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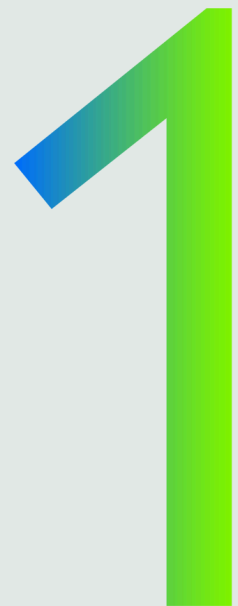
**DAYS OF
EASY ENERGY
& WASTE
REDUCTION
ACTIONS**



INTRODUCTION

A brief overview of how small changes in behaviour and habits can reduce your energy use and bills.

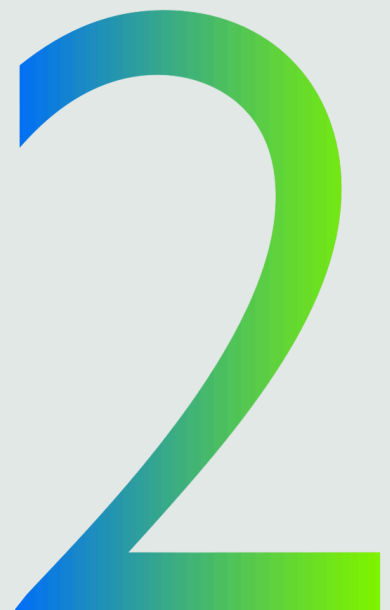
- Encourage your team to follow these simple steps.
- Everyone can contribute, save on bills, reduce waste, and make a real impact on climate change.
- Monitor and report progress to reveal benefits and drive further action through positive feedback.
- Many workplace measures can also be applied at home, saving money and reducing carbon emissions.
- It is important to remember that these changes need not be implemented all at once.
- Forming new habits requires time, but gradually, the savings will become apparent.



EQUIPMENT & IT

An overview of saving energy on your devices and IT, both in the office and at home, along with some considerations on digital waste and AI.

- Switch off computers, printers and scanners at the end of the day.
- Unplug phone chargers when not in use.
- Use timers on suitable equipment.
- Use power-save settings and automate turning off.
- Carry out regular maintenance and servicing to ensure efficient functionality.
- Include energy efficiency in procurement decisions.
- Ensure server rooms are not kept unnecessarily cold; a temperature of 19 to 21 degrees Celsius is ideal for efficient operation.



EQUIPMENT & IT

All emails sent, received and stored take up space on data centre servers, which use large amounts of electricity to function and water to keep cool.

- Unsubscribe from mailing lists you no longer need.
- This will reduce the digital carbon footprint for both you and the sender.
- It will also decrease the size of email inboxes and attachments, lowering processing demands on servers.

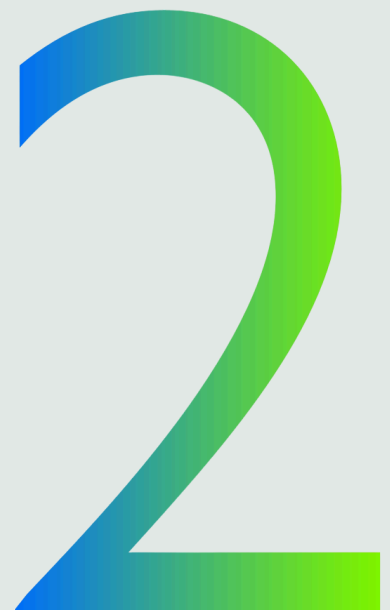
USING AI:

Although AI can be useful, it is also highly energy-intensive, so it's worth considering how and when you choose to use it.

USEFUL TO KNOW:

A single ChatGPT query generates around 1-4 grams of CO₂. This is significantly more than a Google search, which produces around 0.2grams of CO₂ per query.

AI servers use a surprising amount of water. Around 500 ml can be used to produce 10–50 medium-length AI responses, and roughly 9 litres evaporate for every kWh of energy consumed.



HOUSEKEEPING

Even if you use a 100% renewable energy supplier, reducing your energy consumption will save you money and reduce strain on the grid.

LIGHTING:

- Switch off lights in empty or well-lit rooms.
- Automate lighting where possible using timer switches, occupancy sensors and daylight sensors.
- Keep light fixtures clean to maximise light output, reducing the need for additional lighting.

HEATING AND COOLING:

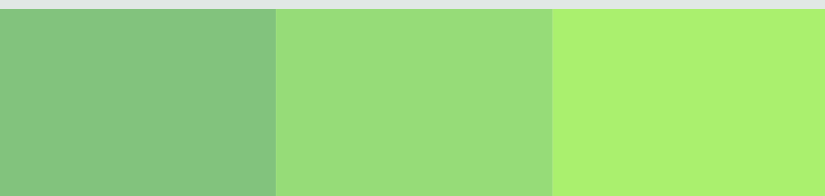
- Set heaters and cooling systems on timers according to occupancy times.
- Open windows and doors to cool the building, depending on the outside temperature.
- Keep windows and doors closed when heating or cooling is switched on to avoid wasting energy.
- Close blinds or curtains to keep rooms cool in hot weather.

USEFUL TO KNOW:

Watt (W) is a measure of how much power an appliance requires to operate.
A kilowatt-hour (kWh) is a measure of how much energy you're using.

EXAMPLE:

Appliance: Dishwasher (2kW power rating)
Power use for 1 cycle: $2\text{kW} \times 2\text{h} = 4\text{kWh}$
Cost per cycle: $4\text{kWh} \times \text{£}0.25/\text{kWh} = \text{£}1.00$

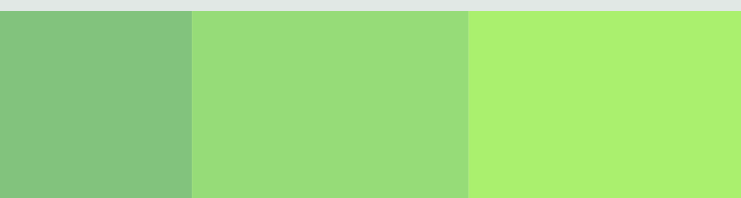


HOUSEKEEPING

Everything uses energy, from dripping taps to air conditioning systems, so there are plenty of opportunities to save money, reduce energy consumption and cut waste.

KITCHEN AND BATHROOM:

- Fill kettles with only the amount of water needed rather than to the top.
- Keep the fridge door closed to reduce cooling demand.
- Avoid overfilling the fridge to allow cool air to circulate more easily.
- Use lids on pots and pans when cooking to reduce heat demand.
- Turn the equipment off between servings.
- Carry out regular maintenance of equipment to ensure efficiency, such as descaling and cleaning.
- Encourage shorter showers (staff, hotel guests, etc) to reduce the demand on heating hot water
- Fix leaky taps to save water and reduce heating demand.



PURCHASES & PROCUREMENT

This covers everything we buy, use and discard, while having limited control over its origin, delivery, or disposal. Greenhouse Gas (GHG) Protocol Scopes define carbon and equivalent emissions caused by different types of purchasing and control.

SCOPE 1: DIRECT EMISSIONS

From controlled assets (e.g. gas boilers) and owned vehicles (e.g. diesel engines)

SCOPE 2: INDIRECT EMISSIONS

From consumption of electricity or heat generated elsewhere (e.g. non-renewable power supplied to the property)

SCOPE 3: INDIRECT EMISSIONS

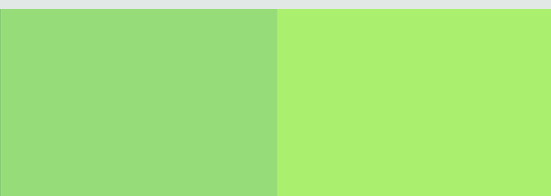
All other emissions that the company/individual has no direct ownership or control over (e.g. purchased materials and services for a supplier)

USEFUL TO KNOW:

These scopes can feel overwhelming, especially Scope 3 indirect emissions, so it is best to start with some easy wins.

EXAMPLE:

Switch disposable items for reusable alternatives. Choose click and collect instead of home delivery to reduce multiple deliveries.



PURCHASES & PROCUREMENT

Unlike simple actions like switching off lights, as consumers, we influence demand through responsible choices within the limits of our budgets and practicalities.

ACTIONS:

- Choose eco-friendly and reusable branded items over single-use products.
- Select products with recycled content where possible.
- Avoid single-use items, especially plastics.
- Look for suppliers with green delivery options or zero-to-landfill policies.
- Rent items where possible and share resources with neighbouring businesses.
- Opt for durable items that last longer and can be reused.
- Consolidate deliveries by using click and collect and limiting returns.
- Avoiding next-day delivery when possible.
- If items are no longer needed, consider repurposing or donating them.

WORKPLACE PENSIONS:

We all want to maximise our pension pots, and the more people choose ethical pensions, the more investment supports sustainable and ethical companies.

You can change your pension type easily through your provider or by speaking to your HR representative.



WASTE STREAMS

A simple guide on how to separate waste streams, with top tips for reducing waste both in the office and at home.

- Donate any unwanted items where possible.
- Reduce food waste by preparing only what you need, using leftovers, and preventing spoilage.
- Reduce paper waste by considering what needs printing and recycling anything no longer required.
- Unsubscribe from mailing lists you no longer need to reduce both paper waste and your digital footprint.

GENERIC WASTE:

- Paper towels
- Non-recyclable soft plastics
- Polystyrene
- Coffee cups (plastic lids and card wrappers can go in mixed recycling)
- No batteries (please take them to supermarkets for recycling)

OTHER ITEMS:

Items such as some soft plastics and coffee cups can be recycled at supermarkets or coffee shops



WASTE STREAMS

These are common waste streams, but always check your local recycling facilities.

MIXED RECYCLING:

- Paper & card
- Solid plastic (not film, bags or polystyrene)
- Glass
- Tins and cans
- Cartons
- No paper towels
- No coffee cups
- No soft plastics/film

FOOD WASTE:

- Compostable food waste only
- Fruit peel
- Tea bags
- Meat, vegetables, etc.
- No food packaging, liquids or oils/grease

DID YOU KNOW?

47% of commercial waste was recycled instead of being sent to landfill in the HOLBA patch, due to our waste consolidation scheme with Veolia.



We hope you've found the daily actions useful.
Remember, you don't have to change everything all at once,
and everyone will have questions or need a reminder from
time to time.

Every team is different, so use whatever works best for you
- mailouts, team activities, signage or friendly competition
between departments to encourage positive steps...

The important thing is to lead with encouragement - if you
start making small changes, you'll soon notice the
difference, and making more sustainable choices will quickly
become second nature for you and your team.