



Escape2



Module 7

Environmental Sustainability
Implementation Questions

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MODULE 7 | Environmental Sustainability

Introduction and Instructions How to Use this Tool

You are going to start implementing your own environmentally sustainable approaches. The below questions will help you assess where you are in terms of implementing environmental sustainability in your tourism business.

The below questions should be considered, and answers provided by all staff. Start by considering your internal business, what you purchase, your external environment and landscapes, how you conserve, protect, reuse, and recycle where possible. Sit down with your staff especially those working in areas that you could be potentially negatively impacting the environment or business sustainability e.g., outdoor environment (e.g., landscaping, irrigation, signage), procurement (e.g., cleaning products, food, furniture, electrical appliances) health and safety (e.g., checking electrical appliances, water health), maintenance (e.g., replacing bulbs, plumbing, electrical) suppliers (e.g., food, souvenirs, bed linen, coffee)

When you go through these questions and come up with a set of answers, start prioritizing what needs to happen first, then what can be done in the short term, medium term and long term. Start working on educating how you will implement the environmental approaches required so that you can as a team move to being more consciously and aware of your environment and business sustainability. Make sure to complement your implementation with an Action Plan inclusive of roles, responsibilities, KPIs, dates, resources, actions, tasks etc...

Step 1 Answer each question honestly with your staff members

Step 2 Tick the check box to indicate what you already do. In the Priorities Box follow this prioritise as follows.

- **Priority 1** (needs to happen and can happen now (2-3 weeks))
- **Priority 2** (needs to happen but needs time (2-3 months))
- **Priority 3** (needs to happen but needs longer to implement (3-6 months))

Step 3 Assign a person responsible, set up an [Environmentally Sustainable Action Plan](#), have regular meetings to monitor, measure and keep moving forward.

The first box provides a sample response

Questions: Assess How Environmentally Sustainable You Are and Prioritize.

	Question	Answer
	<p>Do you already <i>take responsibility</i> for the potential impact your business causes to the environment?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you manage your wastewater and know where it goes? <input type="checkbox"/> Do you encourage your staff to carpool or use public transport? <input type="checkbox"/> Do you provide bikes for your staff? <p>✓ Do you make sure to use recycled water when cleaning machinery, buildings, cars etc?</p>	<p>Priority 1 Encourage staff to carpool and use public transport</p> <p>Priority 2 Provide bikes for staff</p> <p>Priority 3 Manage wastewater, get an expert in to assess.</p>
01	<p>Do you already <i>take responsibility</i> for the potential impact your business causes to the environment?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you manage your wastewater and know where it goes? <input type="checkbox"/> Do you encourage your staff to carpool or use public transport? <input type="checkbox"/> Do you provide bikes for your staff? <input type="checkbox"/> Do you make sure to use recycled water when cleaning machinery, buildings, cars etc? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
02	<p>What <i>conservation/reduction measures</i> are you undertaking for water, waste, and energy?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you use energy efficient lighting? <input type="checkbox"/> Do you conserve rainwater? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>

	<input type="checkbox"/> Do you have light sensors? <input type="checkbox"/> Do you have dual flush toilets?	
03	<p>Do you inform guests and educate staff on your environmental/sustainability ambitions?</p> <input type="checkbox"/> Do you have signage and information on how they can contribute to being environmentally sustainable? <input type="checkbox"/> Does your staff print on recycled paper? <input type="checkbox"/> Do you already have an Environmental Policy?	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
04	<p>Do you have a vendor/supplier policy?</p> <input type="checkbox"/> Do you make sure you do not purchase products that are toxic to our environment? <input type="checkbox"/> Do you purchase products that are Fair Trade, organic or from local producers?	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
05	<p>Do you manage your water?</p> <input type="checkbox"/> Do you use water and environmentally friendly cleaning products? <input type="checkbox"/> Do you use chemicals that can affect local waterways? <input type="checkbox"/> Do you use a linen service that is environmentally friendly? <input type="checkbox"/> Do you use cleaning methods that are environmentally friendly e.g., products or use shorter washing machine cycle?	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>

<p>06</p>	<p>Do you manage your energy?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you conduct an energy audit to determine your baseline energy use and see if there are any improvements that can be made? <input type="checkbox"/> Do you have an energy education program for staff? <input type="checkbox"/> Do you use natural lighting where possible or energy saving appliances and light fittings? <input type="checkbox"/> Do you use a SMART thermostat or light sensors? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
<p>07</p>	<p>Do you have an Energy Management Plan?</p> <p>This is a formal document and guide that acts as a checklist so all staff can follow a set of procedures e.g., power down office equipment, keep lights off in common areas when not in use, close guest room drapes to keep the sun out, turn down the heating bill even by 2 Degrees can save around €160 on a €1,000 bill.</p> <p>See Energy Management made easy for Tourism SMEs</p>	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
<p>08</p>	<p>How is your procurement and purchasing?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you use suppliers that are environmentally and socially conscious? <input type="checkbox"/> Do you purchase recyclable or compostable materials, bags, and food containers? <input type="checkbox"/> Do you purchase products that are from a renewable source e.g., upcycled furniture or recycled uniforms? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>

<p>09</p>	<p>Do you invest and protect your external environment?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have gardens that support biodiversity? <input type="checkbox"/> Do you provide flora and fauna spaces for bees? <input type="checkbox"/> Do you recycle your food? <input type="checkbox"/> Do you water flowers with rainwater? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
<p>10</p>	<p>Do you invest and protect your local communities?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you volunteer for local environmentally friendly projects and events? <input type="checkbox"/> Do you contribute to protecting local waterways and environments? <input type="checkbox"/> Are you part of an environmentally friendly group or board? <input type="checkbox"/> Do you share over produce with your local community or visitors? 	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>
<p>11</p>	<p>Do you have someone assigned and responsible for monitoring and implementing your environmental approaches?</p> <p>Do you know that most environmentally sustainable approaches fail because nobody takes responsibility. You should have a key contact and person in charge. Remember you can't manage what you don't monitor and measure.</p>	<p>Priority 1</p> <p>Priority 2</p> <p>Priority 3</p>

12

Do you train and educate your staff in environmentally friendly approaches?

They need to inform staff so that they are aware and can contribute. It should be a holistic, team orientated approach where everyone is responsible. This should be part of their induction training and an ongoing strategic measure in staff meetings and training modules.

Sample [Training Program for Tourism SME Staff](#)

Priority 1

Priority 2

Priority 3