



Go4Green

Connect Reading - Go 4 Green

Level 1 Moderate

Buy recycled office products

Recycle in the office (e.g. toner cartridges, use shredded waste paper as packaging)

Use recycled paper & re use discarded paper for notes

Save 30% of the water flushed in toilets by inserting displacement devices in toilets

Turn off unnecessary lights, replace light bulbs with low energy alternatives and think about using movement sensors in areas infrequently used.

Turn off printers, copiers, computers and monitors when not in use

Install timers for heaters, lights and equipment

Warm people, not the air spaces

Install signage to encourage people to use the stairs instead of the lift

Ensure radiators are not obstructed

Turn heating down by 2 degrees and benefit from a 10% reduction in energy bills

Install automatic doors & air curtains to minimise heat escape

Hold a team challenge to clean up part of the local environment or a tree planting session via Connect Reading

Assist the local community by greening communal areas

Coffee break sustainability – use ethically sourced beverages and only boil as much water as you need

Provide glasses and mugs rather than disposable cups

Put up signage to encourage people to use the stairs instead of the lift

Install signage with name & contact to report repairs in key areas (eg in kitchens to report dripping taps)

Ensure your cleaning contractors use environmental products

Recycle old computer equipment via Connect Reading who will find a new home for it in the Charitable or Voluntary sector.

Publicise Public Transport routes to work and provide safe parking for Bicycles

Re-use envelopes for internal mail

Store waste properly & dispose using a licensed waste contractor

Connect Reading - Go 4 Green

Level 2 Intermediate

Develop an Environmental Statement and a clear environmental policy and publicise to staff

Make sure employees know why and what you are doing

Put in place a carbon management plan

Share information & lessons learned with others (e.g. customers)

Encourage suppliers to measure and minimise their own Carbon Footprint

Include proportions of renewable energy (e.g. solar, wind)

Buy green energy

Avoid the standby button

Monitor your energy usage and set targets for reduction

Reduce water use by installing water efficient taps & toilets

Reduce toxic chemicals such as batteries, copier toner, paints etc and ensure safe disposal

Reward employees for reducing a company's impact on climate change

Invest in new energy efficient appliances and when purchasing new appliances look for the energy efficient logo

Promote Green Travel Plans / home working / video conferencing / conference calls etc and avoid unnecessary short haul flights

Promote and offer alternative transportation e.g. car pools, car sharing, cycling, walking, public transport, provide cycle racks & bathroom facilities

**Getting a lift with someone just once a week would reduce congestion by 12-15%*

Connect Reading - Go 4 Green

Level 3 Advanced

Invest in water saving products and take advantage of tax incentives (payback period can be under 12 months) monitor progress & set targets

Measure emissions and carry out an energy audit

Ensure plant, premises and other infrastructure is as energy efficient as possible

Set up a team to monitor & report on environmental progress

Maintain & enhance biodiversity and green infrastructure outside your business premises

Understand the impact of your business on the local area and the community and – be a good neighbour

Increase products purchased locally and from sustainable managed sources

Source from suppliers willing to look at their own impact

Adopt sustainable procurement practices (e.g. adopt a Green Buying Guide)

Identify a board-level **champion** for climate change

Implement environmental systems such as ISO 14001

Set targets for emissions reductions – keep the focus on actual emissions

When replacing vehicles look into hybrids

Join a distributor take back scheme for electrical goods

Calculate your carbon footprint and take steps to reduce it

Design out causes of waste and select materials with a low overall environmental impact

Useful Websites

www.wrap.org.uk/smefunding

www.climatesaverscomputing.org

www.vcacarfueldate.org.uk/search

www.dft.gov.uk

www.saveatonne.com

www.carboncoach.com

www.theecologist.org

www.good-energy.co.uk

www.ecotricity.co.uk

www.greenenergy.uk.com

www.climatechallenge.gov.uk

www.direct.gov.uk/en/

www.carbontrust.co.uk

www.energysavingtrust.org.uk/

www.envirowise.gov.uk/

Facts & Figures

Any office based organisation can take straight forward steps towards sustainability

Currently fewer than half of businesses in the South East are taking action to reduce CO2

By taking action in the workplace you can achieve a typical saving of up to £250 per year per employee

Ensure you document the actions you take – you can then demonstrate a measurable benefit

There is a large and growing market in the UK for green goods and services

Finally...

Keep us up to date with how you are getting on and the success you have, your recommendations and the lessons learnt. We can share your ideas with the Connect Reading network and improve our environment for all.

Thanks to the University of Reading and Reading Borough Council for their guidance and support.