**WASTE**

This handy template covers three main areas: waste, energy and travel.

It’ll help you identify your current usage and areas of concern, and put targets in place

**IMPROVING YOUR ENVIRONMENTAL PRACTICES**

**Objective:**  **Objective year:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BASELINE ASSESSMENT** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Baseline year** |  | | **Waste generated (kg)** | | | |  | **Recycle waste generated** | | |  | **Total waste generated** |  | | | **Number of employees** | | |  | | **Waste per head per year** | |  | |
| **WHAT’S CURRENTLY IN PLACE?** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Waste management lead** | |  | | | | **Waste contractor information** | | | |  | | **Where are the waste transfer notes?** | |  | | | **How often is waste collected and where does it go?** | | | | |  | |
| **Do we have recycling stations and signs?** | | | | |  | | | | | | | **Do we have secure waste storage locations?** | | | | | |  | | | | | |
| **TARGETS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Target** | | | | **Lead** | | | | | **Issues** | | | **Start date** | | | **End date** | | | | | **Notes** | | | |
| **1.** | | | |  | | | | |  | | |  | | |  | | | | |  | | | |
| **2.** | | | |  | | | | |  | | |  | | |  | | | | |  | | | |
| **3.** | | | |  | | | | |  | | |  | | |  | | | | |  | | | |

**Are there any training courses we need to go on?**

**ENERGY**

**Objective:**  **Objective year:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BASELINE ASSESSMENT** | | | | | | | | | | | |
| **Baseline year** | | |  | | | **Total number of employees** | | |  | | |
| **kWh of electricity** |  | | **kWh of gas** | |  | **Total kWh of energy** |  | | **kWh per person per year** | |  |
| **Tonnes of CO2** |  | | **Tonnes of CO2** | |  | **Tonnes of CO2** |  | | **Tonnes of CO2 per person per year** | |  |
| **WHAT’S CURRENTLY IN PLACE?** | | | | | | | | | | | |
| **Energy management lead** |  | | **Energy provider information** | |  | **Where do we use energy?** |  | | **What happens in an emergency?** | |  |
| **Do we monitor energy use?** | | |  | | | **Do we manage energy use?** | | |  | | |
| **TARGETS** | | | | | | | | | | | |
| **Target** | | **Lead** | | **Issues** | | **Start date** | | **End date** | | **Notes** | |
| **1.** | |  | |  | |  | |  | |  | |
| **2.** | |  | |  | |  | |  | |  | |
| **3.** | |  | |  | |  | |  | |  | |

**Are there any training courses we need to go on?**

**ENERGY**

**Objective:**  **Objective year:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BASELINE ASSESSMENT** | | | | | | | | | | | | | | | | | | | | | | |
| **Baseline year** |  | | | **Number of company vehicles** | |  | | **Distance travelled annually** | |  | | **Amount of fuel used per year** |  | | | **Number of employees** | |  | | **Units per person per year** | |  |
| **WHAT’S CURRENTLY IN PLACE?** | | | | | | | | | | | | | | | | | | | | | | |
| **Travel management lead** | |  | | | **How do staff travel to and from work?** | | | |  | | **How do we receive deliveries?** | | |  | | | **How do we source our vehicles?** | | | |  | |
| **Are our company vehicles regularly maintained?** | | | | |  | | | | | | **Do we have efficient driving training?** | | | | | |  | | | | | |
| **TARGETS** | | | | | | | | | | | | | | | | | | | | | | |
| **Target** | | | **Lead** | | | | **Issues** | | | | **Start date** | | | | **End date** | | | | **Notes** | | | |
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**Are there any training courses we need to go on?**