

**KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22**

Impact Area	University Policy Objective	Sustainability Targets reference	Owner	When	Long term engagement Target	Actions 2021/22
Environmental Management	Maintaining and continually improving the ISO14001 certified Environmental Management System (EMS) to enhance environmental performance.	Maintain the Environmental Management System to the standard of ISO14001. Identify roles and responsibilities of staff and identify training needs.	Director of Sustainability and Sustainability Manager (Operations)	Annual	All staff and students aware of the EMS and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Complete roles and responsibilities matrix and identify training needs related to roles and responsibilities</li> <li>2. Continue tool box talks/ workshops for operational staff</li> <li>3. Continue working with Estates &amp; Facilities &amp; Organisational Development to include sustainability/EMS in inductions for all new staff and sustainability Fit For King's module.</li> <li>4. Run sustainability sessions during Welcome Fortnight</li> <li>5. Work with SU to get sustainability induction included in course rep training</li> <li>6. Develop and maintain website and intranet information</li> </ol>
Water	Increase water efficiency across the estate through design and maintenance of estate.	Reduce consumption of water by 2% each year over the 2013-2022 period (cubic meters per FTS)	Sustainability Team & Energy Team	Annual	All staff and students aware of water reduction targets and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Communicate with all staff/ students to raise awareness about water usage and how to reduce at university but also at home. <ol style="list-style-type: none"> <li>a. Include actions in Green Impact</li> <li>b. Include water awareness in inductions</li> <li>c. Update website/ intranet</li> <li>d. Encourage reporting of dripping taps/ other water reduction opportunities by all staff/ students via E&amp;F service desk</li> </ol> </li> <li>2. Communicate what the university has been doing to reduce water usage and report on progress as part of the annual Environmental Sustainability report</li> </ol>
Waste Management	Promote responsible consumption, minimise the amount of waste produced and maximise reuse and recycling where generation of waste cannot be prevented.	<p>Achieve 70% recycling of non-hazardous operational waste in 2021-22.</p> <p>Reduce total annual waste produced by the university.</p> <p>Achieve a recycling rate of 75% by 2023-24.</p> <p>Reduce operational waste by 30% from 2017-18 to 2023-24.</p>	Sustainability Manager (Operations)	<p>July 2022</p> <p>Annual</p> <p>2023-24</p> <p>2023-24</p>	<ol style="list-style-type: none"> <li>1. All staff and students aware of waste reduction and recycling targets and how they can be involved/ what their responsibilities are</li> <li>2. All staff and students aware of how to correctly dispose of waste</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure correct bins are available across the university. and that they have clear signage</li> <li>2. Keep Waste A-Z on website and intranet up to date: information on how to dispose of and tips for how to reduce waste</li> <li>3. Promote drinking fountains and Keep Cups/reusable mugs</li> <li>4. Maintain and promote the reuse schemes available to staff/ students (e.g. Warp It and Paper Clip)</li> <li>5. Promote End of term Residence reuse and donation programme and support residence teams where needed</li> <li>6. Feedback any waste audit results to building users/ operational staff</li> <li>7. Promote engagement through Green Impact criteria</li> <li>8. Include in all sustainability inductions/ awareness raising sessions</li> <li>9. Communicate what the university has been doing with regard to waste and report on progress in the annual Environmental Sustainability Report</li> <li>10. Include waste management updates in all main E&amp;F operational meetings</li> <li>11. Support King's Food with waste reduction approach, include waste as agenda topic in Sustainable Food &amp; Fairtrade Steering Group</li> <li>12. Collaborate with Sustainability Champions, with focus on lab Champions to reduce lab waste</li> <li>13. Identify and establish links with any Teaching staff/ Researchers engaged in waste projects</li> <li>14. Ensure waste management information is available and communicated during Welcome Fortnight and Sustainability Month activities</li> <li>15. Continue to run the Procurement &amp; Waste sub-group within the King's Climate Action Network</li> </ol>

## KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22

Carbon and Energy	<p>Maximise energy efficiency and reduce absolute greenhouse gas emissions (in line with climate science for keeping global temperature increase to a 1.5°C scenario. Aim to achieve net zero carbon by 2025 commitment.)</p> <p>Protecting and enhancing the environment to prevent habitat and biodiversity loss, combat climate change and prevent the pollution of land, water and air.</p>	Achieve Net Zero Carbon emissions by 2025	Sustainability Team & Energy Team	2025	All staff and students aware of carbon reduction targets/areas and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Continue to run King's Climate Action Network, including its seven sub-groups, open to all students and staff.</li> <li>2. Work on the establishment of a Climate Hub and obtain SLT support</li> <li>3. Communicate with all staff/ students to raise awareness about energy usage and how to reduce at university but also at home.             <ol style="list-style-type: none"> <li>a. Ensure awareness raising at events such as Sustainability Month and Welcome Fairs</li> <li>b. Include actions in Green Impact</li> <li>c. Include carbon/ energy reduction awareness in inductions</li> <li>d. Update website/ intranet</li> <li>e. Encourage reporting of carbon/ energy reduction opportunities by all staff/ students via E&amp;F service desk</li> </ol> </li> <li>4. Attend lab user group meetings, carry out lab energy audits with staff and identify reduction opportunities with them</li> <li>5. Communicate what the university has been doing to reduce carbon and report on progress in annual Environmental Sustainability Report</li> <li>6. Engage with IT to develop Green ICT plan</li> <li>7. Identify and establish links with any Teaching staff/ Researchers engaged in carbon/ energy reduction projects</li> <li>8. Communicate targets and progress through Green Impact (Sustainability Champions) workbook and communications</li> <li>9. Communicate targets and progress through Residences, and to new students through Welcome to King's</li> </ol>
Environmental pollution	<p>Protecting and enhancing the environment to prevent habitat and biodiversity loss, combat climate change and prevent the pollution of land, water and air</p> <p>Contribute to reducing air pollution and mitigating the impact of poor air quality around our campuses.</p>	<p>Achieve environmental pollution incident rate of zero</p> <p>Implement at least two clean air initiatives recommended by Business Low Emission Neighbourhoods</p> <p>At least 75% of King's directly controlled fleet to be net zero/low emission vehicles (excluding sports grounds off-road vehicles)</p>	Sustainability Manager (Operations)	<p>Annual</p> <p>Annual</p> <p>July 2022</p>	<ol style="list-style-type: none"> <li>1. All staff and students that work in laboratories are aware of how to report environmental incidents and how to prevent them.</li> <li>2. All staff and students are aware of King's measures on sustainable travel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with H&amp;S to ensure that environmental incident reporting is included in standard accident and incident reporting and training</li> <li>2. Identify additional training needs and undertake e.g. spill training</li> <li>3. Engage with lab user group meetings</li> <li>4. Report progress against targets in annual Environmental Sustainability Report</li> <li>5. Continue King's CAN Travel group on business travel and commuting to discuss recommendations and initiatives</li> </ol>

## KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22

Procurement	Incorporating relevant sustainability criteria into procurement documentation to ensure suppliers meet the College's objectives when delivering services, goods and construction works.	Increase number of social enterprises in our supply chain  Consider provisions of the Social Value Act in procurement processes	Procurement Team and Sustainability Team	July 2022	All staff and students are aware of the sustainable procurement policy strategy and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Continue meetings of the Responsible Procurement Advisory Group (RPAG) sustainable procurement working group, which includes student and staff representatives</li> <li>2. Embed sustainable procurement criteria into Green Impact</li> <li>3. Provide sustainable procurement Lunch &amp; Learn opportunities for staff</li> <li>4. Identify high risk areas and engage with priority suppliers</li> <li>5. Engage with staff setting up key contracts to embed sustainability</li> <li>6. Identify training opportunities- workshops/ toolbox talks for staff procuring high impact goods.</li> <li>7. Identify and establish links with any Teaching staff/ Researchers engaged in supply chain projects</li> <li>8. Include sustainable consumption and purchasing in Welcome Fortnight and Sustainability Month activities</li> <li>9. Promote sustainable consumption and production as part of the Residences Sustainable Living Communities</li> <li>10. Continue meetings of the King's CAN Procurement &amp; Waste sub-group</li> </ol>
		Retain Fairtrade University accreditation, achieving at least 1 star in May 2022 audit  Achieve three stars in the SRA's "Food Made Good" rating	Sustainability Officer	July 2022  July 2022	Sustainable food policy and Fairtrade policy to be transparent and accessible for all staff and students.	<ol style="list-style-type: none"> <li>1. Manage the Fairtrade and Sustainable Food steering Group – ensure staff and student representation.</li> <li>2. Actively promote Fairtrade Fortnight, and organise events to celebrate it</li> <li>3. Promote sustainable food policy and ensure menus are clearly labelled</li> <li>4. Engage with EcoSoc, Vegan Society and other related societies/student groups</li> <li>5. Work with KCLSU to embed sustainability into KCLSU outlets and catering</li> <li>6. Update website/ intranet and report on progress in annual Environmental Sustainability Report</li> <li>7. Identify and establish links with any Teaching staff/ Researchers engaged in Fairtrade/ food projects- including healthy eating</li> <li>8. Link Fairtrade and sustainable food awareness raising/events to food growing sites on campus</li> </ol>
Sustainable Science		Continue Sustainability Science Committee	Sustainability Team, RMID, Procurement, Lab Champions	Monthly	Key projects identified and resource available to carry out identified projects	<ol style="list-style-type: none"> <li>1. Engage key stakeholder to be part of the group e.g. Procurement, Energy Team, Lab Champions, RMID.</li> <li>2. Setup monthly meetings, invite all stakeholders</li> <li>3. Communicate about the committee on social channels</li> <li>9. Run a Sustainability Science event during Welcome Fortnight</li> </ol>
Transport	Encourage the use of sustainable modes of transport by staff and students which minimise negative environmental impact.	Continue Sustainable Travel group within Climate Action Network	Sustainability Team	July 2022	All staff and students aware of the Sustainable Transport Strategy and how they can reduce their environmental impact associated with travel (in London, or international travel to/from London)	<ol style="list-style-type: none"> <li>1. Re engage the Bicycle Users Group and carry out cycling surveys of students and staff.</li> <li>2. Regular cycling promotion events (includes Dr Bike, bike marking etc.), liaise with Business Improvement District groups and promote their external sessions to King's community</li> <li>3. Promote walking routes between campuses</li> <li>4. Engage with finance to improve expenses system and coding to enable improved scope 3 reporting</li> <li>5. Identify and establish links with any Teaching staff/ Researchers engaged in transport projects</li> <li>6. Support Campus Operations teams where needed – with bike clearance, auctions and advise on developments/improvements which need to be made to bike infrastructure</li> <li>7. Work with Residences to ensure bike storage and facilities available to all residents.</li> <li>8. Hold cycling events, such as Dr Bike sessions, during Sustainability Month</li> <li>9. Offer digital alternatives to travel, such as online meeting and conferencing facilities, to students and staff.</li> </ol>
		Support Active Travel Group within Estates & Facilities	Sustainability Team	Annual		
		Increase number of bicycle parking spaces across the estate each year.		Annual		

**KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22**

		Reduce air travel emissions by 10% per year from 2018-19				10. Work with Campus Operations Teams and Active Travel group to identify bicycle parking spaces and additional infrastructure (e.g. Showers)
Construction and Facilities Management	Manage construction, refurbishment and postcompletion occupancy of our buildings to reduce environmental impact and enhance wellbeing of building users.	BREEAM assessments carried out on all new buildings/ refurbishments, New buildings -minimum rating of "Excellent". Major Refurbishments- "Very Good".  Implement soft landings procedure	Director of Capital Projects	Annual	All staff and students are aware of the sustainable construction strategy and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Update website/ intranet with information on sustainability of capital projects- BREEAM targets and achieved accreditations</li> <li>2. Identify opportunities for students to be involved in sustainability target setting for new builds/ major projects</li> <li>3. Identify and establish links with any Teaching staff/ Researchers engaged in waste projects</li> <li>4. Identify training needs for E&amp;F staff related to sustainable construction and soft landings – provide toolbox talks and workshops for staff</li> <li>5. Continue King's CAN Zero Carbon Estate sub-group.</li> </ol>
Biodiversity	Maintain and enhance the green spaces on our campuses to support biodiversity and health and wellbeing.	Implement all opportunities identified in the Biodiversity Action Plan, depending on feasibility  Work with staff and students to ensure biodiversity is factored into management	Sustainability Manager (Operations)  Sustainability Officer	2025  Annual	All staff and students are aware of the biodiversity action plans and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> <li>1. Identify and establish links with any Teaching staff/ Researchers engaged in biodiversity projects</li> <li>2. Engage students in the development and monitoring of biodiversity action plans</li> <li>3. Engage with Operational E&amp;F staff and embed in grounds management plans as actions identified.</li> <li>4. Work with Sustainability Champions and connected teams (e.g. King's Sport) to ensure biodiversity is supported on the sports grounds and measures put in place to enhance biodiversity of flora and fauna.</li> <li>5. Consider biodiversity in any community projects (e.g. Strand Aldwych Pedestrianisation Project)</li> <li>6. Support King's Community Gardens by communicating through Sustainability channels, including newsletters, blog and website, and by providing a Teams channel for regular updates</li> </ol>
Community	Raise awareness of sustainability issues and provide opportunities to develop skills and knowledge.  Collaborate with other internal and external parties to promote knowledge sharing, community engagement, and to accelerate	Achieve SRA Rating of at least three stars for King's Food	Sustainability Officer & King's Food	July 2022	Learn from SRA best practice from other community members, ensure King's Community is aware outlets are participating in SRA and communicating progress which still needs to be made.	<ol style="list-style-type: none"> <li>1. Undertake the SRA Food Made Good Assessment, Summer 2022, as rating was paused in 2021</li> <li>2. Connect with other SRA community members on the SRA platform</li> <li>3. Connect with SRA three-star universities to understand how King's can further progress</li> </ol>
		To engage with at least one local community project which promotes and improves the environment	Director of Sustainability/ Director of Estates	Annual	Communicate King's sustainability objectives to our partners and understand our partners' sustainability objectives so that we can fully engage.	<ol style="list-style-type: none"> <li>1. Work with local BIDs to identify shared opportunities for engagement with staff/students/local community and/or local councils</li> <li>2. Identify and establish links with any Teaching staff/ Researchers engaged in community sustainability projects</li> <li>3. Take an active role in climate plans of local councils, and identify student and staff opportunities within this</li> </ol>
		Take an active role in sector sustainability networks such as LUEG, LEAN, EAUC	Sustainability Team	Annual	Learn from and share good practice staff and student engagement	<ol style="list-style-type: none"> <li>1. Promote appropriate networking opportunities to staff and students</li> <li>2. Promote good practice examples of student/staff engagement at King's</li> </ol>
		Continue to work closely with KCLSU on sustainability issues	Sustainability Team	Annual	KCLSU are engaged in supporting student engagement with King's Sustainability support and promote KCLSU's sustainability objectives.	<ol style="list-style-type: none"> <li>1. Have regular KCL/KCLSU sustainability meetings</li> <li>2. Provide sustainability induction for KCLSU officers</li> <li>3. Co-promote sustainability activities of the SU and University to students</li> </ol>

## KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22

	achievement of local, regional, national and global goals					
Training & Engagement	Raise awareness of sustainability issues and provide opportunities to develop skills and knowledge.	Minimum 90% of eligible Estates & Facilities staff to complete Fit For King's sustainability module within 12 months of induction	Sustainability Officer	Annual	The Estates & Facilities staff are aware of what King's Sustainability targets are, how sustainability is relevant to their area of work and how they can get involved to support the progress.	<ol style="list-style-type: none"> <li>1. Review and update Fit for King's Sustainability module for re-launch of the programme</li> <li>2. Present on sustainability at Fit for King's inductions, which cover all new E&amp;F staff</li> <li>3. All cleaners at King's receive toolbox talks and understand how to identify waste contamination and how to respond to contaminated waste streams</li> </ol>
	Offer at least 600 hours of student engagement opportunities	Sustainability is spotlighted to students during Welcome Week/Fortnight	Sustainability Team	Annual	New and returning students to King's are aware of Sustainability at King's, key goals and targets and understand how they can get involved to support.	<ol style="list-style-type: none"> <li>1. Work with Student Success to have a Sustainability Hub at in-person Welcome Hubs on each campus</li> <li>2. Ensure sustainability is represented on the Welcome to King's app, as well as in emails sent to all new students</li> <li>3. Run sustainability events (both online and in-person) during Welcome Fortnight, re-running most popular events and sessions which attract variety of student disciplines</li> <li>4. Work with KCLSU to have a sustainability stall at Welcome Fair</li> <li>5. Ensure sustainability is represented on the KCLSU Welcome app</li> </ol>
		Ensure students in Halls of Residences are getting inducted on sustainability and receive sustainability education – including the Sustainable Living Communities Programme	Sustainability Officer & King's Residences	Annual	Residences (King's and third party) are equipped with the tools to embed sustainability in their existing programmes (e.g. Resilife) and are supported with embedding sustainability into operations and student communications.	<ol style="list-style-type: none"> <li>1. Work with Residences team to deliver Sustainable Living Community (SLC) programme in Residences</li> <li>2. Work with Residence Managers and teams to establish a sustainability committee for each residence</li> <li>3. Add and promote SLC on residences website, Resilife social media and Sustainability social media. Add SLC into pre-confirmation and post-confirmation newsletters</li> <li>4. Add sustainability into Residence Handbooks</li> <li>5. Recruit sustainability Community Facilitator</li> <li>6. Run monthly sustainability events for all residence students</li> <li>7. Weekly SLC post on social media</li> </ol>
		Develop Take Action groups to support with various projects in development, such as the sustainability KEATs module, sustainability conversations initiative, understand where we can support diversity further within environmental sustainability	Sustainability Officer & Student Success Team	Annual	Build on areas which need more attention through a community organising approach	<ol style="list-style-type: none"> <li>1. Continue project teams of staff/students who want to support one or more of the projects from the 2021 Sustainability Hackathon – meet with each team x2 monthly</li> <li>2. Develop a Listening Campaign</li> <li>3. Deliver Listening Campaign 121 training for #TakeAction volunteers, run listening campaign, and review and build feedback into project plans</li> <li>4. Run Listening Campaign over Summer '21, promote across communications channels (internal and external)</li> <li>5. Invite Listening Campaign student/staff and broader community to support with development of projects</li> <li>6. Work with Student Success on development of Sustainable Conversations Initiative</li> <li>7. Connect with EDI and Race Equality on supporting diversity further</li> <li>8. Work with Careers team to explore areas to support diversity further</li> <li>9. Launch Sustainability and Climate KEATS module, and enrol 50 students in 2021/22</li> <li>10. Liaise with CTEL, King's Online and HR on KEATs module development</li> <li>11. Continue Spotlight on Sustainability podcast, launching second season in 2021/22</li> </ol>
		Ensure collaboration and engagement with key sustainability societies	Sustainability Team and	Monthly	Environmental sustainability societies/groups and their members	<ol style="list-style-type: none"> <li>1. Monthly meetings with sustainable societies/groups</li> </ol>

## KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22

			sustainable societies		know of King's Sustainability work and the Sustainability Team and societies/groups collaborate on events/engagement (e.g. Sustainability Month)	<ol style="list-style-type: none"> <li>2. Update WhatsApp group with sustainable societies/groups on upcoming events or ways to get involved</li> <li>3. Invite societies to collaborate on key events (Sustainability Month, Sustainability Awards)</li> </ol>
	Engage King's Summer School students in Sustainability		Sustainability Team, Summer School Team	Summer 2022	All students attending a King's Summer School have the opportunity to learn about and engage with sustainability and climate as part of their programme	<ol style="list-style-type: none"> <li>1. Increase number of sustainability and climate sessions as part of Summer School in July 2022, including both in person and online sessions</li> </ol>
Maintain and grow the staff Sustainability Champions programme	Achieve minimum of 60 Staff Sustainability Champion teams completing bronze, silver or gold level		Sustainability Officer	Annual	<p>Staff at King's understand how sustainability is relevant to their area and understand steps which can be taken to embed sustainability further.</p> <p>Students involved also have the opportunity to understand how to make change and gain experience into how King's is progressing sustainability within departments.</p>	<ol style="list-style-type: none"> <li>1. Run monthly Lunch &amp; Learn events for the Sustainability Champions network</li> <li>2. Run bi-monthly workshops for lab champions</li> <li>3. Update the office &amp; residence workbook and LEAF framework, ensuring King's sustainability priorities reflected in these actions</li> <li>4. Recruit student Sustainability Champion Assistants to support teams across the academic year</li> <li>5. Provide and build on Sustainability Champion materials (e.g. induction, PDR templates)</li> <li>6. Run an annual Sustainability Awards to celebrate the work of the Champions and others across King's</li> <li>7. Train students to become Sustainability Auditors</li> <li>8. Collate examples of best practice and produce the third edition of Sustainability Champions Stories</li> </ol>
Ensure relevant and regular communication via the King's sustainability communication channels	Maintain the sustainability communication channels, ensure content is engaging and relevant		Sustainability Team	Annual	Engage with the King's community and ensure channels are easily accessible to students/staff, alumni and prospective students. Continue to grow followers across social media and subscriptions to the newsletter,	<ol style="list-style-type: none"> <li>1. Continue to employ Sustainability Engagement Assistants to support with the management of King's Sustainability comms channels, channels include: Instagram, Twitter, Facebook, Newsletter, Blog, Website, Podcast, Email, Teams, Yammer</li> <li>2. Continue to work with King's Online to support the Spotlight on Sustainability podcast</li> <li>3. Monthly meetings with KCLSU Communications</li> <li>4. Monthly submissions to Student News</li> <li>5. Submissions to King's Essentials and Intranet</li> </ol>
Fund for student/staff led sustainability projects	Review the Sustainability Projects Fund		Sustainability Team, King's Food, KCLSU	Annual	Ensure projects that support the sustainability of King's and sustainability education of students and staff are funded and connected up to relevant stakeholders.	<ol style="list-style-type: none"> <li>1. Work with King's Food and KCLSU to re-launch the SPF</li> <li>2. Ensure SPF promoted on the website</li> <li>3. Ensure SPF is communicated across social media and through networks and faculty news</li> <li>4. Run pitch/interview process for SPF applications</li> <li>5. Work with successful projects and support unsuccessful projects with contacts/feedback</li> </ol>
Other key sustainability engagement actions						<ol style="list-style-type: none"> <li>1. Review governance structure and policy/ strategy for sustainability- ensure stakeholder representation as appropriate from staff, students, trade union, SU, alumni, community partners, teaching and research staff, operational staff.</li> <li>2. Review student representation on all estates/ planning/ finance committees</li> <li>3. Update the opportunities for students to work on sustainability projects as part of their coursework/ dissertation on the website, communicate these opportunities to key Departments</li> <li>4. Work with Careers to setup a sustainably mapped careers portfolio. Support 2 careers events.</li> <li>5. Work with alumni team to identify opportunities to engage with KCL alumni – especially those working in sustainability</li> <li>6. Engage with research and innovation senior management to establish a baseline of activities</li> </ol>

**KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2021/22**

		7. Employ another student intern and develop student specific resources as desired by students e.g. student guide to sustainability, have sustainability features built into the King's app e.g drinking water locations, and ensure website reflects their needs.
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