Sustainability and health –
top tips
Reduce/Reuse/Recycle
2016
Reduce/Reuse/Recycle
Welcome to the BMA! We are proud of our efforts to provide an environmentally friendly working environment.

We all have a responsibility to ensure that our working environment is environmentally friendly and promotes health.

Our ethos is...

**Reduce/Reuse/Recycle**

And here is what you can do to help:

**Focus on Energy**

1. **Turn off all the office lights** and close windows at the end of the day.
2. Ensure window blinds are drawn up, to allow maximum use of natural daylight during the day. When leaving please close the blinds to help save heat loss.
3. **Switch off your computers** (don’t put on standby), printers, monitors, desk lamps and other office equipment **when not in use**, especially overnight and at weekends.
   - Don’t use screen savers as these use more energy, not less.
   - In meeting rooms, always switch off equipment after meetings have ended, including lights and air conditioning.
4. Make full use of the energy saving features on all printing devices.
5. **Don’t leave** your smart devices/phones on charger for longer than needed. **Unplug power adapters** when not in use.
6. **Turn off fans and individually controlled heaters** when not required and certainly before you leave the office for the day.
7. **Check that water taps** are not dripping, **reducing water consumption reduces bills too**. If you have a dripping tap, then email the person responsible for estates at your office. All BMJ kitchens are fitted with an (always on) boiling/cold tap. This tap should be used as your primary source for hot and cold beverages. Kettles are ONLY to be used if the tap is not working. If the tap fails, please contact Vivreau customer support service@vivreau.com clearly stating the exact location.

**Focus on Transport**

1. **Minimise the number of deliveries** to your office by consolidating orders, saving on the delivery carbon footprint.
   - For instance, reduce the deliveries from next day delivery to Tuesdays and Thursdays and make other arrangements for goods that are required urgently.
2. **Cycle to work** if you can.
   - If you are at BMA House there is a bike shed you can use, or you can use Santander bikes. The nearest bike station is on Endsleigh Gardens, just to the right of the Hilton Hotel.
   - Did you know we have a “Cycle to Work” scheme? For further information please contact HR, who can provide details of the flexible benefits scheme.
3. For meetings with others outside the building **why not use videoconferencing or teleconferencing**?
   - Some BMJ meeting rooms are fitted with equipment to allow for Skype and Google hang-outs. Microsoft Link and individuals can also use webcams with headsets from their desks.
4. Where possible use public transport to get to external meetings and events. If you have to use a taxi, in London we recommend our Green Taxi service (ask for a hybrid vehicle). Our regional and national offices will also have preferred taxi companies — please ask your regional or national contact for more details.
Focus on Waste: reduce/reuse/recycle

1. **Where possible** provide delegate papers electronically.
2. **Think before you print!**
   - Why not send it electronically or use a shared drive, but if you have to print use only recycled or FSC accredited paper.
   - Challenge yourself to a print nothing day (or week!).
3. Did you know that all printing devices can **print duplex** (double-sided) and/or **black and white** as a default?
4. **Paper...** don’t forget to consider reusing. If you’ve printed something on one side and it’s not confidential, collect the sheets and staple them so you can use the other side as a note pad.
5. Paper recycling — most offices have paper recycling facilities. At BMA House you can now recycle paper, coloured paper and cardboard in the same bin.
6. **Recycle cans, plastic bottles (including plastic milk bottles and coffee cups)** into the recycling bins available in your offices.

7. Where possible try and reduce the amount of disposable goods you buy eg buy a resuable coffee/tea cup which you can take to your cafe, or think about eating in instead of taking away.
8. **Recycle food waste**
   - If your kitchen or restaurant has a food waste (composting bin) available, make sure you use these for any left over food.
   - Please only deposit items that are labelled on the bin.

**Did you know...**

...the difference between ‘compostable’ (food waste) and ‘bio-degradable’ items?

- **Compostable** products are similar to bio-degradable ones, but when they break down they turn into a material that provides valuable nutrients to the soil.
- **Bio-degradable** products completely break down and returns to nature, decomposing into elements found in nature, within a short period of time.

“Nobody can do everything but EVERYONE can do SOMETHING!”
9. At BMA House in London we have full recycling stations in the restaurant and cafe. Other offices will also have recycling facilities – please ask for more information.

There are four categories we can recycle:
- Plastic & cans
- Food waste — please note at BMA House you can recycle BMA restaurant hot take-away boxes and napkins
- Cardboard
- General waste
10. **If you have large volumes of cardboard** place them behind the recycling bins, folded.
11. A**dd a strapline to your emails** to encourage others not to print them out, for example
   - ‘Please consider the environment before printing this email’
12. Batteries and toner cartridges must be recycled and not binned.
   - Battery recycling containers can be found in offices and supplied upon request.
   - All offices are responsible for recycling their toner cartridges via the boxes supplied by their cartridge supplier.
13. Reuse old folders and files — instead of ordering new ones. If you do order new stationery then order green products, ie recycled notepads, folders, etc.

**Focus on Purchasing**

1. Have a stationery clear out day!
2. **Coordinate** where possible your stationery orders with other departments to reduce the number of deliveries thus minimising the delivery carbon footprint.
3. Choose recycled or hybrid (FSC accredited) paper or items sourced from sustainable sources when ordering your stationery.
4. Where possible **ensure your suppliers are screened during buying and tendering processes**, specifically seeking out companies that actively pursue a CSR philosophy.
5. **Use re-manufactured ink and toner cartridges** – most offer the same quality as new.
6. **Use environmentally friendly cleaning products** in your office kitchens.
7. Think before you order a new laptop, phone or other electronic device — do you really need it?

**Focus on CSR (Corporate Social Responsibility):**

1. Take part in **community projects**.
2. Give **Charity Gift Donations** through PAYE/GAYE.

**Focus on Innovation — if you want to do more, why not consider the following:**

1. **Become a departmental green advocate** and/or join BMA sustainability and health group (details below).
2. **Become** the “energy champion” for your department, office or division.
3. **Eat locally grown produce.** For example, our caterers at BMA House, Baxter Storey, choose local, organic and fair trade products where possible and can supply provenance evidence and further information.
4. Consider keeping your own cutlery at your desk, instead of using disposables.
5. Send electronic Christmas cards.

**Remember you can use many of these tips at home as well as in the office!**

You can contact your local council for more information.
Contact details
Get in touch with anyone on the BMA/BMJ Sustainability and health group for any further information:

- Nicky Jayesinghe, Head of corporate development
- Sarah Bright, Head of events
- Maxine Reynolds, Events and sales planner
- Ian Wade, Head of estates, UK
- David Silcock, Procurement and contracts manager
- George Roycroft, Head of science and healthy living
- Arthy Santhakumar, Senior policy advisor
- Julian Sheather, Specialist advisor, Ethics
- Hannah Quigan, Senior policy advisor
- Darshna Gohil, Administrator
- Jackie O’Dea, Account manager, Technology services
- Rupert Coghan, Social intranet manager, Internal communications
- Shabbir Jiwaji, Digital content producer
- Vimal Patel, Group facilities manager, BMJ
- Pam Bell, Office manager, BMA Scotland
- Yvette Jacques, Interim Head of operations, BMA Wales
- Avril Campbell, Member engagement manager, BMA NI
- Michelle Songest, HR advisor (HR)
- Yasemin Dil, Corporate equality and inclusion manager

Chief officer champions:
Keith Ward, Chief executive
Andrew Dearden, Treasurer

For further information:
BMA/BMJ sustainability and health policy 2016
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CSR
Paper Round (our recycling partner)
http://www.paper-round.co.uk/index.shtml

Green Tourism Scheme – BMA House has achieved silver status as a Green events venue and are aiming for Gold!
http://www.green-tourism.com/
BMA specific CSR policy


Charitable giving and going green for good
At the BMA we believe in the ethos of corporate social responsibility and have embedded it throughout the organisation for a number of years, actively encouraging our staff and members to be socially responsible and to strive to improve the lives of those around them.

We consider how we can have a positive impact on the lives of staff, members, the environment, the local community and the interests of wider society. It means managing the economic, social and environmental impacts of our operations to maximise the benefits and minimise the negatives.

The whole organisation is involved in the process, from paying the living wage (in place since 1 January 2015) and giving charitably, to limiting our impact on the environment by reducing our carbon footprint and recycling all that we can.

Charitable giving
The BMA and our staff support charities in a number of ways: through a fund to promote the medical and allied sciences and the achievement of high quality healthcare, by supporting a charity of the year as voted by staff and through payroll giving.

Charitable purposes subcommittee
Our charitable purposes subcommittee considers requests from organisations for their charitable work on medically related activities. These must fall under one of three categories:

- Promoting the medical and allied sciences
- Maintaining the honour and interests of the medical profession
- Promoting the achievement of high quality healthcare.

The subcommittee meets each November to consider submissions and allocate donations for the following year. Funding is also reviewed annually and in 2014 £200,000 was available.

One of the projects supported by the subcommittee in 2014 was the Friendship Bench project, a lay health worker led, psychosocial project supporting people with mental health problems in the poorest township of Harare, Zimbabwe.

Read the case study to find out more.

Staff charity of the year
BMA staff select a charity each year to receive donations generated by fundraising activities throughout the year. These activities are organised by the BMA social team which also oversees the selection process to ensure it is as fair and transparent as possible.

The charity year runs from January to December, and staff can submit their nominated charities in December when a vote is conducted amongst staff to select the charity for the next year.

Note: This process is entirely internal and we are not able to accept external applications from charities.
BMA staff charity of the year 2016
The BMA staff charity of the year 2016 is Little Hearts Matter; a small charity raising awareness and providing support and information for children and their families diagnosed with single ventricle heart conditions.

Visit the Little Hearts Matter website for more information.

In recent years BMA staff have supported the following charities: Mental Health Research UK, Families Against Neuroblastoma, Winston’s Wish, Stepping Up, Canine Partners, Changing Faces, Kids for Kids, the Variety Club, the HALO Trust, Dreams come true, Blind Veterans UK, Sense and Contact a Family.

BMA charities
Independent from the BMA itself, BMA charities are two charities registered at the Charity Commission which help doctors (including non-members), and their dependants, and medical students in times of financial crisis.

“The grant has been of great help in funding my travel to and from my placement (which happened to be quite far). For the course, I have also been able to buy relevant books, and clothing for the wards. Any remaining money has been saved for next year’s fees. The grant has helped me substantially and this year has certainly been less stressful than it could have been.”

Medical students
The BMA Charities Trust Fund provides one-off grants for essential items such as utility bills, travel expenses and disability equipment. It also offers money advice from a licensed money advisor to assist with maximising income and managing debt. Additionally it assists medical students, the majority of whom are taking medicine as a second degree, and refugee doctors who are working to have their medical qualifications validated in the UK.

In 2013, 38 doctors received £33,900 and 86 medical students received £144,000.

The Dain Fund helps with the educational costs of doctors’ children including school clothing, school trips, essential IT equipment, grants for children at university and sometimes school fees. In 2013 over £22,700 was awarded to help thirty children.
Going green

We are a member of the Climate and Health Council, a network of health professionals seeking to inform and advocate on the health benefits of more sustainable living and the need to address climate change.

All of our staff play their part in addressing climate change. Activities range from adhering to our recycling policies throughout the organisation to lobbying IT suppliers to be more environmentally friendly. We also engage with local suppliers whenever possible and operate sustainable and ethical procurement policies.

Our Events Team were awarded the Green Tourism Business Scheme accreditation in 2012 – the largest and most established sustainable grading programme in the world – to demonstrate a business which is positively working towards being sustainable and accountable. They have now achieved a Silver grade.

We ensure that the companies with which we have contracts to provide services, such as catering and security, share the same core values and commitment to CSR.

Our contract caterer BaxterStorey is committed to supporting our environmental policy and actively promotes sourcing local produce to support local growers and reduce food miles, using disposables 95% of which are compostable or recyclable, collecting and sending waste oil for turning into bio-fuel, bottling their own UV treated and filtered water, sending all food waste for composting and where possible using farm assurance and welfare accredited products.

Recycling

We recycle an increasing proportion of the waste we generate. In 2014, more than 90% of the waste produced at BMA House was either recycled or recovered, with less than 10% going to landfill. Our long term goal is to send ‘zero to landfill’.

Reducing our carbon footprint

Our estates team has been working to ensure the BMA is reducing its carbon footprint by measures such as using low-energy light fittings, 100% renewable energy power supply, and improving facilities for people wanting to cycle to work.
The Technology Services team only replaces equipment when it stops working rather than because it has reached a certain age. It also changed its working practices to help reduce the BMA’s energy use. For example, files are now archived on a server that does not have to be backed up every night, which uses less energy.

We have invested in video conferencing and webcam facilities, reducing the need for staff and members to travel. Where travel is necessary more domestic committee travel has been switched from air to rail. More than 95% of rail and up to 70% of air bookings are made using an online travel system. And since 2008, the BMA has been using an environmentally friendly taxi company, which uses Toyota Prius electric hybrid vehicles and in some cases, all electric cars.
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