

Organisation and Leadership

ToR; meeting minutes; Green Plan

1.1a Show emerging organisational commitment by setting up a sustainability working group ('Green Group') with organisationally approved terms of reference that include the aim to create an organisational sustainability strategy, policy or plan

1.2a Show emerging leadership commitment by ensuring Green Group includes a senior leadership team sponsor/champion

1.3a Demonstrate organisational commitment and buy-in through sustainability being referenced during staff induction and organisational commitment referenced in job adverts

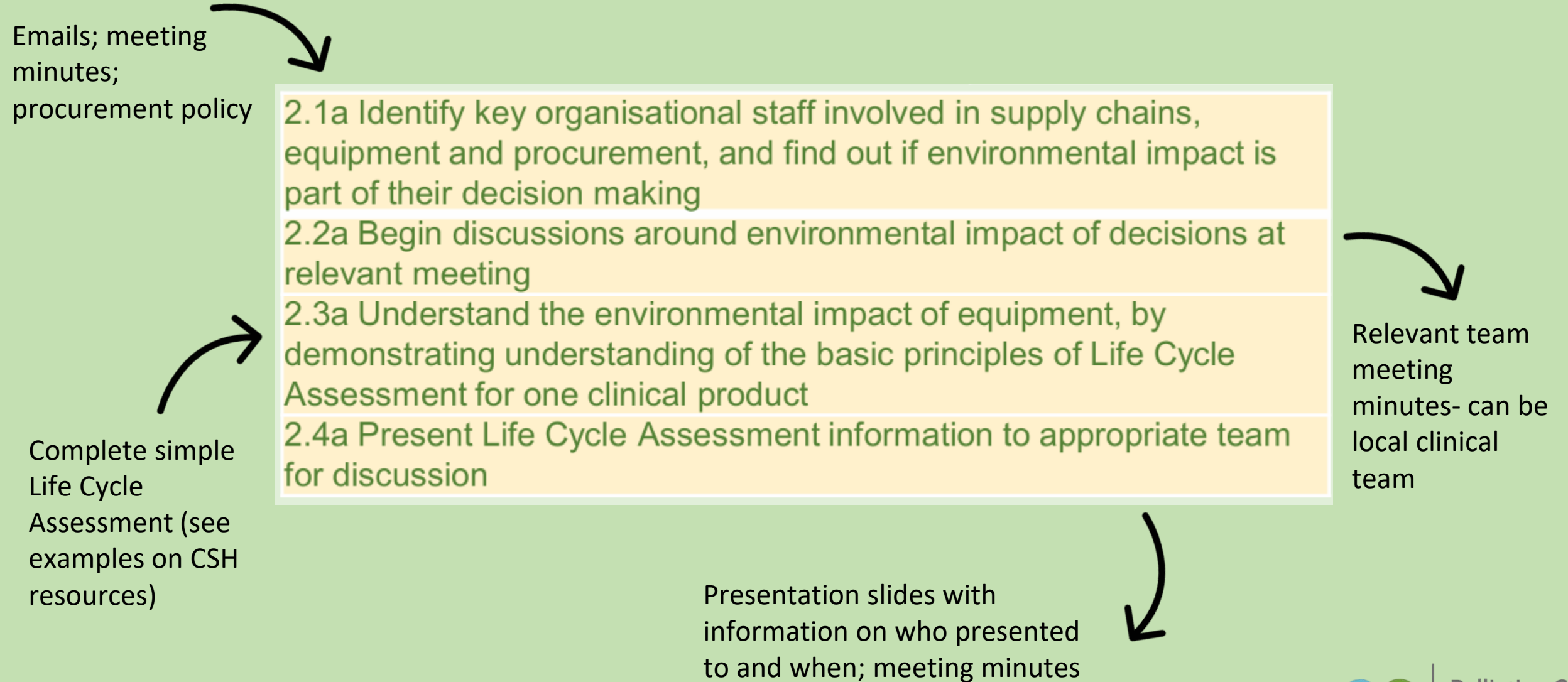
1.4a Improve awareness of drivers for change by making all appropriate staff aware of current national requirements, as well as regulatory and professional body guidance

Leadership structure; emails; meeting minutes

Induction materials; job adverts

Staff training session materials; case report template

Supply chains, equipment and procurement



Medicines, models of care and patient pathways

Meeting minutes

3.1a Improve organisational awareness of the environmental impacts of prescribing, through regular discussions with the appropriate departmental/group

3.2a Facilitate education session/event to raise clinical awareness of the environmental impact of prescribing (e.g. polypharmacy, deprescribing, green prescribing)

3.3a Begin to reduce waste from prescribed medication by identifying current policy on using patients' own drugs or repurposing drugs back into stock, and start organisational discussion on practical changes

3.4a Explore feasibility and map any current use of virtual clinics/virtual appointments across your services, considering whether this can reduce carbon emissions

3.5a Improve understanding of harm to both patient and planet of inappropriate clinical interventions, by holding an education session/event

Policy; email discussions; meeting minutes

Presentation slides from teaching with information on who presented to and when

Complete case study template; data on number of appointments; emails/meeting minutes

Presentation slides from teaching with information on who presented to and when



Travel and transport

Results of travel survey; posters/emails advertising survey



- 4.1a Increase staff and volunteer awareness of link between reducing emissions from travel, and benefits to climate and health, by conducting a travel survey
- 4.2a Increase staff and volunteer awareness of link between reducing travel emissions and the benefits to climate and health, by holding an education session/event
- 4.3a Start work to reduce impact of organisational vehicles by identifying current vehicle use, including which vehicles are appropriate for replacement with EV/hybrid vehicles, or other methods of transport
- 4.4a Create initial proposal for transition to EV/hybrid vehicles and ensure this is discussed at appropriate organisational level

Presentation slides; posters/emails advertising event; pictures of event



Policy; email discussions; meeting minutes; case study template



Case study template; policy; email discussions; meeting minutes



Facilities and Estates

Terms of reference for Green Group; meeting minutes; emails showing connection with wider organisation



5.1a Engage Facilities and Estates department either through representation in your Green Group, or by connecting with an existing organisation-wide Facilities and Estates Green/Sustainability working group

5.2a Ensure your Green Group has reviewed, is following, and contributes to reviews of your organisation's Green Plan. If no Green Plan exists, raise this with appropriate senior management



Copy of Green Plan or relevant policy; email discussions; meeting minutes



Engagement

Results of survey;
emails/posters
advertising survey



6.1a Begin to engage staff in the need for change, by conducting survey on staff views/ideas about changes that can make the workplace more environmentally sustainable

6.2a Generate support for reduction in environmental impact by publicising the work of the Green Group and ongoing efforts towards environmental sustainability in existing communication channels, both internally (e.g. staff newsletter/bulletin) and externally (e.g. website/donor communications)

Internal newsletters;
screenshots of website



Food

Presentation slides plus details of who attended and when; pictures of event; posters from event



7.1a Raise awareness of the environmental impact of food by holding one education session/event, highlighting the link between food, food waste, and climate change

7.2a Hold one education session/event related to food (e.g. 'meat-free Monday', or promoting locally sourced food)

Posters/emails promoting event; pictures; complete case study template

