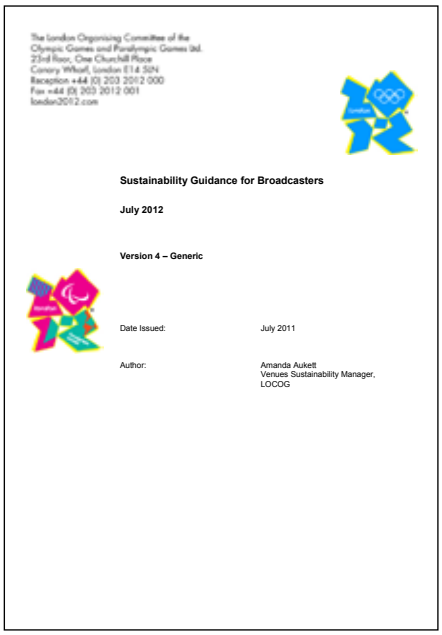
Learning legacy

Lessons learned from planning and staging the London 2012 Games

Sustainability Guidance for Broadcasters

Champion Products are examples of tools and formats used by the London Organising Committee of the Olympic and Paralympic Games (LOCOG) in executing its programme.

LOCOG is publishing these as part of its Learning Legacy in anticipation that they may be of use to future projects seeking best practice examples of tools and templates that have been used successfully on a large, complex programme.



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Sustainability Guidance for Broadcasters

July 2012

Version 4 – Generic

Date Issued: July 2011

Author: Amanda Aukett
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LOCOG

Purpose of the document, description and how it was used

This document was produced for the broadcast organisations involved with covering the London 2012 Games, many of whom are not based in the UK. It provided assistance and information to enable broadcast organisations to comply with UK environmental law and obligations, such as town planning requirements and best practice sustainability commitments as demonstrated by the London 2012 Games.

It set out the sustainability standards to be adopted in design specifications, procurement and broadcasting preparations and productions, and provided recommendations to assist in adopting sustainability. As well as general information about sustainability management systems, waste management, sustainable procurement and so on, information was also included about broadcasting-specific sustainability impacts and how these can be addressed.

Benefit to future projects

Projects which involve broadcasters may find this document helpful due to its tailored advice for this industry.

Scoping and project management of the LOCOG Sustainability Learning Legacy Programme was provided by Action Sustainability CIC. Funded equally by Action Sustainability CIC and Defra.

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Published December 2012
LOC2012/SUS/CP/0023

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Contents

1. Scope 4
1.1 Introduction 4
1.2 Sustainability at London 2012 4
2. Planning for sustainability 6
2.1 Checklist 6
3. Adopting checklist items 7
3.1 Sustainability management plan 7
3.2 Sustainability representative 9
3.3 Legal compliance 10
3.4 Sustainable procurement and sourcing 11
3.5 Sustainable design 14
3.6 Minimising environmental impacts at venues 16
3.7 Waste management 20
3.8 Reporting for knowledge legacy 21
3.9 Ensure subcontractor compliance 22
3.10 Inspire and communicate 23
4. Broadcast activities & sustainability considerations 24
5. Appendices 28
5.1 Appendix A: LOCOG's sustainability policies 29
5.2 Appendix B: Checklist 30
5.3 Appendix C: Sustainability management plan template 31
5.4 Appendix D: Be Responsible, Be Sustainable top tips for broadcasters 32
5.5 Appendix E: Sustainable commodities datasheet 36

1. Scope

1.1 Introduction

This document has been produced by the London Organising Committee of the Olympic Games and Paralympic Games Ltd (LOCOG) to provide assistance and information to enable broadcast organisations to comply with UK environmental law and obligations, such as town planning requirements in the UK and best practice sustainability commitments as demonstrated by the London 2012 Games.

It will inform broadcast organisations of the sustainability standards to be adopted in design specifications, procurement and broadcasting preparations and productions. Recommendations are provided throughout to assist in adopting sustainability.

1.2 Sustainability at London 2012

During the bid, London 2012 committed to embed sustainability into the planning and delivery of the Olympic and Paralympic Games. Since then, we have worked hard to build on the work of previous Host Cities, setting new standards and creating a positive, lasting change for the environment and local communities. We all take pride in what we have achieved and we all have an important role to play – including our broadcasters.

LOCOG has integrated sustainability into its operations with the aim of delivering a sustainability programme that contributes to London 2012's bid commitments by:

- embedding sustainability within our procurement programme and sourcing products that meet our sustainability principles;
- designing our venues in a sustainable way;
- working with key stakeholders; and
- enabling legacy opportunities.

Our governing framework for sustainability is the London 2012 Sustainability Policy and the London 2012 Sustainability Plan (Towards a One Planet 2012).

Whilst London 2012 addresses all elements of the diverse themes which make up sustainability it believes it can make the biggest impact and achieve the most beneficial outcomes by focusing London 2012's sustainability efforts upon five headline themes:

- **Climate change** – the 2012 Games provides a platform for demonstrating long-term solutions in terms of energy and water resource management, infrastructure development, transport, local food production and carbon impact mitigation and adaptation. London 2012 aims to minimise the carbon footprint of the Games and legacy development, notably by minimising embodied impacts and optimising energy efficiency, energy demand and use of low carbon and renewable energy sources.
- **Waste** – London 2012 aims to be a catalyst for new waste management infrastructure in east London and other regional venues and to demonstrate exemplary resource management practices. London 2012 will minimise waste at

source, divert construction waste wherever feasible and all Games-time waste away from landfill, and promote the waste hierarchy of 'reduce, re-use, recycle' to facilitate long-term individual behavioural change.

- **Biodiversity** – London 2012 will enhance the ecology of the Lower Lea Valley and other London and regional 2012 venues and will encourage the sport sector generally to contribute to nature conservation and bring people closer to nature.
- **Inclusion** – London 2012 will host the most inclusive Games by promoting access, celebrating diversity, and facilitating the physical, economic and social regeneration of the Lower Lea Valley and surrounding communities. This will be supported by the provision of new infrastructure and facilities, employment, training and education opportunities.
- **Healthy living** – the 2012 Games will be used to inspire people across the country to take up sport and develop active, healthy and sustainable lifestyles.

To support these five headline themes, there are three key cross-cutting themes:

- **Planning and design** of the venues considering potential environmental and social impacts from the outset and identifying measures to reduce impacts are followed through by contractors.
- **Sustainable sourcing** of products, materials and services by suppliers and licensees.
- **Sustainable transport** for spectators, staff and Games Family as well as logistics.

Independent, outcome-based external assurance on the sustainability of the London 2012 programme is provided by the Commission for a Sustainable London 2012 (CSL), which has been established specifically for this purpose. CSL reports to the Olympic Board and copies of their reports are made available to the public on their website.

2. Planning for sustainability

2.1 Checklist

The following checklist provides a top 10 list of ways to ensure sustainability commitments are achieved. For each item, additional information is provided in the Section 3.

1) Develop a sustainability management plan to set out an approach to meeting sustainability obligations;

2) Nominate a project representative with overall responsibility for sustainability;

3) Check compliance with UK environmental and planning law, and look at opportunities to achieve higher standards;

4) When selecting and procuring materials and equipment, review the sustainable performance of all items in line with the LOCOG Sustainable Sourcing Code;

5) When specifying requirements for space and equipment, check sustainability considerations;

6) Identify potential environmental risks when working at a site;

7) Identify potential waste items and look for potential reuse routes. Ensure all items are segregated as advised for maximising recycling. Aim to achieve no waste going to landfill;

8) Report on waste and energy data, sustainability achievements and challenges for reporting and knowledge legacy learning;

9) Check that sub-contractors are required to meet these obligations; and

10) Inspire employees to perform their duties in a sustainable way contributing to recycling and are aware of the surrounding environment and sustainability targets through induction and training.

3. Adopting checklist items

3.1 Sustainability management plan

Develop a sustainability management plan to set out an approach to meeting sustainability obligations

Background

A Sustainability Management Plan sets out an overarching approach to delivering sustainability obligations and aspirations.

The Plan should identify key sustainability risks, issues and opportunities associated with broadcast operations and set out target areas for adoption. It should detail the approach to implementing, managing and measuring these commitments. The plan should cover the following elements:

Scope
In order to have an effective management plan, the core broadcasting activities first need to be scoped (i.e. delivery of equipment, create studio specification, provision of staff). This is also an opportunity to identify which areas are outside of direct control and influence.
Roles and Responsibilities
To achieve good standards of environmental management and sustainability, effective leadership from management is required. Broadcasters will be expected to have an environmental or sustainability representative to act as a point of contact for all environment and sustainability related information (this may be a team leader for example).
Assessment of Key Sustainability Impacts and Opportunities
An assessment of the potential environmental and sustainability impacts should be undertaken to identify environmental hazards from broadcasting activities (as identified in the scope) and the level of potential risk of damage to the environment. Types of risks could include: use of materials, production of waste, use of vehicles contributing to air quality. Opportunities for environmental and sustainability enhancement should also be identified. Refer to Section 3.6 for more information on how to assess sustainability impacts.
Priority Sustainability Targets and Key Performance Indicators
Priority sustainability targets should be developed to focus delivery approach of the identified significant sustainability risks and opportunities. Targets should be quantifiable to demonstrate performance in managing and reducing areas of environmental or sustainability risk.

Reporting and Monitoring
Monitoring and reporting should be undertaken to demonstrate achievement of the priority sustainability targets (such as waste, carbon, energy) and effective management of identified environmental hazards. This could be reported to demonstrate the organisations sustainability performance.
Communication and Engagement
Broadcasters should detail how sustainability requirements are communicated to staff and contractors. It is also essential that workers are competent and have the necessary instruction and skills to carry out their jobs without risk to the environment. Contractors should develop and submit a copy of their written environmental / sustainability policy together with how they will contribute to the sustainability commitments (such as this Sustainability Management Plan).

Further guidance and tools

A Sustainability Management Plan template is provided in Appendix C.

3.2 Sustainability representative

Nominate a project representative with overall responsibility for sustainability

Background

Effective leadership from managers is required to achieve good standards of environmental management and sustainability.

There should be active commitment from senior management, with effective management structures, a policy, good communication, planning, monitoring and review of environmental and sustainability arrangements to ensure the sustainability aspirations are met.

Approach

Broadcast organisations should nominate an environmental and/or sustainability representative to act as a point of contact for all environment and sustainability related information.

They should be able to respond to any queries, audit or data requirements. They should be an integral part of the project delivery team.

3.3 Legal compliance

Check compliance with UK environmental and planning law, and look at opportunities to achieve higher standards

Background

In the UK, it is a criminal offence to break environmental laws, for which the penalties could be a fine, or in some circumstances imprisonment. A number of acts and regulations comprise the environmental legal framework in the UK. In England, environmental legislation is enforced in two principal ways:

- Regulation through consents and licences through the Department for Environment, Food and Rural Affairs (Defra), and Government regulatory agencies, including the Environment Agency and statutory advisory organisations including English Heritage and Natural England
- Conditions attached to town planning consents granted by local planning authorities.

Separate enforcement bodies exist in respect to the developed administrations in Scotland, Wales and Northern Ireland. Broadcasters should note that different legislation may apply and may have different requirements for the same piece of EU or UK legislation.

Approach

It is advised that all environmental legal requirements are identified and managed through appropriate risk assessments, environmental management plans and procedures. Refer to Section 3.6 for more information.

Broadcasters should liaise with enforcement authorities to ensure legal compliance and that appropriate permits, consents and exemptions are obtained where required.

Broadcast specific advice

Broadcast organisations are advised to check how environmental issues will be managed as they could still be legally liable even if their contract says that they are not responsible for some aspect of the environmental management of their operations such as waste disposal and obtaining consents. Their contract does not exempt them from liability. If in doubt, seek professional guidance.

For example, if a broadcaster either directly or indirectly allows a polluting material (such as cleaning materials, wastewater and waste) to enter a watercourse, then they could be prosecuted.

Further guidance and tools

The Environment Agencies' NetRegs website is a comprehensive reference for environmental legislation and information across the whole of the UK.

3.4 Sustainable procurement and sourcing

When selecting and procuring materials and equipment, review the sustainable performance of all items to ensure compliance with best practice.

Background

Sustainable sourcing is essential to ensure that broadcast operations do not create unnecessary waste, maximises resources, and that ethical and environmentally sounds products are used.

It is encouraged to adopt high standards of environmental and social performance of suppliers and their supply chains. Suppliers should identify, source and use environmentally sound and socially responsible materials based on the following principles.

Responsible sourcing	Ensure that products and services are sourced and produced under a set of internationally acceptable environmental, social, and ethical guidelines and standards.
Use of secondary materials	Maximise the use of materials with reused and recycled content, minimising packaging and designing products that can either be reused or recycled.
Minimising embodied impacts	Maximise resource and energy efficiency in the manufacturing and supply process in order to minimise environmental impacts.
Healthy materials	Ensure that appropriate substances and materials are used in order to protect human health and the environment.

This approach applies to all materials for construction, equipment, merchandise, catering, printing and clothing.

Approach

When designing and buying materials, the following questions should be asked to ensure sustainable products are sourced:

Where does it come from?

Who made it?

What is it made of?

What is it wrapped in?

What will happen to it afterwards?

Specifically, the following guidance should be followed:

Are you manufacturing new for the broadcast operations? - Production

- All sites used in the production and supply of products and services should be taking appropriate steps towards meeting the provisions of the Ethical Trading Initiative's Base Code (which covers key international labour laws).

- Unless otherwise agreed, all sites used in the production and supply of new products and services should be disclosed, with a minimum of B Membership registration on Supplier Ethical Data Exchange (Sedex) and all production sites (final finishing and assembly) used in connection with the partnership should also register.

Do you know where your materials come from? Do you know what they are made of? - Materials selection

- When specifying materials for the production, design or installation of products or services, policy positions in respect to the following must be followed:
  - All timber and timber products should have a chain of custody sustainability certification such as FSC (Forest Stewardship Council)
  - Avoid substances and materials which cause damage to the environment in their manufacture or operation such as PVC and HFC

  This is applicable for all supplied products, including publications and other printed materials, packaging, cabling, decking and HVAC.

- Additional performance specifications should include, for example:
  - Avoid using coatings and finishes altogether, otherwise specify inert or low-emission coatings and finishes
  - Specify inert or low-emission construction materials, carpets and furnishings
  - Avoid materials that require significant personal protective equipment (e.g.: MDF)
  - Avoid materials that are difficult to reuse or recycle (e.g.: plywood, plasterboard, etc.)
  - Specify materials with low carbon input and low environmental impact (e.g.: renewable materials such as FSC timber)
  - Specify materials with a recycled content (e.g.: concrete can achieve 30 per cent recycled content, aluminium can achieve minimum 50 per cent)

- Ask suppliers to demonstrate the sustainability performance of the materials or products at procurement stage, for example using the LOCOG Sustainable Commodities Datasheet (Appendix E).

Broadcast specific advice

Broadcasters should consider sustainability when specifying requirements for their broadcast sets and studio spaces. Ask what sustainable options are available at procurement stage as per the above guidance.

Broadcast organisations should encourage the requirement of independent social, environment and ethical trade compliance audits of sites and/or the supply process from time to time to ensure compliance.

Further guidance and tools:

A number of supporting tools and guidance information are available to use:

Tools	– Template – sustainable commodities datasheet (Appendix E)
Guidance documents	– LOCOG Sustainable Sourcing Code – LOCOG Temporary Materials Guidelines – Policy on the Use of PVCs – Policy on the Use of HFCs

3.5 Sustainable design

When specifying requirements for space and equipment, check sustainability considerations

Background

Design plays a key role in delivering the broadcast setting through its representation in the built environment – historic places, streets and towns of the nation – and through brand representation and application.

Sustainable design is essential to ensure that the environmental and social impacts of the site during its installation, testing and commissioning are taken into account from the outset. Broadcasters should support the core values of sustainable development and should expect the broadcast sites to be designed, installed and dismantled in accordance with industry best practice on sustainable development.

Approach

When specifying requirements for space, services and equipment, ensure that they are efficient in their use of energy and materials, consider responsibilities for resource use and waste reduction and nurture positive benefits for the wider community.

For example, the following sustainable design principles could apply:

Design objective	Design requirement
Minimise carbon emissions	– Specify and design for maximising energy efficiency and demand-reduction measures such as enhance natural lighting, energy efficient lighting systems – Minimise the need for and use of mechanical HVAC systems. Where HVAC is required, ensure it is specified to minimise the Use of HFCs
Maximise water reduction opportunities	– Specify and design to minimise water consumption and design water-efficient facilities such as waterless urinals and low-flow taps
Conserve biodiversity at venue locations	– Design cable routes and broadcast locations to limit any harm to habitats or species of nature conservation importance – Design to protect trees and their roots, particularly those protected by tree preservation orders
Maximise positive and minimise adverse impacts on land, water, noise and air quality	– Ensure areas of nuisance noise are located and designed to minimise impacts, for example, generators are located away from local residents – Ensure that the venue is designed to minimise the air quality impact of plant, vehicles and other sources over its lifetime – Design to avoid damage to historic buildings, monuments, archaeological remains and designed landscapes

Source and use environmentally and socially responsible materials	– Follow the principles of the LOCOG Sustainable Sourcing Code when developing product specifications for procurement – Design for use of inert or low-emission finishes, carpets and furnishings – Design with reused or recycled products in mind – Minimise requirement for concrete and plasterboard walls or floors
Minimise waste generation through design & procurement, and maximise reuse & recycling	– Design to minimise waste, for example, by using standard modular systems and reducing the need for bespoke systems – Design to minimise need for wrap, painting, etc. – Design with materials that can be reused and recycled – Design for provision of waste collection areas – for segregation and recycling both front and back of house
Prevent environmental incidents and maintain regulatory compliant projects with competent workforce	– Locate generators and fuel stores away from sensitive areas such as waterways – Design areas for spill response kits – Limit requirement for ground intrusion
Maximise opportunities for business and community to leave a positive legacy	– Ensure potential opportunities for legacy are discussed and included – Promote use of local businesses in design

Further guidance and tools

The following guidance information is available to use:

Guidance documents	– LOCOG Sustainable Sourcing Code – Temporary Materials Guidelines

3.6 Minimising environmental impacts at venues

Identify potential environmental risks when working at a site

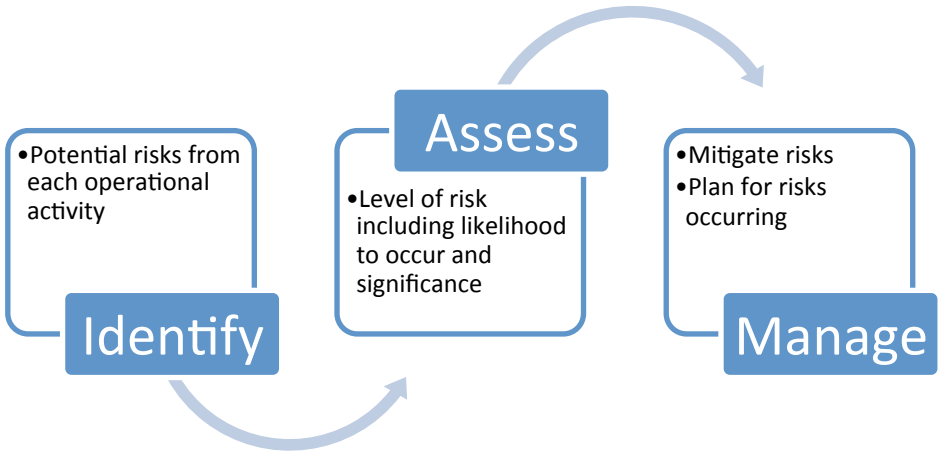
Background

All operational activities of the broadcasting have an impact on the environment. The level of the impact and the risk of it occurring depend on the environmental sensitivities of the site and the implementation of appropriate management solutions in place.

The aim should be to identify the risks, eliminate them or – where this is not possible – to reduce or control the risks to prevent harm. Management solutions should then be applied and may include policy, procedures, training, environmental management plans and incident plans for example.

Approach

The following approach should be undertaken to manage environmental risks.



Identify potential risks: Environmental risks are elements of overlay activities, products and services that can interact with the environment, such as emissions to air, discharges to water, solid and liquid waste, use of energy and noise production.

Risks can be from normal situations, start-up and shut-down and impacts associated with potential emergency situations.

Assess environmental risks: Environmental risks are categorised and quantified using a process of risk assessment. Risks are categorised as significant according to the likelihood of their occurrence and the severity of their potential impact on the environment. For each of the identified significant risks, control measures should be identified, documented and implemented in order to prevent or reduce the impact of that risk upon the environment.

Manage environmental risks: Risks can be managed through the implementation of an environmental management plan (EMP), method statements, procedures and team talks for example. An EMP documents environmental risks and allocates appropriate management solutions to minimise and manage those risks.

Incidents: Environmental incidents do happen and could include a fuel spill or damage to a tree. All environmental incidents must be reported immediately.

Incidents that involve pollution, fish kills or release of hazardous substances must be reported immediately to the Environment Agency on their incident hotline – 0800 807060.

Broadcast specific advice

Potential environmental risks caused from activities of broadcasters could include:

(Note that these will vary depending on the site and the types of activities).

Environmental impact	Activity, risk and management solution
Noise pollution	**Activity:** Use of generators at a site Broadcasters have a duty to minimise nuisance from noise and vibration. **Risk:** Likely to occur with medium severity. Could lead to non-compliance with planning obligations and consents, and complaints from local residents. Operational noise limits on many types of noise can be imposed by the local authority's environmental health officers at any time if a statutory nuisance occurs. **Management solution**: – Use a generator with low noise levels and/or noise mitigation equipment – Locate generators away from sensitive receptors (residents) – Optimise layout to limit noise – for example, by separating areas of significant noise generation from quiet areas, or, alternatively, providing a noise screen **Another example:** Reversing alarms on materials handling equipment and trucks has noise implications. Minimise these by reducing site layouts to reduce the need for reversing and ensure trucks turn off their engines when not in use.
Air Pollution	**Background:** Air pollution is caused from temporary generators and road vehicles. There are legal and often town planning obligations to minimise air pollution and is addressing that commitment through minimising particulates from generators and ensuring vehicles meet European Emissions Standards[1]. Emissions standards for vehicles and plant at sites should be considered. These standards should be complementary to the statutory emissions

[1] All commercial road vehicles and plant must comply with any legislative requirements, including the London-wide Low Emission Zone (LEZ) and the European Emission Standards pursuant to the EC Directive 98/69/EC (commonly known as Euro standards).

	standards which are in force in the local area. For example, in London, this should be compliant with the Greater London Low Emission Zone[2].
	
	Risk: Non-compliance with policy and planning obligations. Complaints from local residents.
	
	Management - Generators: Where temporary generators are required, they should be specified in accordance with the following:
	
	• Seek alternatives to using diesel, such as biofuel, battery powered equipment, gas generators or fuel cell technologies; and
	
	• If diesel generators are proposed ensure Ultra Low Sulphur Diesel (ULSD) fuel is specified plus:
	
	  ○ Plant should be as fuel efficient as possible and noise levels should be as low as reasonably practicable;
	
	  ○ Plant should be stage 3B or fitted with suitable exhaust after-treatment devices to substantially reduce emissions of particulates (filtration efficiency of >85%) (such as a Diesel Particulate Filters - DPFs); and
	
	  ○ Ongoing conformity of plant supplied with or retrofitted with suitable exhaust after-treatment devices should be ensured by an appropriate in service maintenance programme.
	
	Management - Vehicles: All vehicles including broadcast trucks, delivery vehicles and staff transport should be managed to minimise air quality impacts including:
	
	• Ensure routes (deliveries and staff transport) are pre-planned to minimise journey lengths;
	
	• Maximise public transport, walking and cycling opportunities; and
	
	• Ensure vehicles are not left idling.

Disturbance to Habitats & Protected Species	**Background:** Some venues and the species at those venues are protected by European and UK legislation. Some sites may have specific requirements in relation to habitat or species protection such as tree habitats for bats and nesting birds. No vegetation or trees should be removed without prior authorisation from the local planning authority and/or the landowner. **Risk:** Non-compliance with environmental legislation. Non-compliance

[2] For guidance and information on the London Low Emission Zone: http://www.tfl.gov.uk/roadusers/lez/

	with planning obligations. **Management**: Identify any potential risks through the Sustainability Management Plan. Educate staff of risks and legal requirements. Develop procedures for operations in sensitive areas where required.
Light Pollution	**Background:** Lighting can have a significant impact on local residents and disturb ecology including bats and invertebrates. Many of these species are protected by law as detailed in 'habitats and protected species' section above. **Risk:** Non-compliance with environmental legislation. Non-compliance with planning obligations. **Management**: Low energy lighting should be used. Outdoor lighting should be designed to minimise the upward spread of light and directs light downwards when lighting vertical structures. This will reduce energy demand as well as reducing light pollution with benefits for local residents and sensitive species such as bats.

Further guidance and tools

A number of supporting tools and guidance information are available to use:

Guidance Documents	– LOCOG Sustainable Sourcing Code

3.7 Waste management

Identify potential waste items and look for potential reuse routes. Ensure all items are segregated as advised for maximising recycling. Aim to send no waste to landfill

Background

It is important to aim to design out waste and promote re-use, recycling and recovery of materials with a principal aim of 'zero waste to landfill'.

All waste generated at the sites will be classed as Commercial and Industrial waste and must be treated as such. The statutory requirements must be complied with. Any waste electrical equipment must be managed in accordance with the Waste Electrical and Electronic Equipment Directive (January 2007).

Approach

Waste materials should be viewed as a 'resource'. Everyone has a role to play in reducing and managing waste responsibly including broadcasters, manufacturers and suppliers, caterers and spectators. Broadcasters should:

- Identify what wastes are likely to be produced as part of their activities;
- Identify ways to minimise production of waste;
- Ensure understanding of the recycling systems in place;
- Work closely with the Contractors on helping to meet its targets by segregating waste for recycling; and
- Educate staff and contractors of the importance of segregating and recycling waste properly.

A Waste and Resource Management Plan should be produced to manage areas of significant waste generation such as studio build, catering and removal of set facilities. An online event Waste and Resource Management Plan tool is available to use, produced by WRAP for event organisers, to create action plans for managing and reducing waste.

Further guidance and tools:

Tools	– Online – Waste and Resource Management Plan
Guidance documents	– LOCOG Packaging Guidelines – London 2012 For Starters – Food Vision

3.8 Reporting for knowledge legacy

Report on waste and energy data, and demonstrate sustainability achievements and challenges for knowledge legacy learning

Background

Monitoring, reporting and assurance are an essential part of demonstrating performance and enabling opportunities for legacy learning.

Approach

Broadcasters should have processes in place to report on sustainability performance. This may include energy data, meeting the sustainable procurement principles and waste data.

Further guidance and tools

Guidance documents	– Global Reporting Initiative (GRI)

3.9 Ensure subcontractor compliance

Check that sub-contractors are required to meet these obligations

Background

Subcontractors should be fully briefed on sustainability to ensure compliance with legislation, planning, and corporate policies and standards.

Where subcontractors have been appointed, broadcasters need to take responsibility to ensure they meet the sustainability commitments, planning obligations and environmental regulations.

Approach

Sub-contractors should provide the following information as a minimum during procurement, on appointment or at site commencement:

- A project plan with timescales. Where relevant, this should include specific environmental issues identified. For each negative environmental impact, the mitigation measures that will be implemented should be explained;
- Contact details including responsible person for sustainability-related matters; and
- Relevant environmental permits, licences, consents or other permissions required by the subcontractor for the scope of works.

3.10 Inspire and communicate

Inspire employees to perform their duties in a sustainable way contributing to recycling and are aware of the surrounding environment and sustainability targets through induction and training

Background

A core part of a sustainability programme is to inspire change and encourage staff, clients, customers, suppliers and sub-contractors to live and work in a more sustainable way, leaving a lasting legacy.

Approach

Broadcasters should encourage and inspire their teams and suppliers to work towards the sustainability commitments. Effective training should be put in place advising staff of recycling programmes, encouraging use of public transport, and advising of health and wellbeing tips for example.

'Be Responsible, Be Sustainable Top Tips for Broadcasters' is available (Appendix D) to help encourage and focus approach to adopting sustainability.

4. Broadcast activities & sustainability considerations

This section provides a selection of broadcasting activities and the potential sustainability impacts.

Broadcast activity	Summary of impacts, risks and management
Broadcast compound layout	Space (compounds) have been allocated for planned broadcast operations at a site
The establishment of broadcast facilities, whether a set, studio or roaming filming, the site environmental and social conditions should be taken into consideration. For example, during set up of the broadcast facilities, positioning of trucks and cabins should not be under tree canopies to minimise damage to tree roots and branches. Broadcasting sight lines should avoid requiring any tree pruning works. For more sensitive venues, ground protection measures should be utilised both to protect the existing grass and the trees within the compound areas. Some sites may be located in areas of archaeological sensitivity. Broadcast facilities should be set up in consultation with a local archaeologist to ensure that the historic environment is protected effectively.	
Cable design and installation	Any new cabling which is made specifically for the broadcast should take account of sustainable sourcing principles specifically regarding the use of PVC for example. Cabling should be installed using approved routes to minimise environmental damage.
All cables should be laid along approved routes. There will be different options for the routing and containment of cables depending upon the location. These can vary between hooks on walls, purpose made trays, and cable bridges. There should be no damage to any tree or historic structure as a result of cable routes or their containment and no cable must be laid beneath the existing ground surface without the permission of the landowner and relevant environmental expert. This is to prevent damage to the existing grass, tree roots and buried archaeology. If core drilling through walls or floors is required, this should only be done with the prior agreement of the owner, and a suitable design approval from a competent structural engineer. Such works must not be undertaken in any Scheduled Monument or Listed Building. The following sustainability aims should be adopted in the design and installation of cabling as follows: • Where practicable, minimise the length of cabling required; • Avoid the use of PVC and where practicable, propose alternatives to PVC; and • Design temporary cabling systems to maximise re-use.	

Studio or set build	LOCOG's Sustainable Sourcing Code, Temporary Materials Guidelines and sustainable design principles should be applied. Designing out waste, energy efficiency and use of healthy materials should be the key areas of focus.

Designing out waste

- The build should be designed to maximise re-use of products and where this is not possible, recyclable materials should be used. In particular, alternatives to plasterboard and re-useable or recyclable carpet should be investigated.
- Reduce waste by specifying only what is needed for the project, optimise space, and maximise use of existing facilities (e.g. shared use).
- Specify products that already exist in the marketplace (i.e. leasing – classed as waste prevention).
- Design for disassembly and flexibility (e.g. structures should be able to be deconstructed or relocated, materials should be specified so that they can reused easily, avoid gluing and composite materials, etc).

Energy efficiency

- Low energy lighting designs should be implemented.
- High efficiency fluorescent tubes in internal and external light fittings (or white LEDs if commercially available) - High frequency electronic ballasts; Mirror luminaries; Task focussed lighting to allow lower general lighting levels.
- Investigate opportunities to use hydrocarbon (HC) systems or CO2 based systems instead of HFCs when specifying HVAC.
- Challenge requirements relating to the Building Regulations and Chartered Institution of Building Services Engineers (CIBSE) environmental comfort criteria.

Healthy materials

- Avoid, wherever possible, use of solvent based paints and varnishes, and other high specification finishes (e.g. use of epoxy resins) and materials which require substantial risk assessments and PPE.

Equipment	Where possible, equipment such as lighting, computers, catering and HVAC should be energy efficient and measures to reduce energy consumption should be used.

The type of appliances and equipment used within buildings such as office equipment, desktop computers/server rooms, white goods (refrigerators, washing machines, ovens etc) and other small power loads, can have a significant effect on building energy consumption.

The measures below should be implemented where technically feasible to reduce energy consumption.

Measure	Improvement
Efficient appliances and small power devices	Use of low energy consumption information and communication technology equipment
EU Energy Label Class	Where possible appliances (e.g. refrigerators and washing machines) should be rated in accordance with EU Energy Label Class A + and ++
Energy Saving Recommended (ESR) endorsed	Recognised scheme to promote greater energy efficiency by identifying and endorsing the top 20% of energy efficient products across a growing range of categories including home appliances, heating, insulation, glazing and lighting
'Energy Star' standards	Energy Star is a joint programme of the US Environmental Protection Agency and the US Department of Energy endorsing a wide range of energy efficient products and practices, including appliances, heating and cooling, office equipment, lighting, commercial food service equipment, and other commercial products
Energy efficient desktop computer equipment with 'energy-saving' modes	Desktop computer equipment if often in use for long periods of time, particularly in offices, when users are not present. Energy saving modes reduce energy consumption during these periods
Timer switches to automatically switch off equipment outside of occupied hours where appropriate	Timer switches automate the switching off of equipment. This is particularly useful when buildings are unoccupied for set periods of time e.g. offices outside of 'office hours'.

Catering operations	Adopt LOCOG's Food Vision, Packaging Guidelines and Sustainable Sourcing Code when procuring catering services. Catering operations should consider best practice related to food sourcing, energy efficiency and waste management.

In particular, the following should be applied:

Sourcing

- Ensure food and beverage products are sourced with regard to high benchmark and aspirational environmental, ethical and animal welfare standards (e.g. British Red Tractor Assured); and
- Support a broad supply chain including smaller scale, British, regional and local enterprises.

Packaging

- Ensure minimal packaging of food and beverage products;

- Maximise opportunities for using packaging with recycled content;
- Where packaging is required it should be manufactured using materials that can be reused, recycled or composted by commonly available methods in the UK; and
- Ensure compliance with the Producer Responsibility Obligations (Packaging Waste) Regulations 2007.

Waste Management

- Waste should be reduced at the source (e.g. through packaging reduction and effective demand planning);
- Reuse of materials should be undertaken where feasible;
- Materials should be segregated to maximise recycling and to minimise contamination. This should be undertaken in conjunction with the appointed Waste Contractor; and
- Waste should be managed in accordance with UK legislation.

The energy efficiency requirements outlined above will apply to catering operations.

Vehicle management	Plan transport arrangements to protect the environment. This includes planning routes to avoid particularly sensitive areas and if vehicle heights, loadings and methods of loading / off-loading are suitable.

Sustainable Transport

- Broadcasters should look at measures to reduce transportation in and around sites such as maximising opportunities for smart logistics and delivery management scheduling.

Site Vehicle Management

- Sites should develop a transport plan (scale dependent on the broadcast operations), to enable vehicles to arrive, deliver and depart without damaging the environment and minimising traffic congestion (minimising impacts to air quality). So far as possible the transport arrangements for sites will be designed to protect the environment. This may include one-way systems and specification of routes which avoid particularly sensitive areas.
- All drivers should be expected to obey any site rules, speed limits, and to drive with care and consideration for other people and the existing environment. They should also carry correct documentation such as a valid driving licence, and details of insurance. The same conditions will also apply to other forms of transport, such as quad-bikes and buggies.
- Prior planning should take place to decide whether the proposed vehicles will be a suitable size for the venue (there may be site restrictions on size and weight), and how any loads can be off-loaded without damaging the environment.

5. Appendices

Appendix A: LOCOG's Sustainability Policies

Appendix B: Checklist

Appendix C: Sustainability management plan template

Appendix D: Be Responsible, Be Sustainable Top Tips for Broadcasters

Appendix E: Sustainable commodities datasheet

5.1 Appendix A: LOCOG's sustainability policies

In order to assist delivery of the London 2012 commitments, LOCOG has produced a selection of Sustainability Policies and guidance documents.

Policy	Summary
Sourcing and Procurement	**Sustainable selection and use of materials**
Sustainable Sourcing Code	Overarching framework used to source products and services. For more information refer to Section 3.
London 2012 Policy and Use of PVC	Policy on the restricted use of Polyvinyl chloride (PVC).
London 2012 Policy and Use of HFCs	Policy on the restricted use of Hydrofluorocarbons (HFCs).
LOCOG Temporary Materials Guidelines	Guidance on selection and use of temporary materials for overlay installation and fit out.
London 2012 Food Vision	Tool to promote the variety and quality of British regional food. It covers food safety and hygiene; choice and balance; food sourcing and supply chains; environmental management; and skills and education.
LOCOG Packaging Guidelines	Guidance on packaging during procurement, operations and legal compliance.
Staff and Subcontractors	**Guidance on diversity and inclusion performance**
LOCOG Diversity and Inclusion Business Charter	Approach to make business opportunities accessible to a diverse range of suppliers and seek to enhance performance of diversity and inclusion.
Infrastructure for events	**Guidance on how to design and install temporary overlay and fit out for events**
LOCOG Sustainability Guidance for Suppliers	LOCOG has developed a comprehensive guidance tool for suppliers which covers sustainability and environmental management obligations, risks and best practices when working at venues.
Holding an Event	**Guidance on how to manage a sustainable event**
London 2012 Sustainability Guidelines for Corporate and Public Events	Guidelines on how to hold a sustainable event.

5.2 Appendix B: Checklist

	Action	Done	Comments
1	Develop a sustainability management plan to set out an approach to meeting sustainability obligations		
2	Nominate a project representative with overall responsibility for sustainability		
3	Check compliance with UK environmental and planning law, and look at opportunities to achieve higher standards		
4	When selecting and procuring materials and equipment, review the sustainable performance of all items		
5	When specifying requirements for space and equipment, check sustainability considerations		
6	Identify potential environmental risks when working at a site		
7	Identify potential waste items and look for potential reuse routes. Ensure all items are segregated for maximising recycling and aim for zero waste to landfill		
8	Report on waste and energy data, and sustainability achievements and challenges for knowledge legacy learning		
9	Check that sub-contractors are required to meet sustainability obligations		
10	Inspire employees to perform their duties in a sustainable way contributing to recycling and are aware of the surrounding environment and sustainability targets through induction and training		

5.3 Appendix C: Sustainability management plan template

Sustainability Management Plan

<Organisation name>

<DATE & VERSION>

Scope	<Insert the scope of the management plan and the organisations or broadcast operations>
Roles and Responsibilities	<Detail core responsibilities in implementing this management plan>
Assessment of Sustainability Risks and Opportunities	Risks • <Identify the core risks of the operations and activities. Questions whether they are likely to have an environmental impact, if so, is it significant? Any significant impacts should be clearly identified and a management solution developed (e.g. set as a priority sustainability target). Opportunities should also be developed where the operation or activities can have a sustainability benefit.> Opportunities •
Priority Targets	<Detail the priority sustainability targets (approx 6). They should include those impacts that are considered significant and opportunities with the most sustainability benefit. Targets should be SMART and have a KPI attached to enable effective monitoring and reporting>
Measurement & Reporting	<Detail how the priority sustainability targets will be measured and reported. E.g. within your business governance, quarterly or monthly? >
Communication & Engagement	<Priority targets and key elements of this Plan should be communicated to relevant bodies such as staff, contractors where an obligation falls on them to assist>
Links	<INSERT LINKS TO RELEVANT DOCUMENTS AND INFORMATION>

5.4 Appendix D: Be Responsible, Be Sustainable top tips for broadcasters

Be Responsible, Be Sustainable

Top Tips for Broadcasters

1 November 2011

Introduction

This brief provides top tips for broadcasters to ensure that the sustainability impacts from your activities are minimised. These tips address activities from equipment deliveries, staff travel, production of waste and use of broadcasting equipment.

Top Tip 1:

Use energy efficient technology and lighting

Why? Broadcast lighting, air conditioning and production technology uses a lot of power which requires the use of non-sustainable fuels such as coal or diesel oil. It also produces carbon which pollutes the atmosphere.

How? When designing and procuring broadcast lighting, ask for the most energy efficient lighting or cold lighting such as: white LEDs; high efficiency fluorescent tubes in internal and external light fittings; high frequency electronic ballasts; mirror luminaries; and task focussed lighting to allow lower general lighting levels.

Computers, production technology, catering equipment and air conditioning should be energy efficient - minimum A-rated.

Measures to reduce energy should be used such as turning off equipment and lighting when not in use.

Top Tip 2:

Walk, cycle or use public transport

Why? Walking and cycling is a proven benefit to health. It will also reduce the amount of air pollution from cars which can cause asthma and other respiratory illnesses.

How? Encourage your teams to walk, cycle or use public transport. Provide walking and cycling maps to sites where possible.

Top Tip 3:

Plan vehicle delivery movements

Why? Several UK cities have active air quality management areas which mean we are legally required by EU law to reduce the amount of air pollution from cars. We need to minimise vehicle movements for logistical reasons as well as to comply with town planning permissions.

How? Broadcasters should look to reduce transport in and around sites such as maximising opportunities for smart logistics and delivery management scheduling. Planning routes in advance should take into account the shortest journey and prevent deliveries with low loads.

Sites should have a transport plan to enable vehicles to arrive, deliver and depart without damaging the environment and minimising traffic congestion. This may include one-way systems and specification of routes which avoid particularly sensitive areas.

All drivers should be expected to obey any site rules, speed limits, no idling policies and to drive with care and consideration for people and the surrounding environment. The same conditions should also apply to other forms of transport such as quad-bikes and buggies.

Top Tip 4:

Reduce waste and recycle

Why? The UK has limited space for landfill which is also highly polluting. Reducing waste and encouraging recycling will minimise this environmental impact.

How? Look at ways to minimise waste such as only print if you really need to, reduce the packaging required to deliver production equipment and reuse what you can such as cups and drinking water bottles.

Provide suitable waste receptacles such as recycling bins. Encourage teams to use the right bins to minimise contamination (which means it will not be recycled).

Top Tip 5:

Buy products responsibly

Why? Products are often made of toxic materials and timber can come from endangered forests. They can also arrive in lots of packaging which produces lots of waste.

How? Check sustainability credentials when buying products by asking the following questions:

Where does it come from?

Who made it?

What is it made of?

What is it wrapped in?

What will happen to it afterwards?

Specifically buy energy efficient products; ensure food and beverage products are sourced with regard to high benchmark and aspirational environmental, ethical and animal welfare standards (e.g. British Red Tractor Assured); support a broad supply chain including smaller scale, British, regional and local enterprises; and check how it will be packaged (asking for minimal packaging, packaging with recycled content and that it can be reused or recycled).

Top Tip 6

Be healthy

Why? It is important to ensure that all parties involved in the broadcast operations looks after themselves and remains healthy so they can do their personal best in their job.

How? Eat healthily, providing a selection of delicious and healthy food options. Do exercise, even walking for 30 minutes a day can make a difference.

Top Tip 7

Inspire your team to be sustainable

Why? Everyone can be part of the sustainability story. Collectively we can make a difference and achieve inspirational goals

How? Encourage and inspire your teams to follow the top tips and come up with their own sustainability initiatives. Tell any good stories to inspire others