



GREEN IMPACT TOOLKIT

SUGGESTED ACTIONS

We have listed some viable alternatives for your Green Impact toolkit.

Working from home, travel restrictions, event cancellations, and reduced face-to-face interactions are changes staff are adjusting to but are precautionary measures taken to prevent the spread of COVID-19. Working from home can be isolating and we want to ensure that staff can continue to collaborate and work together. Green Impact is an effective tool to bring people together on interesting, impactful, and creative projects.

Protecting the physical and mental health and wellbeing of staff and others is a priority, and where actions suggest being outdoors and/or being active, staff should consider their personal health and follow up-to-date government advice.

Travel

- Use teleconferencing and video conferencing facilities and/or Skype for your meetings
- Get some fresh air before work or during a break by taking a cycle ride if you own or can borrow a bike. You could also promote and/or take part in [Love to Ride's 'Ride Anywhere Week'](#).
- If you have considered purchasing your own bicycle, use some time to look at the [Cycle Scheme](#) which can save you 25-39% on the cost of a bike and accessories. Share it with other colleagues you think will be interested too.
- If you have a trip you are planning for a later date, [aim not to fly](#). We are all learning new ways of working so consider if travel is necessary and if it is, research what other options are available to get there.

Waste & Recycling

- If you're spending some of your time cleaning your home and reorganising, think about what you will do with items you no longer want. Create a pile to take to charity shops or regift, a pile to recycle (locate your nearest clothing banks and

electrical banks). Can you lend items such as books to neighbours and friends or anyone who may benefit from them right now?

- If you have any waste paper in your home, [make yourself a notepad](#).
- Try to reduce your print outs and print double-sided if you are using a printer at home.
- If your local council provide facilities for food waste, ensure you are using these.

Energy

- You won't be reporting on 'Shutdowns' or an Easter Switch Off from your workplace anymore but if you took any particular actions to save energy when leaving your workplace, share in the comment box. At home, switch off your computer/laptop at the end of the day, do not overcharge electrical items, switch off lights in rooms you are not in and only boil the amount of water that you need.
- If you pay your own bills, now is a great time to look at your energy tariff, and see if you could be paying less or move to a more ethical option by switching supplier or tariff (it's usually simple & free to do so and there are online tools to help you compare prices).
- Complete the University's environmental online induction or other environmental training sessions and promote to the team. You could join a video call and do one at the same time as your colleagues.
- Make sure your fridge is set between 3 and 5 degrees Celsius.

Wellbeing

- Make sure you are building breaks into your working day, and support and encourage your colleagues to do the same. This could include taking a walk outside, moving into a different room, do an activity that you enjoy (e.g. cooking, crafts, reading).
- Drinking lots of water and eating well can boost your immune system. Share pictures of what you are eating, organise a virtual healthy or [sustainable lunch](#) or share tips on what you have been cooking, how you [avoid food waste](#).
- You may not be able to take part in a guided walk around campus but when you can stretch your legs outdoors or indoors. Share photos with your colleagues of somewhere you walked. In other parts of your day, if you are taking phone calls, try, where possible to walk around your home or stand up.
- Check-in with your colleagues and ask them how they are getting on with the changes to their lifestyle.
- You are likely to be sitting for long periods of time and may not have a practical desk set-up like in your workplace. [Revisit the HSE guidance](#) to support you to have good work set-up.

Biodiversity & Wider Community

- Have a go at growing and caring for plants in or outside of your home. Send photos to your team or show your plants' progress on video calls.
- You won't be able visit gardens or roof gardens on campus right now so instead take a walk outside when possible or if you are staying indoors you could take a [virtual tour of a National Trust garden](#).

- Tree Charter Day is on the 28th November 2020 and free Tree Packs are already being ordered from the [Woodland Trust Community Tree Packs website](#). Now is a great time to start planning.
- Take part in a community engagement initiative or run an activity to benefit the local community which will further show social solidarity. Reach out to support your neighbours or use social media to find local groups supporting vulnerable community members. For example, join your [local COVID-19 Mutual Aid UK group](#), or donate time, items or money to a local food or baby bank which are in particular need right now.
- If you have students in your Green Impact team, reach out to them for their feedback and ideas. Many students will be feeling lonely at this time and may appreciate this opportunity. If you do not have students directly in your team but engage with them through social media, you post a question to see if you gain any responses.

Communications and raising awareness

- Engage others on sustainability and Green Impact at staff meetings. Many meetings are still taking place remotely, now may be a good opportunity to add this to a meeting agenda.
- Have an online meeting with your Environmental Group or Committee. If you find it challenging to discuss logistics and workplace actions, watch/listen/read something with a sustainability focus to discuss.
- Invite all staff in your department to feed back on ideas for improving the environmental performance of the department. This could include identifying at least five energy saving opportunities.
- Run your own environmentally-themed event online for staff. Some ideas include a quiz, virtual Meat Free Monday, watch a [short environmental film](#) to discuss, or encourage everyone to [take WWF's carbon footprint calculator](#).
- If your department has its own webpage, make sure it contains up-to-date information and advice on environmental issues.
- UK Banks invest a lot of money into fossil fuels. Consider aligning your money with your values and choose a bank with lower negative environmental and social impacts. [Ethical Consumer provide this starting guidance](#) and you can [read an article from the Guardian here](#).
- Take action on climate remotely whilst supporting your community. [350.org have put together these actions](#) which you can take to show social solidarity with others around the world.

We would love to see actions that you have been completing that are not covered in the workbook which can include things from your workspace or home.