

Cheshire & Warrington ECO-REPS' Handbook

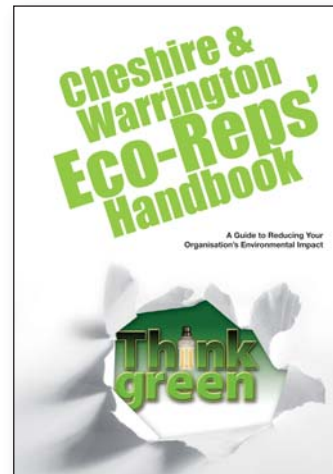
A Guide to Reducing Your
Organisation's Environmental Impact



Think
green

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How To Use This Handbook

This handbook contains information, ideas and contacts to help you make a positive difference at work. We have grouped them under the following key themes:



There is no “right way” to go about greening your workplace. Some ideas are quick wins which will be easy to implement and cost little. Others may take more time and planning.

You will have been given the contact details for the Lead Officer or Coordinator for your Eco-Rep scheme along with this handbook. Keep in touch with them to find out about Eco-Rep meetings, themed weeks, materials, information on your intranet, updates and support.



Foreword

The public sector has an incredibly important leadership role to play in creating a sustainable environment in which our children and grandchildren can grow up. You therefore have a very important role as an Environmental Champion, Sustainability Champion, Green Team member or other representative. Your title is less relevant than the work you do, along with the leadership and encouragement you give to others in creating a great place to live, work and visit.

There are many reasons why we should be driving reductions in the resources we use, recycling more and reducing our impact on our environment. The most important in my mind is to ensure we make our place a better place, and a better world to live.

We have many organisations who want to improve their sustainability but need some guidance; others are leading the way having achieved significant reductions in carbon emissions. If we as public sector partners demonstrate that it is possible, with your help and support, we will achieve our long lasting goal of a significant reduction in carbon emissions.

It is an exciting agenda and I wish you all well in achieving these ambitious goals.

Councillor Mike Jones

Leader of Cheshire West and Chester Council



Eco-Reps

Thank you for signing up as an Eco-Rep. We hope you enjoy the role and have produced this handbook to help you with ideas of ways to make a difference in your organisation.

This needn't involve a lot of effort; you can be as involved as you want to be, and as your job allows. The role varies across the Cheshire & Warrington partners but the core and common responsibilities of an Eco-Rep include:

- Promotion of sustainability & general awareness.
- Ensuring effective use of resources.

- Monitoring and targeting progress.
- Encouraging colleagues to be more environmentally friendly at work.

Acting as an Eco-Rep in your work area you'll be supported to spread the message, encourage your colleagues to take action and raise issues at your team meetings. You will meet with the other Eco-Reps across the organisation and have the opportunity to learn more about environmental issues. You might even save money off your energy bills at home along the way.

Cheshire & Warrington Public Sector Carbon Management Programme

The Cheshire & Warrington Public Sector Carbon Management Programme is funded by the Cheshire & Warrington Improvement and Efficiency Commission. The programme aims to join up work across the public sector (Local Authorities, Police, Fire & Rescue Service, PCT/NHS, Universities/Colleges) in Cheshire & Warrington, to deliver savings through the environmental management of energy, water, transport and waste, and to help achieve efficiency and financial targets.

The programme has a strong focus on collaborative work across key issues such as energy, transport and procurement policy and practice, and this handbook is one of its first projects.

To find out more about the programme contact **Peter Bulmer**, Cheshire West and Chester Council, **01244 972427** peter.bulmer@cheshirewestandchester.gov.uk





Energy & Water

Energy

Most of the energy we use at work (and at home) comes from burning fossil fuels, which are finite resources. Energy use is directly linked to our carbon dioxide emissions as burning fossil fuels produces greenhouse gases which cause climate change.

For most organisations, the energy used for electricity and for heating (gas or oil) is their main source of carbon emissions, so getting into the habit of saving energy will reduce emissions and save us money on bills – useful at work and at home!

Facts & Myths

Facts:

- Energy use in business and public sector buildings accounts for 46% of UK carbon dioxide emissions.
- The Energy Saving Trust have found that implementing a range of simple low- or no-cost changes can reduce energy consumption in an office building by up to 20%.
- A computer running 24 hrs a day will cost £88 per year. However, if it is only on for 10 hrs a day, 5 days a week, for 39 weeks it will cost only £15! (Based on an average cost per kWh of 6.54 p)
- The most efficient computer option is the laptop, which typically draws only 15 to 25 watts during use compared to the 150 watts used by a conventional PC and monitor.
- Most computers use about twice as much energy to light up the screen as they use for processing. If you want to save energy you can set your screen saver to “none” or “blank screen”.

Myths:

- *“Turning computers on and off uses more energy than it saves.”* Start-up current surges are of very short duration and are insignificant relative to the saving you can make from switching off.
- *“It takes a lot of energy to start up a fluorescent light, so there’s no point in switching it off.”* With modern lighting it makes sound financial and environmental sense to switch it off, if it will be off for more than five minutes. The savings are greater by switching the light off than leaving it on.
- *“Low-energy light bulbs are more expensive.”* While they can cost more to buy they are cheaper in the long run as they last up to eight times longer and use only 20% of the energy of a normal light bulb.





Top Tips For Reducing Energy Use

- **Turn off your computer monitor** when you don't need it – including if you're nipping to the toilet or reading a printed document.
- **Turn off your whole computer** when you will be away from your desk for a meeting.
- Make sure your team has activated any **energy saving measures** on their PCs – such as automatic stand-by of monitors and computers when they are inactive for a period. Ask your IT team for help if you need to set this up.
- **Tidy up your inbox** and files stored on your computer – keeping large quantities of data, such as multiple copies of the same documents or old documents, increases the amount of energy needed in your server room.
- If you have a choice, **use a laptop** rather than a desktop – the average laptop uses only 10% of the energy of a desktop and monitor (source: Carbon Trust)
- If you're leaving a room and no-one is in there **turn the light off**. Encourage others to do so by fixing small signs near light switches to remind people to switch off when they leave.
- Keep an eye out for lights left on when there is plenty of **natural daylight** available.
- Remind colleagues in your office to **switch off the photo-copier** when the last person leaves – or, better still, use an automatic timer on the power switch to turn it on and off each day.
- **Unplug chargers** for mobiles and blackberries when not in use as they still use energy when plugged in.
- Only boil as much water in the **kettle** as you need. If your office has an automatic water-boiler see if it can be turned off in the evenings and at weekends, or install a timer on the power socket.
- If your office has air conditioning, or heating, turned on **make sure the windows are shut**, to make it work more efficiently.
- Check where your office thermostat is. **Ask for your heating to be turned down** by 1°C for a trial period and if there are no complaints keep it that way! This could save up to 10% on your annual heating energy use.
- Keep an eye out for problems with **fridge and freezer door-seals**. If they're not closing properly or the unit is iced up ask your maintenance team to take a look as the energy use will be greatly increased.
- Find out how much **extra electrical equipment** is in your office area. If you have a fridge with only a couple of pints of milk in it, can you share a fridge with another area? Are there electric heaters or fans lurking under desks? Can you control the central heating better so that you don't need these?



Find Out More:

The Energy Saving Trust has lots of information, tips, posters and other materials to help you and your colleagues save energy at work and at home. For independent advice take a look at their website: <http://www.energysavingtrust.org.uk/>.

You can call your local Energy Saving Trust advice centre on **0800 512 012** or email them at advice@est-northwest-mc.org.uk



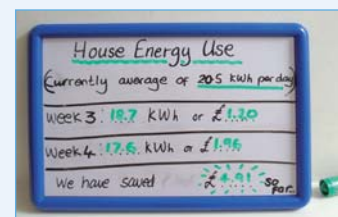
Reducing Energy Consumption With Simple Changes

Warrington Borough Council

7 Museum Street Warrington consists of a number of small offices & storerooms in an old Victorian house. Museum Education Officer Amanda Moore is an Eco-Rep and has taken the opportunity to show the differences staff can make to energy use.

The drive started with a presentation from Climate Change Officer Laura Stanley about the council's climate change programme. Amanda then encouraged colleagues to take action by setting up a whiteboard to show staff their weekly energy consumption, reminding staff to control their energy use by leaving lights off longer, turning off printers when not in use & offering a green prize draw gift as an incentive.

The museum office consumption averaged about 20.4 kWh per day before any action was taken. Over just one month they managed to reduce their consumption to 17.6 kWh which is a reduction of around 14% (not allowing for seasonal/staffing variation).



How much could be saved if you took the practice from this small office into your buildings and services?

To find out more: contact lstanley@warrington.gov.uk 01925 442615



Saving Energy Through Changing Systems

Warrington Collegiate

Since summer 2008 Warrington Collegiate has targeted investment in systems that take the onus of energy management away from individuals, to be managed centrally instead. They have successfully invested in a number of energy saving technologies with short payback periods:

Initiative	Pay back time (yrs)	kWh saved per annum
Fit voltage reduction equipment to incoming electrical supplies to stabilize the supply from 244 V to 220 V	4.1	178,800
Virtualise 50 computer servers	4.7	135,408
Fit fans in computer server rooms to use external air to cool room as opposed to air conditioning	2.4	18,400
Upgrade air compressor pipework and valves in motor vehicles	1.3	4,800
Fit passive infra-red sensors to lights in storerooms, staircases and changing rooms	4.1	61,776
Lag heating pipes at our Museum street site	1.2	25,760
Fit time switches to point-of-use boilers, ice machines, display cabinet lighting	1.4	9,624
Upgrade the lighting	3.9	21,141
Fit invertors to all air handling unit motors	3.3	113,191
Fit PowerSave software to all computers	0.7	138,480
Totals	4.7 yrs	707,380 kWh

To find out more: contact Bridget Floyd BFloyd@warrington.ac.uk 01925 494494

Energy Opportunities At Home

Insulation

Improving the energy efficiency of your home is one of the simplest ways of saving energy and combating rising energy prices. Around half of the heat lost from a typical home is through the walls and loft, so it's worth checking whether yours are insulated. For example, insulating an un-insulated loft could save you around £145 a year. And the good news is that getting it installed may not cost as much as you think.

On the Energy Saving Trust website (<http://www.energysavingtrust.org.uk>) you can work out what insulation you need, and check whether yours meets the current standards.

The main types are:

- Cavity wall insulation,
- Solid wall insulation,
- Loft insulation,
- Tanks & pipe insulation, and
- Double glazing.

There is a range of grants and discounts available to house-holders – call the Energy Saving Trust on 0800 512 012 to find out what you are eligible for. At the time of going to press the Partnership that produces this handbook has negotiated a special price of £74 per insulation measure for all employees of Cheshire and Warrington public sector organisations.

Done That?

- Depending on the age and type of boiler you have, the next best home improvement after insulation may be to install a **new boiler** and a full set of **heating controls**. This could save you up to £225 and 1.1 tonnes of CO₂ a year.
- When buying new **electrical appliances** look out for EU **Energy Rating** labels or the Energy Saving Trust Recommended scheme, and pick those with the highest efficiency.



Certification Mark

An energy rating label for a washing machine. It features a vertical scale from A (green) to G (red), with A being the most efficient. A black arrow points to the 'A' rating. Below the scale, there are several rows of technical specifications and their corresponding ratings. The label also includes the Energy Saving Trust logo and the European Union flag.

Energy		Washing machine
Manufacturer		
Model		
More efficient	A	A
	B	
	C	
	D	
	E	
	F	
	G	
Less efficient		
Energy consumption kWh/cycle <small>(Based on standard test results for EC6 color cycle)</small> <small>Actual energy consumption will depend on how the appliance is used</small>		0.95
Washing performance <small>A: higher G: lower</small>	A B C D E F G	
Spin drying performance <small>A: higher G: lower</small> <small>spin speed (rpm)</small>	A B C D E F G	1400
Capacity (cotton) kg		5.0
Water consumption l		55
Noise (dB(A) re 1 pW)	Washing	5.2
	Spinning	7.0
<small>Further information is contained in product brochures</small>		

Generating Energy

Renewable energy technologies like wind turbines, solar panels and biomass heaters offer an alternative to fossil fuels and can help reduce your home's CO₂ emissions.

There are financial benefits too. Investing in a renewable energy technology now basically means pre-buying energy at today's prices for a future where energy may cost a lot more. If fuel prices rise, your "pay-back" time will be even shorter. You may also be able to generate an income from selling your spare electricity into the National Grid due to the "Feed In Tariff".

<http://www.energysavingtrust.org.uk/Generate-your-own-energy/Sell-your-own-energy/Feed-in-Tariff-scheme>

Find Out More:

A buyer's guide to renewable and low-carbon technologies

This guide introduces the various technologies you can install in your home to generate your own energy. It covers:

- What are renewable and low carbon technologies?
- How much energy do you need?
- Energy use in your home
- Renewable electricity
- Renewable and low carbon heat
- Government incentives
- How to choose the right option
- How the Energy Saving Trust can help

http://www.energysavingtrust.org.uk/content/download/1993114/6783309/file/buyers_guide_renewables.pdf

What suits your home?

An interactive online questionnaire to help you decide what technology is best for your home.

<http://www.energysavingtrust.org.uk/renewableselector/start/>

Cashback Calculator

The Cashback Calculator will help you find out how much you could earn and save through solar electricity panels, wind turbines, hydroelectricity and micro combined heat and power systems using the Feed In Tariff scheme. <http://www.energysavingtrust.org.uk/Generate-your-own-energy/Cashback-Calculator>

Solar Panels at Home



From the April 2010 to May 2011 over 33,000 households in England installed solar photovoltaic panels onto their roofs. 181 of those were in Cheshire West and Chester Council's area, and one of those installations was on the roof of Peter Bulmer's mother's house in Vicars Cross, Chester.

Peter is the Climate Change & Sustainability Project Manager for the Council, and he knew that with 17 panels on the roof his mother could not only generate 3.98kW, more than enough energy for her own use, but she could also make a profit by selling excess energy back into the National Grid through the government's new "Feed In Tariff" scheme. Whilst the panels are highly visible they received local planning approval and have inspired neighbours to install similar systems!

To find out more:

contact Peter Bulmer

peter.bulmer@cheshirewestandchester.gov.uk

01244 972427



Remember, there is little to be gained from generating your own energy if it is going to waste, so make sure your house is well insulated first!

Water

Even though the world is almost 75% covered in water we can only access about 0.3% of it for fresh water to use in our day-to-day lives. The link between water and carbon is one most people don't appreciate.

In considering the process of producing and using water, many people overlook the energy input needed for treating and delivering water to our taps,

not to mention the energy used to heat that water for use in the home.

United Utilities estimate that if you are new to water efficiency, taking simple inexpensive measures can typically reduce your water consumption by up to 50%, so saving water is also good for the environment and will help to reduce the carbon footprint of your organisation.

Facts:

- Cheshire & Warrington's water comes from the Lake District and North Wales.
- The average toilet is flushed 12 times a day (Severn Trent Water).
- The price of bottled water is up to 10,000 times the cost of tap water.
- Producing a bottle of water uses up 3 times as much water as goes in to fill it!
- A running tap wastes over 6 litres of water a minute.

Top Tips For Reducing Water Use

- Try a **mainsfed water cooler & filter** instead of buying in water bottles. Bottled water can be up to 10,000 times more expensive than tap water so you'll save on costs too.
- If your toilets were fitted prior to the year 2000 they may be suitable for a free **save-a-flush device** which reduces the water used by each flush. See the information from United Utilities below to find out more.
- **Turn off taps** if you see them left running, and report leaking ones to your maintenance team. A dripping tap can waste over 5,000 litres of water a year.
- After meetings encourage people to **wash up** rather than run the dishwasher (unless you have a full load).
- If you are responsible for buying any new equipment that uses water, find out how much it uses – you may find that a more expensive item will cost a lot less to run.
- Only fill the **kettle** with as much water as you need; boiling too much wastes energy.
- Your roof collects tens of thousands of litres of water each year, which then just runs straight into the drains. **Invest in a water butt** and use the water to water your garden and houseplants. Rainwater is better for plants than tap water as it is softer.



Find Out More:

Free materials from United Utilities

United Utilities have lots of information tips and materials that you can order to help you and your colleagues save water at work and at home. Take a look at <http://www.unitedutilities.com/usewaterwisely> for ideas.

All of the following materials can be ordered for free from:

<http://www.unitedutilities.com/commercial-orderform.htm>

Water audits: if your organisation would like to find out how much water you are using, United Utilities have a business audit service. You can order a paper copy of their water guide via the order form.

Save-a-flush: if the toilets in your offices were installed before the year 2000 it is likely that they will use more water per flush than is really necessary. United Utilities can send you free save-a-flush devices which are a simple bag containing super absorbent polymer and silica sand, which absorbs water when it is placed in the toilet cistern. Ask your maintenance team if it would be possible to save water in this way, and order them online.

Posters for displaying around the office are also available.

Plans To Reduce Bottled Water Use

Cheshire & Wirral Partnership NHS Foundation Trust (CWP)

During 2010 CWP is aiming to phase out all bottled water at Trust sites as part of the Trust's Sustainable Development Plan. The Trust is identifying all areas that have bottled water and are putting together a plan to revert to using tap water or "plumbed in" units to reduce the use and associated waste of plastic bottles.

To find out more: contact Jeannie Metcalfe-Hall Jeannie.Metcalfe-Hall@cwps.nhs.uk 0151 604 7258



Saving Water, Saving Lives

Cheshire Fire & Rescue Service

Vehicle washing is one of the most significant uses of metered water at fire stations. Traditionally, vehicles have been washed at the end of each watch. This cleaning frequency is historic and based on corporate image, asset maintenance, work routines and discipline, resulting in large volumes of unnecessary water use.

Cheshire Fire & Rescue Service initially took part in a trial of pressure washers to reduce water consumption and detergent use for appliance cleaning. Although these measures worked, the paybacks were unacceptably long and the Eco-Reps suggested a simpler solution.

Through a change in working practice, the Fire & Rescue Service is now ensuring that fire appliances and ancillary equipment are cleaned on a "needs only" basis during the summer months and when there is no salt on the road. Although Cheshire Fire & Rescue Service only started this in late 2010 and as a result haven't compiled saving figures yet, their colleagues in Greater Manchester have trialled the approach and generated a huge saving of approximately 75% on water and detergent use. This has resulted in annual cost savings of over £500 per fire station.

To find out more: contact Jonathan Mould jonathan.mould@cheshirefire.gov.uk 01606 868421



Water Butts

Cheshire West and Chester Council

Many Cheshire West and Chester Council offices, establishments and schools have taken advantage of a subsidised water butt scheme to maximise the use of free rainfall for the fruit, herb and vegetable gardens that they have established within their grounds. Some of the produce is then used in schools or day-service kitchens. One water butt is in use at an allotment project at Backford Hall which provides the office workers with a healthy lunchtime activity as well as produce to take home.

To find out more: contact Stefania Isbell, Cheshire West and Chester Council
stefania.isbell@cheshirewestandchester.gov.uk 01244 972435





Waste & Recycling

Waste & Recycling

When the waste we produce at home and at work is buried in landfill or burnt in an incinerator it releases greenhouse gases such as carbon dioxide and methane which contribute to climate change. We also lose all the energy and materials that went into that waste.

We have to treat waste generated at work differently to waste we have at home. It cannot be taken to your local domestic waste and recycling centres.

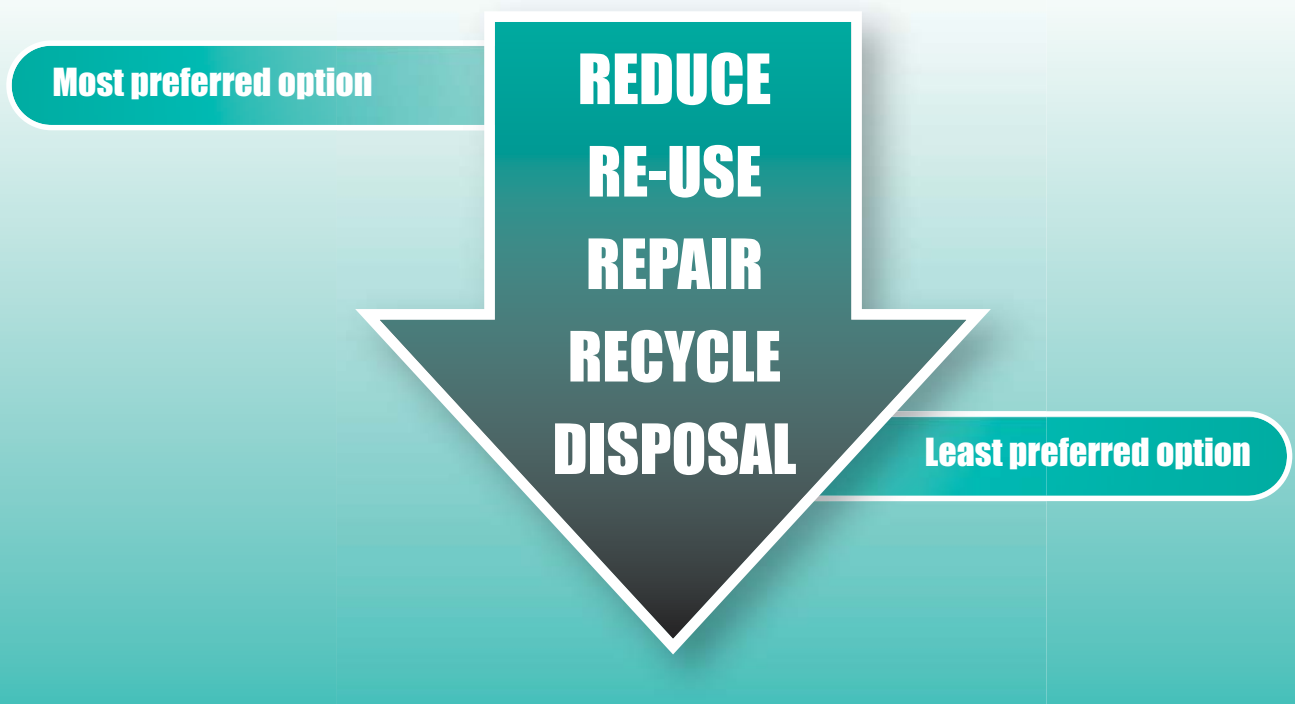
There is a “duty of care” whereby we must keep the waste in a safe manner (locked skips or secured sites) to prevent harm, damage or nuisance, and only transfer the waste to a person/company authorised to carry it, and keep, treat or dispose of it.

There are direct costs to our organisations for sending waste to landfill. The cost of landfilling waste is rising as we run out of space and as Landfill Tax increases. So what can we do to help?

Facts:

- The UK produces 434 million tonnes of waste each year – enough waste to fill the Albert Hall every two hours. (Environmental Services Association)
- Using recycled materials in the manufacturing process uses considerably less energy than that required for producing new products from raw materials – even when comparing all associated costs including transport etc. (Waste and Resources Action Programme (WRAP))
- Current UK recycling is estimated to save more than 18 million tonnes of CO₂ a year – the equivalent to taking 5 million cars off the road. (WRAP)
- Glass can be endlessly recycled with no loss in quality. Recycling glass also uses 30% less energy than making glass from new materials.

Waste Saving Principles



Take a look at the Top Tips for things you can do at work to put the principles into practice...

Top Tips For Reducing Waste

Think about what you purchase and use so that you utilise resources and don't end up unnecessarily throwing things away.

- **Do you need to buy** the item in the first place?
- Can you ask for goods to be supplied with **less packaging**?
- Set your team's **default print settings** to double sided – if you really need to print at all.
- **Use glasses & crockery** in meetings instead of plastic or paper alternatives.
- Invest in some **re-chargable batteries** for equipment.
- Keep your **mailing-lists** up-to-date to reduce wasted mail-shots (and save on costs).
- Think about documents that you print regularly – reports for everyone at a meeting, agendas, minutes etc. – can you do without or share copies? Do you have facilities to **use electronic versions** only?

Top Tips For Re-using Waste

Before throwing something away, can it be used again or for something else?

- Scrap paper can be used for **note pads**.
- Envelopes can be **used again** in the internal post by sticking a sticky label over the top, or crossing through the address neatly.
- If you have to take a **plastic carrier bag** when at the shops then keep a collection at work and encourage colleagues to take them out to use again.
- IT equipment can be re-used and **income retrieved** – contact your IT department to see what they are doing.
- Make sure plastic **name badges are returned** at the end of events to be re-used.
- When moving offices or buying new furniture **offer your spare items around** your organisation for re-use, before planning to dispose of them, or see if there's a local social enterprise that can re-use them such as the Cheshire Furniture Re-Use Forum.

<http://www.cfrf.org.uk>

top
tips

Top Tips For Recycling Waste

- If you have separate **recycling bin facilities** in the office then use them, and encourage others to!
- If you don't then it may be that your organisation has a contract where the waste is sorted for recycling at the plant instead. Many of the Cheshire & Warrington partner organisations don't ask their staff to separate out their rubbish into different types as their rubbish is taken away and sorted into different waste streams automatically.

Is this the case for you? Your Eco-Rep Coordinator (contact details at the back of this handbook) will be able to tell you more. If not, then request recycling bins!

There are other materials that you and your colleagues can recycle that may not be taken away by your organisation's recycling contractor. Many charities are happy to accept used printer cartridges and mobile phones, which bring them an income. Your Eco-Rep Coordinator may know some local schemes, or you can search online for services such as

<http://www.recycle4charity.co.uk/>

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Waste & Recycling



Reducing Newsletter Wastage

Cheshire Constabulary

Cheshire Constabulary produces a monthly newsletter – Catalyst. This newsletter is delivered to all police stations in bulk for all staff to read. Recently the Environmental Champions noticed that police stations were over-subscribed which was leading to increased wastage.

This was raised by Environmental Champions via the Constabulary’s Environmental Champions Forum and as a result the subscription has been reviewed and reduced.

To find out more: contact Karen Wickstead karen.wickstead@cheshire.pnn.police.uk 01606 364527



Reducing Paper Use

Warrington Collegiate

The College prints on average 2.3 million sheets of paper per annum. In the 2009/10 academic year they introduced a new system for students whereby they received a free print allocation of 166 copies but had to pay, at cost, for all printing beyond their yearly allocation of 166. In addition all printers were set to duplex by default and the job limit on printers was capped to 20 sheets for a single job to prevent accidental printing of large documents.

A target of reducing printing by two thirds has been set, which the College is on schedule to meet, thus saving some 186 trees as well as energy consumption, paper costs (approx £6,130 per annum) and ink cartridge costs!

To find out more: contact Nick Smeltzer nsmeltzer@warrington.ac.uk 01925 494494



CWP Gets Its Teeth Stuck Into Charity

Cheshire & Wirral Partnership NHS Foundation Trust (CWP) regularly donates redundant medical and office equipment to local and national charities, including “Aid to Hospitals Worldwide” (A2HW) and has also set up an internal “swap shop” online for staff to share or exchange unwanted office equipment between teams.

CWP environment officer, Jeannie Metcalfe-Hall, says: “Equipment is often inherited from newly acquired accommodation; if it is not required by the Trust, A2HW help us to arrange for this equipment to be used in West Africa to help support disadvantaged people who can’t normally access care and equipment.”

To find out more: contact Jeannie Metcalfe-Hall Jeannie.Metcalfe-Hall@cwps.nhs.uk 0151 604 7258





Recycling Pays Off

Warrington Borough Council

Warrington Borough Council has mixed waste collected from each office. This waste is taken for sorting and recycling by the contractor Bagnall and Morris.

In Quarter 1 of 2009/10 the Combined Recycling/ Composting/ Re-use Rate of the waste taken away was 47.2%, which is 12,495 tonnes! And In Quarter 2 of 2009/10 it was 45.9% (11,719 tonnes). This has led to significant cost savings for Warrington Borough Council, compared to sending all the waste to landfill.

To find out more: contact Laura Stanley lstanley@warrington.gov.uk 01925 442615



Recycling 95% Of Domestic Waste

NHS Western Cheshire

A new waste collection service from all NHS Western Cheshire premises guarantees that 95% of general waste is now recycled.

Bagnall and Morris Waste Services segregate food, cardboard, paper, glass, rigid plastics and metals, as well as other specialist items. The general waste from NHS Western Cheshire will be recycled effectively, legally and in a safe environment. There is no need for staff to segregate their general waste in any way, with the exception of confidential waste and “sharps” for which separate arrangements are in place.

By 2011, NHS Western Cheshire is aiming to recycle 98% of its general waste.

To find out more: contact Helen Bennett Helen.Bennett@wcheshirepct.nhs.uk 01244 389242



Binning Personal Bins

Cheshire Constabulary

In light of the ever-increasing landfill tax Cheshire Constabulary set about introducing a recycling scheme to all of their 42 properties including their headquarters, based at Winsford.

The scheme was implemented using the 'no personal bin' protocol (an idea adopted from the MET police) which meant all desk bins were removed and replaced with shared bin stations.

To ensure the correct waste was decanted to the external bin for collection, cleaning staff were briefed on the different colour bin liners for each waste type, e.g. clear bin liners for recyclable waste, black bin liners for general waste and white paper bags for confidential waste.

Although there were service issues to begin with, such as confusion around the use of the kitchen caddy which was used as a desktop bin for tea bags and general food waste, the scheme has been and continues to be a success. It was delivered in a phased approach and over the first 12 months it diverted approximately 170 tonnes of waste from landfill, saving carbon emissions and costs.

To find out more: contact Karen Wickstead karen.wickstead@cheshire.pnn.police.uk 01606 364527



Procurement

Procurement

The purchasing power of the Cheshire & Warrington partner organisations has the potential to have far-reaching impacts on our society and environment.

In order to purchase responsibly we should consider:

- Do we really need this product?
- Who we are buying goods from?
- Where and how they were produced?
- What will happen to them when we have finished using them?

When you are procuring goods you should also think about how you can adapt your procurement to ensure that public services remain fit for purpose over time, and that investment is cost-effective in a changing climate.

All of the Cheshire & Warrington partner organisations should already have a Sustainable Procurement Policy in place, or are developing one.

Have you seen yours? If not, try tracking this down using your local contacts at the back of this handbook.



Sustainable Procurement Principles

- **Consume Less**
- **Consume Local**
- **Consume Energy Efficiently**
- **Consume More Socially Just Products**
- **Consume More Eco-Friendly Products**

Take a look at the Top Tips for things you can do at work to put the principles into practice in Cheshire & Warrington...

Top Tips For Sustainable Procurement

- **Talk to your suppliers.** Demanding more sustainable goods and services can help to incentivise suppliers and encourage the development of new skills and innovative approaches.
- Close the loop and **buy recycled** products wherever possible.
- **Buy in bulk** (save on packaging, transport and costs).
- **Buy locally** (to strengthen your economy, benefit the community and save on transport).
- **Always consider the energy and water consumption** of equipment you buy. It may be cheaper in the long run to buy a more expensive version with lower running costs.
- Look out for national or international **accreditations** such as wood from FSC (Forestry Stewardship Council) sources.
- Buy **fairtrade** goods to ensure better prices and decent working conditions for producers.
- Try a **mainsfed water cooler & filter** instead of buying water in bottles.
- Encourage whoever purchases the **tea and coffee** in your office to try out the Fairtrade brands. If colleagues are wary of mains water or Fairtrade tea/coffee try running a blind taste test with different types and see how the more sustainable option fares.
- When **hiring cars** use only those in the A and B carbon emission bands.
- If you are purchasing **promotional materials** investigate bags made from natural fibres, and pens and paper made from recycled materials.
- Finally, think whether you can **do without** it before buying anything.



New Suppliers & Contracts

There is a **Procurement Checklist** in the Useful Tools section of this handbook to help you select sustainable new suppliers. It should help you identify which suppliers have better environmental credentials and are taking action to reduce their environmental impact.

Remember that you can use contracts to specify the use of:

- Recycled materials (e.g. 100% recycled aggregate & fibre board)
- Lowest energy demand products or buildings (e.g. A rated fridges, highly insulated buildings etc)
- Most sustainable products (e.g. lower impact refrigerants, low solvent paints, FSC timber or Chain of Custody certificates which track where products have come from)
- Most ethical products (e.g. not from corrupt regimes, no risk of child labour etc)

Making the change: if any of the changes above require the approval of a department head or budget holder explain the benefits of switching and find/remind them of your organisation's Sustainable Procurement Policy. Your Eco-Rep Coordinator may be able to supply you with examples of sustainable procurement going on elsewhere in the organisation.

Find Out More:

Sustainable Procurement – Making it Happen Handy guide from IDeA, SOLACE and WRAP which includes advice on building sustainability into the procurement cycle and purchasing energy and fuel efficient products
<http://www.idea.gov.uk/idk/aio/69979>

Buying a Better World Forum for the Future's Sustainable Procurement Toolkit
<http://www.forumforthefuture.org/node/1407>

Local Authority Sustainability PQQ Templates Case study, guide and Pre-Qualification Questionnaire templates from Blackburn with Darwen Council. Search for this at www.clasp-nw.info

A Move Towards Sustainable Procurement Cheshire Fire & Rescue Service



Cheshire Fire & Rescue Service are going out to tender for a new catering contract to manage their Headquarters Restaurant. As part of this tender process applicants are required to complete an approved supplier pack which assesses their suitability by scoring the business on a number of criteria. Included in this is a 5% scoring for the sustainability of their business model, including the sourcing of food locally. This section is planned to be incorporated into other future tenders, with a review towards increasing its weighting and setting out more specific measurements.

To find out more: contact Jonathan Mould jonathan.mould@cheshirefire.gov.uk 01606 868421



Sustainable Events

Cheshire West and Chester Council



The Cheshire & Warrington Sustainable Schools Conference was held in November 2009 for 130 teachers and governors and it was important that the event practised the messages that it preached. Therefore the location of the event was chosen to maximise rail connections from across the subregion (adjacent to Crewe station), catering for the event used 'Made in Cheshire' produce wherever practical, and tea and coffee was Fairtrade certified. Delegates were very appreciative of the food. Comments included:

"Local food brilliant idea", "Super lunch – much appreciated!" and "Taste of Cheshire Buffett was exceptional"

To find out more: contact Stefania Isbell stefania.isbell@cheshirewestandchester.gov.uk 01244 972435

Fairtrade & Ethical Purchasing

Cheshire & Wirral Partnership NHS Foundation Trust (CWP)



Fairtrade products are actively promoted within the Oasis café at Bowmere Hospital in Chester, and in other areas of the Trust. There are plans to build on this to promote wider environment awareness for staff, visitors and service users alike.

To find out more: contact Jeannie Metcalfe-Hall Jeannie.Metcalfe-Hall@cwpa.nhs.uk 0151 604 7258

Local Suppliers And Meaty Savings Using An E-Tendering System

Cheshire West and Chester Council



In 2009 an electronic tendering system called "The Chest" was introduced into Cheshire West and Chester Council. This system allows the Council to advertise and process procurement opportunities online, giving a shorter procurement timescale and a more efficient process overall.

Soon afterwards the Council put out a tender with a value of £250,000 on The Chest for the supply of meat for school canteens. The use of an electronic system can be daunting for smaller suppliers and so, to help counter this, the Procurement Team held a number of supplier briefing sessions. They held a coaching session for the potential suppliers – butchers and farmers – so that they knew how to use the tendering process on The Chest.

The tender itself was divided into a series of localities across the borough, each making up an individual lot. In this way the tender was open to national suppliers but was also suitable for smaller local organisations.

It's clearly had great results. Cheshire West and Chester have ended up making cost savings of 10% on their meat supply contract – and the new suppliers are all local suppliers rather than the previous national supplier. In addition, the previous supply of meat, via a national framework arrangement, was frozen; all the new suppliers deliver fresh meat, sourced locally.

To find out more: contact Peter Bulmer Peter.Bulmer@cheshirewestandchester.gov.uk 01244 972427



<http://www.fairtrade.org.uk/>

<http://www.fsc-uk.org/>





Travel

Travel

The way we travel to work and how we travel when working is one of the biggest environmental impacts of our day. Travelling by car not only adds to carbon emissions but also adds to local air pollution which can have health implications.

All of the Cheshire & Warrington partner organisations should already have a Green Travel Plan in place, or are developing one. Have you seen yours? If not, try tracking this down by asking your local Eco-Rep Coordinator.

Facts:

- A 2007 staff survey found that 15 miles is the average distance Warrington Borough Council staff live from their workplace.
- Walking one mile in 15 minutes burns about the same number of calories as running a mile in eight and a half minutes (www.NHS.uk).
- 10,000 steps equals about five miles: most of us walk 4,500 a day.
- If everyone lift-shared one day a week, traffic on the roads would be reduced by 20% and there would be less congestion on the roads.

3 Questions...

The key things to think about in order to reduce the traffic and pollution we make at work are:

1 Is the journey necessary?

- Can it be replaced by an audio or video conference? (see Tip 1 below.)

2 Can local journeys be undertaken safely on foot or bicycle?

- Many organisations have a Cycle to Work Scheme or pool bikes – ask your Eco-Rep Coordinator for details
- Your organisation may also pay you mileage for cycling!

3 Is public transport viable and effective?

- You might be surprised how convenient public transport is. (See Tip 4 on next page.)

Top Tips For Reducing The Impact Of Our Travel



1 Try Video-Conferencing

Video-conferencing means holding a virtual meeting and reduces the need for everybody to travel, saving on time, money and emissions.

Even if your organisation doesn't have dedicated video-conference facilities you can encourage colleagues to set up multiple person telephone calls simply and for free using services such as Pow-wow-now

<http://www.powwownow.co.uk/>

2 Encourage Lift-sharing

The organisation you work for may have a lift-sharing scheme where staff can be matched with someone who is doing a similar journey, saving fuel and money.

You can set up informal lift-sharing within your team or ask your organisation to provide designated parking spaces for shared cars.



Find Out More:

Some lift-share schemes that you can register on to find people locally are:

- | | |
|---|---|
| http://www.merseyshare.org | Merseyside |
| http://www.carsharegm.com/ | Greater Manchester |
| http://www.carshare.com | UK |
| http://www.eacarshare.com | Environment Agency portal to allow sharing with Warrington BC staff |

3 Get Active

Many Cheshire & Warrington organisations already provide:

- Free cycle-training
- Interest-free loans for bikes
- Showers and changing facilities for cyclists
- Bicycle buddy schemes/ bicycle user groups
- Paid mileage for cyclists



Speak to your Eco-Rep Coordinator to find out what you have, and tell your colleagues.

Find Out More:

Find safe, traffic-free routes to work and shops in your area

<http://www.cycle-routes.org>

Warrington's Cycle Map

http://www.warrington.gov.uk/images/Warrington_Urban_tcm15-28295.pdf

The Cycle to Work Guarantee Scheme and other information to help you cycle from the Department for Transport

<http://www.dft.gov.uk/pgr/sustainable/cycling/cycletowork/>

4 Use Public Transport More

Most organisations will encourage you to travel by other means than alone in your car. Many Cheshire & Warrington organisations have arrangements to give you:

- Quick and easy train-ticket booking, online or by phone
- Discounted season tickets for travel-to-work
- Petty cash for local bus travel

Contact the Coordinator of your Eco-Rep scheme to find out what's available, and if there are any special weeks planned when people will be encouraged to try a new way of travelling. Share the information around your team, by email, or on an environmental noticeboard.

Find Out More:

There are lots of websites that can help you plan a journey by public transport or bike, including:

NW Journey Planner

<http://www.traveline-nortwest.co.uk>

National integrated public transport journey planner

<http://www.transportdirect.info/>

Public Transport Information in Cheshire East

http://www.cheshireeast.gov.uk/transport_and_travel/public_transport1.aspx

Public Transport Information in Cheshire West & Chester

http://www.cheshirewestandchester.gov.uk/transport_and_roads/public_transport.aspx

Public Transport Information in Warrington

<http://www.warrington.gov.uk/transportandstreets/Publictransport/>



5 Drive Smart!

If you or your colleagues do have to drive your car for work try these smarter driving tips, from the Energy Saving Trust, to reduce your fuel consumption and increase your mpg.



Behind the wheel

- 1 Drive Off From Cold.** Modern cars are designed to move straight away. Warming up the engine just wastes fuel – and actually causes engine wear.
- 2 Check Your Revs.** Change up before 2,500 rpm (petrol) or 2,000 rpm (diesel).
- 3 Drive Smoothly.** Anticipate road conditions so that you drive smoothly and avoid sharp acceleration and heavy braking. This saves fuel and reduces accident rates.
- 4 Step Off The Accelerator.** When slowing down or driving downhill, remain in gear but take your foot off the accelerator early. This reduces fuel flow to the engine to virtually zero.
- 5 Slow Down.** Driving within the speed limit is safer as well as being the law, and reduces fuel consumption.

Stuck in traffic

- 6 Switch It Off.** Modern cars use virtually no extra fuel when they are re-started without pressing the accelerator. Turn off the engine if you're going to be stationary for more than a minute or two.

Smarter preparation

- 7 Plan Ahead.** Plan your journeys to avoid congestion and road works, and to make sure you don't waste fuel or time getting lost!
- 8 Keep It Long.** Use other forms of transport for short journeys, if you can. A cold engine uses almost twice as much fuel and catalytic converters can take five miles to become effective.
- 9 Reduce Drag.** Accessories such as roof racks, bike carriers and roof boxes significantly affect your car's aerodynamics and reduce fuel efficiency, so remove them when not in use.
- 10 Check Tyre Pressure.** Under-inflated tyres are dangerous and increase fuel consumption.

Find Out More:

The Energy Saving Trust can come to your workplace with a smarter driving simulator, or provide “smarter driving” lessons with an instructor. They also provide free, personalised Travel Energy Checks, information and advice around vehicle choice and have information to help with travel planning such as local car share clubs.

Call 0800 512 012 or visit <http://www.energysavingtrust.org.uk/Travel/>



Eco-Reps Lead By Example

Cheshire Constabulary



Cheshire Constabulary are starting to encourage staff to use video-conferencing as part of their Green Travel Plan. They expect that this will lead to reduced mileage and business travel costs, as well as saving time and reducing emissions to the environment. To lead by example their next Environmental Champions meeting will be hosted by video-conferencing, with 4 possible venues for staff to attend throughout Cheshire.

To find out more: contact Karen Wickstead karen.wickstead@cheshire.pnn.police.uk 01606 364527

Business Bikes

NHS Western Cheshire



NHS Western Cheshire has 3 business bikes available for staff to borrow during the working day. The bikes come complete with a helmet, bike lock and pannier bag for carrying papers to and from meetings.

To find out more: contact Helen Bennett Helen.Bennett@wcheshirepct.nhs.uk 01244 650564

Mid Cheshire College

Reducing Student Car Use



Mid Cheshire College has significantly reduced the number of student cars on site by amending their travel grant scheme which now encourages both car sharing & the use of public transport. The grant scheme does not now pay out for single person car use unless students can demonstrate there is no alternative.

To find out more: contact Wanda Ford
WFord@midchesh.ac.uk 01606 74444



Smarter Driving Saves Money In Cheshire & Warrington

Mid Cheshire College Warrington Borough Council



In March 2010 seven members of staff from Mid Cheshire College undertook a short course on how to change the way they drive to improve their fuel consumption. After just half an hour's tuition all participants saw an improvement in fuel consumption. This ranged from 7% to 22%, a combined estimated annual fuel saving of just over £1,600! It is incredible how much fuel you can save by just making minor changes to your driving habits.

In 2009 Warrington Borough Council ran smarter driving courses for 90 members of staff over 12 days and with the simple changes each driver was taught to make they will get an average 17% improvement in miles per gallon and will each save an average of £180 per year in fuel costs.

David Smith, Fleet Manager at Warrington Borough Council took the opportunity to train his fleet drivers. David says: "The campaign has proven to be a major success. This is in no small part due to the enthusiasm of the drivers involved who approached the training with an open mind. The Smarter Driving campaign can only be described as a win-win scheme with real benefits as it requires no financial investment and no modifications to the vehicles, just an open mind and a willingness to change your driving style."

To find out more: contact **Wanda Ford** WFord@midchesh.ac.uk 01606 74444
Laura Stanley Istanley@warrington.gov.uk 01925 442615

Think Before You Drive!

Central and Eastern Cheshire PCT



This Primary Care Trust managed to reduce their mileage and CO₂ emissions by 50% and their travel costs by 22.6% in 1 year, using some very simple changes:

- They asked everyone to think about 2 questions: "Do I need to travel to a meeting?" and "Is there an alternative method to communicate with a person rather than travelling to a venue?"
- Video-conferencing was endorsed by the Chief Executive and on a county level the 4 PCT Chief Executives agreed to video-conference their own monthly meetings, saving over £400 per meeting (the cost of travelling time and mileage costs).
- The PCT encouraged staff to use a central venue for meetings, promoted car sharing and purchased a pool car.
- Some of the biggest savings came from the ICT team who now plan their visits more carefully so they cover as many sites as possible while out and about in one area. They have also booked to go on a fuel efficiency course in the future.

This just goes to show that making savings doesn't have to involve the high costs of new vehicles, or cultural changes, such as getting staff to cycle. You may find that there are many "efficiency savings" to be made in your organisation just by questioning Why? When? and How? you travel.

To find out more: contact Stephanie Lawley Stephanie.Lawley@cecpct.nhs.uk 01606 275303



Spreading The Word

Spreading The Word

Your responsibility as an Eco-Rep is to spare what time you can afford in order to raise awareness of colleagues within your team, office, building or depot about the link between daily activities and environmental impact. This may involve putting up posters, forwarding e-mails or having an item on the agenda of your team meeting.

Top Tips For Raising The Environmental Awareness Of Colleagues

- Create an **environmental bulletin board** to display information, news and policies. You could include updates from your Eco-Rep Coordinator on your organisation's energy use, recycling rates etc.
- Put up **posters** in prominent places and places where people congregate e.g. kitchens, and refresh them regularly.
- Encourage **staff room and meeting discussions** around particular topics and ideas for solutions that you could play a part in implementing.
- Forward important or interesting **e-mails** from your Eco-Rep Coordinator on to your team.
- Ask for a regular slot at **team meetings** to discuss new ideas and let people know what's going on, and how they can get involved.
- Submit any **good ideas** (individually or team based) to your Eco-Rep Coordinator or any good ideas scheme your organisation has.
- Your Eco-Rep network may have **themed months or events** going on during the year – publicise these to your team.
- You can also run themed days or weeks in your own office. There is a **calendar** of national and international events in the Useful Tools section of this handbook to help you with ideas.



Carry Out A Mini Office Eco-Audit

A good way to find out how eco-efficient your office or department is, is to carry out a simple Mini Eco-Audit. There is a Mini Eco-Audit form for you to use at the back of this handbook. Let colleagues know what you are doing, and why, and once you're done send it over to your Eco-Rep Coordinator who may have some ideas for you to improve your office's performance.

Apply For An Eco-Grant

Your Eco-Rep network may make grants available for you to use to help you make eco-improvements in your office and get your colleagues involved. Ask your Eco-Rep Coordinator if this is the case.

Top Tips For Countering Negative Attitudes

Eco-Reps can help mobilise the widest possible support for action on climate change, but remember that not everyone will be receptive. Some people will have taken action on climate change already, others will require encouragement from you to act, but a small percentage may only take action in their own time, if at all.

As Eco-Reps, we should encourage all Officers to save energy, waste and CO₂ but don't be too down-hearted if there is a minority that won't engage. If, however, a colleague is being obstructive, talk to your Line Manager or other Eco-Reps for support.

Tips

- **Be the carrot, not the stick** – encourage colleagues into positive action, don't criticise a failure to act. By doing this, you can show that action is easy, helping colleagues work through any difficulties.
- **Educate and inform** – being informed makes it easier to act, so keep communications open and share results with your office.
- **Encourage personal responsibility** – use this handbook to encourage specific actions, rather than asking for a general commitment to tackling climate change.
- **Tailor actions where possible** – learn about your colleagues' interests and use these to encourage action i.e. focus on how action will help maintain biodiversity for animal lovers or get those who like to lead involved in the campaign.
- **Get support** – speak to your Line Manager to help secure department-wide support and raise issues with other Eco-Reps and your Eco-Rep Coordinator.
- **Keep motivated** – share suggestions of new actions or ways to keep activity fresh with other Eco-Reps.

Eco Grants In Action Cheshire West and Chester Council



Cheshire West and Chester Council runs a grant scheme for its Sustainability Champions to establish environmental projects that will help to save energy, water or other resources, or that can improve the local environment and educate staff and visitors. Some examples of grants awarded include:

Winsford Library – a wormery for use within the children's library, which has also been loaned to other libraries in West Cheshire

Backford Hall – a grant for the establishment of a lunchtime allotment project, including a water butt to save on mains water usage

Mid Cheshire Rail Line – bird and bat boxes put up at railway stations

Archaeology Team – a grant to establish a wildlife garden within the grounds of the Chester archaeology store, and in addition energy efficient lightbulbs were installed within the task lighting in the office

Canal Street – improvements to the terrace garden for the enjoyment of the service users who have learning and/or physical disabilities



To find out more: contact **Stafania Isbell** stafania.isbell@cheshirewestandchester.gov.uk 01244 972435



Spreading The Word In The Community

Cheshire Fire & Rescue Service

As part of Fairtrade fortnight which ran between 22nd February and 2nd March 2010 Fire Fighter Stephen Sweeting gave talks to schools in the Runcorn area about Fairtrade products. Stephen highlighted the efforts of the Fire Service Cadets in Ghana over the past number of years, gave the children information on the benefits of Fairtrade items and suggested where their regular items could be swapped to Fairtrade.

Cheshire Fire & Rescue Service have also been involved in a regional pilot scheme whereby the Warrington based Community Fire Protection Team gave out climate change advice as part of their fire protection assessments of local businesses.

To find out more: contact Jonathan Mould jonathan.mould@cheshirefire.gov.uk 01606 868421



Helping Colleagues To Save Energy At Home

Cheshire Constabulary

In collaboration with the Energy Saving Trust, Cheshire Constabulary ran a competition for their Environmental Champions to encourage their colleagues to complete Home Energy Checks (the aim of this scheme was to raise awareness of energy efficiency). The competition was run throughout December 2009 and January 2010 and the Environmental Champion who encouraged the most colleagues to complete Home Energy Checks won a prize. One of the Environmental Champions, who is a PC, won this competition with 30 of her colleagues completing Home Energy Checks and she received a PURE One DAB radio.

To find out more: contact Karen Wickstead karen.wickstead@cheshire.pnn.police.uk 01606 364527

Where To Go For More Information

Energy

Energy Saving Trust

The Energy Saving Trust is a non-profit organisation that provides free and impartial advice on how to stop wasting energy. Useful tools include:

- A free home energy report showing householders how they can save energy and money. Visit <http://www.energysavingtrust.org.uk/check> or call **0800 512 012**
- Information on grants for insulation, plus referral to local contractors for free no obligation surveys. Visit <http://www.energysavingtrust.org.uk/gid> or call **0800 512 012**
- Information on generating your own energy. Visit <http://www.energysavingtrust.org.uk/Generate-your-own-energy> or call **0800 512 012**

Carbon Trust

A not-for-profit company that provides specialist support to help business and the public sector cut carbon emissions, save energy and commercialise low-carbon technologies. The website contains information about reducing energy use at work, auditing your energy use, and generating your own renewable energy. <http://www.carbontrust.co.uk>

Water

United Utilities

A website full of information which could help you save both water and energy at home and work. You can also request a free water-saving pack. <http://www.unitedutilities.com/usewaterwisely>

Waterwise

Waterwise is a UK NGO focused on decreasing water consumption in the UK and building the evidence base for large scale water efficiency. They are the leading authority on water efficiency in the UK and their website contains lots of hints and tips. <http://www.waterwise.org.uk>

Energy Saving Trust

For tips on saving water visit <http://www.energysavingtrust.org.uk/Water> or call **0800 512 012**

The Environment Agency

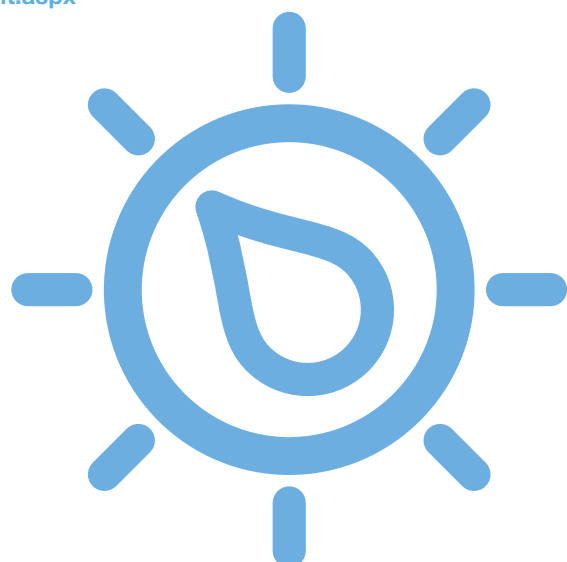
The Environment Agency is responsible for protecting and improving the environment in England and Wales. As part of this commitment, the Environment Agency is on hand to offer practical advice about why we all need to take simple steps to save water at home and in the garden.

<http://www.environment-agency.gov.uk/homeandleisure/default.aspx>

Water Efficient Products

The British Manufacturers Association's Water Efficient Product Labeling Scheme allows you to compare hundreds of products that meet the standards of water efficiency.

<http://www.water-efficiencylabel.org.uk/>



Waste & Recycling

Recycle Now

Aims to promote recycling through campaigns and provide easy to understand advice and ideas on recycling. You can easily check what materials are recyclable and where you can recycle them. <http://www.recyclenow.com>

Waste Resource Action Programme (WRAP)

Works in England, Scotland, Wales and Northern Ireland to help businesses and individuals realise the benefits of reducing waste, develop sustainable products and use resources in an efficient way. The website contains a lot of resources and information. <http://www.wrap.org.uk>

Love Food, Hate Waste

Campaigns to help combat and reduce food waste. <http://www.lovefoodhatewaste.com>

Envirolink Northwest

Aids the development and growth of the energy and environmental technologies and services sectors in the north-west of England. Envirolink Northwest is funded by the Northwest Regional Development Agency, the region's local authorities and industry. Envirolink Northwest is a not-for-profit organisation working to:

- Increase the levels of technology transfer and innovation within the sector
- Increase the level of knowledge and skills in the current and future sector workforce
- Promote the sector in regional, national and international markets

<http://www.envirolink.co.uk/>

Procurement

Office of Government Commerce (OGC)

The Office of Government Commerce (OGC) is an independent office of HM Treasury, established to help Government deliver best value from its spending. <http://www.ogc.gov.uk/>

Part of the website is dedicated to sustainable procurement, with useful policies, information and guidance.

<http://www.ogc.gov.uk/cesp.asp>

Improvement and Development Agency for local government (IDeA)

IDeA, SOLACE and WRAP have developed a useful guide: Sustainable Procurement – Making it Happen, which includes advice on building sustainability into the procurement cycle and purchasing energy- and fuel-efficient products.

<http://www.idea.gov.uk/idk/aio/69979>

Travel

Energy Saving Trust

As well as providing employee engagement events with a driving simulator, and smarter driving lessons with a driving instructor, the Energy Saving Trust provides free personalised travel energy checks, information and advice around vehicle choice and have information to help with travel planning such as local car share clubs. For more information call **0800 512 012** or visit www.energysavingtrust.org.uk/Travel/

NW Public Transport Journey Planner

This website plans the most straightforward route for you to take between any two points by public transport and can provide timetables and other information as well. <http://www.traveline-northwest.co.uk>

Spreading The Word

10:10

10:10 is a campaign to reduce UK emissions by 10% in 2010. Any person or organisation can get involved. The business part of the website contains information, leaflets and materials for you to use at work.

<http://www.1010global.org/uk/business/share>

Envirowise Green Street

An interactive website designed to provide businesses with water and energy saving ideas.

<http://www.envirowise.gov.uk/uk/our-services/tools/green-street.html>



**Hello, Dave here.
Want to stop wasting
energy and money?**

Grants and offers are now up for grabs
in your area. Want to know more?

**Let's talk. Call the Energy Saving Trust
free on 0800 512 012
or visit energysavingtrust.org.uk**



Useful Tools

1 Sustainability Calendar 2011

2 Procurement Checklist

3 Eco-Audit Form

4 Eco-Reps' Checklist

1 Sustainability Calendar

The calendar below shows some national and international dates when there will be activities and information available that you could use to run events or awareness-raising activities at work:

2011	2011 has been declared the United Nations Year of Forests to raise awareness about the precarious state of the world's forests, and ways to preserve and manage them sustainably. http://www.un.org/en/events/iyof2011/		
June	5	World Environment Day http://www.unep.org/wed/	
	12	Open Farm Sunday http://www.farmsunday.org	
	18–26	National Bike Week www.bikeweek.org.uk Green Transport Week http://www.eta.co.uk/green_transport_week	
	20–26	Recycle Week http://www.recyclenow.com/what_can_i_do_today/recycle_week_2011.html	
July	23–31	Love Parks Week http://www.loveparksweek.org.uk/	
Sept		Organic Month www.soilassociation.org/organicseptember.aspx	
	16–22	European Mobility Week & Car Free Day http://www.mobilityweek.eu/	
	17–2 Oct	British Food Fortnight http://lovebritishfood.co.uk/	
Oct		International Walk to School Month http://www.walktoschool.org.uk/ Seed Gathering Season http://www.treecouncil.org.uk/?q=node/36	
	3–7	National Liftshare Week https://www.liftshare.com/business/nlsd.asp	
	29	Make a Difference Day (Volunteering) http://www.csv.org.uk/campaigns/csv-make-difference-day	
Nov	26	Buy Nothing Day http://www.buynothingday.co.uk/	
	26–4 Dec	National Tree Week http://www.treecouncil.org.uk/community-action/national-tree-week	
2012	Feb	2	World Wetlands Day http://www.wildlifetrusts.org/index.php?section=environment:water:world%20wetlands%20day
		27–12 Mar	Fairtrade Fortnight http://www.fairtrade.org.uk/get_involved/fairtrade_fortnight/default.aspx
Mar	21	International Earth Hour http://www.earthhour.org	
	c. 22	World Water Day http://www.worldwaterday.org/	
	23	World Meteorological Day http://www.wmo.int/worldmetday/	
April	c. 7	World Health Day http://www.who.int/world-health-day/en/	
May		Compost Awareness Week http://www.recyclenowpartners.org.uk Walk to School Week http://www.walktoschool.org.uk/ Walk to Work Week http://www.livingstreets.org.uk/our-projects/walking-works/walk_to_work_week/	

2 Procurement Checklist

Below is a useful checklist which you could incorporate into the selection process for appointing new suppliers. It should help you identify which suppliers have better environmental credentials and are taking action to reduce their environmental impact.

Environmental Supplier Questionnaire

1 Does your organisation have a named officer responsible for Environmental Management?

Yes No

If 'yes', please state the name, position and qualifications of the person:

.....

.....

.....

2 Does your organisation have an Environmental Policy?

Yes No

If 'yes', please enclose a copy:

3 Does your organisation have in place an Environmental Management System?

Yes No

If 'yes', do you have any objections to this being inspected?: Yes No

Does the EMS relate to the product/service being produced by the Council?

Yes No

4 Does your organisation hold either of the following accreditations?

EMAS Yes No

ISO 14001 Yes No

5 Has your organisation compiled a register of environmental regulations and legislation relating to your business operations?

Yes No

If 'yes', do you have any objections to this being inspected?: Yes No

6 Do you have an environmental action plan in place to reduce your adverse impacts on the environment?

Yes No

If 'yes', do you have any objections to this being inspected?: Yes No

7 Outline on a separate sheet the specific environmental impacts associated with providing the product/service being procured and what steps are being taken to minimise them.

Credit: Barking and Dagenham Green Office Guide

3 Mini Eco-Audit

If you want to know how efficient your office/department is, complete the form below and send it to your Eco-Rep Coordinator. You can discuss with your colleagues what you find, and what changes you could make.

Name:	Department:		
Date of Audit: □□□□□□	Time of Audit: □□□□□□		
Energy Usage			
	Yes	No	Comments
Are computers switched off at night?			
Are monitors switched off at night?			
Are lights switched off at the end of the day?			
Are there desktop printers present?			
Is there a network printer in the office?			
What electrical equipment is present, e.g. kettle, fridge, microwave etc.?			
What is your paper usage?			
Do you have a water dispenser?			
How much stationery is used in the office?			
Waste Management			
Are there recycling facilities present in the office?			
Do you have any issues with regards to disposing of your waste?			
Travel/Transport			
How do staff travel to work?			
How do staff travel to meetings?			

4 Eco-Reps' Checklist

Easy Actions You Can Do Every Day

Energy

- Switch off the office lights at night. Remind your colleagues to do so if they are the last person out.
- Switch off your computer and monitor if you're going to a meeting or are off home.
- Keep the windows closed if the heating or air conditioning is on.
- Remind colleagues to switch off printers and photocopiers at night as stand-by still uses energy.
- Remember to unplug phone chargers when they are not in use.
- Have blinds open and angled upwards to let in natural light.

Water

- Encourage colleagues to only fill the kettle with the amount of water needed.
- Do not use water from a cooler to fill a kettle – it takes longer to boil so uses more energy.
- Use a bowl or plug in the sink when washing up instead of running water.
- Report leaks promptly to your caretaker.

Waste & Recycling

- Only print or photocopy a document or email if really necessary.
- Always print and photocopy double-sided (duplex) and black & white if possible.
- Use spell-check and 'print preview' to check work before printing and do a small test-run on larger documents to avoid reprinting.
- Staple or clip scrap paper together to make a notepad.
- Think about printing for meetings – does everyone need a copy or can they share?
- Use glasses or mugs for cold drinks instead of disposable plastic cups.
- Encourage your department to use a local furniture-reuse organisation to help re-use unwanted office furniture.

Travel

- Encourage conference calls to avoid unnecessary travel to meetings.
- Encourage colleagues to share a car or use a pool car if several members of staff are attending the same meeting.
- Promote carshare websites (see the Travel section) for members of staff who may wish to share their commute.
- Advertise and use pool bicycles if your organisation has them.



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