**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:**

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| --- |
| **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:**

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| --- |
| **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?**