

Sustainable Business Action Pack

Making your business more sustainable

Introduction

Sustainable business provides benefits to the people, economy and environment of Worcestershire. Making your business greener will also save you money!

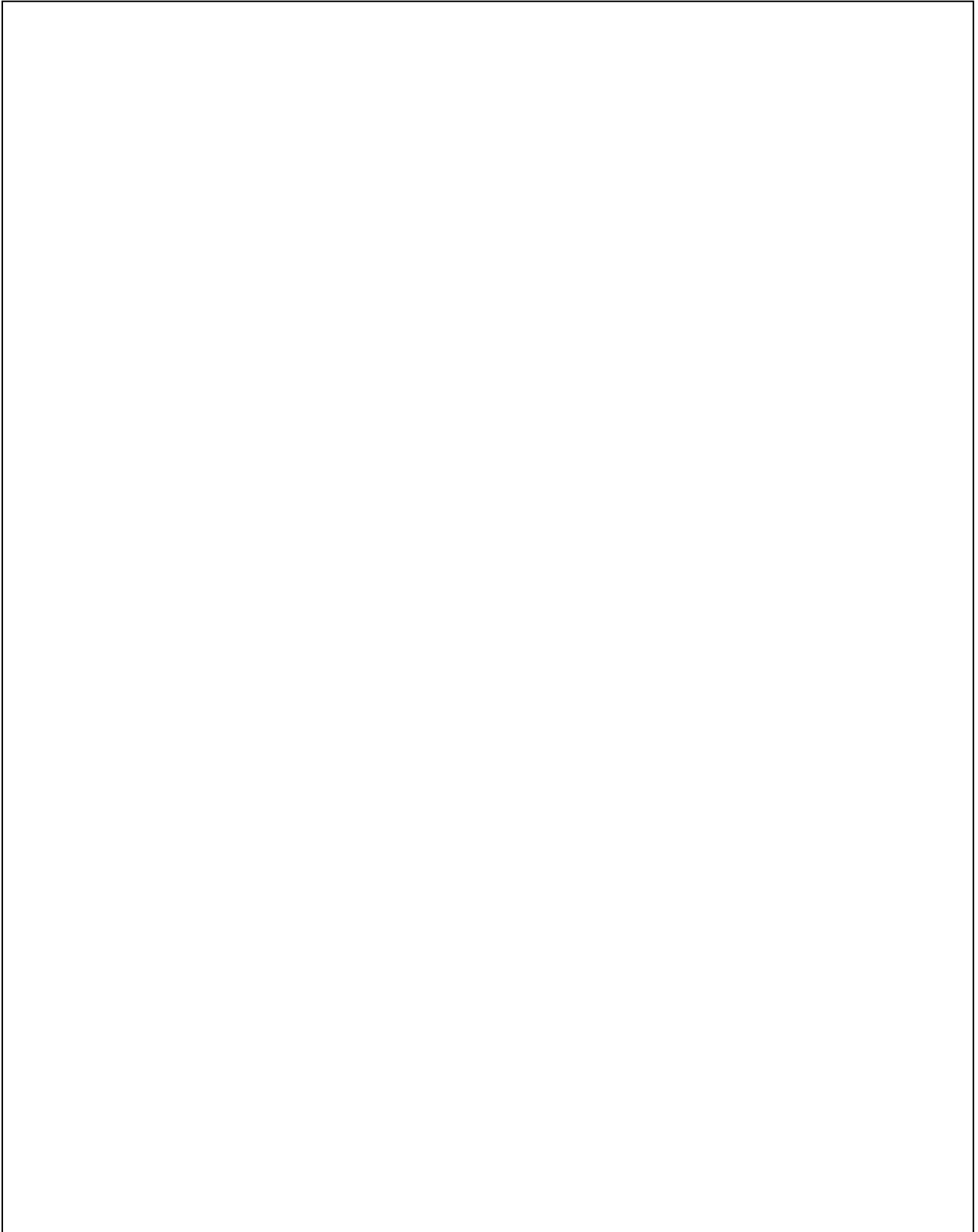
The exercises included in this pack should help you to take the first steps towards making your business more sustainable. Once you have completed the pack you will be able to see where you can make improvements.

It is a good idea to keep your completed pack for reference, as it is an excellent way to see how much you have progressed.

Remember – Small steps. Big impact. Every single small thing that you do adds up to make a big difference.

Task 1 – Statement

Write a statement, (approx one side A4), that explains why you have chosen to "green" your business practices. Try and write your statement as a document that you could present to clients explaining your actions.

A large, empty rectangular box with a thin black border, intended for the student to write their statement. It occupies most of the page below the instructions.

Task 2 – Review

Review your organisation’s environmental performance; use the checklist to carry out an audit of your current practice.

MANAGEMENT & COMMUNICATION

Activity	Yes	No	Action Required
Written an environmental policy			
Carried out an on site environmental audit			
Developed a "green"/environmental action plan			
Encourage staff to think green and identify a "green" champion who will publicise and administer your environmental work			
Undertake training in environmental management e.g. ISO 14001			
Sign the Worcestershire Climate Change Pledge (www.worcestershire.gov.uk/climatechangepledge)			
Supporting local community – raising donations and sponsorship etc. Do you promote local places, products, festivals and events?			
Recruit local people as employees			
Do you keep regular records of energy use, water use and waste?			
Green Marketing – do you advertise your green credentials? Do you use environmentally sound materials for printed promotional literature e.g. vegetable dyes and recycled non-bleached paper?			

ENERGY

Activity	Yes	No	Action Required
"Green" energy suppliers are used (those that provide energy from renewable sources)			
Purchase only A grade electrical equipment:			
Fridges			
Cookers			
Freezers			
Other			
Use of low energy light bulbs			
Computers and other equipment are not left on standby			
Use of timers on electrical equipment and lights in stairwells/corridors			
Use of thermostats on radiators and in rooms			
Loft insulation at least 270mm (new regs)			
Cavity wall insulation where possible			

Double glazing and well sealed doors to reduce draughts and stop heat escaping			
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WATER

Activity	Yes	No	Action Required
Well insulated hot water tanks & pipes			
Use of solar thermal panels for hot water			
Use of instant hot water systems			
Dripping taps and leaks are repaired			
Low flow taps and showers are installed			
'Water Hippos' or 'save-a-flush bags' are used in older toilet cisterns			
Water butts are used to collect rainwater			
Use of chemicals is minimised			

PURCHASING

Activity	Yes	No	Action Required
Choice of products is considered with the aim of reducing waste as well as recycling possibilities			
Contractors and suppliers are vetted for their environmental performance			
Recycled products are purchased e.g.:			
Paper for photocopying			
Business Stationery			
Toilet paper			
Refuse bags			
Recycled printer cartridges			
Fair Trade products are encouraged			
Timber products are proven to be from sustainable sources e.g. FSC approved			
Environmentally friendly cleaning products are used			
Use local products and suppliers wherever possible			

WASTE

Activity	Yes	No	Action Required
The following are recycled:			
Glass products			
Paper			

Cardboard			
Cans, Aluminium Foil			
Old furniture and soft furnishings			
Other			
Use of plastic is minimal and recycled where possible			
Composting is encouraged where possible			
Avoiding waste packaging e.g. by buying in bulk, having returnable boxes/containers			
Hazardous/special waste is safely disposed			

TRANSPORT

Activity	Yes	No	Action Required
Use of public transport is encouraged and information is available			
Staff car share schemes are promoted			
Fuel efficient vehicles are used			
Bicycle storage is offered			

WILDLIFE

Activity	Yes	No	Action Required
Carefully maintained grounds using indigenous species of plants			
Careful management of hedgerows – wider gaps left (with wider rough grassy margins left to grow long over winter?)			
Investigate Environmental Stewardship options – contact Natural England (NE) or the Farming Environment Advisory Group (FWAG)			
Ensure that new hedgerows, fences and other boundary features are locally appropriate – contact Worcestershire County Council’s Environmental Policy Team			
Cut your hedges at an appropriate time of year – avoid the bird breeding season and let the birds eat the berries in the autumn			
Carry out regular litter patrols at boundaries			
Encourage wildlife by enhancing existing wildlife features and by creating new features in appropriate places, e.g. a wildlife pond. Bird tables, feeders and baths and fruiting shrubs will all encourage wild birds.			
Avoid using slug pellets, pesticides etc, look out for environmentally friendly alternatives.			

OTHER

Activity	Yes	No	Action Required

Task 3 – Action Plan

Using your checklist create an action plan that shows possible areas for improving or introducing sustainable practice. Your plan should show what needs to be done, who or which department is responsible and include projected timescales for implementation.

Activity to be implemented	Action needed	Person responsible for overseeing action	Proposed timescale and completion date

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Useful Information

General

Business Link

Free business advice and support service, available online and through local advisors.

Visit www.businesslink.gov.uk for further information

Envirowise

Envirowise offers free, independent support to your business helping you to become more resource efficient and save money. Visit www.envirowise.gov.uk or call their advice line on 0800 585794.

Green Directory

Worcestershire County Council's Green Directory provides advice and contacts to help residents and businesses become more sustainable and tackle climate change, including information on recycling, where to buy local produce and sustainable transport.

Visit www.worcestershire.gov.uk/green for more information.

Worcestershire Environmental Business Group

WEBG can help your business to become more resource efficient, which will in turn lead to increased profit. Find out more at: <http://www.recs.org.uk>

Awards & Accreditation

The Green Apple Award

The Green Apple Award is an annual award established by The Green Organisation, an independent environment group dedicated to promoting the positive side of environmental endeavour.

For more information visit www.thegreenorganisation.info

The Green Business Awards

The Green Business Awards - the "Green Globes" - uphold the most innovative, ambitious and effective initiatives by UK business for achieving environmental sustainability, and implementing smart business practice. Entry is **free of charge**.

For more information visit www.greenbusinessawards.com

Climate Change

Defra

For information on climate change and energy visit

www.defra.gov.uk/environment/climatechange/index.htm

One hundred months...

We have one hundred months to save the planet. After this we could be beyond the climate's 'tipping point', the point of no return. Visit www.onehundredmonths.org for more information.

Worcestershire County Council

Worcestershire County Council have won Beacon Authority Status for their work tackling climate change. The sustainability pages on the council's website have information about climate change in Worcestershire, including the impacts of climate change and the work being done to tackle climate change in the county.

For further information visit www.worcestershire.gov.uk/sustainability

Consumption

Fairtrade

Visit www.fairtrade.org.uk to learn more about Fairtrade principles and products.

Cycling, Walking and Transport

Choose How You Move!

Find out more about travelling sustainably in your local area, from walking & cycling maps and details of your local bike shop, to up-to-date passenger transport information and the Worcestershire car share database. Visit www.worcestershire.gov.uk/chym or call the CHYM team on 01905 768331.

Energy

Act on CO2

To find out what your carbon footprint is and learn how to make some simple changes to help tackle climate change visit <http://actonco2.direct.gov.uk/index.html>

Carbon Trust

The Carbon Trust works with business and the public sector to identify carbon emissions and find ways of cutting them; and provides the knowledge and resources (including funding) to help them do so.

They also offer interest free business loans for equipment upgrades. Businesses can borrow £3,000-£400,000 interest free to give businesses the opportunity to modernise and reduce overheads. The loan repayments should be comfortably covered by their estimated energy savings. Visit www.carbontrust.co.uk

Energy Saving Trust

For information and advice on how you can be more energy efficient in your home visit www.energysavingtrust.org.uk

Green Energy Tariffs

A green tariff means that you buy your energy from a renewable source, which means that your power supply is carbon neutral. It is one of the easiest ways to stop using fossil fuels. For more information on companies who provide green energy visit www.uswitch.com/green-energy

Flood Risk

Environment Agency

In recent years Worcestershire has suffered from the impacts of flooding. To find out if you are at risk of flood, what to do if you are, and to register to receive free flood warnings call Floodline on 0845 988 1188 or go to

<http://www.environment-agency.gov.uk/subjects/flood/826674/1306207/?lang=e>

Food and Drink

Heart of England Fine Foods

Heart of England Fine Foods (HEFF) is the regional group for the West Midlands representing local producers. They have a directory of local food producers, retailers, festivals and events. Visit the HEFF website www.heff.co.uk or telephone 01746 785185.

Greenwash

Futerra

Make sure that you're not using 'greenwash'. Follow Futerra's Greenwash guide: visit <http://www.futerra.co.uk/services/greenwash-guide> to learn how to spot, prevent and avoid greenwash for consumers.

Transition Towns

Transition Towns are communities who have grouped together to look at how the community can respond to the challenges, and opportunities, of Peak Oil and Climate Change.

Some useful Transition Town information can be found on the following websites:

One Planet Worcester

www.oneplanetworcester.org.uk

Transition Towns Wiki

<http://www.transitiontowns.org/>

Transition Culture

This website explores the concepts of a Transition town.

<http://transitionculture.org/>

Transition Malvern

Information about Transition Malvern.

<http://transitionmalvernhills.org.uk/transition/>

Waste

If you generate any waste from a business or trade, it is classified as trade waste and cannot be disposed of in household dustbins/recycling bins or bags or deposited at household waste sites.

Contact your local council to see if they have a trade waste collection service, or find a licensed waste contractor or skip hire company. This applies to businesses run from home as well as dedicated business premises.

Find out more about recycling in the Worcestershire area: <http://www.recs.org.uk/recycling.html>

WRAP

WRAP (Waste & Resources Action Programme) helps individuals, businesses and local authorities to reduce waste and recycle more, making better use of resources and helping to tackle climate change. Visit www.wrap.org.uk for further information or call their helpline on 0808 1002040.

Wildlife

Environment Agency

The Environment Agency is the leading public body for protecting and improving the environment in England and Wales. Take a look at their 'What's in your back yard' webpages and type a postcode or place name to find out more about the environment where you live: www.environment-agency.gov.uk/maps/

Flora Locale

Flora Locale is a registered charity that encourages the wise use of wild plants for planting schemes that have wildlife in mind. Visit www.floralocale.org for more information.

Postcode Plants Database

The Natural History Museum's 'Postcode Plants Database' allows you to type in your postcode and see which plants are native to your area. Visit: www.nhm.ac.uk/nature-online/life/plants-fungi/postcode-plants/index.html

RSPB

The RSPB is a UK charity working to secure a healthy environment for birds and all wildlife. For further information visit their website: www.rspb.org.uk

The Farming and Wildlife Advisory Group (FWAG)

FWAG is the UK's only independent and dedicated provider of environmental and conservation advice and consultancy to farmers and crofters. More information can be found at www.fwag.org.uk. Or telephone: 01785 710564.

Worcestershire Wildlife Trust

Worcestershire Wildlife Trust is the county's leading local charity working to conserve and restore wildlife and wild places. Visit www.worcswildlifetrust.co.uk for further information.

Training

Batalas Limited

- ISO 14001 Lead Auditor Training Course
- ISO 14001 Internal Auditor
- ISO 14001 Implementation Training

Venues across the country incl. Stratford-upon-Avon & Birmingham (south). For more information visit: www.batalas.co.uk

Herefordshire and Worcestershire Group Training Association

Practical Environmental Management

For anyone who wants to discover or update their knowledge of environmental issues and to gain practical solutions relevant to business operations. This training course has been designed for middle managers, team leaders and supervisors who have responsibility for decision-making, managing budgets, allocating tasks and meeting performance targets. It will also enable them to take corrective action and be confident in dealing with environmental issues and customer queries. Visit:

www.wgta.org.uk

The Key Consultancy Limited

Associate Certificate Course in Environmental Management

The Institute of Environmental Management and Assessment (IEMA) is a recognised specialist authority in the field of the environment. This popular 2 week certificate is aimed at managers and safety and environmental practitioners who have responsibility for environmental management and leads to associate membership of IEMA for successful candidates.

After completing the IEMA Certificate they offer a progression to the NEBOSH National Diploma in Environmental Management in a shortened format.

For more information visit: www.thekeyconsultancy.co.uk

Qualatis Environmental Training

- ISO 14001 and EMAS foundation IRCA A17363
- Environmental internal auditor IRCA A17268
- Advanced EMS auditor
- CIWM waste awareness certificate
- Environmental Legislation Awareness

For more information visit: www.qualatis.co.uk

For further information about Sustainable Business please contact:

Rowenna Williams

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