

# Ten tips on how to help the environment in the workplace:

**1. Turn all computer equipment, machinery or other mechanical appliances off when not in use.**

Did you know? Leaving on essential equipment on overnight wastes enough energy to run a small car for 100 miles?

**2. Recycle, reduce and re-use waste. For example, print or photocopy on both sides of paper, recycle envelopes and labels and turn scrap paper into notepads.**

Did you know? Shredded paper makes a great alternative to wood shavings for bedding for pets such as hamsters and guinea pigs

**3. Position desks and workstations to make best use of natural light.**

**4. Ask colleagues if they would be interested in organising a green travel plan. This could include walking in groups, cycling & car sharing etc.**

**5. Switch off any unnecessary lighting during the day, particularly near windows or in corridors which do not require bright lighting.**

Did you know that 80% of the UK's lighting energy is used in the workplace?

**6. Ask the last person to leave the office to ensure that they turn everything off including printers, drinks machines, fans, computers and lights.**

Top tip—draw up a checklist and pin it by the alarm panel or exit.

**7. Turn down the heating and wear warmer clothes in winter. Liaise with health and safety staff to tackle over heating caused by poorly maintained equipment or ventilation. Make sure radiators and heaters aren't obstructed and ask your employer to improve insulation.**

Turning your heating down by 1 degree will save 10% on heating bills - tell your boss that money saving tip!

**8. Use reusable crockery and glasses as opposed to plastic cups and disposable plates/cutlery**

**9. Collect stamps and milk bottle tops for charity**

**10. Use email or notice boards to share information instead of printed memos. Don't print anything unless you have to!**

Why not email these tips to your friends and colleagues to spread the green word.

Just try not to print this pdf out! If you must print it, do one copy and put it in a prominent place in your office so everyone can read it... think of the trees please!)

**10 practical steps to reduce your carbon footprint!**

