

Pre-Assessment Checklist



We have designed our Green Check checklist to help get you start your sustainability journey

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| Completing your checklist |  |  |
| This checklist is designed to help review where you are with each of the suggested measures and identify those that are already in place.  The checklist can also be used as an action plan for you and your team to monitor and record your progress. |  | **GLOSSARY OF TERMS**   * **MEASURE –** These are the questions and areas of your business we are interested in getting to know. * **TO DO / PARTIAL / DONE –** Mark a ‘x’ in the relevant box to indicate where you are with this measure. * **COMMENTS / EVIDENCE** – Write as much as you like in these boxes to list the policies and procedures you have, or plan implement. Give examples where you can. The boxes will expand to fit your content and include any relevant weblinks. |

**Please provide your business information in the box below.**

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| |  |  | | --- | --- | | **BUSINESS INFORMATION** | | | BUSINESS NAME |  | | ADDRESS |  | | BUSINESS TYPE |  | | CONTACT NAME |  | | PHONE No. |  | | email |  | |  |  |

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| PEOPLE - Communication | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Green/Sustainability Policy**  A customer facing sustainability / green policy or statement on your green business commitment. |  |  |  |  |
| **Sharing your Green Story/Information**  Communicate your green journey, actions, and green story to a wider audience. |  |  |  |  |
| **Green Social Media.**  Commit to regular green themed posts and/or content including #greentourism. |  |  |  |  |
| **Customer Feedback**.  Collecting green focused feedback can help identify areas of success and improvement. |  |  |  |  |
| **Green Tourism Brand**  Display the Green Tourism brand / logo to highlight your commitment to sustainable business practices. |  |  |  |  |
| **Other Green Awards/Accreditation/Recognition**  Have you received any other green awards/accreditation/recognition? |  |  |  |  |

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| PEOPLE - Awareness | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Awareness/training**  Ensure you and your team are provided with green focused training and development opportunities. |  |  |  |  |
| **Green Action Plan**  Develop a green action plan that helps to define your goals and drive your green journey. |  |  |  |  |
| **Green Purchasing Policy/Supplier Screening**  A green procurement policy/system ensures your purchases are the most eco-friendly options available. |  |  |  |  |
| **Maintenance regime**  A good maintenance plan ensures equipment and buildings remain efficient as possible. |  |  |  |  |
| **Specialist advice**  Seek specialist advice from sustainability / green technology experts when required. |  |  |  |  |

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| PEOPLE - Community | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Local Heroes/ Social Projects**  Help support and promote the local heroes and social projects in your community. |  |  |  |  |
| **Community environmental projects**  Help support and participate in environmentally focused projects in your community. |  |  |  |  |
| **National or international Charities/Projects**  Help support national or international charities and projects where possible. |  |  |  |  |

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| PEOPLE – Health & Wellbeing | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Customer & Staff health/protection**  Implement Government recommended COVID protocols, include any additional measures / COVID certifications or training |  |  |  |  |
| **Team Wellbeing & Mental Health**  Promote, support and/or provide mental health and well-being services for you and your team |  |  |  |  |
| **Customer Wellbeing**  Have measures in place to enhance your customers wellbeing |  |  |  |  |

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| PEOPLE – Equality, Diversity  & Inclusivity | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Equality, Diversity & Inclusivity Policy**  Ensure everyone associated with your business is treated equally and without discrimination. |  |  |  |  |
| **Accessibility Guide**  Provide a detailed accessibility statement/guide that is easily accessible online. |  |  |  |  |
| **Accessibility facilities**  Facilities and measures you have put in place to help people with disabilities. |  |  |  |  |
| **Ethical Practises**  A policy or procedures that ensures you are checking the ethics your products, services, and business practices. |  |  |  |  |

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| PLACES - Destinations | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Greener Customers**  Provide relevant information to help your customers be greener both in the destination and in your business. |  |  |  |  |
| **Cultural Heritage**  Promote or help conserve the culture, history, and traditions of your destination. |  |  |  |  |
| **Events / festivals**  Actively supporting and promote local physical or digital events and festivals |  |  |  |  |
| **Customers supporting local projects/ Campaigns**  Encourage customers to support your chosen charities or projects. |  |  |  |  |

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| PLACES - Experiences | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Local Experiences / Heroes (COVID)**  Promote and support authentic local experiences, local heroes, and hidden gems. |  |  |  |  |
| **Low Carbon activities**  Provide and/or promote low carbon experiences and activities. |  |  |  |  |
| **Specialist educational / cultural experiences**  Provide and/or promote specialist educational and/or cultural experiences. |  |  |  |  |
| **Tours & Activities (if provided)**  Ensure any tours / activities you offer are as sustainable as possible. |  |  |  |  |
| **Meetings / Events (if provided)**  Ensure any meetings / events you offer are as sustainable as possible. |  |  |  |  |

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| PLACES - Travel | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Public Transport**  Actively promoting/encouraging the use of public transport online and on-site. |  |  |  |  |
| **Business & Staff Travel**  Initiatives, procedures, and policies you have in place to limit the impact of business and team travel |  |  |  |  |
| **Electric Vehicles**  Promote and support the use of electric vehicles where possible. |  |  |  |  |
| **Group Travel (if provided)**  Reduce individual car use by providing or promoting group travel. |  |  |  |  |

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| PLACES – Food & drink | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Local Food and drink**  Provide and/or promote local food and drink. |  |  |  |  |
| **Ethically/responsibly sourced food and drink**  Provide and/or promote food and drink that is ethically and responsibly produced. |  |  |  |  |
| **Vegan & Vegetarian Food options**  Provide and/or promote vegan and vegetarian food and drink. |  |  |  |  |
| **Healthy Eating options**  Provide and/or promote healthy food and drink options |  |  |  |  |
| **Special & Religious Dietary Requirements** Provide and/or promote food & drink that can accommodate special & religious dietary requirements |  |  |  |  |

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| PLACES – Biodiversity | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Planting & Maintenance for Biodiversity**  Actively help support and promote biodiversity within and/or without your business. |  |  |  |  |
| **Habitats & Refuges for Wildlife**  Having/creating habitats or refugees for wildlife either on or off site. |  |  |  |  |
| **Conservation of Wildlife and Biodiversity**  Help support the conservation of wildlife and biodiversity either on or off site. |  |  |  |  |
| **Biodiversity Education & Information**  Providing biodiversity education and information for your customers, team and wider community either on site or off site. |  |  |  |  |
| **Supply Chain for Biodiversity**  Having a policy/procedure to ensure you are using products and/or food that are not damaging biodiversity in their production. |  |  |  |  |

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| PLANET – Energy | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Monitoring energy use**  Regularly monitor and analyse energy use from all fuel sources (electricity, gas, oil etc.). |  |  |  |  |
| **Lighting**  Utilise energy efficient lighting and controls throughout your business. |  |  |  |  |
| **Appliances**  When purchasing appliance make sure they are as efficient as possible ideally A+/AAA rated. |  |  |  |  |
| **Heating & Hot water**  Policies or procedures in place to ensure your heat & hot water system are run and maintained as efficiently as possible. |  |  |  |  |
| **Building fabric and insulation**  Buildings should be well insulated to help retain heat in winter and reduce overheating in the summer. |  |  |  |  |
| **Swimming Pools/Spas**  Policies or procedures that ensure the pool/spa runs as efficient as possible. |  |  |  |  |

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| PLANET – Water | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Monitoring Water**  Where possible, regularly monitor and analyse water use throughout your business. |  |  |  |  |
| **Water Conservation**  Policies, practices and technologies that help conserve water use within your business. |  |  |  |  |
| **Water recovery/reuse**  Systems and technologies, you have in place to recover and/or reuse water. |  |  |  |  |
| **Water Quality**  Systems / information you have in place to stop environmentally damaging products going down toilets / sinks |  |  |  |  |

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| PLANET – Waste | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Monitoring Waste**  Regularly monitor and analyse all types of waste. |  |  |  |  |
| **Avoiding/Reducing / Reusing / Recycling waste**  How do you avoid, reduce, reuse and recycle waste. |  |  |  |  |
| **Single Use Items**  Making changes and having initiatives in place to reduce single use items. |  |  |  |  |
| **Food Waste**  Have a system in place for disposal of food waste. |  |  |  |  |
| **Organic Waste**  Have a system in place for disposal of organic waste |  |  |  |  |
| **Special / Hazardous waste**  Policies and procedures for dealing with any special or hazardous waste. |  |  |  |  |

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| PLANET – Carbon | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Monitoring Carbon**  Regularly monitor and analyse the carbon emissions for your business (from energy, waste, travel etc). |  |  |  |  |
| **Carbon Management / Balance**  Policies or plans which detail how you will manage, balance, and reduce your emissions. |  |  |  |  |
| **Renewable Energy**  Consider a 100% renewable energy tariff or installing renewable energy technologies or systems. |  |  |  |  |
| **Adaptation**  Policies, procedures, or initiatives in place that assess and mitigate the risk of climate change on your business. |  |  |  |  |

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| PLANET – Chemicals | | | |  |
| Measure | To Do | Partial | Done | Comments / Evidence |
| **Cleaning Products/Systems**  Using environmentally friendly cleaning products that are phosphates, chlorine and chemical free. |  |  |  |  |
| **Laundry**  Using environmentally friendly laundry products that are phosphates and chlorine free. |  |  |  |  |
| **Hand Soap and toiletries**  Use and/or provide soap and toiletries that is paraben, SLS/SLES free and or sustainably sourced. |  |  |  |  |
| **Pesticides / Insecticides / Herbicides**  Avoid the use of herbicides and pesticides and opting for more natural methods. |  |  |  |  |

