Identify the organisation's most significant sustainability impacts

As a department or team, identifying your most significant sustainability impacts will help you address issues that are specific to your area and will help prioritise the actions you'll take in future. You can use the template on page 2 to record your impacts. Remember that sustainability isn't just environmental – think about the Sustainable Development Goals that cover a breadth of sustainability issues including health and wellbeing, inequalities and communities.

Firstly, start with your **positive impacts**. Perhaps you manage procurement or partners, or you help others with their sustainability improvements, or work with your local community. You may want to think about how you could expand, share, and celebrate these positive impacts further. Think about what your team does on a day-to-day basis – what your core functions are, what products you buy, how you travel etc.

Then think about your biggest **negative impacts**. The impacts could relate to energy use, waste produced, travel by staff, car travel by visitors, the printing of publications etc.

Try to include a quantitative measure of impact (e.g. carbon produced) where possible.

After this, think about the best way to share this message on your website. Think of audience and purpose – don't just include the whole table – and justify this in the toolkit comments.

Ranking impacts

Positive Impact	Impact & reason for its significance	Possible ways to share good practice or increase your positive impact	To monitor and implement
1.			
2.			
3.			
4.			
5.			

Negative Impact	Impact & reason for its significance	Possible ways to reduce your negative impact	To monitor and implement
1.			
2.			
3.			
4.			
5.			