

GOAL	ACTION	TIMELINE	RESPONSIBILITY	UPDATE
To educate & update staff/visitors/learners/clients on Environmental/Sustainability	Staff to be made aware of power usage, the need to turn lights off and conserve energy where possible.	01 January 2016	Y Brunsdon	Covered in staff meeting
To increase recycling by 10% in all areas of the business	Recycling bins for cans, plastics, tins and paper/card-issued in all areas and sustain increase of use	01 January 2017	All staff	Recycling bins for cans, plastics, tins issued to all areas
To increase paper recycling by 3%	Continue updates to staff	01 January 2017	All Staff	Paper recycling bins put in place
Reduction in postal use	Maintain reduction in postal use	Jan-18	Office	98% of invoices and credit notes are emailed to customers. This in turn reduces costs of fuel to deliver invoices and credit notes.
Car Share	Staff can car share into work when they are in the office together and no visits plans	19/06/2018	All Staff	
Return photocopier	Reduce printing costs	From 08/05/18	YB	Photocopier returned - saved approx £50 month
Staff re-arranged	All staff now on ground floor to save on heating costs and electricity	From 08/05/18	All staff	
Paper	Keep scrap and printing errors to use as note pads	From 08/05/18	All staff	
Plastic wallets	Reuse plastic wallets to save purchasing more? Are they recyclable?	From 13 11 18	All staff	
To reduce consumption of heating in areas not in use by 2%	Total closure of heating systems in shutdown areas. Re-educate staff. Room booking more robust and checks completed on un-used rooms to ensure heating/lighting/equipment has not been left on.	Ongoing	Directors	Thermostats fitted
Reduce printing costs by 5%	scanned documents rather than printed (where possible)	Ongoing	Directors / all Staff	New printers leased at a lower price than owned printers
To utilise stationery more effectively and reduce waste	Update to staff.		Directors	Stationery costs continue to reduce - to continue to monitor at b-monthly meetings.
Save electricity	Ensure kettle is only filled to what is needed	Ongoing	All staff	Staff are now not overfilling the kettle 05/11/19
Save Paper	Add statement at the bottom of staff emails – does this need printing – SP to email to staff - still to do	From August 2019	All staff	All staff now have this on all emails. 05/11/19
Save Electricity	Ensure all lights, computers, radios are turned off at the end of every day.	From August 2019	All Staff	
Save paper	Again for staff to look at make sure what can be double side printed to do so	From 05/11/19	All staff	Reminded on 03/11/2020
Save plastic	Plastic wallets to be re-used if still in a usable condition	From 05/11/19	All staff	Still being saved 11/05/2022
Remote individualisation	To allow all learners access to remote individualisation. Saving travel time and be greener (Fuel consumption)	From 07/12/2021	All staff	
Google application forms	Save paper by using google sheets for learner applications	From 07/12/2021	All staff	
Paperless sign up to save paper and time costs on staff	All sign ups to go paperless.	From June 2022	All staff	
Creating a lot of plastics waste from water	YB to contact Bolton re plastic waste	07/06/2022		