

Appendix A - Single Use Plastics Audit

This audit has considered the main activities undertaken by the organisation that result in the utilisation of single use plastic. This audit has not considered single use plastics used by contractors – however some of the items covered – in particular packaging - will also relate to activities that are contracted out.

It should also be noted that some single use plastics, have a useful function in the workplace.

The activities covered are:-

Catering and Hospitality activities, Cleaning and Caretaking activities, Fire and Rescue, General office activities, ICT and Marketing and Sales.

Items requiring further investigation / work highlighted in yellow

Catering and Hospitality Activities

<u>Location/Service</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable</u>	<u>Further Actions</u>
Restaurant Eat-in	Cutlery	Metal only	✓	None
Restaurant Eat-in	Plates, dishes, cups etc	Crockery, Glasses now used at water dispenser and plastic cups removed	✓	NA
Restaurant Eat-in	Drinks	Mostly cans (recycling bin in place) Bottles of water also for sale Water dispenser with glasses	Y	See if water is available to purchase in cans or switch to glass bottles
Restaurant - Take out	Cutlery	Compostable cutlery	✓	Promote use of own cutlery Charge for cutlery given out
Restaurant - Take out	Packaging	Use of compostable packaging. Also paper bags	✓	Promote on website Suggest that people bring their own
Restaurant - Take out	Sauce	Plastic sachets available	Potential	Encourage use of large bottles for free Introduced 10p charge for sachets from 07-12-18
Buffets	Containment for sandwiches	Reusable sandwich containers	Potential	Need to ensure that containers are returned – further items required

<u>Location/Service</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable</u>	<u>Further Actions and comments</u>
Buffets	Plates & Cups	Compostable plates and cups in use	✓	
Buffets	Cutlery	Using up old stock (pre 2016) and replacing with compostable cutlery	Yes	
Buffets	Hot food protection	Foil	Potential	Needed for food safety reasons – need to ensure this is recycled
Buffets	Juice containers	Tetra-pak	Potential	Investigate – may be able to recycle through new internal waste contract
Antechamber - hot drinks	Cups	Crockery	✓	Sometimes removed by staff - posters now in place asking them not to remove
Antechamber - hot drinks	Cutlery	Metal only	✓	Problem with teaspoons disappearing
Antechamber - Water	Cups	Plastic	✓	Plastic removed and replaced with glasses - notices in place asking people to use their own containers
Antechamber - Biscuits	Protection	Cling Film	Potential	Explore biodegradable options for cling film or change to better containment
NGH - Reception – Hot beverages	Cups	Plastic – recycling facilities in place	Potential	Investigate more sustainable options for hot beverage machines e.g. no-cup sensors
NGH – Water Dispensers	Cups	Plastic – recycling facilities in place	Potential	Promote people using their own cups
NGH – Conference Room – Hot beverages	Cups	Crockery	✓	NA

<u>Location/Service</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable</u>	<u>Further Actions and comments</u>
NGH – Conference Room - Water	Cups	Plastic	Potential	Replace with durable reusable plastic glasses or glasses Promote people using their own cups
Pound Lane – Hot Beverages	Cups	Plastic	Recycled	Investigate more sustainable options for hot beverage machines e.g. no-cup sensors
Pound Lane – Water Dispensers	Cups	Plastic	Recycled	Promote people using their own cups

Notes

Ante Chamber – Bean to cup machines – crockery cups – 5 staff hours per day to administer, including cleaning, filling plus cost of dishwasher, washing up liquid

General – Officer time will be required to promote further identified actions

NGH Catering - Although compostable utensils and containers are used these need to be composted via the food waste using the in-vessel compost machines

Cleaning and Caretaking

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable?</u>	<u>Further Actions & Comments</u>
Cleaning	Cleaning dispensers	Refilled and reused	No	
Cleaning	Cleaning agents	Bottles are plastic but chemical is diluted	No	Need to ensure that ALL chemical content is used before recycled - checked and OK
Cleaning	Small bin bags	Reused where feasible not made from recycled material	No	Check costs for bags made from recycled content Move to Group bins to reduce number of bags used

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable?</u>	<u>Further Actions & Comments</u>
Cleaning	Large bin bags	Not made from recycled material Rarely reused Thinner bags in use from 2017	No	Check costs for bags made from recycled content Move to Group bins to reduce number of bags used
Composting	Large bin bags	Not made from recycled material Rarely reused Thinner bags in use from 2017	No	Uncertain future
Confidential waste	Large bin bags	Not made from recycled material Not reused	No	Check costs for bags made from recycled content
General recycling	Large bin bags	Not made from recycled material Not reused	No	Moving to DMR will reduce the amount
Plastic recycling	General	Recycling facilities available	Potential	In place for all types except for '3' and black plastics
Cleaning	Packaging		Potential	Further in-depth audit required

Notes

A move to group bins for residual wastes would reduce the number of plastic waste bags used.

Fire and Rescue

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable</u>	<u>Further Actions & Comments</u>
Stations	Plastic bottles of water	Used - for emergency purposes	Unlikely	Fire-fighters are issued with their own 'proper' bottles
Incidents	accident' tape	Required to protect accident scenes and the public	No	No alternative available
Stations	Food items	Fire-fighters purchase for each watch	Potential	Could provide info ref sustainable food /packaging

General Office Activities

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable?</u>	<u>Further Actions & Comments</u>
Water dispensers	Dispenser	The majority of dispensers are plumbed in.	Yes	Determine if it is possible to replace those currently using plastic bottles by plumbed in machines
Water dispensers	Cups	Not provided by Facilities – but some services purchase their own	Yes	
Resource rooms	Plastic wallets	Can be re-used and recycled	Yes	Just don't use! Encourage more electronic methods - but ensure that staff are aware that these can be recycled at end of life.
Resource rooms	Pens	Both biros and pencils provided	Potential	Encourage more electronic methods - but also promote using pencils over biros
Resource rooms	Plastic report/covers	Can be re-used - not easily recycled	Potential	Electronic methods being progressed through digital by design Investigate use of card instead
Resource rooms	Encapsulating pockets	Not recyclable	Potential	Used for protection Try using thicker paper/card
Resource rooms	Paper - wrapping	Varies	Yes	Main Crown Commercial contract with Office Team use paper to wrap. ESPO Shires uses plastic
Resource rooms	Paper - tape	Used to strap boxes	Potential	Investigate with suppliers
Other	Staff own food & Drinks containers	Recycling facilities available – not always used	Potential	Behaviour Change campaign (8.2% of general waste (by weight is SUP)

Notes

Alternative paper via ESPO wrapped in paper is ≈ 12% more expensive

ICT

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable?</u>	<u>Further Actions & Comments</u>
Procurement	Packaging - cardboard	Recycling facilities in place	Potential	Often delivered by delivery company not supplier so limited potential for returning
Procurement	Packaging - other	Limited recycling available	Potential	Investigate potential for reducing packaging
Procurement	Cables etc	Recycling facilities in place	Potential	Investigate potential for reducing items that are not required
Disposal	IT Equipment	Now used for min 4 years (when equipment becomes uneconomical to repair) Recycling facilities in place at end of life	No	NB a number of laptops are refurbished and donated to local charities Now used until no longer economically viable to repair
Disposal	Phones etc	Recycling facilities in place at end of life	No	Now used until no longer economically viable to repair

Notes – This audit was undertaken prior to the planned move to Surface Pro. The primary packaging for Surface Prop has been examined and found to be almost fully recyclable. Secondary and Tertiary packaging has yet to be examined.

Marketing and Sales

<u>Location</u>	<u>Item</u>	<u>Status</u>	<u>Avoidable</u>	<u>Further Actions & Comments</u>
Waste Management	Various	Most made from recyclable materials	Yes	Using up existing stock
Museums	Gift Shop Items		Potential	Further investigation required
Museums	Café		Potential	Customers want plastic bottles of water. The museum is listed as a free refill location
Country Parks	Cafés	Run as lease	Potential	Could investigate further - food safety requirements need to be adhered to.
Country Parks	Gift Shop Items	Many plastic items. Also environmentally friendly items on sale	Potential	Potential for further investigation

