

## Core GLA Environment Policy

### ***Background***

The core GLA is made up of the Mayor, the London Assembly and their staff. This Environment Policy sets out the GLA's aims to improve the sustainability of its own operations; influencing the sustainability of London and enabling it to lead by example. The aims will be reviewed annually.

The core GLA Environment Procedure contains the specific aims and objectives to reduce the organisation's environmental impact.

### ***Scope***

The aims apply to areas where the GLA impacts on the environment, through the management and administration of:

- City Hall (including the catering operations) and the GLA's other property portfolio though the policies are applicable depending on building size, tenure and age
- Trafalgar Square and Parliament Square gardens

### ***Aims***

The GLA aims to continuously improve its environmental performance, as far as resources allow, and will do this by:

1. ensuring compliance with all relevant legislation
2. conserving energy, water, paper and other resources
3. seek to maximise the use of renewable energy
4. reducing waste through minimising consumption, re-using and recycling and by using refurbished, recycled and recyclable equipment, products and materials
5. reducing emissions of air pollutants and the propagation of noise
6. not using ozone depleting substances and minimising the release of greenhouse gases
7. using a procurement strategy to ensure that environmental and sustainability issues are proactively addressed in all aspects of the procurement process
8. ensuring the goods purchased by the core GLA, which derive from natural sources, do not have an adverse effect on the environment and comply with EU and international trading rules whenever applicable. Organic and Fairtrade food and drink will be purchased whenever possible and, where applicable, products will be bought that are animal cruelty free.
9. influencing the GLA group, business and local authorities in London to develop their own Environmental Policy Statements and sign up to the Mayors' Green Procurement Code.
10. developing and maintaining effective management systems and reporting on activities and progress annually.

Ken Livingstone, Mayor of London

## GLA Environment Procedure

### ***Introduction***

The GLA Act 1999 defines the power of the GLA to further any one of the three main purposes, to promote:

- economic development and wealth creation in Greater London
- social development in Greater London
- the improvement of the environment in Greater London.

When exercising this power the GLA will have regard to the effect on:

- the health of persons in Greater London
- the achievement of sustainable development in the United Kingdom.

This GLA Environment Procedure sets out the GLA's policies to improve the sustainability of its own operations and so influence the sustainability of Greater London. It provides a model to enable the GLA to lead by example. These policies are based on current knowledge and may well change in the future to reflect new developments.

The policies apply to the areas where the GLA impacts on the environment, through the management and administration of:

- City Hall (including the catering operations) and the GLA's other property portfolio though the policies are applicable depending on building size, tenure and age
- Trafalgar Square and Parliament Square gardens

The rest of the 'GLA group' – Transport for London, Metropolitan Police Authority, London Fire and Emergency Planning Authority and the London Development Agency – are developing environment statements that build on good practice within the GLA group. Co-ordination of environmental policy across all five bodies enables more effective delivery of sustainable goods and services in London.

This Environment Procedure will be regularly reviewed with the aim of improving its sustainability potential. The GLA will report on the performance against policies contained in this procedure on an annual basis. A definition of sustainability, paraphrased from a UN Environmental Programme is; "...meeting the needs of people today without destroying the resources that will be needed...by persons in the future; based on long range planning and the recognition of the finite nature of natural resources..".

### ***Responsibility***

#### ***Corporate level***

The Mayor and Chief Executive are jointly accountable for integrating environmental and sustainability considerations into the work of the GLA, whereas Departmental Directors are responsible for meeting the policies and objectives contained within this document across the GLA. The Director of Corporate Services is responsible for the overall co-ordination, monitoring, and reporting on the GLA's environmental policies and how they have been implemented. Facilities Management will produce an annual statement to compare achievements to targets and plans will be included to make further improvements in forthcoming financial years. The Director of Policy and Partnerships will continue to provide specialist environment advice and collaborate in this work.

***Local Management level***

City Hall is designed to minimize its impact on the environment, using 25 per cent less energy than the equivalent volume rectangular building. It contains technologies to further reduce energy use as well as water consumption. The GLA will ensure City Hall is operated efficiently to maximise the potential of the design. The GLA is also responsible for the management and maintenance of Trafalgar Square and Parliament Square garden. Each Departmental Director is expected to;

- adopt the Environment Policy and Procedure
- prepare and maintain action plans and targets, taking account of the corporate objectives and targets in this Procedure
- monitor performance and report progress on the activities of their department annually.
- complete agreed data-gathering activities
- make an annual progress report to the Mayor

***Individual level***

All Assembly Members, staff and any contractors working for the GLA are expected to follow the principles of the Environment Policy and Procedure, and any related guidance. They must co-operate with any activities or actions meant to help achieve the GLA's Environment Policy.

***Procurement***

The GLA will conduct its business responsibly and in a manner that gives assurance that sustainability is always central to all business decisions and processes. When assessing businesses for new contracts the GLA request all necessary information (eg, a company's environment strategy and those of their subcontractors and suppliers) to ensure that the chain of supply will have as minimal effect on the environment as possible.

Condition 14, of the Contracts Code of Practice, contains a standard contract condition. It is available on the intranet and concerns environmental issues. This places a contractual obligation on contractors to provide services in accordance with the GLA's Environment Policy, to conserve energy and other resources and to minimize damage to health and the environment. There is also a requirement to use recycled paper and print on both sides wherever appropriate.

Because procurement has a very significant effect on the environment the Mayor has developed a Green Procurement Code for London in partnership with London Remade, so that businesses and local authorities will use quality recycled materials that are competitively priced. The London Remade project is charged with increasing the amount of recycled products on to the market. The GLA seeks to buy these products in preference to those from non-recycled sources.

The GLA is constrained, by the Local Government Act 1988 S.17, in including certain clauses into this statement. These clauses are classed as 'non-commercial' and so thought to be anti-competition. It prevents the GLA from including clauses that have no direct relation to the fulfilment of a particular contract; such as specifying an emissions standard for some contractors' vehicles or buying locally produced goods.

The GLA is committed to Best Value and achieving value for money whilst:

- complying with the law (including EC procurement rules and international agreements on trade)
- taking account of guides for suppliers and buyers and other official guidance (such as HM Treasury and DETR (now Defra) joint note on environmental issues in purchasing and Defra's Green Guide for Buyers)
- striving to create equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression
- taking account of whole-life costs, quality, environmental impacts and other benefits, and not just the initial price
- ensuring procurement is consistent with this statement, by conducting at least one pilot project or environmental audit each year covering a part of the GLA
- specifying recycled products and re-refined mineral oils where practicable and where they offer value for money, taking account of whole life costs
- using the European Commission's mandatory energy-labelling scheme, buying the most energy-efficient products where they give value for money, taking account of whole-life costs
- making use of the environmental labels of the recognised ecolabelling schemes to help identify environmentally-preferable products (i.e. those with a low environmental impact)
- making use of criteria already established under official ecolabelling schemes (where available and relevant to the contract) to improve specifications for products and services
- using the government's Green Claims Code to inform our buyers and challenge suppliers who provide product information that appears to contravene the code's standards
- evaluating, as appropriate, the environmental performance of tenders when relevant to the contract
- where relevant tenders will be required to state what Environment Management System has been put in place if any, or if their organisation has been officially accredited.

### ***GLA group and other organisations***

This Procedure will help the whole of the 'GLA group' improve the sustainability of their operations. Whenever practicable the GLA group share knowledge of procurement activities to achieve economies of scale, eliminate duplication and strengthen each other's Environment Policies. These Environment Policies can be used as examples of best practice by other organisations in London and the UK. The GLA will:

- discuss policies within the GLA group and other organisations to help improve the sustainability of London
- provide assistance on policy aims and best practice where appropriate
- work in partnership with the London Remade project to stimulate the market in recycled products

- incorporate new policies and objectives as new information emerges.

### ***Estate management***

The GLA will continue to apply best practice in managing its estate by:

- ensuring as far as possible that GLA land does not pose an actual or potential threat to human health or the environment, for example from contamination of the soil, ground water and surface water from buildings and building materials and from the migration of gas
- ensuring so far as is possible that we respect the conservation of biodiversity, especially if Sites of Importance for Nature Conservation are involved, or where we could further the Mayor's Biodiversity Strategy and the UK and London Biodiversity Action Plans
- carrying out the Building Research Establishment's environmental-appraisal method (BREEAM) assessments when planning new or substantially refurbished premises
- introducing and maintaining high standards of energy and environmental management, including noise
- continually seeking improvements to indoor air quality, following advice on best practice in guidance such as:
  - a. Defra's Guide Towards More Sustainable Construction - Green Guide for Managers on the Government Estate
  - b. Building Research Establishment's and Energy Technology Support Unit's best practice programmes
  - c. Building Services Research and Information Association's (BSRIA) Environmental code of practice
  - d. The Construction Industry Research and Information Association's (CIRIA) Environmental handbook for building and civil engineering projects.

### ***Aims***

The GLA aims to continuously improve its environmental performance, as far as resources allow, and will do this by:

- ~~11.~~ ensuring compliance with all relevant legislation
12. conserving energy, water, paper and other resources
13. seek to maximise the use of renewable energy
14. reducing waste through minimizing consumption, re-using and recycling and by using refurbished, recycled and recyclable equipment, products and materials
15. reducing emissions of air pollutants and the propagation of noise
16. not using ozone depleting substances and minimizing the release of greenhouse gases
- ~~17.~~ using a procurement strategy to ensure that environmental and sustainability issues are proactively addressed in all aspects of the procurement process
- ~~18.~~ ensuring the goods purchased by the core GLA, which derive from natural sources, do not have an adverse effect on the environment and comply with EU and international trading rules whenever applicable. Organic and Fairtrade food and drink will be purchased whenever possible and, where applicable, products will be bought that are animal cruelty free.

19. influencing the GLA group, business and local authorities in London to develop their own Environment Policy Statements and sign up to the Mayors' Green Procurement Code.

20. developing and maintaining effective management systems and reporting on activities and progress annually.

Specific objectives for each area of the GLA's responsibility, expanding these aims, are included in the following pages.

### ***Guidance***

Building Research Establishment

[http://www.bre.co.uk/services/Sustainable\\_construction.html](http://www.bre.co.uk/services/Sustainable_construction.html)

CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora)

<http://www.unep-wcmc.org/index.html>

Ethical Consumer website

<http://www.ethicalconsumer.org/>

Environment Agency

<http://www.environment-agency.gov.uk/subjects/waterres/286587/?version=1>

Forestry Stewardship Council

<http://www.fsc-uk.info/>

London Remade

[http://www.londonremade.com/london\\_remade/index.asp](http://www.londonremade.com/london_remade/index.asp)

Defra Greening Government web site

(<http://www.defra.gov.uk/environment/greening/index.htm>) includes guidance and advice for purchasers and property centre managers, as well as other relevant guidance and information.

Defra Noise and Nuisance web site

<http://www.defra.gov.uk/environment/noise/index.htm>

BSRIA (Building Services Research and Information Association)

<http://www.bsria.co.uk/>

CIRIA (Construction Industry Research and Information Association)

<http://www.ciria.org.uk/>

## ***Objectives***

### ***Conserving resources***

#### ***1. Energy***

The majority of energy produced in the UK comes from the burning of fossil fuels – principally coal and gas. Waste products include air pollution emissions such as oxides of nitrogen and sulphur dioxide and carbon dioxide that contributes to climate change. 80% of London's CO<sub>2</sub> emissions result from energy use in buildings. There is a national target to reduce CO<sub>2</sub> emissions by 20% of 1990 levels by 2010 and the Mayor is proposing London adopts this same target.

The GLA:

- have purchased electricity from renewable sources for City Hall since October 2002. This action reduces the GLA's emissions of CO<sub>2</sub> and also makes the organisation exempt from the Climate Change Levy of 0.43p/kWh.
- use products, such as light bulbs or fluorescent tubes that are low energy and recyclable and recycle them
- improve energy efficiency by:
  - a. promoting best practice through, for example, giving practical advice to managers and staff – including a checklist on how to reduce energy consumption from using electronic equipment (including computers, photocopiers and lights)
  - b. buying energy efficient, value for money equipment; and where appropriate, taking advantage of public-private partnerships
  - c. introducing new, more energy-efficient technologies and techniques without sacrificing productivity or comfort
  - d. seeking to employ renewable energy technologies into its property portfolio whenever possible
  - e. increasing the insulation of any additional property acquired within the GLA portfolio whenever practical.
- contribute to achieving the national target. Following the BREEAM assessment the GLA will aim to further reduce its levels of CO<sub>2</sub> emissions and establish a GLA target on reducing GLA energy use
- Facilities Management will monitor and report on energy usage (and from GLA's transport use when data collection methods permit) and will set appropriate targets.

#### ***2. Electronic equipment***

It is easy to throw away equipment rather than repair or recycle it. The GLA will assess what option should be used in each specific case. The GLA:

- identify and buy electronic equipment that is rated as energy efficient as possible ('A' rated), conforms to EU standards, is capable of being recycled or reused at end of GLA use AND is recycled or reused
- identify and buy electronic equipment that is as quiet as possible, for example for cleaning, copying etc.

- ensure that consumables and their packaging, such as toner holders for photocopiers and printer cartridges are capable of being recycled or reused AND that they are recycled or reused
- follow HSE standards for operators of electronic and electric equipment and ensure that appropriate furniture etc. is provided for their use.

### 3. Paper

Use of paper is increasing. It is important to use paper manufactured from recycled post consumer waste as well as reduce its use. The GLA:

- use paper from the 'Paper for London' scheme. It is manufactured from locally collected paper and recycled in a local paper mill and contains 100% genuine post consumer waste that has been de-inked and manufactured using non-chlorine bleaching agents. The GLA will use this for all work not requiring specialist papers
- purchase orders for publications must specify 100% recycled paper is used where work does not require specialist papers. In these circumstances the best alternative must be used; eg 75% recycled and 25% from sustainably managed forests
- ensure that all paper (writing paper, newspapers and magazines) and cardboard packaging and other products are reused or recycled where possible
- in exceptional circumstances where only virgin pulp paper products can be used, it should come from sustainably-managed woodlands and that both the pulp and the recycling process is chlorine free, i.e. manufactured using non-chlorine bleaching agents such as oxygen, peracetic acid, sodium peroxide or more efficient pulping techniques
- ensure that, wherever possible, material is sealed (if this is necessary) using a water-based varnish (not a plasticised finish) and any binding uses materials that do not make it harder to recycle
- ensure that paper products are packaged in materials that can themselves be recycled
- reduce paper use, for example by:
  - a. double-sided printing and copying wherever possible. Printers that have this capability are set up to print double sided as standard
  - b. purchasing new printers and photocopiers that are capable of printing double-sided
  - c. reusing paper, wherever possible, before it is recycled
  - d. making best use of alternative technologies and electronic media.

### 4. Waste

Production of waste is increasing, as is its impact on the environment. Government has set national targets to reduce waste and the GLA will have strategies to reduce waste through the Mayor's Municipal Waste Management Strategy. These targets (to recycle 17% by 2003 and 25% by 2005) relate to municipal waste, whereas the GLA's office waste is classed as commercial waste.

The GLA has set up an in-house recycling scheme for paper, cardboard, envelopes, cans, bottles, disposable drinking cups, printer and toner cartridges. The GLA's waste contractor collects all general and recycled waste from City Hall and sorts it into the various recycling streams. Other specific recycling, for computer equipment, for example, is dealt with when the need arises. All waste is dealt with according to the law and best practice guidance.

To stimulate the market for recycled materials the GLA is involved in the London Remade Project. Its aims are to promote innovative technologies to create new recycled materials, provide technical assurance that materials meet strict quality definitions and encourage reliable supplies of suitable recyclable waste. In short, the aims are to create a virtuous circle to aid sustainable development.

In the six months to December 2003, approximately 6,000 kg of waste was generated in City Hall. Of this waste, 45% was recycled – beating the GLA target to recycle 40% of total waste from City Hall by March 2004. The new waste target is set out below. Food waste comprises a large proportion of the waste collected at City Hall. The legislation covering food prohibits the GLA from composting waste food at the current time. The recycling target for litter collected on Trafalgar and Parliament Squares is set out in section 17 (litter and graffiti).

The GLA is committed to dealing with waste in line with the waste hierarchy by:

- **reducing the amount of waste it produces by;**

- carrying out a 6 monthly waste audit of City Hall
- negotiating with suppliers to buy goods that have as little packaging as possible and to take their packaging back, where practicable.

other waste minimization activities are included under individual topic headings in this document (for example; paper use and toner cartridges)

- **reusing** as much of its waste as possible (this applies especially to paper (3), electronic equipment (2) and furniture (6))
- **recycling** as much of it's waste as possible by;
  - aiming to recycle 50% of GLA waste from City Hall by March 2005
  - setting future targets by March 2005 following further waste audits

The GLA also;

- encourages staff to use the waste hierarchy (reduce, reuse and recycle) through education and awareness raising
- endeavours to purchase goods, supplies and equipment that are manufactured with a high proportion of raw materials sourced from reprocessed waste
- reduces hazardous waste through buying less hazardous products, recycling and regularly reviewing procedures and practices to make sure hazardous waste is stored separately from non-hazardous waste
- disposes of clinical waste in line with legislation
- assesses how laundry is processed to ensure the environmental effects of the detergents used and the amount and temperature of water are as sustainable as possible.

## 5. *Water consumption*

Water consumption is increasing in the Southeast – having both an energy (from the production of drinking water) and environmental impact (where too much water is extracted from rivers and aquifers). The Environment Agency gives a typical water use in UK offices as 50 litres (0.05 m<sup>3</sup>) per person per day. The GLA:

- reduce water consumption in City Hall by:
  - a. using ground water to cool the building, flush toilets and for site irrigation
  - b. utilising water meters to ensure good water conservation
  - c. following best practice, for example the Environment Agencies water use leaflets
  - d. specifying water-efficient appliances and equipment.
- review monitoring and metering arrangements in any non-metered buildings in which GLA staff are sole or part occupants, with a view to extending any GLA target to these whenever necessary.
- will monitor and report on water usage and will set appropriate targets via the Facilities Management section.

## 6. *Furniture*

A wide range of materials is used to make furniture for offices. Re-using and recycling furniture will reduce waste and help conserve resources. Used furniture can be cleaned so 'second hand' should not be regarded as 'second rate'. The GLA:

- re-use all serviceable furniture before buying new items
- will ensure all serviceable furniture that is no longer needed by the GLA will be sent for reuse
- dispose of broken furniture in the most environmentally sound way
- will continue to investigate new furniture made from materials that have been recycled or reused.

## 7. *Wood*

Forests provide a rich range of habitats for wildlife and have a high recreational value. Ensuring that all timber comes from properly managed sources is important, as they are a dwindling resource. It is also important to ensure imported timber is managed sustainably and production has not had a harmful effect on people or the environment. The GLA:

- purchase sustainably produced timber and timber products (such as joinery, fittings, furniture and veneers), specifying that products carry the Forestry Stewardships Council (FSC) Certificate. If that is not possible then specifying in orders and contracts that suppliers provide independently verified documentary evidence that their timber has been lawfully obtained from forests and plantations that are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous people.

Evidence of sustainable production might take the form of a certificate issued under a credible, preferably independent, verification scheme. It might consist of other documents that demonstrate that timber producers are following an environmental

management system, conforming to internationally recognised principles, such as the Helsinki Guidelines. (More information is in Defra's Green Guide for Buyers.)

- make sure that timber purchases are made according to international agreements, such as the International Tropical Timber Agreement (ITTA)
- consider buying reclaimed timber or products made from reclaimed timber where practicable
- put in place procedures for monitoring timber procurement policies, exchanging information and examples of best practice with other organisations and agencies.

### *8. Global sustainability*

The widely used slogan 'think globally, act locally' is still valid. Considering the global impact of our actions is part of sustainable considerations. The GLA:

- prefer to buy locally produced goods whenever possible
- do not encourage the use of products of companies whose trading policies are unethical. There are many ways of corroborating evidence, for example from Amnesty International and the Ethical Consumer website ([www.ethicalconsumer.org](http://www.ethicalconsumer.org))
- do not buy products that have been produced in contravention of the CITES agreement
- strive to use products that have been produced without causing cruelty to animals

### ***Reducing pollution***

### *9. Climate change*

Human activities can increase the emissions of 'greenhouse gases'. Once in the atmosphere, these gases are responsible for global warming. The GLA reduce greenhouse gas emissions by:

- occupying City Hall; a building already designed to use 25 % less energy than an equivalent volume rectangular building
- buying 'green electricity' for City Hall
- seeking to buy 'green electricity' for other buildings in the GLA property portfolio when practicable
- not using other gaseous and non-gaseous pollutants which contribute to climate change. Environmentally-preferable substitutes with little or no potential to contribute to global warming are used in all applications
- cutting emissions of carbon dioxide from vehicle emissions.

### *10. Ozone-depleting substances*

Certain chemicals, once in the atmosphere, have been shown to destroy the ozone layer that helps protect the earth from excessive ultraviolet radiation. One major impact is then a subsequent increase in human skin cancer. The GLA:

- do not buy any products which contain ozone-depleting substances, where there are suitable alternatives

- comply with Sections 33 and 34 of the Environment Protection Act 1990 by continuing to prevent equipment from giving off ozone-depleting substances and ensuring that at the end of its life, we recycle or dispose of equipment using appropriate technology.

### *11. Traffic congestion and vehicle emissions*

Exhaust emissions from traffic have been shown to have adverse affects on health. Two of the most important in this respect are oxides of nitrogen and fine particles (PM<sub>10</sub>). Reducing emissions will reduce concentrations in air.

To reduce congestion, noise and pollution from commuting, official travel, fleet management, visitors and deliveries the GLA:

- will prepare a (green) transport plan by 31<sup>st</sup> December 2004
- take account of Defra's Green Guide for Buyers and other official advice if the GLA ever buy or lease vehicles in the future
- review staff travel and subsistence rules and mileage rates, taking account of the aims and objectives of the GLA's (green) transport plan
- encourage staff to use the hierarchy of email, fax or post and only use couriers in exceptional circumstances. In preference the first choice of courier should be a cyclist. This will also reduce noise
- encourage staff to walk, cycle or use public transport to get to meetings etc.
- ask suppliers of goods and services to City Hall to provide an environment statement to demonstrate how the issues, outlined in the policies below, are being addressed:
  - a. use vehicles that comply to the latest 'Euro' emission standard or better. This should also reduce noise
  - b. use vehicles in an efficient way (co-ordinate deliveries and pickups by using the same vehicles for multiple trips and choosing the most efficient routes ) and use ones that are the correct size for the job. These policies should also reduce noise.

### *12. Asbestos*

Asbestos was used widely in buildings as a fire retardant. If damaged, asbestos fibres can cause specific lung cancers in people and is now either contained or removed from buildings. City Hall does not contain asbestos. If GLA staff occupy other buildings in part or solely in future then the asbestos status of the building will be assessed and any rectification will take place before staff move in.

### *13. Hazardous substances*

The Control of Substances that are Hazardous to Health (COSHH) regulations are now used to protect people from excessive exposure to substances that have been shown to be, or are thought to be, hazardous. The GLA:

- minimize the use of hazardous substances or techniques
- ensure that hazardous substances are stored, used and disposed of according to the law and best practice. Wherever appropriate building materials, furnishings etc. will be low emitters of formaldehyde, volatile organic compounds and other potentially hazardous substances
- will promote the use of animal cruelty free products in cleaning agents and other items.

#### *14. Batteries*

Batteries contain heavy metals that can contaminate land when disposed of. This disposal also wastes resources. The GLA:

- avoid using batteries (especially those with high levels of lead, mercury and cadmium) where there is a better environmental option offering value for money (e.g. rechargeable or solar cell products)
- will assess opportunities for recycling the batteries used by the GLA.

#### *15. Solvents and paints*

Linked to the (COSHH) Regulations. Solvents can be harmful to the person using the products and once they escape into the atmosphere can cause pollution. The GLA will:

- specify that staff and contractors should not use products containing potentially harmful solvents where they can replace them with low solvent or solvent free products, such as water or vegetable based paints, varnishes and glues.

#### *16. Bio-degradable substances*

These substances can rot down and then pose no further hazard to the environment. The GLA will:

- use biodegradable substances such as wood, cardboard and vegetable-based lubricating oils where they provide the best environmental option and value for money.
- investigate the use of biodegradable cleaning products

#### *17. Litter and graffiti*

Litter is unsightly and needs to be disposed of sensibly. Graffiti is antisocial and it will be removed from GLA managed property as soon as practicable. The GLA manage maintenance contracts on Trafalgar and Parliament Squares to collect litter and remove graffiti. More London Estates are responsible for the removal of graffiti and the collection of litter around City Hall. The GLA:

- keep the GLA's grounds clear of litter and refuse and comply with the Environment Protection Act 1990: Code of Practice on Litter and Refuse
- maintain the Squares to a grade A standard of cleanliness as set out in the Code of Practice on Litter and Refuse
- aim to reach a target to recycle at least 25% of litter collected on the Squares by April 2005, in line with the Mayor's Municipal Waste Management Strategy.
- aim to increase the percentage of litter recycled on the Squares by working with the contractor to extend initiatives that include the segregation of waste throughout 2004/05.

## *18. Noise*

Excessive noise can cause a nuisance and can also cause stress and damage hearing. The GLA will comply with statutes, regulations, by-laws and codes of practice to keep noise as low as practicable, by:

- installing and maintaining equipment so as to minimize noise and vibration
- using the quietest vehicles possible to carry out GLA duties and functions
- where possible avoiding transport, building work or other noisy activities at night
- setting an example in terms of noise management at its own events venues and open spaces
- regarding occupational health requirements when using equipment (to Health and Safety Executive standards). For example equipment such as headsets, including external call centre contracts, should incorporate safeguards to protect users from sudden increases in sound
- maintaining noise levels that permit building users to carry out their activities without stress. Special attention should be paid to the needs of those with a hearing or visual impairment.
- agree standards and guidelines to minimize noise levels of rallies, demonstrations and public gatherings on Trafalgar Square to limit disruption to neighbours.

## ***Improving sustainability***

### *19. Food and Drink*

Food production can use chemicals, such as fertilisers and pesticides, which can cause damage to the environment, taint food and affect animal welfare. It is common for food to be transported huge distances – using large amounts of energy and causing air pollution. The GLA will strive to balance these effects with cost when purchasing food and drink. The GLA will also seek to ensure that the Trafalgar Square café contractor adopts similar principles. The GLA:

- do not encourage the use of products from companies whose trading policies are unethical when purchasing food and drink
- are striving to reduce the ‘ecological footprint’ (described as the total productive land area required to sustain London’s population) of the GLA’s catering services through:
  - a. minimizing waste via the monitoring good house keeping in the City Hall café and Trafalgar Square café
  - b. providing reusable and recyclable packaging and utensils
  - c. reducing ‘food miles’ by sourcing food and drink grown and processed locally where possible, including organic food
  - d. striving to buy foods that are ‘in season’ and not imported by aeroplane
  - e. buying and promoting foods that are organic, ‘Fairtrade’ and are animal cruelty free
  - f. do not use genetically modified food within City Hall (suppliers are required to confirm their GM free status)
  - g. using inline water purifiers to provide palatable drinking water for meetings

- h. minimizing the amount of bottled water that is purchased
- i. sourcing wine that uses real cork rather than a plastic substitute.

## *20. Management and maintenance of GLA open space*

The GLA has responsibility for the management and maintenance of Trafalgar Square and Parliament Square garden. Careless use of material and resources can have a negative impact on the wider environment when managing grounds. As high profile public spaces the GLA will investigate best practice management methods for these areas and will develop policies and performance indicators that seek continuous improvement. Policies will include:

- substitute all slow renewables such as peat and Sphagnum moss by composting horticultural arisings and using organic wastes such as manure, leaf mould, bark chippings and coir
- ensure that sustainable sources of wood and stone are used in landscaping. Weathered limestone and other stone from unsustainable resources (e.g. beach pebbles) should not be used
- maintain grounds by using good husbandry and encouraging appropriate flora and fauna of biodiversity value
- facilitate access to all members of the public.
- the Christmas tree is recycled by feeding it through a chipper and composting.

## *21. Pest control, pesticides and artificial fertilisers*

Use of pesticides and artificial fertilisers have been shown to damage and accumulate in the environment. Pesticides and can be hazardous to people. The GLA will:

- minimize the use of pesticides and artificial fertilisers, by for example switching to natural methods of controlling weeds, insects and fungi and maintaining soil fertility wherever possible
- practice humane pest control within the law and with regard to other wild species.