



Helping to support your Environmental Sustainability Policy

Reduce | Reuse | Recycle

RECYCLING IN THE WORKPLACE

Businesses are increasingly aware of the need to work towards a circular economy, with ambitious targets of increasing recycling rates and the re-using of municipal waste to 70% by 2030 (set by the European Commission), businesses need to implement change now.

It is estimated that the average worker uses 45 sheets of paper per day, over half of which is considered waste, not taking into account the costs of printer cartridges, energy, storage and transportation. Targets have been set that by 2020 90% of paper is to be recycled with gradual increases being rolled out across all material-specific products. The aim being to move towards a 'zero waste economy', meaning we reduce, reuse and recycle all we can, and throw things away only as a last resort, aiming to phase out landfilling by 2025 for recyclable products.

The Waste Hierarchy

Preferred Environmental Option



Least preferred Environmental Option

GIVE YOUR WASTE
A NEW LIFE



VITAL STATISTICS

DID YOU KNOW:

- Did you know recycling **1 tin** can save enough energy to power your TV for **3 hours**.
- If you spend **£100** on a product on average **£16** of that price is spent on packaging that is just thrown away.
- On average supermarkets give out **290** plastic bags **per person** each year in the UK.
- Each person in the **UK** on average throws away **500kg** of waste, that's seven times an average adult's weight.
- **One-fifth** of the average UK **bin** is made up of recyclable paper and cardboard.
- Lighting a typical **office** overnight **wastes** enough energy to heat water for **1,000** cups of tea!
- **30 %** of the energy used in the **UK** is wasted.
- A PC monitor left on overnight can waste enough **electricity** to laser print over **500** pages.
- If everyone in the world was as wasteful as we are in the UK we would need **eight worlds**.
- The average person in the UK throws out their body weight in waste every **three months**.
- **90 million** mobile phones are lying in drawers and cupboards around the **UK**.
- More than **10,000 tonnes** of carbon dioxide are saved each year by people their empty car seats and traveling together.



WASTE PREVENTION AND REDUCTION

There are some simple steps you can undertake to improve your recycling rates within the workplace. To make it easier for you we have put together a little guide packed full of industry approved tips to help you get started.

WASTE REVIEW

To get an accurate record and reflection of the waste currently generated carryout regular waste reviews. By varying the time of the year and month it helps to build a fuller evaluation.

- Assess what is in your bins (recycling bins as well as waste)
- Assess water waste (taps left on, or leaks)
- Record the amount and type of waste
- Review it, could it have been reduced/ re-used or recycled?
- Examine the cost of disposal
- Examine the cost of those discarded items (to buy, transport, use)

This review will help you to understand which areas can easily be improved and what action can be taken to help to reduce future waste.



ACTION PLAN

Formulate an action plan, making it readily available to all members of staff outlining objectivities, actions, and responsibilities. This helps build awareness and provide a point of reference to review progress.

The following are top tips as recommended by **WRAP** on how to develop your own action plan:

- Set **SMART** targets: Specific, Measurable, Agreed, Reasonable and Time bound e.g. each department to reduce document printing by 25% within the next 3 months
- Aim for **quick wins** that can be used to encourage everybody to keep up their efforts
- Develop a system to **monitor progress** so that you can see where improvements have been made
- List key materials being used and then **brainstorm** ideas to reduce, re-use and recycle each material
- Work out which materials could be recycled and find a service provider to **recycle** them
- Allow for **flexibility** within the plan it is better to have a live document rather than something that just gets filed away

TOP TIPS TO REDUCING OFFICE WASTE

Implementing these few tips straight away would make a valued improvement to your recycling rates.

- Set up printers and photocopiers to print on both sides of the paper. This has the added bonus of halving your next stationery order!
- Review processes that involve printed documents to see if this can be avoided and encourage staff not to print documents unless absolutely necessary
- Cancel junk mail and unwanted publications – remember that you are paying for them to be disposed of/ recycled
- Review what might be recycled that currently isn't and make arrangements for collecting it
- Remove plastic cups from your water cooler or drinks machine – ask staff to use glasses or mugs instead



GIVE YOUR WASTE
A NEW LIFE



GETTING THE TEAM ON BOARD

Communication is key.

- Tell people **what** you are recycling **and why**- saving money, helping the environment, new targets
- Get senior managers **involved**, it is an action for the whole organisation
- Inform to ensure people use the recycling bins and put the correct items in them
- Use various mediums to deliver your message, posters, newsletters, emails
- Arrange days - #PlasticFreeTuesday encourage staff to get creative with their lunch boxes
- Share your results to help keep everyone motivated
- Speak to cleaning staff to ensure that they recycle correctly
- Remove individual 'under desk' bins and install single waste and recycling points



KEY ACTIONS

- Prevent waste wherever possible
- Reuse items wherever possible
- Make sure Recycling Bins are correctly colour-coded and clearly labelled
- Avoid contamination in Recycling Bins
- For more information on **Recycling Bins** products contact us info@recyclingbins.co.uk



source: <http://www.wrap.org.uk/>

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

GIVE YOUR WASTE
A NEW LIFE

