

HOW CAN THE CLEAN CITY AWARDS SCHEME TEAM HELP YOU?

Free, friendly expert advice on waste management for your business whether BIG or small.

Free regular updates on waste legislation, helping you to keep up to date, and ensure compliance.

Advice on setting up or maintaining recycling or waste minimisation programmes

Help on how to save £££ by simple waste minimisation techniques

Specialist advice on dealing with hazardous, clinical and other types of controlled waste

Provide links with other similar businesses in order to share best practice and ideas

Access to relevant training for all staff dealing with waste helping them become waste aware

FOR ALL THIS AND MUCH MORE PLEASE CONTACT THE CLEAN CITY AWARDS SCHEME TEAM OR VISIT OUR WEBSITE

www.cityoflondon.gov.uk/cleancity

TELEPHONE 020 7606 3110

For more information please visit our website at

WWW.CITYOFLONDON.GOV.UK/CLEANCITY

or contact us by one of the means below

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GUIDELINES FOR REPORTING ON WASTE

“Working in partnership with City Businesses for a cleaner and more attractive City”



CITY OF LONDON

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A GUIDE TO IMPROVED WASTE MANAGEMENT

EIGHT EASY STEPS

1: Identify a “Waste Champion!”

- “waste champions” can help motivate staff to become involved in the waste process whilst helping to develop a company culture of “reduce, re-use and recycle”

2: Identify the types of waste your business produces.

- carrying out a waste audit will identify what types of waste you produce and in what amounts.
- the Duty of Care relates to anyone who produces waste. You must know what is in your waste!

3: Measure the amount of waste produced.

- this will then give you an idea about how much can be reduced.
- your waste collector can supply accurate weights for the different types of waste you produce.

WHY REPORT ON ENVIRONMENTAL ISSUES?

PRODUCING A REPORT ON ENVIRONMENTAL POLICIES AND PERFORMANCE CAN:

- Improve your organisation’s reputation.
- Aid communication with a wide variety of stakeholders.
- Play a major role in improving your management of risk.
- Help identify opportunities for savings in resources and operating costs.

ENVIRONMENTAL MANAGEMENT SCHEME: ISO 14001.

ISO 14001 is a voluntary standard that helps organisations develop an environmental management system (EMS). The standard sets requirements for environmental policy, environmental objectives, implementation, control, and continuous improvement. By conforming to ISO 14001 organisations can assure stakeholders that they have a robust and effective EMS.

For more information contact the British Standards Institution by visiting their web site at www.bsi-global.com.

4: Review what is done with waste.

- once you have established how the waste is currently dealt with, you can decide where changes may be possible.

5: Set targets for improvement.

- Set targets to suit your business. These may be waste cost savings or waste reduction levels.

6: Identify the potential benefits.

- Input Savings - reduction in raw materials consumed.
- Waste Cost Savings - reduction in number of collections needed.

7: Report the outcomes / results.

- when reporting on waste it is essential to highlight, for senior management, employees, shareholders and other stakeholders, how you are performing and where you plan to improve.

8: Repeat the process.

- you can now monitor performance against the targets you have set.