SOGE SUSTAINABLE FOOD GUIDE 2017

SCHOOL OF GEOGRAPHY AND THE ENVIRONMENT

MARCH 2017 VERSION
Welcome to the SoGE Sustainable Food Guide 2017. The School is committed to improving the working environment for staff and students, as well as minimising our impact on the environment. This includes thinking about the food we provide on site.

This guide is designed to be practical not preachy, and to encourage rather than prescribe. I hope it is useful and thank the authors for their hard work on this project. Bon appetit!

Professor Heather Viles
A WORD FROM THE AUTHORS OF THIS GUIDE

We are delighted to release the first version of our SoGE Sustainable Food Guide!

What Oxford eats accounts for about a fifth of it's carbon emission\(^1\). This guide outlines best practices about food in SoGE with the aim to reduce our carbon footprint and encourage healthy eating while keeping in mind the human and physical limitations we operate with in SoGE.

Over the past year we have been working hard to understand the behaviours, practices and preferences around food in SoGE. We hope this guide will help you make informed decisions as you organise your events.

This guide is still a work in process - we will be refining it over time, so if you have any recommendations or questions, please get in touch!

ALICE CHAUTARD, JULIAN COTTEE & ANNE RYAN

WITH SPECIAL THANKS TO KAREEM HASSAN, OUR WORK EXPERIENCE STUDENT FROM CHERWELL SCHOOL (JULY-AUGUST 2015)

WHY THIS GUIDE

Food and drink consumption is a major cause of social and environmental impact. Annual environmental impact from food consumed by Oxford university students and staff:

- **LAND**: 5,700 hectares
- **ENERGY**: 638,000 giga joules
- **WATER**: 43M m³
- **EMISSIONS**: 80,000 tonnes CO2-e

This guide is for event organisers who procure food from outside catering companies. It provides you with the information and tools you need to make what you serve healthier, more ethical and more environmentally sustainable, while bearing in mind the human, financial and building related limitations we operate within in SoGE.

2. Generated from the 3Keel Food Print Calculator based on 22,602 students (Dec 2015) and 11,423 staff full time equivalent
This guide highlights best practices for organising food related events in SoGE, from project design all the way to event clean-up. We use sustainability from a systemic perspective, and beyond environmental sustainability it aims to incorporate human resources, physical and financial sustainability.
WHAT WE MEAN BY SUSTAINABILITY

When we talk about environmental sustainability we are usually encouraging the following guidelines:

FRESH & HEALTHY

Relatively unprocessed food with a diversity of vegetables, fruits, pulses and nuts is nutritionally optimal. Often less processing also means lower environmental impact.

LOCAL & SEASONAL

Lower food miles travelled typically means a smaller carbon footprint. Furthermore, supporting local farmers helps maintain regional agricultural production that connects urban areas to nearby farming communities.

EAT YOUR VEG

Meat and dairy products have a much larger environmental footprint than other protein sources. Best would be to offer a predominantly (or entirely!) vegetarian menu, but aim for at least 50%, with vegan options too. Check the list of caterers to find companies who can offer this.

SUSTAINABLE FISH

Seek Marine Stewardship Council (MSC) or organic accreditation for fish where possible. Fish on the Marine Conservation Society 'Fish to Avoid' list (www.goodfishguide.org) should be eliminated from menus.
ORGANIC
Chemical inputs used in conventional farming are a major source of pollution in our waterways and can diminish soil quality over time. Organic farmers do not use chemical inputs and are considered better stewards of the land.

ETHICALLY PRODUCED
Suppliers should not be taking unreasonable risks and making unreasonable salaries to produce and serve the food we consume. Vendors operating on campus should be paying a living wage, and working to ensure that suppliers down the chain are doing the same by, for example, only serving Fair Trade coffee, chocolate and bananas.

PLATES, GLASSES & CUTLERY
Even when the energy and water for washing is considered, the best choice environmentally is to use hardwearing washable crockery, glasses and cutlery, all available in SoGE. If for some reason you do need to use disposable items, choose recycled paper or plastic, but not biodegradable products, as there is no suitable composting currently available.

WASTE
Up to 1/3 of food produced is never eaten. Careful planning and asking for RSVPs can help you estimate the required quantities. Left-over food can be redistributed in SoGE (who doesn’t love free food?!).
What we've done to create the guide

**SoGe Food Survey**

In July 2016 we designed a survey with the help of Kareem Hassan, a work experience student from Charwell School. The survey, which had 110 SoGE respondents, gathered information on staff and students' preferences and behaviours around food. We have used the results to develop this guide.

**Meet The Caterers Event**

On 23 August 2016 we organised a 'Meet the Caterers' event to introduce the School to the staff's preferred caterers, as well as those that rate highest from a Sustainability perspective. We also reported back on the survey, opened the floor for suggestions, and used the opportunity to present our next steps.

**Focus Group Discussions**

Through Michaelmas we started building this guide, working on the 'Food Events Pathway'. Once we had a draft we organised focus group discussions with events organisers in the building to ensure it fit with their experience of organising events and ordering catering.

**Meeting with Rich Holden & Alex Black**

Throughout the process we have also met with Rich Holden, our Administrator, as well as Alex Black, our Facilities Manager to ensure any suggestions made in this guide would be compatible with the School's finances and building facilities.
FOOD EVENTS PATHWAYS

This section presents the steps and best practices to take into account in order to ensure your event is successful while maximising its sustainability performance.
INITIATION PHASE

Is Food a Requirement?

☐ Attracting an audience
☐ Networking, mingling
☐ Only time when people can meet
☐ Full day events (attendees need lunch)

Or consider hosting your work lunch elsewhere? There are a few options around SoGE. View p.24

What Type of Food?

☐ Snacks/Nibbles
☐ Finger Food/Canapes
☐ Sandwiches/Salads

Drinks/Beverages

☐ Coffee/Tea
☐ Alcoholic/soft drinks
INITIATION PHASE

What Resources will you need?

☐ Funds (what is your budget?)

☐ Help for set-up and clean-up
   *Please ensure to take it into account in your budget*

☐ Room booking & Room set-up

☐ Crockery, Flasks, Glasses, Mugs
   *Better than disposal plates/cups!*

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**Crockery**

<60 In general ok to do in-house (view inventory)

Rent it out: View Oxford Event Hire
www.oxforeventhire.co.uk

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**Coffee**

<40 can do in house

>40 Buy-in

*View list of recommended suppliers*
1. Avoid Event Overlap
   If the date is flexible, check with the events officer to avoid overlap with other events

2. Book a Room
   Bookings can be made with reception or facilities;
   If you are providing food/drinks make sure to book half an hour before and after the start & end of event for set-up/clean-up;
   During term time, teaching has priority over the use of rooms, and we will ask you to avoid ordering hot food during term time because of the smell;

3. Choose caterer from list
   View p.17-24

4. Discuss food, delivery and collection
   Book delivery at least 30min before the event

5. Contact Events or Comms Officers if help is needed with event promotion
6. Complete Facilities Booking Form

Include casual support request, room layout, specify event and lunch/coffee times, details including delivery, caterer, crockery and other items required;

7. Raise Purchase Order

Contact Finance at finance@ouce.ox.ac.uk
Include project and budget code, your name

8. Specify allergies and special diets with caterer

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**Recruiting student helpers**

Since 2016 we have a process in place to recruit DPhil students to help with set-up and clean-up for your event, at a cost of £15/hour. You will need to contact facilities with enough notice (we recommend at least 14 working days). Once recruited, please ensure that you have briefed your student helper in detail with regards to your needs for both set-up and clean-up.
1. **Room set-up + signage**
   e.g. make sure enough bins are available
   The Events Officer can help you with signage if needed

2. **Food Delivery**
   Please brief one of our receptionists;

3. **Food Source**
   e.g. incl. caterer, and their sustainability credentials

4. **Briefing for guests**
   - Food labeling (allergies, vegetarian etc.)
   - Indicating the bins (general waste, recycling etc.)

5. **Clean & Return crockery**
   All crockery must be returned clean (use dishwasher)

6. **General Waste & Recycling**

7. **Left-overs**
   - Cluster & place in SoGE, MSc or ECI common rooms
   - Note that the event/meeting organiser is responsible for the clean-up and distribution of left-over food (this includes removing all rubbish from the rooms and hoovering the carpet if needed)
WASTE IN SOGE

GENERAL & ORGANIC

We are currently in the process of investigating options for organic waste collection and will likely be running a pilot in May or June...

...Watch this space!

B L A C K   B I N S

P A P E R S & B O A R D S

G R E E N   B I N S

P L A S T I C S & C A N S

B L U E   B I N S
Unless you are planning to cook, your choice of caterer will largely dictate whether or not you can meet the above principles. For this reason, we have created a list of caterers we think are capable of fulfilling all or many of the guidelines. As the catering list is not exhaustive, we would certainly be happy to hear feedback regarding additions or deletions.
**The Vaults & Garden**

*Type of food:* delicious fresh salads, cheese soufflés (veggie/vegan friendly)

*Price range:* £6-9 per person

*Why they're sustainable:* food made of surplus ingredients from Worton Organic Farm; healthy & fresh; sustainable local beef; compostable dinner-ware;

*Other reasons why we like them:* friendly staff; always looking to improve their practices;

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**Waste 2 Taste (Previously Donnington Doorstep)**

*Type of food:* fresh salads, sandwiches, finger food, cakes (veggie/vegan friendly)

*Price range:* £6.5-£8.5 per person

*Why they're sustainable:* ingredients from Oxford Food Bank; healthy & fresh; compostable dinner-ware; committed to packaging cuts;

*Other reasons why we like them:* friendly staff; flexible & professional;

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**Oxford Food Company**

*Type of food:* sandwiches, cakes, finger/fork buffet, canapés

*Price range:* £6.5-10.5 per person

*Why they're sustainable:* reusable platters/containers; sustainability charter;

*Other reasons why we like them:* friendly staff; flexible; prompt; little clean-up required;
BAXTERSTOREY

Type of food: sandwiches, salads, cakes; nibbles, canapes;
Price range: TBD
Why they're sustainable: fresh, seasonal and local ingredients (where possible);
They work with 3,000 suppliers across the UK;
Other reasons why we like them: They are one of the University of Oxford recommended caterers

CHARLTON HOUSE

Type of food: sandwiches, salads, nibbles
Price range: TBD
Why they're sustainable: quality and fresh ingredients, local where possible;
Other reasons why we like them: They are one of the University of Oxford recommended caterers

WA!

Type of food: Indian food, salads and soups
Price range: £5-£10
Why they're sustainable: delicious food made of surplus ingredients from the Food Bank; healthy & fresh; in season vegetables;
Other reasons why we like them: friendly staff; flexible; prompt;
ORGANIC DELI CAFE

Type of food: sandwiches, salads, cakes;
Price range: £6-9
Why they're sustainable: organic & partly local ingredients;
Other reasons why we like them: friendly staff;

MORTONS

Type of food: sandwiches, nibbles, fruits
Price range: £6-9
Why they're sustainable: delivered by bicycle;
Other reasons why we like them: friendly staff; prompt; flexible; little clean-up required;

HAVE SOMETHING TO SAY ABOUT THIS LIST? LET US KNOW!
OXFORD FOOD COMPANY

What they offer: Coffee, tea, biscuits
Price range: £1.5-£3.5
Why they’re sustainable: rentable china crockery;
Other reasons why we like them: friendly staff; flexible; prompt; little clean-up required

WASTE 2 TASTE

catering@waste2taste.co.uk | 07952 498 589

What they offer: Coffee, tea, biscuits, home-baked cakes, scones, pastries;
Price range: £2.75-£4.50
Why they’re sustainable: ingredients from Oxford Food Bank; healthy & fresh; compostable dinner-ware;
Other reasons why we like them: friendly staff; local charity supporting low income families
TIDDLY POMMES

What they offer: Very local apple juice

Why they're sustainable: produced from East Oxford organic apples that would otherwise go unused; no ingredients added;

Currently sold at East Oxford & Wolvercote Farmer’s Market and occasional deliveries;

THE SHOTOVER BREWERY

What they offer: Pale & dark bitters, pale hoppy beer, dark rich beer (bottles, cases, polypins);

Price range: £7.5 - £105 (72 pints)

Why they're sustainable: craft brewery located just outside Oxford; seeking to eliminate waste and beer miles;

BOTHY VINEYARD

What they offer: White, Red, Rosé and sparkling wine;

Price range: £8.90 - £25

Why they're sustainable: Local grapes produced as sustainably as possible;
LAM BREWING

What they offer: Wheat Beer, Pale Ale, IPA (cans & kegs)

Price range: £6.5-10.5

Why they're sustainable: craft local brewery; some of their hops go into Sandford Sourdough artisan bread; grains recycled to feed pigs;

WATERPERRY GARDENS

What they offer: Local Apply Juice made from 22 varieties

Why they're sustainable: Apple grown, picked, pressed and bottled in Waterperry's five acres of orchards and fruit sheds.

We also recommend that you provide plenty of water for your guests
MANSFIELD COLLEGE

Type of food: sit down lunches; finger or fork buffet; canapes;

Price range: TBC

Mansfield was voted best for vegetarian and vegan food by The Oxford University Animal Ethics Society in December 2016.

TURL STREET KITCHEN

Type of food: sit down lunches; finger or fork buffet; canapes;

Price range: TBC

Turl Street Kitchen is a social enterprise. All profit we generate goes to support the work of the Oxford Hub. TSK does its best to provide fresh, health, in season and sustainable food. They received a 3 star award from the Sustainable Restoration Association in 2013.

LINACRE COLLEGE

Type of food: sit down lunches; finger or fork buffet; canapes;

Price range: TBC

We are looking for more options which we will include in future versions of the guide. Please let us know if you have any suggestions!
USEFUL CONTACTS
FOR YOUR EVENTS

events@ouce.ox.ac.uk

EVENTS OFFICER

- Assistance with the planning and organisation of your event (exact tasks to be determined with the events officer);
- Ensuring your event is planned as sustainably as possible;
- Help on the day if required;
- Promoting your event in SoGE and beyond (incl. posters, events listing etc.);
  Note that the Events Listing to SoGE and the ONE Network come out on Fridays during term time
- Book recording, or filming devices;

facilities@ouce.ox.ac.uk

FACILITIES OFFICE

- Room booking & room set-up;
- Recruit DPhil student helpers;
- Booking crockery;
- Parking Permits;
- Cleaning kit (hoover etc.)

comms@ouce.ox.ac.uk

COMMUNICATIONS OFFICE

- Help with events promotion (i.e. social media, press release, website etc.)
- Booking recording, camera, tripods (View the equipment kit by clicking here);
- Assistance with recording, taking photos, or filming;
USEFUL CONTACTS
FOR YOUR EVENTS

finance@ouce.ox.ac.uk

FINANCE OFFICE
- Raise purchase orders and pay invoices (please include budget codes);
- Set-up events on the online store;
- Assistance with any Finance/Budget related questions;

itsupport@ouce.ox.ac.uk

IT Office
- Assistance with any IT questions or problems;
- Wifi for guests;

reception@ouce.ox.ac.uk

RECEPTION
- Room booking;
- Parking Permits;
- Directing guests to rooms;
- Accepting deliveries;
FUTURE STEPS

1. CONTINUE IMPROVING AND REFINING THIS GUIDE BASED ON MORE RESEARCH & YOUR FEEDBACK

2. RECYCLE FOOD-WASTE (PILOT IN MAY)

   We want to reduce SoGE’s food waste. From tea bags, fruit peel, and left over food and more. Our aim is not only to recycle food waste, it’s also to reduce costs, and increase our recycling statistics. Our food waste can be recycled via Anaerobic Digestion plant in Oxfordshire. The methane produced is turned into a bio-gas that produces electricity to power homes and business (Source: Select Environmental Services). We will carry out a pilot-project during May and would welcome your help to do this.

3. TERMLY SOGE SOCIAL 'BRING & SHARE'

   We would like to launch a termly SoGE food social for an opportunity to mingle, socialise as well as celebrate fresh and delicious food. Watch this space, we will be announcing a date shortly!
Food For Thought

University of Oxford Environmental Sustainability Website
https://www.admin.ox.ac.uk/estates/ourservices/environment/

Good Food Oxford is a fantastic source of information to find out about anything food related in Oxford
http://goodfoodoxford.org/

SoGreen Environmental Platform (Intranet)
https://intranet.ouce.ox.ac.uk/sogreen/index.html

Foodprinting Oxford: How to Feed a City
http://www.oxfordmartin.ox.ac.uk/publications/view/1004

Oxford Local Food Directory (From Low Carbon Oxford North)
http://www.icon.org.uk/food/local-food-suppliers/
Food For Thought

Sustain - Alliance for Better Food and Farming
https://www.sustainweb.org/

Estate Services Page on Waste & Recycling
https://www1.admin.ox.ac.uk/estates/ourservices/environment/services/wasteandrecycling/

Select Environment
http://www.selectenviro.co.uk/
THANK YOU!

PLEASE GET IN TOUCH – WE’D LOVE TO HEAR FROM YOU

EVENTS@ouce.ox.ac.uk