



Weetwood Hall

Conference Centre & Hotel



LEEDS

Weetwood Hall Environmental & Sustainability Review Spring 2011

Introduction

- The Weetwood Hall environmental and sustainability review is updated annually and the information detailed below primarily relates to activities undertaken during the previous year.
- Previous year's reviews are available upon request.
- Weetwood Hall Ltd makes every endeavour to promote a continued positive culture of environmental and sustainable awareness within the organisation.
- Suppliers and contractors continuously work towards a clearer understanding of environmental and sustainable issues and incorporate best practice into their operating business model wherever feasible.

The Carbon Trust

Undertook a survey of Weetwood Hall in 2008 and many of the actions that have been implemented since then have been as a result of their initial survey findings. This was reviewed and updated in 2009 and will be again in 2011.

Yorkshire & Humber Environment Index

WWH is working in partnership with UOL Procurement with the objective of WWH meeting the objectives to be listed as a sustainable organisation on the Y&H environment index as facilitated by Business in the Community.

Sustainable benchmarking

The General Manager and Deputy General Manager attended a Sustainable Event Management seminar hosted by Welcome to Yorkshire at the Rose Bowl in May 2011 with the objective of determining which awarding body would be best suited for Weetwood Hall to progress if we wished to attain a measurable sustainable kite-mark.

It has been suggested that BS8901 and ISO20121 are more suitable for event management as opposed to venues, hence probably looking to consider the Green Tourism Business Scheme.

Utilities

Electricity

KWh

July - June	Consumption	Variance	Peak	Variance	Comment
	Off peak		Peak		
2010\2011	22902	0.97%	90002	3.5%	Reduction beginning to be evidence from Jan11 when majority of energy saving ideas installed. Room occupancy increased from 64% to 67%
2009\2010	22681	0.48%	86900	2.8%	Dec 09 New double sized dishwasher installed
2008\2009	22572	1.29%	84489	-3.3%	Aug 08 Installed air-con system to Woodlands Restaurant

2007\2008	22284		87413		Mar 08 new walk in fridge installed
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- Catering equipment in the main kitchen has been modified so that the air handling unit can be automatically switched off between 23.00 – 05.30hrs each day.
- Bathroom ventilation system has been upgraded so as to reduce to a lower consumption at quieter times of the day/night.
- The Trend Building Management system which operates the pumps is continuously reviewed and altered so as to maximise on the efficiency of the system.
- Electricity energy saving actions included:
 - Changing Stables Pub lighting from 60 watt candle lamps to 7 watt Megaman lamps which resulted in 10.kw per day consumption reduced to 2.94kw.
 - Changed the 35 watt dichrolic lamps in hotel reception to 7 watt LED lamps.
 - Ensuring the Woodlands Restaurant heated servery units and air handling units only operate during service times when required.
 - Ensuring bedroom TV's are not left on standby.
 - Ensuring computers and printers are switched off when not in use.
 - Ensuring data projectors are set to eco-mode to prolong the longevity of the bulbs and conserve electricity.
 - Testing one external lighting unit in the car park from 3 x 50 watt tungsten to 1 x 36 watt low energy.
 - Further introduced lighting sensors to conference centre toilets and store rooms.
 - 20% of the hard wiring at Weetwood Hall is inspected annually on a continuous rolling five year programme.
 - PAT testing is undertaken annually

Gas
Cubic ft

July - June	Consumption	Variance	Comment
2010\2011	61195	-3.0%	<ul style="list-style-type: none"> ○ 2 x gas appliances upgraded in kitchen Nov 2010 with enhanced efficiency ○ New boiler fitted in conference centre with enhanced efficiency of 96% ○ Dec 10/Jan 11 very adverse weather conditions
2009\2010	63108	-3.3%	<ul style="list-style-type: none"> ○ Jan 10 very adverse weather conditions
2008\2009	65264	+4.6%	<ul style="list-style-type: none"> ○ Updated Trend BMS software installed April 2009 installed ○ 2 x new gas ovens installed Sept 2008 which increased consumption
2007\2008	62339		

- The Trend Building Management system which operates the gas boilers is continuously reviewed and altered so as to maximise on the efficiency of the system.
- The conference centre boiler has been upgraded to reflect 96% gross energy efficiency and has been programmed to the Trend operating system.

- Gas energy saving actions included:
 - Bedroom radiators switched off during the summer and left at '2' during the winter.
 - Heating switched off during the summer but with Duty Managers trained to switch on in case of adverse weather conditions.
 - Majority of kitchen heavy gas cooking equipment upgraded to assist with energy usage.

Water

Consumption M3

July - June	Consumption	Variance	Comment
2010\2011	12694	-7.8%	<ul style="list-style-type: none"> ○ Reduction in delegate numbers generally ○ Increase in room occupancy 64% TO 67% ○ Partial introduction of urinal water management system in LWBO
2009\2010	13689	+1.7%	<ul style="list-style-type: none"> ○ Partial installation of satin jet technology to shower heads in refurbished bathrooms ○ Partial installation of water restrictors to WHB
2008\2009	13452	+1.7%	
2007\2008	13221		

- Presently trialling a water management system in the conference centre (Lawnswood Breakout) gent's toilets.
- Continuous upgrade of shower heads in hotel bedrooms to Methven satin jet units which conserve water consumption. This is not possible in every bedroom where water pressure may be too low.
- Continuous upgrade of flow restrictors to sink taps and pipes to further reduce consumption which reduce water flow to three litres per minutes
- The bottled water in the conference rooms is filtered, carbonated and bottled on site here at Weetwood Hall allowing us to assist in reducing carbon emissions from lorries otherwise transporting water bottles across the country.

General waste

Waste Recycling (Biffa)

	General waste	Card/paper	Total	% Recycled
2010 Jan-Dec	987.8 m2	608 m2	1595.8 m2	38.10%
2009 Jan-Dec	1135.2 m2	836 m2	1971.2 m2	42.40%
2008 Jan-Dec	1715.2 m2	642 m2	2357.2 m2	27.20%
2007 Jan-Dec	2745.0 m2	Nil	2745.0 m2	Figures N/A

In 2007 paper was recycled with the Bradford waste Chasers but statistics were not maintained. In 2008 it was transferred to Biffa.

Glass Recycling (Leeds City Council)

	Tonne
July 2010 to March 2011	2554 Kg
July 2009 to March 2010	6.00 tonnes
April 2008 to March 2009	13.13 tonnes
April 2007 to March 2008	12.63 tonnes

The company who coordinate collection on behalf of LCC upgraded their recording software during 2009/2010 hence the data is not complete.

- Weetwood Hall assisted a Leeds Met University student undertaking her MSc International Events Management degree dissertation on the impact of food waste policy relating to the sustainability of Yorkshire event venues and its contribution to the creation of a competitive advantage.
- Weetwood hall set a sustainability project for a group of students from Leeds Met University undertaking BA (Hons) International Hospitality Business management degree to research how Weetwood Hall could reduce paper consumption. This resulted in an excellent publication being produced

Recycling

- Furniture from the bedroom refurbishment programme in 2010 has been recycled by Community Transport a social project based in Salford.
- Fluorescent lamps are recycled by Recolight
- Printer cartridges and photocopier toner continue to be recycled by Lyreco the nominated stationary supplier.
- Batteries are collected by the Conference Operations Manager and deposited at a recycling station located at the local Sainsbury's.
- Part used bedroom toiletry containers are recycled to the St Georges Crypt, a hostel charity for the homeless in Leeds to be able to utilise.

Packaging

The requirements of the Producer Responsibility Obligations (Packaging Waste) Regulations 2007 apply to a business with a turnover exceeding £2m and producing in excess of 50 tonnes of packaging waste. We are advised by our general waste contractor that Weetwood Hall does not produce more than 20 tonnes of packaging waste in a year.

Staff Consultative Committee (SCC)

- During 2010/2011 the SCC coordinated a summary of departmental energy saving ideas which were considered by the maintenance team and Departmental Managers for implementation.

Maintenance / safety

- There is a comprehensive preventative maintenance contract schedule in place which is monitored each month by the maintenance team and senior management so as to ensure the continued safety of all concerned at Weetwood Hall.
- Health & safety (1 x year) and food safety (2 x year) procedures are externally inspected and audited by Connaught on behalf of Weetwood Hall.
- Royal Sun Alliance undertakes the externally audited "Report of Examination" inspections of the gas boilers and the lifts.

Risk assessment

- With the ongoing refurbishment programme a detailed building risk assessment has been compiled by the primary contractor.
- Chubb Fire undertook a further detailed fire risk assessment of Weetwood Hall with any actions being coordinated by the P&T Manager and Maintenance Technician.
- Water system hygiene risk assessment undertaken by Water Hygiene Services Ltd which includes the risk associated with Legionnaires Disease with all recommendations being adopted.

Grounds/estate

- Garden waste is partially recycled with the use of leaf bins for use as mulching.
- Seasonal planting which is placed in planters around the estate each autumn after flowering is replanted to a more permanent location for future years.

- Log piles have been placed in the wooded area beyond the flagpoles to aid hibernation.
- Lavender and buddleia have been planted to aid bees and butterflies
- Wooded areas have been left undisturbed for wildlife, birds and a family of foxes that are on the estate.
- Grass cutting has been extended from 7-10 days to 10-14 days to reduce use of machinery/emissions when cutting and aid bees with the clover.
- No herbicides are used on grassed areas.

Vehicle

- The company vehicle will be renewed in August 2011 to a VW Transporter Shuttle with a rating of 211 g/km which meets Euro 5 exhaust emission standards from the VW Caravelle 2.5 diesel with a F rating of 221 g/km.
- Wherever possible staff who work either an early/late shift share the company vehicle.

Catering

- Fair Trade is available on one of the dedicated refreshment centres located in the conference centre.
- WWH is a member of the Yorkshire & Humber Regional Food Group committed to sourcing and using regionally produced food which is displayed under the banner of DeliciousYorkshire. The updated list of regional producers is displayed outside of Woodlands Restaurant.

Accessibility

- A separate policy is undertaken regarding accessibility for those with a disability and this is available on the Weetwood Hall website under the Welcome section.

Corporate Social Responsibility (CSR)

- Reviewed on an annual basis and updated under the compliance information at the bottom of the home page of the Weetwood Hall website.

Weetwood in the community

Educational & employment related:

School Placements 2010/2011

- Year 11 & 12 students from local schools: Horsforth School Specialist Science College, Abbey Grange C of E High School, Crawshaw School have 1-2 weeks placement in a general assistant role, including work experience in kitchen, hospitality, housekeeping, conference operations and sales & marketing

College Placements 2010/2011

- BTEC Leisure, Travel & Tourism students from Leeds City College have 2 weeks per student (4) on a placement in a general assistant role, including hospitality, stables pub, sales & marketing, conference & events, conference reception

University Placements 2010/2011

- Leeds Met Hospitality Management students are offered the opportunity to apply for current vacancies to fulfil their requirements for a 48 week industry placement
- Weetwood Hall sponsored LUBS MBA Executive project for 2010-2011
- GM & P&T attended a careers event at Leeds Met University, giving a presentation based on a career path within the hospitality industry.

Apprenticeships 2011/2012

- In partnership with Leeds City College, offering a one year L2 apprenticeship in hospitality, conference operations and housekeeping, commencing September 2011

'Get Britain Working' – Work Experience & Work Trials 2011/2012

- Signed up to the government initiative to 'get Britain working' via Job Centre Plus, offering voluntary placements for up to 8 weeks work experience for young people who may not have worked before – maintenance, hospitality, kitchen stewards, commis chef, housekeeping are the work experience areas on offer.

Working with Education Business Partnership

- Weetwood Hall continues to work with Education Business Partnership, Leeds Enterprise Exchange, Leeds University Business School (LUBS), Leeds Metropolitan University and local schools to participate with and encourage young peoples' development.
- 'Smoothie Day' – P&T Manager was a business advisor at two local primary schools – Hunslet Primary School & Corpus Christie Primary School
- Mock Interview Day – P&T Manager was a "recruitment officer" at two local high schools – Parklands High School & Royds High School
- P&T Manager was interviewed for Education Business Partnership interview skills DVD and took part in their training day, 'You're hired' to promote the skills, knowledge and attitude required when applying for jobs, attending interviews etc for young people in local schools. P&T manager attended the pilot day at Boston Spa High School
- P&T Manager attended quarterly meetings with the Leeds Enterprise Exchange group, networking with local education establishments and business
- P&T Manager and P&T Administrator attended an Interactive Market Place event for young people in High schools in Leeds to assist with career choices.
- P&T Manager was a judge at the School Enterprise Award day in June 2011
- The General manager was again asked to be a judge at the Entrepreneur of the Year event and invited to participate at the "Mind the Gap" skills event

Voluntary Project 2011/2012

- Personnel & Training Strategy for 2011-2012 is committed to encouraging employees to work as a group on a voluntary project in the community

Awards Sponsorship 2010/2011

- Weetwood Hall introduced and sponsored annual 'Hospitality Star of The Future' at Leeds Metropolitan University, with a trophy awarded on graduation day to the outstanding student.

Sustainability project

- Weetwood Hall sponsored Leeds Metropolitan University students project for 2010-2011 – How to reduce paper consumption, with the General Manager, Deputy GM & Finance Manager participating.

Charitable activities

- Weetwood Hall's primary chosen charitable partnership is with the Sick Children's Trust which started in 1993.
- Weetwood Hall continues to work with Hope Pastures Horse and Donkey Sanctuary which is adjacent to Weetwood Hall primarily through the participation of the Customer Service Manager who has since retired but wishes to retain her personal involvement and interest which Weetwood Hall is keen to support.
- In addition to the two primary charitable recipients, on an adhoc basis the Customer Service Executive will respond where appropriate to any local community or charitable request.

Projects for 2011/2012

Carbon Trust related

- Source quotes to change the service stairwells from 28 watt lamps to movement sensor lamps.
- Source suitable lamps for Woodlands Restaurant so reducing consumption from the existing high energy dichrolic lamps.
- Further upgrade of external car park lighting to reduce electrical consumption dependent on investment programme.
- Continue installing sensors and LED lighting where possible
- Upgrade remaining bathroom ventilation systems
- Continue monitoring annual consumption of water, gas and electricity

Recycling

- Furniture from the bedroom refurbishment project 2011 to be recycled by Salford Community Transport.
- Separate food waste from general waste with Biffa.

Refurbishment

- Complete upgrade to remaining bathrooms dependent upon investment programme

Community

- Continue to work with partners in the community.

Grounds/estate

- Continue to reposition more seasonal planting after the winter flowering season.
- Purchase a greenhouse for onsite seeding, growing and planting.
- Develop a further composting system.
- Install water butts for store rain water.
- Take out the automatic irrigation system and replace with hand watering.

Future research

- Consider voltage optimisation measures
- Consider alternative energy sources
- Research options and quotes to reduce PFC to zero thus removing the penalty on the electricity utility invoice and reducing energy loss on the power factor.