Wildlife Trust Volunteer Day



BIODIVERSITY & ECOLOGY

The University of Leeds seeks to maximise the biodiversity and ecology across its urban estate, by enhancing existing trees and plants, with increased connectivity, year-round interest, and plants that are attractive to invertebrates, birds and other wildlife. Recent multi-service/faculty projects include the Sustainability Garden; the Sensory Garden at Charles Morris Hall; the Roger Stevens Pond; and the open area at the rear of Leeds University Union, between Charles Morris Hall, and The Stage@Leeds.

The University is also proud to be a corporate member of both the Royal Society for the Protection of Birds, and the Yorkshire Wildlife Trust. In addition, Residential Services has worked with Buglife's Urban Buzz Project; The Great British Elm Experiment; and the Woodhouse Ridge Action Group here in Leeds. A number of Wild Work or Volunteer Days are held with Yorkshire Wildlife Trust each year, and students and staff have the opportunity to work on projects in the Aire Valley catchment, from Skipton down to Pontefract.



Students:

- i. Look at information provided by Yorkshire Wildlife Trust at www.ywt.org.uk, for volunteering opportunities on local reserves in the Leeds and West Yorkshire area.
- ii. You can volunteer with LUU Conservation Volunteers in the local area at www.luucv.co.uk
- iii. You can also volunteer with Woodhouse Ridge Action Group www.woodhouseridge.org.uk
- iv. Find out more by looking at the University's Biodiversity web-page sustainability.leeds.ac.uk/biodiversity

Staff:

- i. Look at information provided at www.ywt.org.uk for access to local reserves & activities taking place in Leeds & West Yorkshire. Half price membership is available if you have the University Membership Number.
- ii. Look at information provided at www.woodhouseridge.org.uk/index.html for access & activities taking place on Woodhouse Ridge.
- iii. List birds & details of other plants, trees, insects or mammals observed on your site, especially during the annual Bird Watch event that takes place in late January/early February.
- iv. Look out for further events being planned during the year.

BLUEPRINT ACTIONS



- Produce an annual sustainability report by end of 2019, in line with the University Sustainability Report, and Living it Green.
- Develop and deliver a 5-year plan to adopt total removal of single-use plastics across the service by 2023.
- Encourage and support students to remove single-use plastics from their daily lives in University Residences.
- Create a waste & recycling campaign that is aligned with the campus campaign, and to monitor and report progress.
- Create inclusive and welcoming outdoor environments that provide health and well-being benefits for all.
- Ensure that Residential Services support development and contribute to the delivery of the University Carbon Management Plan beyond 2020/21.
- Maintain a vehicle fleet to support the University's Clean Air Pledge, and communicate the benefits to the wider University.
- Showcase sustainability success stories internally and externally to the University and external partners.
- Recruit and support staff and student sustainability architects.
- Map biodiversity value and create biodiversity action plans for all residential sites.
- Support students living in Residences, in learning how to live independently in Leeds.
- Identify sites for investment in renewable energy.
- Provide knowledge, skills development and experience that enable students to positively contribute to society, through LUU & Sustainability Services programmes.
- Ensure opportunities exist for students and staff to get involved in wider activities with external partners.
- Proactively identify and support opportunities for Residential Services to engage with the Living Lab programme.



Student and staff volunteers at Water Haigh Woodland Park



Opening of the Sensory Garden at Charles Morris Hall

BLUEPRINT PLUS ACTIONS

- Residential student recycling levels to be similar to those for the campus.
- A full life cycle solution identified for mattress reuse/recycled content in new mattresses.
- All sites to have provision for food waste recycling.
- Effective programmes in place to encourage reduction in student consumption and removal of single use materials.
- Circular resource use, including leasing, sharing, re-use, and remanufacturing of equipment across all operational areas.
- Service commitment to net zero carbon sites in a strategy, with targets.
- All refurbishments and new-build projects support sustainability objectives and targets.
- Low and zero-carbon assessments are undertaken across all sites for feasibility.
- Identify key climate change adaptation risks, and solutions planned accordingly.
- Third party accommodation providers adopt Residential Services sustainability principles and practice.
- Walking and cycling provision and support is excellent across all University residential sites.
- All residential sites will have action plans in place that support the University's aim to be an exemplar of urban biodiversity.
- We will support the provision of education and support programmes in collaboration with volunteers and other services, e.g. Leeds University Union and Sustainability Services.
- All of our students will be given greater opportunities to live sustainably in their accommodation.
- We will actively support the well-being and mental health of our students through pastoral care, peer-to-peer training, etc.
- Our staff will become leaders of sustainability, and will support a culture of sustainability that influences decision making daily.
- Residential Services purchasing will support University sustainability principles, providing best practice examples.
- Residential Services actively supports other services and schools to become more sustainable.
- Residential Services is actively seeking to reduce the impact of chemicals in operations.
- Residential Services maintain the highest standard of Green Tourism Award across applicable sites, and is actively seeking to improve upon performance.



Green Tourism Gold awarded to Central Village in 2019

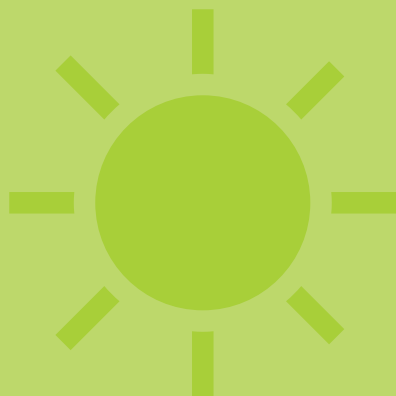


New landscape planted around Lyddon Hall in 2019





Designed locally by Magpie using a low power Energy Star rated computer. Printed on paper with a 100% recycled content along with inks which contain 78-82% of renewable materials.



UNIVERSITY OF LEEDS