



Weetwood Hall Environment Policy

LEEDS



Reviewed March 2010

Introduction

Weetwood Hall Ltd makes every endeavour to promote a positive culture of environmental awareness within the organisation.

Suppliers and contractors continuously work towards a clearer understanding of environmental issues and incorporate best practice into their operating business model wherever feasible.

Waste Recycling (Biffa)

	General waste	Card/paper	Total	% Recycled
2007 Jan-Dec	2745.0 m2	nil	2745.0 m2	
2008 Jan-Dec	1715.2 m2	624 m2	2339.2 m2	26.67%
2009 Jan-Dec	1135.2 m2	836 m2	1971.2 m2	42.40%

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	Average per month
April 2007 to March 2008	12.63 tonnes	1.05 tonnes per month
April 2008 to March 2009	13.13 tonnes	1.09 tonnes per month
July 2009 to March 2010	6.00 tonnes	0.66 tonnes per month

The company who coordinate collection on behalf of LCC changed their software in July 2009 hence believe historical data between April 2009 and June 2009 is not complete.

- Paper/card is collected, transferred into recycling bins, taken off site, baled and recycled.
- General and contaminated (food) waste is collected, transferred into waste bins and transported to Skelton Grange, the regional land fill site in West Yorkshire. (PS food waste is generically classified as contaminated waste but is a natural by-product associated with the operating of a catering business).
 - Biffa recycles over 4,000,000 tonnes of recyclable materials per year
 - They generate 1.3 mega watts onto the national grid via the methane collected from their landfill sites.
- Glass is collected and placed into Leeds City Council owned glass recycling containers and transferred offsite.
- Furniture from the bedroom refurbishment programme has been recycled by the Salvation Army.
- Soft furnishings were recycled by the Salvation Army or the St Georges Crypt.
- The email system display banner asks whether there is a need to print.
- Printer cartridges and photocopier toner are gathered by conference reception and passed to our stationery supplier for recycling.

WWH/Biffa targets for 2010/2011

The next stage to further increase recycling and reduce landfill is the DMR service. Review to include what could be classed as Dry Mixed Recycling to help the team's understanding. This service will help further reduce costs and obviously enable more of the waste to go for recycling. In addition a food recycling service will be available in a few months which will enable WWH to segregate waste food from general waste and again this will go for recycling (via Anaerobic Digestion to produce electricity).

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.

Utility consumption

(Information source utility readings statistics Feb 2010)

The water, gas and electricity meters are read monthly with statistical charts updated to reflect actual monthly consumption, linear consumption since January 2005 and the annual moving consumption average.

Electricity

- Linear consumption steadily showing a decrease since Jan 2005 with the moving average showing a decrease since Jan 2009 but affected by the weather in Jan/Feb 2010.

Gas

- Linear consumption showing a slight increase since Jan 2005 but a moving average decrease from July 2009 when the Trend building management software was installed. Consumption affected by the weather in Jan/Feb 2010.

Water

- Linear consumption showing an increase since Jan 2005 but a moving average decrease since May 2009 when water saving initiatives were introduced.

NB

Conversion of single bedrooms to double bedrooms commenced in 2008

The Carbon Trust

Further to the assessment of energy saving opportunities undertaken on behalf of the Carbon Trust the following actions have been undertaken:

Electricity

- WWH is on automatic electrical metering
- Corridor lighting have reduced night time settings (excl car park security)
- Comprehensive review of internal public area lighting levels has resulted in the introduction of 18 watt (Euro 218PL) and LED lighting.
- Change of external lighting from 50 watt tungsten to 36 watt low energy on a phased basis.
- Public toilets being converted to lighting sensors activated upon entry on a phased basis.
- Undertook a voltage optimisation profile and discussed the results with UOL high voltage technicians who advised that for the cost involved and the lack of data between registered and active loads they would not recommend installing a 500Kva system as quoted. The suggestion was to gain voltage optimisation by reviewing the lighting levels.
- Fluorescent lamps are safely disposed of by the supply contractor.

Gas

- Comprehensive building management energy software system installed as the previous system was no longer serviceable. This has resulted in a fully computerized and flexible Trend system that controls boilers and pumps.
- The Trend system identified poor results from the bathroom air-handling units which has resulted in the introduction of an efficient preventative maintenance programme and enhanced airflow.

Water

- On a phased basis the taps on the bedroom wash hand basins are being installed with in-tail flow regulators which reduce water flow to four litres per minute.
- The public area mixer taps on the wash hand basins have been replaced with spray anti splash regulators which reduce water flow to three litres per minute
- On a phased basis the bedroom shower units are being replaced with Methven Satinjet technology. Twin jets of water are directed to collide and disperse into droplets hence reducing water consumption to nine litres per minute compared to up to twenty two litres with a conventional shower.

Staff Consultative Committee (SCC)

- The SCC team of WWH are involved in environmental and recycling issues and subject to availability by Biffa will visit their recycling centre to gain an understanding of the issues that they in turn can communicate back to the remainder of the WWH team.

Maintenance

Boiler & AHU units

- The nominated contractor is committed to the working practice of either recycling or using environmental friendly resources wherever possible
- To assist in its effective operation there is an ongoing programme of planned maintenance to Gas Safe Register national standards
- The boilers are operated by a Trend management software system
- The hot water heating and supply boilers and connected systems undergo an ongoing safety "Report of Examination"

Catering equipment

- The nominated contractor is committed to advising Weetwood Hall on refrigerant related equipment and safe disposal of such equipment
- To assist in the effective operation of such equipment there is a planned maintenance programme (twice yearly for refrigerated equipment and once annually for all other equipment)
- The main dishwasher has been upgraded to a more water efficient system.

Fire alarm system

- The nominated contractor has an established procedure for the safe disposal of any hazardous waste that may be encountered when undertaking service inspections.
- The system undergoes an ongoing twice annual planned maintenance programme

Lifting equipment

- The nominated contractor is committed to reducing pollutants in manufacturing processes to the lowest achievable levels and to establishing and working towards environmental protection standards that comply with legislation.

- They also have a commitment to considering the environmental impact on new products and investment decisions
- All lifts are managed under an ongoing programme of maintenance which includes "Report of Thorough Examination of Lifting Equipment" as specified in the 1998 regulations

Pest Control

- The nominated contractor is committed to using materials approved under the Control of Pesticides Act 1986 with all associated waste and containers being stored safely prior to disposal by an authorised person
- By continuous monitoring and actioning the results of each inspection visit the objective is to control any potential pest infestation without the excessive use of pesticide

Grounds

- Garden waste is recycled with the use of leaf bins for use as mulching and grass bins for use as compost.

Housekeeping

- Signage is displayed in the hotel bathrooms concerning towel usage encouraging residents to a potential recycling opportunity
- The majority of our residents stay one night, hence with the physical restriction of space the linen does have to be taken away on a regular basis. For those residents who do stay more than one night there is a policy of changing every second day.
- With regard to the use of table linen, which can only be used once, with space issues and remnants of food debris on the linen, they again have to be taken off site on a very regular basis.
- Part used bedroom toiletry containers are recycled to the St Georges Crypt, a hostel for the homeless in Leeds to be able to utilise
- Nominated contractor for feminine hygiene disposal issues an annual Duty of Care certificate that recognises the dual responsibility in the safe disposal of associated waste
- During 2009 WWH introduced a more natural style of Prija bathroom toiletries; a modern line sensitive to psychophysical well being with the use of plant extracts such as ginseng. The packaging is made of recycled paper without the use of glue. The soap is vegetable based rich in natural glycerine.

Conference

- The fitted data projector lumen levels have been altered to eco-mode to increase the life of the bulb with the latest ones being installed with electrical isolators so that they do not remain on standby
- Weetwood Hall has installed a water filtration management system for the service of bottled carbonated and still water. The benefit of this system has reduced the carbon footprint generated by external purchase/delivery of bottled water to the conference centre

Vehicle

- The company is a 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

Utility management

- In 2008 Weetwood Hall transferred the billing co-ordination of its water, gas and electrical utilities to the University of Leeds (UOL) so that both parties could benefit from better pricing by combined usage and consumption figures.

- The water utility graph shows a linear increase. The mains inlet was switched off to check and confirm that we were not experiencing a leakage.
- A governor is fitted to operate the water pressure at 4 bar (50 psi) to minimise burst pipes.
- The Trend building management software system linked to boilers and pumps was installed in 2009.

Catering

- Fair Trade is available on one of the dedicated refreshment centres located in the conference centre
- Weetwood Hall works with a purchasing solutions organisation and within the agreed scope of works is the principle of identifying actions that have a beneficial impact towards our environmental policy
- 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.
- The use of the Maxi-mix beer gas dispense system which uses on site nitrogen generation instead of high pressure mixed gas cylinders aids the carbon footprint by reducing transportation and processing of high pressure cylinders
- During 2008/2009 trialled the retail of organic wine but due to the very poor take up this has now been delisted from the wine list.

Work in the community

Leeds Met University

- Assisting students taking a degree in event management on completing an industry based project entitled "Meeting the needs of the 21st Century conference organiser and delegate".
- Facilitating an onsite H&S inspection for students from Leeds Met as part of their environmental health studies.

University of Leeds

- Assisting LUBS MSc and MBA executive students using the Weetwood business model as a case study.

Education Leeds/Leeds Learning/Mencap

- Assisted West Leeds Academy with "Mind the Gap" project that facilitates businesses interacting with schools.
- Judging the secondary school entrants for "Young Entrepreneur of the year"
- Mentoring a Lawnswood High School student for 12 months to achieve an A2 level IT business project.
- Facilitating a customer service presentation and show round for students from Batley High School.
- Assisting Education Leeds with a Year 9 student day at Farnley Park High School as a "business advisor" for a cash point event.
- Facilitating a work placement for a Mencap trainee and subsequently recruiting on a casual basis.
- Attending a careers day at David Young Academy.
- Undertaking mock interviews with 6th form students at Parklands High School.

- Assisting Meadowfield Primary School 7year old students for a day with a "smoothie business"
- Attending Allerton Grange High School to assist as a business advisor on mock interviews for Year 11
- Inviting teacher visits to Weetwood Hall
- Two students from Park Lane College two week placement undertaking travel and tourism in April 2010
- Three school placements (Otley Grammar School/ Ralph Thoresby School year 11) for one week placement
- University of Chester Event Management student on a five week placement in May 2010.

Charitable activities

- For the 17th year Weetwood Hall continues to work with the Sick Childrens' Trust charity (SCT)
- For the 2010 Emmerdale Fan Club weekend, Emmerdale Television Productions combined with Weetwood Hall with the Sick Children's Trust as their nominated charity.
- For the 5th year the Customer Service Manager of Weetwood Hall assists the Hope Pastures Horse & Donkey Sanctuary.
- The Customer Service Manager continuously responds to local charitable requests during the year but it is understood that the SCT is the primary benefactor of any charitable donations or activities.