



**Eco-Active
States
Annual Report
2013**

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1. Introduction

This is the second annual summary report on the progress of the implementation of the Eco-Active States (EAS) programme in the States of Jersey (SoJ).

Eco-Active States is an environmental management programme that helps departments to manage the environmental impact of their day to day operations through a structured programme.

This report covers the period from 1 January to 31 December 2013 and builds on the progress made in 2012. It reports on the implementation of Eco-Active States across 42 business units from within the ten ministerial and nine non-ministerial bodies that make up the States of Jersey administration.

EAS has senior level commitment and support from the Corporate Management Board.

The States of Jersey Financial Report and Accounts will include a corporate Sustainability Report from 2013 in line with the UK government guidance. Eco-Active States enables individual departments to demonstrate how they are contributing to the overall sustainability impact of the organization as outlined in the corporate sustainability report.



Home Affairs Department receiving their Eco-Active States award from John Richardson, Chief Executive, December 2013

In recognition of the progress made in 2013, three awards were made in December 2013, as follows:

- Greatest progress in environmental management was awarded to the **Department for Home Affairs**.
- Best overall environmental performance was awarded to the **Department for Social Security**.
- A second award for best environmental performance was made to the **Probation and After Care team** in recognition of how a small team has integrated EAS into day to day operations.
- The 2013 ECO of the year was awarded to the ECO representative from the **Department for Education, Sport and Culture**.

2. Achievements for 2013

- Corporate savings – 11% reduction achieved in electrical energy consumption across maximum demand tariff properties (those in receipt of dashboard); supporting JPH technical actions through staff engagement and behaviour change.
- Evidence of energy savings possible through behaviour change; a 23% reduction in electricity use (principally switching off lighting) at Fire Service.
- Management information - office monitoring has been introduced across Departments – energy, water, transport and procurement.
- Eco-Active monitoring has identified water leaks e.g. South Hill building with estimated saving of £2k per annum and 819m³ litres of water.
- Water savings – in some premises current usage is in excess of the UK government benchmark¹ of <4m³ best practise. There is potential for significant water and cost savings by working towards these benchmarks.
- Energy efficient specifications in procurement: in 2013 there was a 35% reduction in emissions from fleet vehicles; 10 electric vehicles on trial in TTS, DoE and EDD; environmental specification in Housing, JPH, Housing and TTS contracts.
- Pollution costs avoided – implementation of pollution prevention plans in 32 properties; avoided prosecution costs from spills, leaks and incorrect storage and disposal. Remediation action taken on 1 site. Reputation management ensured. Avoided fines (unlimited fines possible under water pollution law) and insurance costs, legal costs, remediation works (e.g. can be in excess of £10k for oil tank leak at HDF) and associated officer time to investigate.
- Paper use – target is 20% reduction in paper use plus move to recycled paper during 2013; estimated 18% reduction in energy use from printing. Supporting implementation of managed print project.
- Staff engagement - 42 business units (approx. 4000 staff engaged) with approved action plans and efficiency targets; including all schools on the internationally recognised Eco-Schools programme.



¹ UK Greening Government annual report 2011-2012

3. Scope

The States of Jersey (SoJ) administration includes ten Ministerial Departments and 9 non-Ministerial departments. The departments are:-

- Chief Minister's;
- Economic Development;
- Education, Sport and Culture;
- Environment;
- Health and Social Services;
- Home Affairs;
- Housing;
- Social Security;
- Transport and Technical Services;
- Treasury and Resources.

The non-Ministerial departments are:-

- The Bailiff's Chambers;
- Data Protection Commission;
- Office of the Lieutenant Governor;
- Judicial Greffe
- Viscounts Department;
- Law Officers' Department;
- Official Analyst;
- Probation and After-care services;
- States Assembly (including the States Greffe).

As at 30 June 2013, the States of Jersey had 6,920 employees (fte) and was responsible for administering 277 sites out of 1,000 sites owned by the States of Jersey.

The table below lists the business units covered by this report and identifies the areas to be included in 2014.

Department	Business units included in 2013	Business units to be included in 2014 (not covered by this report)
Chief Minister's	All activities except Human Resources Business Support Team	Human Resources Business Support Team due to relocation to D'Hautree Campus.
Economic Development	Corporate Management; Jersey Airport; Trading Standards. Jersey Tourism – accredited through the Green Tourism Business Tourism Scheme.	The Ports of Jersey will be encouraged to join Eco-Active Business in 2015.
Education, Sport and Culture	Jersey Arts Centre Jersey Library; 6 sports centres; 5 youth centres; central administration; the Bridge Community Centre; outdoor education Programme. Schools are managed under separate Eco-Active Schools.	Highlands College is implementing the ACORN (BS8555) environmental management system. The Youth Service programme will be extended to include the St James' Centre
Environment	Planning and Building Control at South Hill; Environment at Howard Davis Farm; the Meteorological Office at Jersey Airport and Marine Resources at La Collete.	
Health and Social Services	Business units within the General Hospital:- <ul style="list-style-type: none"> • Catering; • Clinical Investigations; • Radiology; • Physiotherapy; • Stores; • Medical Records; 	General Hospital including:- <ul style="list-style-type: none"> • Audiology; • Pathology; • Outpatients; • Engineering; • Finance; • Wards: Portelet;

	<ul style="list-style-type: none"> • Medical Secretaries; • Travel Office; • Education; • Day Surgery; • ENT; • Private Wards: Sorel and Rozel; • Wards Beauport; Corbiere; Bartlett; Rayner; Robin; Pharmacy; Aubin Ward (Endoscopy); • A&E; • EAU; • Library; • Switchboard/ Reception; • Dental. <p>Other Business Units:-</p> <ul style="list-style-type: none"> • Ambulance HQ. • 5 Oaks Laundry; Sterile Services. • Overdale including Speech and Language Therapy (William Knott Centre); Westmount Centre. • Maison le Pape including Health Promotion; Environmental Health. • Le Bas including Family and Nursing Home Care; Child Health. 	<ul style="list-style-type: none"> • Plemont; • ICU; • Domestic; • Porters; • Anaesthetics; • IT; • Accommodation; • Dermatology; • IVF/Asst Reproduction; • Mammography; • Children's Services; • Maternity. <p>Residential Homes including Sandybrook and The Limes;</p> <p>St Saviour's Hospital including Rosewood House; Maple and Oak Wards; Clinique Pinel Beech Ward; Clinique Pinel Cedar Ward.</p> <p>Overdale including Governance; Samares Rehab Ward; Overdale domestics; Gardening; Portering Overdale and St Saviours;</p> <p>Westaway Court and the Crematorium to be included during 2014. All subject to input from H&SS department.</p>
Home Affairs	Customs and Immigration; Home Affairs Exec. and Superintendent Registrar; Fire and Rescue Service; States of Jersey Police and the SoJ Prison Service. Jersey Field Squadron operates under a separate environmental management plan through the Ministry of Defence.	
Housing	All activities	
Non-Ministerial Depts.	Bailiff's Chambers; Data Protection; Judicial Greffe including Viscounts and the Magistrates Court; Law Officers' Department; Official Analyst; Probation and after care services; States Greffe.	Government House to be included in 2014.
Social Security	All activities	
Transport and Technical Services	Cleaning Services; Liquid and Solid Waste; Green Waste Site; ; Parks and Gardens; Parking Control; Driving Vehicle Standards (DVS); Roads; Animal By Products	
Treasury and Resources	All activities	

4. Eco-Active States commitment

The States of Jersey Corporate Management Board adopted the Eco-Active States commitment on 16 February 2011.

All departments are required to display a copy of the commitment in their office, and to ensure that all their staff are made aware of its requirements.

The States of Jersey is committed to reducing the environmental impacts caused by the day to day operations of our services and activities.

We will work to reduce the negative environmental impact of States of Jersey departments by following these principles:

We will comply with the requirements of environmental legislation and approved codes of practice

We will aim to improve environmental performance

We will reduce pollution, emissions and waste arising from our activities

We will reduce the use of all raw materials, energy and supplies

We will raise awareness, encourage participation and train employees in environmental matters

We will encourage similar environmental standards from all suppliers and contractors

We will assist customers and clients to use products and services in an environmentally-sensitive way

We will liaise with the local community

We will participate in discussions about environmental issues

**Corporate Management Board
States of Jersey**

Date: February 16th 2011

5. Legal Compliance

All departments are required to demonstrate how they are complying with relevant environmental legislation.

Pollution Prevention Plans

Waste and water legislation is applicable to all service areas. To ensure compliance with these laws and to help minimise the risk of a pollution incident occurring from a states owned site, pollution prevention plans are completed for all sites resulting in avoided prosecution costs from spills and leaks or incorrect storage and disposal. Remediation action has been taken on one site to avert potential prosecution and fines (unlimited fines are possible under water pollution law) plus the associated costs of insurance, legal fees, remediation works (e.g. can be in excess of £10k for repair and treatment of an oil tank leak) and associated officer time to investigate. All schools are also required to submit plans as part of the Eco Schools programme.



To raise awareness and increase understanding of the requirements of environmental legislation, the environmental protection team organised three training days during 2013. These were attended by school caretakers, departmental ECOs and site managers and facilities and

maintenance staff from Jersey Property Holdings. In addition, a training session was organised for contractors who provide facilities management support in States properties.

6. Staff Involvement

There are now 20 volunteer ECOs and an additional 130 active Green Team volunteer members who form an ECO network across the organisation.

The role of the network is to ensure information about Eco-Active States is cascaded throughout departments and to coordinate the completion of documentation.

ECO's are encouraged to set up departmental green teams to involve more staff across the different business units in their department.

Quarterly ECO network meetings take place to share experiences. One-to-one meetings are also held to help monitor progress and assist with the completion of action plans. ECOs organise their own departmental staff awareness programme working with their green team and building user groups.

Communications

An environmental communication programme continued during 2013. The ECO network helps to cascade the materials through their departments.

Events in 2013 included:-

- Two group visits to the Cavern to help staff understand more about the Islands drainage system.
- A time visit to the Sewage Treatment works to find out more about the processes involved in treating the Islands raw sewage.
- Eco-Active States supported the Jersey Cycle Challenge, an island wide cycling campaign, organised by the Department of Transport and Technical Services with

support from Department of the Environment, Health & Social Services, Education, Sport & Culture and States of Jersey Police to get people back on their bikes.

- A visit to the photo voltaic solar power installation at Woodside Farm in Trinity.
- Sixty sets of bins for recycling paper, cans and bottles were provided to departments with a set of recycling myth busting information.
- Fairtrade tea and coffee tasting session were held during Fairtrade fortnight and attracted over 300 staff.
- In support of energy saving, SoJ took part in Earth Hour². The lights at Elizabeth Castle and Mont Orgueil and the promenade lighting along St Aubin's Bay, and Fort Regent dome were all switched off; as was all unnecessary lighting in Cyril le Marquand House, Jersey Tourism, States Chambers and the Housing Department at Jubilee Wharf.
- Regular articles have been posted on the intranet; and four articles were published in the internal newsletter, Changing States.
- Email alerts have been sent to ECOs and Green Teams.

7. Progress on Priority Areas

The States of Jersey has a significant impact on the environment from both its day to day operations and its service specific activities. As all business activities have environmental impacts in the areas of procurement, water, energy, transport and waste, a set of corporate actions have been

identified that all departments are required to implement.

This section outlines the environmental improvements that have taken place in each of these priority areas.

Procurement

The States of Jersey is committed to the principles of sustainable procurement. The Eco-Active commitment requires all Departments to ensure that sustainability is considered as part of the procurement process. Some examples are included below:-

- Pre-qualification questionnaires (PQQ) utilised by the Housing Department now direct suppliers to the Eco-Active Team for advice on how to become an Eco-Active accredited business.
- The Plant Hire project evaluated suppliers on their strategy and commitment to reducing vehicle emissions, designed to drive up standards within the local plant market over time.
- The States of Jersey travel contract was awarded to a supplier who could identify the carbon output of the States of Jersey travellers.
- All ISD (Computer) Hardware procured is in accordance with the latest regulations for energy management.
- Social Security Special Items tender (procurement of white goods) required goods to have an energy efficiency rating of A-B.
- Corporate Procurement have supported the Eco-Active team to convert paper usage from standard to recycled.
- The Managed Print project has rationalised the use of printers across States departments from

² <http://www.earthhour.org/>

2636 less than 1,100 and reduced paper use by the introduction of default double sided printing and enabling more control of printing jobs. Full deployment of the Managed Print Service to all sites is on target for the end of November 2013. The programme is resulting in a reduction of up to 20% in paper use and up to 18% reduction in energy use. Management information is captured and contract managed by Corporate Procurement



Water

Reducing water use and ensuring pollutants do not enter the water course are the two priority actions for this important area. The focus has been to look at ways of reducing usage and a requirement for the completion of site specific pollution prevention plans in order to reduce the risk of pollution occurring.

Eco-Active monitoring has identified water leaks e.g. at one site an estimated saving of 819m³ litres of water was identified equivalent to cost savings £2k per annum.

Monitoring demonstrates current office usage is in excess of 9m³ per person

per year in some premises, compared to UK government benchmark³ of <4m³ best practise. There is potential for significant water and cost savings by implementing these targets, this will be a key action in 2014. (Jersey Water costs £2.44m³)



Transport

To raise awareness of greener ways for staff to travel to and from work, full support and sponsorship was given to Cycle Challenge Jersey, 2013. An island wide cycling initiative was organised by the Transport and Technical Services department to encourage non cyclists to take up cycling. Over 56 local businesses (including 12 States of Jersey departments) and 1,147 people participated in the challenge, cycling the equivalent of nearly 3 times around the world.

As part of the campaign Eco-Active States worked with the Transport and Technical Services department to offer 'Back on your Bike' sessions to anyone

³ UK Greening Government annual report 2011-2012

who may not have ridden a bike for a while or who felt nervous at the thought of riding on the roads around work.

During the campaign, 419 non-cyclists (37%) were encouraged to try cycling for the first time in over a year (178 of which were brand new to cycling) and 3 months later 39% (42) of non-cyclists are now cycling once a week or more, and 16% (20) of participants who reported travelling to work mainly by car at the baseline have switched to cycling to work as their main mode of transport (this compares to a UK average of 7-8%). The results achieved far exceeded the initial targets set out for the Challenge, and compare very favourably against UK Workplace Cycle Challenges.



Energy efficient specifications in procurement have resulted in a 35% reduction in emissions from States of Jersey fleet vehicles; 10 electric vehicles are on trial in Transport & Technical Services, Department of the Environment and the Economic Development Department.

Energy

EAS continued to support technical energy efficiency improvements being made in States buildings by Jersey Property Holdings (JPH); by introducing new monitoring of energy consumption and encouraging staff behaviour in terms of using less energy at work.



A corporate reduction of 11% in electrical energy consumption was achieved across maximum demand tariff properties (those in receipt of dashboard); supporting JPH technical actions through staff engagement and behaviour change.

The potential for energy savings through behaviour change has been shown by a 23% reduction in electricity use (principally through lighting control) at Fire Service following an intensive awareness campaign. Other behaviour change campaigns included encouraging employees to dress for the weather possibly adding the equivalent of an extra 3 degrees to body warmth without having to turn the heating on.



Waste

Jersey's Solid Waste Strategy follows the internationally recognised Waste Hierarchy which prioritises waste prevention and minimisation ahead of reuse which is prioritised above recycling. The Solid Waste Strategy (2005) provides a set of reuse and recycling targets for the island, however this is currently under review and a new strategy is being prepared providing waste reduction and recycling targets for 2014-19. This will enable us to increase our focus on waste reduction and measure our

success, both in terms of the tonnage and carbon impact

The focus in 2013 has been to raise staff awareness about removing batteries, metals and glass from the general waste stream not only for the environmental benefits, but also to avoid potential damage to the operation of the energy from waste plant.

Work has continued on improving recycling facilities within departments, and on establishing recycling procedures with cleaning staff and site managers. Waste audits were carried out at Fort Regent, Langford and Haut Vallee Sports centres with more planned for 2014. Twenty battery collection cylinders are now located in the public areas of States buildings, sports centres and nurseries



8. Departmental Updates

The following section provides an overview of environmental performance for the period January 2013 to December 2013.

Chief Minister's Department and Treasury and Resources Department

**Chief Minister's status: Accredited
May 2012**

**Treasury and Resources status:
Accredited December 2011**

The Chief Ministers Department (CMD) and much of the Treasury and Resources Department (T&R) are accommodated together in Cyril-le-Marquand House. To maximise benefits they have worked together to implement much of their programme on a building wide basis. Following the relocation of the Economic Development Department to the same building during 2013, the ECOs have provided support to assist EDD in achieving EAS accreditation. A range of building specific actions have included:-

- New covered bicycle racks
- New recycling areas, supported by T&TS Cleaning Services.
- Started the development of a staff travel plan
- Introduction of managed print system and recycled paper
- Refurbishment programme for the showers commenced.
- Night time energy load study.

Corporate Procurement (T&R)

The team have supported all Departments to ensure that sustainability is considered as part of

the procurement process, from contract specification, to raising awareness with suppliers; and also in implementing new systems and improved management information.

ISD

All computer hardware is procured in accordance with the latest regulations for energy management. The roll-out of *Windows 7* will reduce energy demand. The replacement of old computers has the additional energy saving benefit of reduced heat output, this which reduces the power needed by air conditioning systems as they work to keep offices comfortable. Old computers are disposed of according to States of Jersey policy which ensures responsible disposal through recycling where possible.

Jersey Property Holdings (T&R)

Jersey Property Holdings relocated from 3 different locations to Maritime House in 2013. Environmental specifications were included in the office refurbishment of their new premises to create a modern, energy and resource efficient office space. Jersey Property Holdings continually review the usage of energy-efficient technology on its managed property portfolio and where the payback on investment is acceptable implement upgrades, which may include the use of renewables where appropriate. JPH provide 68 States buildings with monthly energy use dashboards.

Economic Development Department

Status: Accredited November 2013

**Corporate Office
Accredited June 2013**

The EDD corporate office relocated to Cyril-le-Marquand House in 2013. The office implemented the building action plan supported by the CMD and T&R ECOs/ This included a number of new schemes:-

- Introduction of recycling
- Improved heating controls.
- Installation of motion sensor lighting
- Installation of dual flush water saving toilets
- Raising awareness
- Taking an active part in the Cycle Challenge – winners of category.

Jersey Tourism: Accredited Sept 2011

Jersey Tourism, located at Liberty Wharf, currently hold a silver award from the Green Tourism Business Scheme (GTBS). This automatically qualifies them for EAS accreditation. Good practise highlighted by the GTBS include:-

- Promotion of environmental information to visitors
- Aspects of on-site energy, waste and water management.
- Excellent promotion and support of local food, drink and craft products
- Strong association with the 'Genuine Jersey' brand.
- Promotion of public transport, walking and cycling opportunities

- Active support and promotion of local festivals, events and nature / heritage attractions.

A qualified assessor for the Green Tourism Business Scheme undertook an accreditation grading visit at Jersey Tourism in July 2013

Trading Standards: Accredited May 2013

The team are based in the Central Market and have embraced the Eco-Active commitment by:-

- Ensuring all PCs / lights are switched off overnight.
- Ensure that heating / air conditioning units are operating at the correct temperature
- Completed a waste audit
- Introduced office recycling programme
- Following corporate procurement guidance on purchase of goods and services
- Trialling of electric vehicle.

Ports of Jersey are not included in the scope of the EDD accreditation as they are going to become a separate body in 2015. They will be encouraged to participate in the Eco-Active Business scheme at the leader level.



Department of the Environment

Status: Accredited April 2011

The Department of the Environment is based on 2 main sites, at South Hill and Howard Davis Farm. In addition the DoE has sites at the airport (Met office) and La Collette (Marine Resources) and also operates a sea vessel, the Norman le Broq marine resources vessel. Environmental action plans have been prepared for each of these locations.

The DoE recognises that its main impacts arise from the functions and interactions it carries out in working to protect and enhance the Islands built, natural, marine and land environment. The DoE administers and regulates a number of environmental laws and is responsible for ensuring compliance with a range of international multi-lateral environmental agreements.

The quarterly Environment Update provides an overview of the work of the Department and is available from the www.gov.je website.

The DoE runs the Eco-Active programme which includes the following sector specific schemes:

- Eco Schools – supporting the Education service in implementing the international standard for schools, all Jersey schools now participating.
- Eco-Active Business – based on the requirements of the ISO14001/BS8555 environmental management standard. 130 businesses participating, scheme to be re-launched in 2014.

- Eco-Active States – parallel to the EAB scheme, tailored to the public sector.
- Eco-Active Energy Efficiency Service – providing advice and support through a grants programme to socially vulnerable individuals and community organisations
- Eco-Active Biodiversity Champions – encouraging organisations to support species and habitats

Some of the office based achievements are listed below:-

- Carried out Water Usage Audits at all sites Identified high usage at South Hill and Howard Davis Farm, Investigations identified water leaks that have now been resolved. Saving: HDF £200 per quarter
- Eco-Rewards Initiative (in conjunction with TTS South Hill). Carried out PC energy audits, checking if staff have switched off their PC and screens.
- Raising awareness through staff engagement e.g. 'woolley Pulley' dress down day with contribution to charity (age concern)
- Supported Cycle Challenge Jersey and had cycle racks installed at HDF.
- Commenced working towards ACORN BS 8555 accreditation of all service and office activities.



Department of Education, Sport and Culture

Status: Partially accredited:- Sports Centres, Jersey Library, Jersey Arts Centre, The Bridge, The Youth Service, Central Administration; All Schools participate in the Eco Schools programme; Highlands College working towards(ACORN BS8555)

ESC is now a fully registered Eco-Active department across a very diverse and wide ranging department.

In 2013, the Schools/Colleges, the Bridge, Sports Division and Youth Service have made significant changes to their behaviour and culture, which has enabled us to accomplish the following:

The primary and secondary schools are all registered to the Eco Schools programme, with two schools achieving green flag status, four operating at silver and 16 moving to Bronze status. In addition Jersey College for Girls has been awarded Fair-trade school status.

ESC sites are now using re-cycled paper and re-cycling bins have been introduced for cans, plastic bottles, paper, batteries and cardboard.

Energy surveys have been completed across many schools, sports centres and youth service facilities and Jersey Property Holdings (JPH) has commenced a programme to replace the spot lights and old fluorescent fittings with LED lighting. Also time clocks for external lighting have also been fitted together with inverter drives in the plant rooms. To date a total of just over £137,000 has been spent across the ESC property portfolio with additional works planned for 2014.

A review of the facilities Building Management Systems (BMS) is on-going, which has resulted in the following improvements to how energy consumption is managed and monitored.

- Several sites have had their storage heaters replaced
- Remote access for monitoring and recording is being considered
- Improvements to heating systems due to JEC imposed tariff changes
- Improved overall heating control
- Improvements made to defective boilers
- Improvements made to defective heating controls

Following a review of cleaning chemicals across ESC sites the standards and specifications of the tendering process have been amended, which ensures that service providers only used an eco-friendly chemical dosing system, such as Ecolab, Diversey or the Traffic Light System. All sites are now moving away from high-end brand products and having these systems installed.

Site teams and caretakers from all schools have received pollution prevention planning training and their plans have been developed.

With JPH, ESC have reviewed and where possible replaced old boilers and plant with more efficient systems, including Building Maintenance Systems (BMS), which enables remote evaluation.

Across several sites installation has been reviewed, and where possible new doors, double glazing and additional thermal installation has been

fitted, with the old roof at Le Squeuz youth club being replaced. The Youth Service has now moved into St. James old school, which has completely been refurbished to meet Eco-Active standards.

Fairtrade criteria has been included as part of the Healthy Eating in Schools contracts, whereby the Jersey Potteries has to meet set standards.

Over the last 12 months further energy saving measures have been introduced across the sports division and below are some examples.

- At Les Quennevais and Langford Sports Centre's variable speed drives fitted to the motors on the air handling units.
- LED lighting has been installed in the Sports Halls and plant rooms.
- To improve energy management, control units have been installed in the plant rooms and these are connected to the electricity and water meters.
- For 2014 various projects are being investigated with one possibility being air and ground source heat pumps at Les Quennevais.
- Water meters have been installed to measure the domestic usage of the showers and toilets. Also the water top-up at Haute Vallee and Langford are being monitored. Across all areas of the business water usage is continuing to be monitored.
- Waste audits have been carried out at Langford Sports Centre and Fort Regent, which has provided a base line from which

to measure further developments in recycling.

- Recycling stations and Eco-Active notice boards are in place across the sports division.
- Fort Regent monitored the volume of paper wipes being used in the gym by customer wiping down equipment. A new system has been introduced and is being compared to measure savings in the volume used.
- The mileage travelled by staff between the schools sports centres is being recorded, which has provided a base line. All staff signed up for cycle travel week with mileage recorded, and the Springfield staff now either walk or cycle to work throughout the whole year.
- Active sports centres are participating in the ACORN BS8555 training programme.

Highlands College has undertaken a preliminary external audit to identify a suitable environmental programme for a College Campus and are now participating in the ACORN BS8555 training programme, with a view to reaching the standard in summer 2014.



Health and Social Services Department

Status: Partially Accredited

The following business units have completed Action Plans, awaiting pollution prevention plans and legislation audits.

General Hospital:-

- Catering;
- Clinical Investigations;
- Radiology;
- Physiotherapy;
- Stores;
- Medical Records;
- Medical Secretaries;
- Travel Office;
- Education;
- Day Surgery;
- ENT;
- Private Wards: Sorel and Rozel;
- Wards Beauport; Corbiere; Bartlett; Rayner; Robin; Pharmacy; Aubin Ward (Endoscopy); A&E; EAU;
- Library;
- Switchboard/ Reception;
- Dental.

Other Business Units:-

- Ambulance HQ.
- 5 Oaks Laundry; Sterile Services.
- Overdale including Speech and Language Therapy (William Knott Centre); Westmount Centre.
- Maison le Pape including Health Promotion; Environmental Health.
- Le Bas including Family and Nursing Home Care; Child Health.

The H&SS Department has over 2500 members of staff based over a large number of sites and provides a full range of health and social care. It is a very complex department and it is recognised that achieving accreditation for the whole Department will take longer than for other areas.

During 2013, the H&SS have undertaken a number of environmental reviews and action plans for the areas listed above.

Improvements to reduce the electricity usage within H&SS have been gradually introduced including widespread installation of motion sensor lighting, LED examination lamps and the gradual growth of the number of recycling points.

A H&SS green team has been established and is actively participating in implementing both corporate and service area environmental improvements.

A key area of action has been a review of lighting, encouraging staff to assess their lighting needs from both a service delivery and clients perspective.

The H&SS ECO has been working with the green team to integrate environmental management into day to day practise so as to encourage staff members to get involved without taking valuable time away from patient care.



Department of Home Affairs

Status: Accredited November 2013

Home Affairs Exec / Superintendent Registrar: Accredited October 2011

The executive has implemented actions including:-

- Switching off unnecessary lighting,
- Switching off computers,
- Not using the air conditioning in the summer, Financial saving have been identified on electricity bills, though this has yet to be accurately quantified,
- The Home Affairs Department achieved 3rd place in their category in the Cycle Challenge.

Customs & Immigration: Accredited October 2011

In 2013 light activated sensors, LED lighting and improved air conditioning controls were fitted at Maritime house as part of the office refurbishment. The lights in the arrivals car shed at Elizabeth Terminal have been changed to LED's

States of Jersey Police Accredited March 2013

The Police service has worked with T&TS to agree how to undertake early intervention at road traffic collisions to avoid potential pollution incidents. A move to electronic documentation transfer has resulted in energy and resource efficiencies as well as direct financial savings.

A workplace travel plan has been undertaken. A new policy has been developed on vehicle use, two officers per shift are now allocated to motor cycles which will generate environmental and financial savings.

Working with IT to improve energy savings from equipment.

Fire and Rescue Service Status: Accredited November 2013

The Fire and Rescue Service have implemented a number of environmental improvements as part of their EAS programme:-

- Fitting of automated urinal flushes and water saving devices in toilet cisterns.
- Press button type taps fitted to prevent taps.
- Audit, rationalisation and appropriate storage of pollutants / hazardous materials.
- Replacement of old central heating boiler with newer more efficient model.
- Removal of roller type hand towels and replacement with cold air electric hand dryers.
- Specification of Euro 5 compliant new fire appliance.
- Change in policy to reduce fire appliance mobilisation to 'low risk' incidents, therefore reducing fuel costs.



States of Jersey Prison Service: Accredited December 2011

A new Visitor Centre and Staff Facility opened in 2013 with Building Management Systems in place to control heating and lighting. This has resulted in a significant reduction in usage in this area compared with the previous facilities. Movement sensitive LED lighting and time controlled heating and venting has been installed in the building to match occupation times. The prison service is working with the DoE on a project to make bird boxes using old pallets. The increase in the range of activities has recently been recognised as a valuable contribution to rehabilitation.



Jersey Field Squadron: Accredited September 2011

The Field Squadron has been accredited to EAS under the Ministry of Defence's own environmental management plan monitored by 160 Brigade, based in Brecon in Wales (reissued 2013).

Housing Department

Status: Accredited July 2011

In September 2013, the Housing Department Pomme D'or refurbishment programme was awarded the Jersey Electricity sustainability award at the Jersey Construction Council awards. This scheme is a part of the Housing Department's commitment to achieve decent homes within ten years across their housing stock and therefore required that the existing buildings be reviewed to provide an additional minimum twenty-five years lifespan. The project was to undertake repairs and basic building stabilisation, encapsulate the building in an external insulated acrylic brickslip system, replacing existing windows with aluminium thermally broken double glazed units and re-roofing with integration of high insulation valued roofs. Within the building, heating and hot water systems were renewed, water systems upgraded, asbestos removed and security increased. The buildings' 'U' values were substantially increased by the provision of an external insulation system which allowed the existing buildings to be kept warm, dry and vapour permeable. Windows and doors were replaced with high performance double glazed units, detailed to reduce heat loss and air leakage. Roof finishes were provided plus the addition of super-insulation, reducing further heat loss. Within the flats the heating systems were substantially reduced to compliment the high 'U' values. Modern hot water systems were added with insulated cylinders and pipework, increasing the efficiency of the domestic hot water. The refurbishment has resulted in an energy efficient solution with a substantial decrease in energy usage

which has led to a sustainable completed project, achieved within tight budgetary constraints.

The residents at Pomme D'Or Farm are enjoying the benefits of the refurbishment and the buildings are now fully occupied, which demonstrates the social and environmental benefits as well as the very direct benefits for the individual tenants in combating issues such as fuel poverty.

Other energy saving measures:-

<u>Cavity Wall Insulation</u>	<u>Loft Insulation</u>
• Beau Vallon	• Hillside Court
• Brighton Close	• Sandybrook Court
• Le Verger	• Halcyon House
• Dorset Mews	• Le Verger
• Garden Lane	• Maesteg House
• Halcyon House	• Les Vaux
• Maesteg House	• Willows Court
• St Mary's Court	

Intenal Lining/insulation

16 St Peters Arsenal

6 Lempriere Street



Department of Social Security

Status: Accredited July 2011.

The Department is based in Philip le Feuvre house and has been implementing its environmental programme since 2011.

Headline actions in 2013 include:-

- Switched to re-cycled paper in all machines (A4 / A3 & headed paper).
- During 2013, a travel survey was completed by staff at SSD. In conjunction with the cycle-challenge earlier in the year, this has informed several key decisions for 2014: e.g., space (inside and outside the building) has been requested to improve the facilities for those who cycle to work
- All 'under-desk bins' have been removed. Centralized waste locations have been created and all waste and recycling bins have been relabelled.
- All washroom facilities will have hand-dryers instead of paper towels. We expect the purchase of these hand-dryers to have paid for themselves in the reduction of paper-towel costs by 2013.
- For the last 5 years SSD has been replacing all lighting with energy efficient alternatives ,
- Monitoring water-usage through the use of better dashboards
- Promoting staff awareness in recycling stationery (amnesty location in place)

- Promoting staff awareness of energy usage
- Promoting customer awareness of Eco-Active initiatives

The biggest challenge that the Green Team at SSD has faced in 2013 is changing cultural attitudes and behaviours as they relate to Eco-Active initiatives in the department. There is a strong commitment from senior management to implement improvement initiatives which has in turn helped promote awareness and drive through positive changes.



Department of Transport and Technical Services

Status: Partially accredited.

Parking Control and Driving Vehicle Standards - July 2011

Animal By-Products - April 2013

Cleaning Services - May 2013

South Hill Offices - February 2013

Parks and Gardens - November 2013

The T&TS Department covers a wide range of service areas over several different sites. There are now 5 service areas fully accredited and it is anticipated that the remaining service areas will achieve accreditation in early 2013.

All service areas have implemented the corporate targets in terms of resource use and procurement.

The TTS offices have, for some years, been using recycled paper, recycling waste paper, batteries, aluminium cans and glass.

TTS has a great responsibility to prevent pollution, completion of the pollution prevention plan as part of Eco-Active States accreditation has led to significant environmental improvements being made at a site.

The Department fully recognises that its main environmental impacts are a result of the services that it operates and the way they are carried out. This is the main focus of their Eco-Active implementation.

A selection of actions for the accredited sections is included below:-

South Hill Offices

- T&TS operates from several sites and in some cases like South Hill, the site is shared with Department of the Environment – Green Team members from each department have ‘joined forces’ to further progress the Eco-Active States scheme
- Procurement of 10 Electric cars on trial and coordination of rollout across 3 Departments took place start of 2013
- Removal of drinks vending machine at South Hill offices end of May ’13 – now using Fair trade products only
- Lead the Island wide Cycle Challenge and also participated – T&TS won the 500+ employee category,
- Improved bicycle parking by taking out the Director of Transport’s parking space at the front of it’s building at South Hill and replacing it with covered bicycle parking.

Cleaning Services



- Office cleaning – reduced the use of blue kitchen rolls
- Replacement sweeper purchased in September uses a lot less water

- Stopped using chemicals when pressure washing slipways, seaside steps etc
- Heating and lighting put on timers at St John depot – trips to the depot also minimised
- 4 powerful yard lamps put on timers
- Changes in the type of cleaning mop heads have resulted in less wear on washing machines (now lasting longer)
- 100% eco-friendly cleaning products trialled at La Collette toilets, now going out Island-wide. Also a lot less water was used in the trial
- 100% eco-friendly cleaning product now being used in public car parks and in bin bays and shutes in Housing Estates
- Stopped the use of paper towels in 45 disabled toilets
- Purchased replacement floor scrubber in August with eco option which uses less power and less water but still does a good job



Parking Control and Driving Vehicle Standards

- Car parks section is in the process of installing light sensors to all our lifts (8) so when not in use the lights will

be off this will be of benefit to our long stay car parks as they are quiet between the rush hours.

- Car parks using monthly team briefs for highlighting any Eco campaign and asking for ideas
- Car Parks have now moved to fair trade
- Monitoring and keeping the temperature constant in the staff canteen at Car Parks



Parks and Gardens

- During dry spells use water wisely
- All chemicals stored in connection with pollution plan
- Ensure environmental considerations are included in the commissioning and procurement of other goods and services.
- New fuel efficient machinery specified.
- Old fertilizer distributors with poor calibration replaced with more efficient machinery.

The Non-Ministerial Departments

Morier House: accredited October 2011.

Judicial Greffe: Accredited December 2012

Probation and After Care: Accredited December 2012

The accredited services have all successfully adopted the corporate energy and resource use commitments and are operating within the sustainable procurement principles. As these are largely office based services, they recognise that these are the main issues where they have any environmental impact and are working with the Eco-Active States project team to identify energy saving opportunities wherever possible.

Highlights from these service areas include:-

- Raise awareness of energy use - switching off their computers at night..
- Coordination of confidential waste shredding on site, saving resources and costs
- Monitoring of recycling bins has resulted in high usage.
- Re-using envelopes
- Increase in number of staff who cycle or walk to work on a daily basis.

Probation and After Care: Accredited December 2012

This service has enthusiastically embraced the Eco-Active states resource use targets by adopting managed print,

Ensuring only Fair Trade products are purchased, taking part in the Cycle Challenge and using provided recycling bins.

In addition, the service recognises that positive environmental impact has wider social and economic benefits which are as important as managing their own operations and resource use.

Key actions include:-

- Staff bringing in shoe boxes for Community Service which are wrapped for humanitarian aid.
- Community Service collect unwanted headed paper and make into writing pads for humanitarian aid.
- Car sharing up to the prison
- Recycling office furniture – old furniture given away to other departments, e.g. chairs, desks etc.
- Encouraging everyone to think positively about Managed Print. Staff can now see the value of scanning acts of court and bail forms to other agencies that we deal with.
- Over 2,500 hours of community service for the Environmental Department
- Introduction of light sensors in hallways
- Shared refuse bins with CLMH to encourage a “waste not want not” culture.
- Cycling to home visits and meetings.



9. Eco-Active States 2014

As part of the continual environmental improvements required by Eco-Active States, departments are required to give an annual update of the progress made with their action plans and submit an environmental update of their targets for the year ahead. Progress will be reported back in December 2014.

The following actions will be implemented in 2014:-

1. All remaining departments are to be accredited to Eco-Active States with the exception of H&SS.
2. Continue to embed monitoring procedures to make sure that all departments are able to report against key environmental indicators in the areas of energy and water consumption, waste production; fleet car and air miles travelled per department and overall paper consumption.
3. Continued promotion of environmental awareness using the five priority areas of procurement, water, transport, energy and waste.

The next EAS annual report will be produced in January 2015. If you have any comments please send them to:

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