

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

Impact area	University policy objective	Sustainability targets reference	Owner	When	Long-term engagement target	Actions 2023-24
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.	Sustainability Manager (Operations)	Annual	All Estates & Facilities staff are aware of the EMS and what their responsibilities are	<ol style="list-style-type: none"> 1. Complete roles and responsibilities matrix and identify training needs related to roles and responsibilities 2. Continue toolbox talks/ workshops for operational staff 3. Continue working with Estates & Facilities & Organisational Development to include sustainability/EMS in inductions for all new staff and sustainability Fit for King's module
Water	Increase water efficiency across the estate through design and maintenance of estate.	Reduce consumption of water by 2% each year from 2013-14 (cubic metres per total FTE - staff and student)	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"> 1. Communicate with all staff/ students to raise awareness about water usage and how to reduce it at university and at home <ol style="list-style-type: none"> a. Include actions in the Sustainability Champions workbook (Green Impact) b. Include water awareness in inductions c. Update website/ intranet d. Encourage reporting of dripping taps/ other water reduction opportunities by all staff/ students via E&F service desk 2. Communicate what the university has been doing to reduce water usage and report on progress as part of the annual Environmental Sustainability report
Waste and Resources	Promote responsible consumption, minimise the amount of waste produced and maximise reuse and recycling where generation of waste cannot be prevented.	<p>Achieve 75% recycling by weight of total non-hazardous office and residential waste in 2023-24</p> <p>Reduce total annual operational waste produced by the university (excluding construction) by 30% from 2017-18 to 2023-24</p>	Sustainability Manager (Operations)	July 2024	<ol style="list-style-type: none"> 1. All staff and students aware of waste reduction and recycling targets and how they can be involved/ what their responsibilities are 2. All staff and students aware of how to correctly dispose of waste 	<ol style="list-style-type: none"> 1. Ensure correct bins are available across the university and that they have clear signage 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 3. Promote drinking fountains and Keep Cups/reusable mugs 4. Maintain and promote the reuse schemes available to staff/ students (e.g. Warp It) 5. Promote End of term Residence reuse and donation programme and support residence teams where needed 6. Feedback any waste audit results to building users/ operational staff 7. Promote engagement through the Sustainability Champions criteria (Green Impact) 8. Include in all sustainability inductions/ awareness-raising sessions 9. Communicate what the university has been doing about waste and report on progress in the annual Environmental Sustainability Report 10. Include waste management updates in all main E&F operational meetings 11. Support King's Food with waste reduction approach, include waste as agenda topic in Sustainable Food & Fairtrade Steering Group 12. Collaborate with Sustainability Champions, with focus on lab Champions to reduce lab waste 13. Identify and establish links with any Teaching staff/ Researchers engaged in waste projects 14. Ensure waste management information is available and communicated during Welcome Fortnight and Sustainability Month activities

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

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Carbon and Energy	Maximise energy efficiency and reduce absolute greenhouse gas emissions.	Achieve Net Zero Carbon emissions by 2030 Reduce Scope 1 and 2 emissions by at least 25% by 2025 and 50% by 2030, from a 2018-19 baseline	Sustainability Team, Energy Team	July 2030 July 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"> 1. Continue to run King's Climate Action Network, open to all students and staff. 2. Communicate with all staff/ students to raise awareness about energy usage and how to reduce it at university and at home <ol style="list-style-type: none"> a. Ensure awareness raising at events such as Sustainability Month and Welcome Fortnight b. Include actions in Sustainability Champions workbook (Green Impact) c. Include carbon/ energy reduction awareness in inductions d. Update website/ intranet e. Encourage reporting of carbon/ energy reduction opportunities by all staff/ students via E&F service desk f. Connect with (inter)national campaigns including Switch Off and Energy Saving Week 3. Attend lab user group meetings, carry out lab energy audits with staff and identify reduction opportunities with them 4. Communicate what the university has been doing to reduce carbon and report on progress in annual Environmental Sustainability Report 5. Engage with IT to develop an IT Sustainability Strategy 6. Identify and establish links with any Teaching staff/ Researchers engaged in carbon/ energy reduction projects 7. Communicate targets and progress through Sustainability Champions (Green Impact) workbook and communications 8. Communicate targets and progress through Residences, and to new students through Welcome Fortnight
Environmental Pollution and Clean Air	Protecting and enhancing the environment to prevent habitat and biodiversity loss, combat climate change and prevent the pollution of land, water and air. Contribute to reducing air pollution and mitigating the impact of poor air quality around our campuses.	Achieve environmental pollution incident rate of zero Implement at least two clean air initiatives recommended by Business Low Emission Neighbourhoods At least 75% of King's directly-controlled fleet to be zero/low emission vehicles (excluding sports grounds off-road vehicles and King's Food static food/ drink vehicles)	Sustainability Manager (Operations)	Annual Annual July 2024	<ol style="list-style-type: none"> 1. All staff and students that work in laboratories are aware of how to report environmental incidents and how to prevent them. 2. All staff and students are aware of King's measures on sustainable travel. 	<ol style="list-style-type: none"> 1. Work with H&S to ensure that environmental incident reporting is included in standard accident and incident reporting and training 2. Identify additional training needs and undertake e.g. spill training 3. Engage with lab user group meetings 4. Report progress against targets in annual Environmental Sustainability Report 5. Continue travel projects and discuss further recommendations and initiatives through King's Climate Action Network

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

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Supply Chain	Incorporating relevant sustainability criteria into procurement documentation to ensure suppliers meet the university's objectives when delivering services, goods and construction works.	Increase number of contracts delivering social value All key suppliers meeting or committing to King's supply chain assurance standards	Procurement Team, Sustainability Team	Annual	All staff and students are aware of the Socially Responsible Procurement Policy and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> 1. Embed sustainable procurement criteria into Sustainability Champions workbook (Green Impact) 2. Provide sustainable procurement Lunch & Learn opportunities for staff 3. Identify high-risk areas and engage with priority suppliers 4. Engage with staff setting up key contracts to embed sustainability 5. Identify training opportunities- workshops/ toolbox talks for staff procuring high-impact goods 6. Identify and establish links with any Teaching staff/ Researchers engaged in supply chain projects 7. Include sustainable consumption and purchasing in Welcome Fortnight and Sustainability Month activities 8. Engage with Residences to promote sustainable consumption and production 9. Continue supply chain projects and discussions through the King's Climate Action Network
Food	Incorporating social and environmental sustainability in all King's Food offerings.	Retain Fairtrade University accreditation of at least two stars in May 2024 audit Maintain three stars in the SRA's "Food Made Good" rating Implement the 'Menus of Change' principles	King's Food, Sustainability Team	July 2024	Sustainable food policy and Fairtrade policy to be transparent and accessible for all staff and students	<ol style="list-style-type: none"> 1. Manage the Fairtrade and Sustainable Food steering Group – ensure staff and student representation 2. Actively promote Fairtrade Fortnight, and organise events to celebrate it 3. Promote sustainable food policy and ensure menus are clearly labelled 4. Engage with EcoSoc, Vegan Society and other related societies/student groups 5. Work with KCLSU to embed sustainability into KCLSU outlets and catering 6. Update website/ intranet and report on progress in annual Environmental Sustainability Report 7. Identify and establish links with any Teaching staff/ Researchers engaged in Fairtrade/ food projects- including healthy eating 8. Link Fairtrade and sustainable food awareness raising/events to food growing sites on campus 9. Engage the community in and communicate King's Food's 'Menus of Change' principles, re-engineering menus to an 'Inverted Menu Design' where local, seasonal and environment-friendly items are sourced first, with the menu written, thereafter 10. Connect with other SRA community members on the SRA platform to learn and share best practice
Sustainable Science		Continue Sustainability Science Committee	Sustainability Team, RMID, Procurement, Lab Champions	Annual	Key projects identified and resource available to carry out identified projects	<ol style="list-style-type: none"> 1. Engage key stakeholders to be part of the group e.g. Procurement, Energy Team, Lab Champions, RMID 2. Hold monthly meetings inviting all stakeholders 3. Communicate about the committee on social channels 4. Run a Sustainability Science event during Welcome Fortnight
Travel and Transport	Encourage the use of sustainable modes of transport by staff and students	Continue Sustainable Travel projects and discussions within King's Climate Action Network	Sustainability Team, Travel Manager	Annual	All staff and students aware of King's approach to Sustainable Transport 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"> 1. Re-engage the Active Travel Group and carry out cycling surveys of students and staff 2. Hold regular cycling promotion events (Dr Bike, bike marking etc.) including in Sustainability Month, liaise with Business Improvement District groups and promote their external sessions to King's community 3. Promote walking and cycling routes between campuses

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

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	which minimise negative environmental impact.	Support Active Travel Group within Estates & Facilities Increase number of bicycle parking spaces across the estate Reduce business travel emissions by 30% by 2025 and 50% by 2030, from a 2018-19 baseline		July 2025		<ol style="list-style-type: none"> 4. Support Campus Operations teams where needed – with bike clearance, auctions and advice on developments/improvements which need to be made to bike infrastructure 5. Work with Residences to ensure bike storage and facilities are available to all residents 6. Engage with finance to improve expenses system and coding to enable improved scope 3 reporting 7. Identify and establish links with any Teaching staff/ Researchers engaged in transport projects 8. Offer digital alternatives to travel, such as online meeting and conferencing facilities, to students and staff 9. Work with Campus Operations Teams and Active Travel group to identify bicycle parking spaces and additional infrastructure (e.g. Showers) 10. Include sustainable business travel in staff inductions 11. Increase awareness of the policies which allow rail travel even where it is more costly than the equivalent flight, and encourage staff to use land-based travel 12. Continue engaging with our travel provider to make international train journeys easier to book and provide information on sustainable travel to our most common destinations
Construction and Refurbishment	Manage construction, refurbishment and post-completion occupancy of buildings to reduce environmental impact and enhance wellbeing of building users.	BREEAM assessments carried out on all new buildings/ major refurbishments as required by planning -New buildings to achieve minimum “Excellent” -Major Refurbishments to achieve “Very Good” All large-scale fit-out projects to apply King's Sustainability Guidelines and Checklist, or complete SKA assessment	Sustainability Team, Capital Projects	Annual	Relevant 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"> 1. Update website/ intranet with information on sustainability of capital projects- BREEAM targets and achieved accreditations 2. Identify opportunities for students to be involved in sustainability target setting for new builds/ major projects 3. Identify and establish links with any Teaching staff/ Researchers engaged in built environment projects 4. Identify training needs for E&F staff related to sustainable construction and refurbishment – provide toolbox talks and workshops for staff 5. Continue discussions about a Zero Carbon Estate through King's Climate Action Network
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)	July 2025 Annual	All staff and students are aware of the biodiversity action plan and how they can be involved/ what their responsibilities are	<ol style="list-style-type: none"> 1. Identify and establish links with any Teaching staff/ Researchers engaged in biodiversity projects 2. Engage students in the development and monitoring of biodiversity action plans 3. Engage with Operational E&F staff and embed in grounds management plans as actions identified 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 5. Consider biodiversity in any community projects (e.g. Strand Aldwych Pedestrianisation Project)

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

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						6. Support King's Community Garden and identify volunteering opportunities by communicating through Sustainability channels, including newsletters, blog, social media, and website
Partnership and Community	Raise awareness of sustainability issues and provide opportunities to develop skills and knowledge.	Engage with at least one local community project which promotes and improves the environment	Sustainability Team	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"> 1. Work with local BIDs to identify shared opportunities for engagement with staff/students/local community and/or local councils including Living Lab projects 2. Identify and establish links with any Teaching staff/ Researchers engaged in community sustainability projects 3. Take an active role in climate plans of local councils, and identify student and staff opportunities within this
	Collaborate with other internal and external parties to promote knowledge sharing, community engagement, and to accelerate achievement of local, regional, national and global goals	Take an active role in sector sustainability networks such as LUEG, EAUC, LUPC	Sustainability Team	Annual	Learn from and share good practice for staff and student engagement	<ol style="list-style-type: none"> 1. Promote appropriate networking opportunities to staff and students 2. Promote good practice examples of student/staff engagement at King's
		Continue to work closely with KCLSU on sustainability issues	Sustainability Team	Annual	KCLSU support student engagement with King's Sustainability and KCLSU's sustainability objectives are promoted	<ol style="list-style-type: none"> 1. Have regular KCL/KCLSU sustainability meetings 2. Provide sustainability induction for KCLSU officers and course reps 3. Co-promote sustainability activities of the SU and University to students
Training and Awareness	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 Manager (Operations)	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"> 1. Review and update Fit for King's Sustainability module for re-launch of the programme 2. Present on sustainability at Fit for King's inductions, which cover all new E&F staff 3. All cleaners at King's receive toolbox talks and understand how to identify waste contamination and how to respond to contaminated waste streams
Staff and Student Engagement	Offer at least 600 hours of student engagement opportunities	Sustainability is spotlighted to students during Welcome 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"> 1. Work with Student Success to have a Sustainability Hub at in-person Welcome Hubs on each campus 2. Ensure sustainability is represented on the Welcome to King's app, as well as in emails sent to all new students 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 4. Work with KCLSU to have a sustainability stall at Welcome Fair 5. Ensure sustainability is represented on the KCLSU Welcome app 6. Engage with Student Engagement Managers to make their events more sustainable and to include sustainability presentations in faculty/ departmental inductions

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		Ensure students in Halls of Residences are getting inducted on sustainability and receive sustainability education	Sustainability Team, 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"> 1. Engage with Resilife team and Residence Managers to develop sustainability initiatives and communicate about sustainability targets 2. Promote sustainability on residences website, Resilife social media and in newsletters 3. Add sustainability to Residence Handbooks 4. Recruit sustainability Community Facilitator 5. Run monthly sustainability events for all residence students
		Continue Take Action groups to co-create various projects, such as the sustainability KEATS module, and understand where we can support diversity further within environmental sustainability	Sustainability Team	Annual	Build on areas which need more attention through a community organising approach	<ol style="list-style-type: none"> 1. Continue project teams of staff/students who want to support projects through the King's Climate Action Network 2. Run regular Listening Campaigns (internal and external), training volunteers to conduct 121s and reviewing and building feedback into project plans 3. Connect with EDI and Race Equality on supporting diversity further 4. Work with Careers team to explore areas to support diversity further 5. Continue Sustainability & Climate KEATS module, and enrol 1,000 students and staff in 2023/24 6. Launch the fourth season of the Spotlight on Sustainability podcast in 2023/24
		Ensure collaboration and engagement with key sustainability societies	Sustainability Team, KCLSU	Annual	Environmental sustainability societies/groups and their members 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"> 1. Monthly meetings with sustainable societies/groups 2. Update WhatsApp group with sustainable societies/groups on upcoming events or ways to get involved 3. Invite societies to collaborate on key events (Sustainability Month, Sustainability Awards)
		Engage King's Summer School students in Sustainability	Sustainability Team, Summer School Team	Annual	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"> 1. Organise sustainability and climate sessions as part of Summer School in 2024, including both in-person and online sessions
Maintain and grow the staff Sustainability Champions programme		Achieve minimum of 60 Staff Sustainability Champion teams completing bronze, silver or gold level	Sustainability Team	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 in how King's is progressing sustainability within departments</p>	<ol style="list-style-type: none"> 1. Run monthly Lunch & Learn events for the Sustainability Champions network 2. Run bi-monthly workshops for lab champions 3. Update the office & residence workbook and LEAF framework, ensuring King's sustainability priorities are reflected in these actions 4. Re-engage students as Sustainability Champion Assistants to support teams across the academic year 5. Provide and build on Sustainability Champion materials (e.g. induction, PDR templates) 6. Run an annual Sustainability Awards to celebrate the work of the Champions and others across King's 7. Train students to become Sustainability Auditors 8. Collate examples of best practice and produce the fourth edition of Sustainability Champions Stories

KING'S COLLEGE LONDON: SUSTAINABILITY – Staff and Student Engagement Plan 2023-24

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	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"> 1. Employ student Sustainability Engagement Assistants to support the management of King's Sustainability comms channels, channels include: Instagram, Twitter, Facebook, Newsletter, Blog, Website, Podcast, Email, Teams, Yammer 2. Continue to work with King's Online to support the Spotlight on Sustainability podcast 3. Monthly meetings with KCLSU Communications 4. Regular submissions to Student News, King's Essentials, and Intranet 5. Develop and maintain website and intranet information 6. Provide dedicated communications resource within King's Climate & Sustainability delivery team to support internal communications relating to climate and sustainability
	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 to relevant stakeholders	<ol style="list-style-type: none"> 1. Work with King's Food and KCLSU to re-launch the SPF 2. Promote SPF on the website 3. Communicate SPF across social media and through networks and faculty news 4. Run pitch/interview process for SPF applications 5. Work with successful projects and support unsuccessful projects with contacts/feedback
Other key sustainability engagement actions						<ol style="list-style-type: none"> 1. Ensure King's Climate & Sustainability governance structure has appropriate stakeholder representation from staff, students, trade union, SU, alumni, community partners, teaching and research staff, operational staff 2. Review student representation on all estates/ planning/ finance committees 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 4. Work with Careers to set up a sustainably mapped careers portfolio and collaborate on events in the year-long series of career events, especially the focus week on Climate & Sustainability 5. Work with alumni team to identify opportunities to engage with KCL alumni – especially those working in sustainability 6. Continue the King's Climate Action Network to ensure our community is involved in decision-making around climate and sustainability through two-way engagement 7. Employ student interns/assistants 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 8. Develop major engagement campaigns with 2-3 agreed themes.