

## Environmental Champion's checklist

### Introduction

Environmental Champions are employees who raise awareness of environmental issues at the workplace, and encourage other staff to change their behaviour to improve environmental performance. The role of Environmental Champion is flexible; it might be part of your written job role or it might be a role you take on voluntarily out of interest.

The exact role and responsibilities of Environmental Champion will depend on the size and type of business you work for. The checklist below is divided into different aspects of environmental impact and suggests ways where you, as Environmental Champion, can make a difference. This checklist is generic and every company will have different procedures and problems. It is suggested that you use the checklist as a guideline to developing one that is appropriate to your role and business.

### Company policy

As an Environmental Champion, it is important that you read your company's various environmental documents (if they exist). This will help you understand the management aims and should highlight key areas where you can make a start. If there is no environmental policy, your first role might be to help get this written.

Company policy		
Area	Action	Tick when done
Environmental Policy	Read policy, note relevant areas	
	If no policy is available, discuss with your line manager about who to approach to write one.	
Environmental Strategy/action plan	Read policy, note relevant actions	
	If no strategy/action plan is available, discuss with your line manager about who to approach to write one	
Other relevant policies and plans	Note down if there are other relevant policies and plans	
Environmental Management System	Note whether your company has an accredited Environmental Management System or is in the process of accreditation	
	Note the contact details of the Environmental Manager if this role exists	

### Energy use

All firms will use energy in running their day to day business. Recent oil prices rises have made nearly all forms of energy more expensive so this is an excellent place to start to make savings.

Electricity is used for lighting and sometimes heating, running office equipment such as photocopiers and kettles and potentially for manufacturing processes. Some sites will also use gas for space and water heating and potentially other fuels. If this is the case in your building, you can follow the electricity checklist but consider gas and other fuels as well (take meter readings, look for losses such as windows left open when heating is on).

Electricity		
Area	Action	Tick when done
Meter readings	Note location and type of all electricity meters on-site	
	Note electricity supplier	
	Note location of filed bills	
	Work out historical monthly/quarterly electricity usage for previous year based on bills	
	Take regular meter readings for your office/building e.g. first thing Monday morning	
Communication	Put up simple graphs of current electricity use (compared to, for example, historic use e.g. same time last year) where staff will see them.	
Audit	Conduct an audit (early morning or late evening) to see what equipment has been left on.	
Signage	Put up signage (available from Energy Saving Trust and Carbon Trust) to remind staff to turn equipment off and save electricity.	

## Waste

Waste has become an increasingly difficult environmental and economic problem, one which affects us all and to which we all contribute. Every individual has a vital role to play in schemes to reduce waste.

Businesses and organisations are considering the effects of their activities on the environment and the waste generated at work is increasingly receiving attention. The production of waste is seen as a form of inefficiency and misuse of resources; it costs money and uses material to create products in the first place and then it also costs money to throw them away. It is estimated that waste typically costs companies 4.5% of their turnover.

Waste		
Area	Action	Tick when done
Waste Monitoring	Note your waste contractor/s and the location of filed transfer notes.	
	Find out if any waste monitoring takes place e.g. information on tonnages collected from waste contractors, monitoring of bins onsite. If not, consider how this could be implemented.	
	If no waste recycling facilities are available but would be appropriate, discuss with your line manager about how to go about making these available.	
Waste strategy/action plan	Read waste policy, note relevant actions.	
	If no strategy/action plan is available, discuss with your line manager about who to approach to write one	
	Note any targets set for waste reduction. If no target is set, discuss with your line manager about who to approach to ensure that such benchmarks are set.	
	Make sure that the waste action plan has clear guidance about disposing of hazardous waste (such as fluorescent tubes and computer monitors).	
Audit	Note the main different waste streams produced by your business e.g. paper, cardboard etc. Identify the different options for reuse, separation and recycling. (Do not touch waste in bins as there is a potential health hazard).	
Signage	Put up signage by bins to make it clear what should be <u>collected</u> in different bins	
Minimisation	Consider implementation of waste minimisation e.g. setting computers to double-sided printing as default	
	Note whether the different streams of waste are being <u>managed as environmentally as possible</u> .	

**Water**

Costs are rising for many raw materials, which includes water. Reducing water use will reduce consumption of energy (a lot of electricity is required to treat and pump clean and dirty water) and will help conserve a valuable resource. Water wastage in offices is estimated as 35 litres per day per worker. Not all offices will have separate metering but if your business uses a lot of water, it can be worth putting in more detailed metering, not least because this can help detect leaks.

Administrator 5/6/08 15:12

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<b>Water</b>		
<b>Area</b>	<b>Action</b>	<b>Tick when done</b>
Water readings	Note location and type of all water meters on-site	
	Note water supplier	
	Note location of filed bills	
	Work out historical monthly/quarterly water usage for previous year based on bills	
	Take regular water readings for your office/building	
Audit	Check taps to ensure none are dripping	
	Check water meter readings to ensure no significant usage occurs when the building is vacant (this can mean there is a leak)	
Signage	Put up signage by taps, in bathrooms and other points of water use, reminding staff to conserve water by not leaving taps running unnecessarily. It is also a good idea to put contact details for reporting leaks.	

## Travel

Transport is one of the major sources of greenhouse gas emissions in the UK. Encouraging staff to change to more sustainable modes of travel for both business travel and commuting will have a number of benefits for your business e.g. reduced costs and increased time available for working and also benefits for your employees e.g. improved health and reduced travel costs.

Travel		
Area	Action	Tick when done
Green Travel Plan	If no Green Travel Plan is available, discuss with your line manager about how to get one written. Suggest appointing a travel co-ordinator.	
Available help	Check if your company is eligible for help from Energy Saving Trust which offers Green fleet management advice (if not already accessed).	
	Check if your company is eligible for help from Energy Saving Trust offers with Travel Planning (if not already accessed).	
Travel data	Check if any form of staff travel survey has been carried out. If not, discuss setting up a staff travel survey with your line-manager.	
	Check number of car parking spaces available to staff.	
	Check availability/timetables of public transport routes.	
	Check facilities available to cyclists and walkers (bike racks, showers, changing areas).	
	Check that business travel is being recorded (ideally you need to know journey distance and mode of transport). If not, talk to your line manager about setting up a system to record this.	
Business travel	Find public transport options for frequent business journeys (e.g. inter-office travel) and make these available to staff.	
Communication	Put up timetables for public transport on notice boards.	
	Put up maps of walking and cycling routes (try Sustrans for maps).	

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