



## Sustainability at Roehampton Venues

### Our Sustainability Statement

Roehampton Venues are committed to making a positive environmental impact and contributing to a sustainable future through the delivery of sustainable events. We are committed to the management of our environmental impacts and aim to embed sustainability across all our activities and operations. We aim to reduce our environmental impacts from waste, energy, water, transport, emission to air, and releases to land.

### Some of the ways we will work towards achieving this include:

- We have achieved 'Green Meetings' Accreditation, awarded Gold, the top level we commit to annual reviews/accreditation with ongoing actions and continuous development.
- Commit to saving energy with our university wide carbon strategy to use 100% renewable energy along with our own solar panels. Investing in training and make constant improvements to cut carbon emissions.
- Promote the energy saving features of our purpose-built conference centre. Achieved BREEAM for its sustainable build with natural ventilation systems, high performance building fabric and specialist water and heating systems.
- Focus on providing affordable, healthy, and environmentally sustainable food offering across our venues with Fairtrade products, free range chicken/eggs and MSC certified fish.
- Provide and promote recycling facilities across our venues including separate bins for recyclables and general waste in all venues. All food waste from catering is recycled via our biodigester to use as compost on campus.
- Use reusable cups, crockery, and cutlery where possible. Minimise the use of single – use plastics where re-use is not practical and use disposable products made from plant-based, compostable materials.
- Work with clients to provide tips and green reminders for events including green social media. We ask and review the feedback from our client's events and ways to improve our green impact.
- Promote the biodiversity of our grounds which provide several habitats including woodland and acid grassland that support diverse flora and fauna including with owls, badgers, and newts.
- Have a Green Action Plan in place defining our goals and driving our journey.

### Within our wider university:

- Have a sustainable procurement policy to support wider social, economic, and environmental objectives that deliver benefits to the organisation, society, and the economy whilst minimising damage to the environment.
- Promote environmentally sustainable activities and behaviours across the campus with staff, students, and visitors. Make a positive contribution to environmental sustainability, such as conservation, ecology, and biodiversity, through our research and knowledge exchange.
- Promote the use of public transport, and work with external stakeholders to develop and promote the use of cycling and e-bike infrastructure and Electric vehicles on campus and in the local area.
- Support and promote community projects - Our campus is also home to the RSU's [Growhampton project](#) which engages with students on sustainability and ethical food.
- Ensure that Health and wellbeing of customers, staff and students is paramount to our organisation - access and guidance for mental and physical health is widely available.
- We promote and conserve culture, history, and traditions of The University of Roehampton.
- We have a dedicated Biodiversity and Conservation Team they have recently achieved a gold accreditation from the Hedgehog Friendly Campus scheme.
- Contribute to the Roehampton Climate Network which is shaping our approach to sustainability and climate change. University website [Environment and Sustainability | UOR](#)
- [Roehampton University Sustainability Video](#) – click to view.

**Date: November 2023 by Charlotte Curtis & Philippa Davies**  
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## Sustainable Development

At Roehampton Venues we shall establish, implement, and maintain procedures to identify and evaluate the significance of sustainable development issues (including risks and opportunities), associated with event and venue related activities. This will include those relating to relevant supply chain elements.

We recognize we have an environmental and social responsibility for the physical environment and for the people and communities with whom we work.

We therefore strive to ensure our business practices are as ethically, socially, and environmentally acceptable as possible, so we minimise our environmental impact and develop our working relationships in an ethical way. We understand the importance of operating in a sustainable manner, and we are committed to ensuring our company is doing as much as it can to achieve this.

Our sustainable development principles include stewardship and inclusivity. We have formally reviewed our business activities, set key objectives, and identified areas where improvements can be made. We have also set ourselves realistic targets so we can minimise our environmental impacts and improve our management of sustainability issues.

### **Our key objectives are to:**

- Maximise the efficient use of raw materials, energy and water and minimise the amount of waste generated from our business activities.
- Prevent harmful emissions resulting from our activities.
- Reuse and/or recycle all glass, paper, cardboard, and plastic.
- Recycle or compost all suitable food waste, vegware packaging and oils.
- Plan travel for staff, suppliers, and guests to minimise air emissions.
- Source local produce and sustainable fish. We carefully consider suppliers who share our values, to always offer the best, and most sustainable product we can use for our guests.
- Increase our local supplier base and reduce the number of food miles we generate.
- Reduce our overall carbon footprint across the University.
- Comply with all legislation and aim for best practice in all areas including London living wage
- Engage and support the local community

Our vision is embraced throughout the university – from our management team to our event staff – we are all actively involved in the implementation of our system. We have regular discussions with our staff, suppliers, and customers to get feedback which will assist us in improving our performance. We recognise our employees are key to ensuring our objectives are achieved and full training is given on the practices which must be adopted for us to do this. We believe everyone has a duty of care to the environment and encourage these aspirations amongst our staff, suppliers, and clients.

Our sustainability policy is reviewed and updated annually, but also in response to new technology, new ideas, customer requirements or legal requirements. We recognise improving our company is an ongoing process and we continually monitor our progress and regularly review our practices to ensure we stay on track to achieving our objectives.



## Summary of Roehampton Achievements so far

### Waste - Reducing, Reusing and Recycling:

Waste is one of the Universities most significant environmental impacts and we work hard to reduce. We have recently undergone an audit to see opportunities to improve and are putting the outcomes into practice.

**Reducing waste** – Most of our event documents sent to clients e.g., menus, quotes, contracts, and invoices, are sent via email rather than hard copy to save paper. Emails are never printed out unless necessary and we have a tag line on emails to remind the team.

The majority of our marketing is conducted via website, online and email to avoid generating paper. All the staff at the university have a small budget for printing so decisions to print are carefully considered and managers must approve further credit.

We carefully specify the correct amount of food we produce on any function to ensure we do not over cater and have unnecessary food wastage. Any food left from events go to staff catering and canteen. Any food from restaurants that is surplus goes to wellbeing fridges for students to help themselves, there is also the 'Too good to go' app for magic bag of leftovers for a small charge.

**Reuse** - We use reusable cups, crockery, and cutlery where possible. We minimise the use of single – use plastics where re-use is not practical and use disposable products made from plant-based, compostable materials.

Use of linen for events is minimised where possible and quantities required are kept to a minimum.

We own most of our equipment for events – wash and reuse – limiting the need for hiring and extra transportation, people and environmental impact generated from hire and deliveries.

Bed Linen for the hotel is owned and laundered by Berkeley Laundry, being a large-scale laundry operation, they use the latest technologies in terms of machinery, detergents, and functionality. They focus on sustainable laundry practices such as load balances, wash programmes, reduction of damage to linens, have their own water recycling plant and use waste to fuel their power systems.

**Recycling** - We have mixed recycling bins, general waste, charity recycling banks, battery recycling points. We limit the amount of waste generated and reduce waste going to landfill by recycling – we have embedded recycling processes with all bin areas encouraging recycling where possible. This includes positioning bins in areas to encourage recycling such as near printers.

All used cooking Oil is recycled via Olleco – it is collected and processed to be converted into biofuel.

**Food waste recycling** - We have recently invested in a bio-digester, installed in 2022, this has been a few years in the planning and a large capital expense showing our commitment to sustainable practices. We work closely with our catering team composting all our food waste (inc. coffee grounds and teabags), wooden stirrers and all the Vegware products that Elixir (our catering team) use including coffee cups. It reduces the waste volume by up to 80% in less than 24 hours. It produces brown granules that are used on the grounds by our Greenacre and the Growhampton project for compost.

### Place, People and Procurement:

**Green Awareness and Communication** – Roehampton venues make green choices; we research best practice and look at ideas for adapting and improving our footprint. We work with our suppliers and clients ensuring sustainable choices are made. We have added more vegan and vegetarian options featuring more sustainable choices. We encourage healthy sustainable options where possible and are launching our Green DDR soon.

**Sustainable food and ethical purchasing** - To ensure that the sustainability of food on campus is considered, sustainable food standards are outlined during catering contract negotiations and throughout tender processes.



Sustainability is one of the key considerations upon awarding new contracts which helps to allow sustainable food to be within the University's considerations.

The University helps to encourage sustainable and ethically sourced food and drink by:

- Encouraging locally sourced food on menus, reducing food miles. Allowing space for sustainable food projects e.g. old orchard, growing spaces.
- Providing drinking water for all staff, students and visitors.
- Promoting use of free-range eggs and MSC certified fish.
- Selling fairtrade certified products in catering outlets and participating in fairtrade fortnight.

[RSU's Growhampton project](#) grows its own produce which is harvested and either sold to students/staff or used in the hive café. They also have several chickens which lay free-range eggs that in turn produce daily cakes and treats.

**Fairtrade** - We are a certified Fairtrade University which shows that we are committed to the Fairtrade ethos and support the use of Fairtrade products. To fulfil 'Fairtrade status' we help to ensure that as many Fairtrade products as possible are available at the University. We engage with staff and students to raise awareness about Fairtrade, and we also run a series of events across Fairtrade Fortnight.

Our catering outlets also help us to fulfil our Fairtrade commitments by only supplying Fairtrade tea and coffee. Various areas of the University which are particularly engaged in Fairtrade, include the Chaplaincy, who organise Fairtrade lunches and stalls, the Students Union and Growhampton.

**Catering** - Working closely with our catering partner 'Elior' our event menus are seasonal, therefore most products we source are British and do not involve high air miles. They make a conscious effort to ensure as many ingredients as possible are sourced locally and ethically.

- Example - Clipper teas & coffee (natural, biodegradable, Fairtrade, ethical, organic)

Elior are committed to reducing our carbon footprint and we have a robust plan being rolled out to ensure they achieve this- look their strategy [Corporate Social Responsibility | Elior UK](#)

**Wedding Suppliers** – we hold up to 20 weddings a year in our historic Grove House venue. Examples of some of our suppliers' sustainable initiatives.

**Blue Strawberry, Event catering** – [Sustainability - Blue Strawberry](#)

**Lavender Green, floristry** – Focus on in season flowers. They donate used displays to charities /churches in community. They have a warehouse in empty railway arches, this is naturally cool, and it limits need for extra refrigeration, saving their energy consumption. [Sustainability - Lavender Green Flowers](#)

**Gardenia, floristry** - Reducing packaging is key – all materials can be re-used, composted, recycled with usual household recycling. They own a fleet of ULEZ-compliant vehicles. [Sustainability – Gardenia of London](#)

**PenniBlack, Event Catering** – All foods are sourced locally reducing their carbon footprint. They have a recycle and up cycle scheme to reuse products to make things for their staging and décor. [PenniBlack Sustainability](#)

**Garden Maintenance** – Working with 'Greenacres' that are committed to the protection of the environment. They avoid the use of herbicides and pesticides and opting for more sustainable and natural methods of gardening.

**We engage with the local community and support local initiatives** – Roehampton is a community within a community and our relationship with the local area is vital to our success. Where we are located is important to us, it shapes our view of the world and influences our work. It impacts who comes to study with us, and in turn, the future prosperity of our local area.

The University shares a common purpose and has supported the local community since 1841. We are committed to change lives by helping our students to develop the confidence, knowledge, and adaptability they need for a successful graduate career and fulfilling life. At the heart of this is our partnership with residents, local industry, and wider society. For many years we have established projects and collaborations across Southwest London and further afield that have delivered an economic impact, but also civic purpose.



## Energy, Planet, Water:

**Eco Monitoring** – we maximise the efficient use of raw materials, energy, and water. We monitor our consumption and train staff in good practice. The emissions & energy consumption data for our campus shows the year-on-year reduction in annual quantity of energy consumption and quantity of emissions produced.

Our energy supply is 100% renewable energy.

**Carbon Management** – We have recently produced a 'Carbon Management Progress Report' focusing on utilities data/scope 1 & 2 carbon emissions publicising our last 12 years progress and position to date against a 2008 baseline. This is a stepstone towards our new Carbon Net Zero Strategy for 2024.

It shows how the University has invested in a range of projects reducing overall emissions by 38%. It shows our Energy savings of 5000 MWh per year, equivalent of powering and heating 313 UK homes for a year. This is equivalent to more than £530,000 or 1018 tonnes of CO2 being saved annually. See more in full report.

<https://www.roehampton.ac.uk/environment-and-sustainability/carbon-management/>

### Energy saving projects examples.

- a) **Building Fabric & Insulation-** Elm Grove Conference centre and Elm Grove halls were built in 2017. This accommodates 358 students and 32 hotel rooms. Our conference centre consists of a 140-seat seminar space with break-out spaces, meeting rooms and an events space with catering facilities. A roof terrace overlooks the rejuvenated historic landscape and provides views above the tree canopy towards London.

Passive strategies such as natural ventilation and good daylight are optimised in the design of the buildings. They are combined with a high-performance building fabric and exposed thermal mass to reduce thermal energy consumption. A gas fired Combined Heat and Power (CHP) engine delivers the base hot water load to the ensuite bathrooms as well as supplies low carbon electricity to the wider campus.

The University of Roehampton Library, completed in 2018 was designed to be a passive building in energy and comfort terms, with highly insulated façades, high levels of airtightness and roofs supported by a thermally activated building slab (TABS) system installed into the concrete soffits.

The library also has a roof-mounted solar panels 3.5kW photovoltaic array and connection to a combined heat and power unit that also supplies the neighbouring Elm Grove residential and conference centre. We are delighted to have received a 'Very Good' BREEAM for the sustainable construction of both buildings. Loft insulation has been installed in buildings with pitched roofs across the University. Six hundred metres of valves in ten boiler rooms have also been insulated.

During Summer 2020 we refurbished the David Bell Building it was important to replace windows to improve insulation from single to Low-E double glazed windows. Our latest building refurbishment in 2022 renamed from Hirst to The Mary Seacole centre windows were replaced from single to double glazed and we have added 15cm of flat roof insulation. We continue to upgrade and improve buildings on the campus with sustainability in mind. We are currently refurbishing academic building for sustainable engineering.

- b) **Voltage Optimisation** – We have installed power Perfector voltage optimisation equipment at all venues. By optimising and lowering supply voltage, electrical equipment operates more efficiently, consumes less energy, and has a longer lifespan. *This has led to an average reduction in electricity consumption of approx. 9%, equating to a reduction in our Carbon Footprint of more than 300 tonnes of CO2 and savings on our electricity bill of more than £50,000 per year.*





**c) Lighting** - We have replaced all lighting with highly efficient LED (Light-Emitting Diode) and motion sensor activated lighting. Typically, LEDs have ten times the lifespan and use less than half the energy of halogen lighting. Quality long lasting LED Lighting with daylight and movement sensors has been by large the main type of energy saving project in the last 12 years we have invested in total £2.2million to replace over 14,000 luminaires which saves us annually 2,100 MWh i.e., the equivalent of powering 534 UK homes and just over 1,000 tonnes of CO2 being released into the atmosphere.

**d) Heating** - We have fitted 1755 TRVs (Thermostatic Radiator Valves) to radiators across the university. This allows heating to be adjusted or turned off as needed, saving energy.

**Maintenance** - Our maintenance team & yearly maintenance schedules ensure equipment is checked regularly to ensure it runs efficiently. We operate a best practice approach for saving energy – No equipment is left on when it is not in use i.e., office computers and screens, printers, kitchen equipment and lights.

**Water** - We conserve water wherever possible –we support tap water being used on events, we collect rainwater for watering plants, and we have water saving devices in the bathrooms.

**Cleaning** - We have been working with Apleona (our cleaning contractor) to use more eco-friendly cleaning products, they have switched over to eco-mark products and hope to develop this further. Although availability of some styles of cleaning product for commercial use remains a challenge, they are trying to work with their suppliers to improve. We avoid chemicals – working with chemical-free products where possible.

## Place and Transport:

### Green Travel and Transport –

Staff are encouraged to use public transport, cycle to work and ride share, there are cycle to work schemes in place and a bus provided by the university from the local train stations. Flexible working a couple of days a week with no commute is sustainable business practice. No unnecessary journeys are made, and when possible, video meetings are encouraged to save travel.

**Nature and Biodiversity** – We are committed to the protection and conservation of biodiversity and are lucky to have a considerable range of species and habitats across our campus. Within our 24 hectares of land our habitats include an old and new orchard, three artificial lakes and an acid grassland. We also have a badger set, beehives and a cave like habitat which supports one of the largest species of spider found in the UK: the European cave spider.

We also have an array of birds, small mammals, reptiles, and amphibians including green woodpecker, nuthatch, whitethroat, and smooth newt. Our proximity to Richmond Park, a National Nature Reserve and Wimbledon Common provides us with the potential to be connected to an array of important species through a network of ecological corridors e.g., hedgerows, roadside verges. We are currently looking to further monitor and understand the species we have on our campus in our Biodiversity Team.

**Sustainable Engagement** - Throughout the year, we participate in engagement weeks such as fairtrade fortnight, Planet Go Green week, and this October our first Environmental week! Other sustainability campaigns include, Love Food Hate Waste, Meat free Mondays and walk to work week. We run competitions throughout the academic year to encourage students to save energy and reduce waste. Students and staff also have the opportunity to help shape and influence environmental policy by joining the environmental network which meets at least once a term.

**We are happy to hear any suggestions of how we can improve our commitments to sustainability. If you have any questions or suggestions, please get in touch directly at [conferences@roehampton.ac.uk](mailto:conferences@roehampton.ac.uk)**