



BEDFORD
BOROUGH COUNCIL

Green Office Guide – Business Version



Contents

1. [Introduction](#)
2. [Bedford Borough Council Policy & Action](#)
 - a) [Nottingham Declaration](#)
 - b) [Sustainable Community Strategy](#)
 - c) [Corporate Plan](#)
 - d) [Climate Change Strategy](#)
 - e) [Sustainable Development Policy](#)
 - f) [Carbon Management Programme](#)
 - g) [Energy Champions](#)
 - h) [10:10](#)
 - i) [The Mayor's Climate Change Fund](#)
3. [Transport](#)
 - a) [Telephone Conferencing](#)
 - b) [Walking](#)
 - c) [Cycling](#)
 - d) [Travel Planning](#)
 - e) [Bus](#)
 - f) [Park & Ride](#)
 - g) [Train](#)
 - h) [Car Sharing](#)
 - i) [Smarter Driving Advice](#)
 - j) [How to Buy a Fuel-efficient Car](#)
4. [Sustainable Procurement](#)
5. [Energy Efficiency](#)
 - a) [Computers](#)
 - b) [Printers and Photocopiers](#)
 - c) [Desktop and Floor-standing Fans](#)
 - d) [Lighting](#)
 - e) [Heating](#)
 - f) [Fridges](#)
 - g) [Mobile Phone Chargers](#)
6. [Reducing & Recycling Waste](#)
 - a) [General](#)
 - b) [Envelopes](#)
 - c) [Paper](#)
 - d) [Cardboard](#)
 - e) [Printer Toners and Ink Cartridges](#)
 - f) [Council Mobiles](#)
 - g) [Unwanted Stationery](#)
 - h) [Postage Stamps](#)
 - i) [Recycling Bins](#)
7. [Water Conservation](#)
8. [Sustainability at Home](#)
 - a) [Energy Efficiency](#)
 - b) [Renewable Energy](#)
 - c) [Transport](#)
 - d) [Reducing and Recycling Waste](#)
 - e) [Water Conservation](#)
 - f) [Sustainable Procurement](#)
9. [Adaptation](#)
10. [Events](#)

1. Introduction

Bedford Borough Council's first Green Office Guide is a continuation of the Council's commitment to reducing the Borough's and its own carbon emissions. It aims to answer any sustainability-related questions staff may have and contains handy tips and hints on how you can act in a more sustainable way at work.

The aims of the Guide are to:

- Minimise waste (including materials and energy).
- Reduce carbon emissions.
- Save money.

Key to Bullet Points:

- Action you can take
- ❖ Useful information or a link to further information



Green facts and tips are in boxes.

As a major employer in the area, user of resources and purchaser of goods and therefore with a major impact on the environment, Bedford Borough Council needs to be seen to 'walk the talk' in terms of the environment and sustainability. The Council employs 2336 staff and 6629 school staff, and if everyone contributed to saving energy and resources, it would make a big difference. To succeed we need your help!

As well as leading by example, the Council is also well placed to influence others in Bedford Borough such as businesses, community groups and residents, to change their behaviour and reduce their impact on the environment. We are working hard to make Bedford Borough a cleaner and greener place to live, work, study and play.

[Back to Contents](#)

This guide is meant as a read-only document which will be updated regularly. However, if you would like to print a section off for reference, please just print the page you require and in black and white and double-sided, or save it on your desktop for easy reference.

If you have any suggestions or queries about the Green Office Guide – you can contact the **Sustainability Team** by emailing:

sustainabilityteam@bedford.gov.uk.

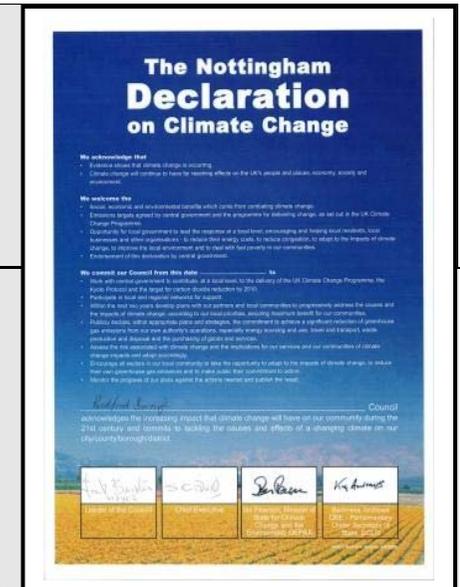
2. Bedford Borough Council Policy & Action

a) Nottingham Declaration

Bedford Borough Council signed the [Nottingham Declaration](#) on the 13th of September 2007.

The Nottingham Declaration is an agreement to work towards reducing our greenhouse gas emissions and adapt to the changes ahead and commits the council to:

- Work towards delivery of the UK Climate Change Programme and to reduce emissions in line with the Kyoto protocol and 2010 targets.
- Participate in local and regional support networks.
- Develop plans, within two years, with partners and local communities, to address the causes and impacts of climate change according to local priorities.
- Publicly declare within appropriate plans and strategies the commitment to achieve a significant reduction of greenhouse gas emissions from the Council's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.
- Assess the risk associated with climate change and adapt accordingly.
- Encourage all sectors of the local community to reduce emissions, adapt to change and make public their commitment.
- Monitor the progress of plans and publish results.



b) Sustainable Community Strategy

[Bedford Borough's Sustainable Community Strategy \(2009-21\)](#) sets out the Bedford Borough Partnership's vision for the future of Bedford Borough and the goals that the Partnership is seeking to achieve. Theme 2, A Greener Borough, is particularly relevant to Climate Change.

c) Corporate Plan

The Council has identified eight priority areas for action for the Council over the next three years. Priority Area 2 of the Council's Corporate Plan (2009-2012) sets out the Council's intentions to help reduce the impact of climate change on the Borough.

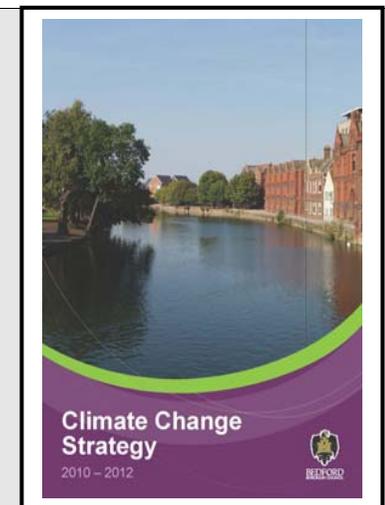
[Corporate Plan 2009 - 2012 \(Parts 1 and 2\)](#)

[Corporate Plan 2009 - 2012 \(Part 3\)](#)

d) Climate Change Strategy

The strategy sets out the Council's aim of mitigating and adapting to climate change by helping the residents, Community and businesses of the Borough to reduce their carbon emissions and prepare for the possible effects of climate change. Its objectives are to:

- Reduce the carbon emissions from the Council's buildings and fleet.
- Develop and promote measures to reduce greenhouse gas emissions resulting from transport in the Borough.
- Reduce greenhouse gas emissions from waste sent to landfill.
- Educate and support the residents and businesses of the Borough to mitigate and adapt to climate change.
- Prepare to adapt the Council's services to the possible impacts of climate change.



The development of the corresponding Bedford Borough Climate Change Action Plan will be developed in consultation with the Council's departments, the Borough's businesses, community groups and residents and will provide a means for the Council to identify, monitor and report on the work required to achieve the aims and objectives of the strategy.

[Bedford Borough Council's Climate Change Strategy](#)

e) Sustainable Development Policy

[Bedford Borough Council's Sustainable Development Policy](#)

f) Carbon Management Programme

In May 2010 the Council joined the Carbon Trust's [Local Authority Carbon Management Programme](#) with the aim of reducing the energy consumption and carbon emissions from our buildings and activities. In March 2011 the Council adopted a Carbon Management Plan. This sets out how the Council will take steps to achieve an aspirational **40% carbon reduction target** across the Council's buildings, transport, fleet, street lighting and schools by **March 2015** (based on 2009/10 baseline figures).



g) Energy Champions

A network of volunteer Energy Champions across the council helps raise awareness of sustainable practices in their areas.

h) 10:10

Bedford Borough Council has demonstrated its commitment to take real action to tackle climate change and protect the environment by formally joining the national 10:10 campaign and pledged to work towards a [10% cut in their carbon emissions in 2010/11.](#)



i) [The Mayor's Climate Change Fund](#)

Bedford Borough Council has made **£150k** available to fund community projects which will contribute to the reduction of carbon emissions in the Borough. Applications are welcomed from: voluntary and community groups, tenants' and residents' associations, not-for-profit organisations, registered charities, public sector including schools and parish councils, social enterprises.

The minimum grant level is **£5k** and the maximum level you can apply for is **£20k**. All monies must be spent within 12 months of an offer being made. Applicants will need to provide match funding of at least 50% of the total project cost from other sources.

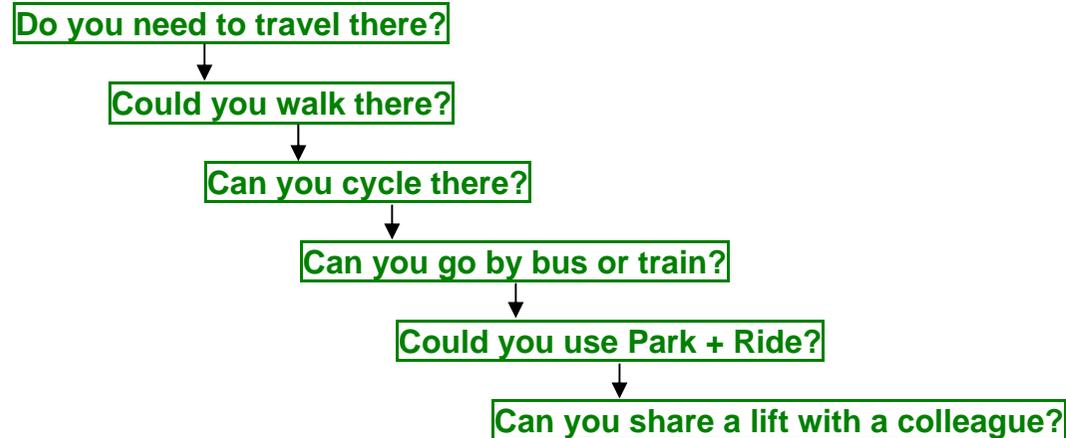
➤ **To Apply:** Please read the Guidance notes on the Application Form which can be downloaded from the [Climate Change Fund webpage](#). If you need any further assistance please contact the Sustainability Team: climatechangefund@bedford.gov.uk or 01234 718259.

[Back to start of chapter](#)
[Back to Contents](#)

3. Transport



Reducing the amount of journeys staff make in cars will considerably reduce the amount of greenhouse gases the Council is responsible for, and in many cases alternative transport has health benefits.



Chapter Contents:

- a) [Telephone Conferencing](#)
- b) [Walking](#)
- c) [Cycling](#)
- d) [Transport Direct](#)
- e) [Bus](#)
- f) [Park & Ride](#)
- g) [Train](#)
- h) [Car Sharing](#)
- i) [Smarter Driving Advice](#)
- j) [How to Buy a Fuel-efficient Car](#)

a) Telephone Conferencing

- **Do not travel** at all if you don't have to. Use telephone conferencing where possible.

b) Walking

- **If possible and if you do not have anything too heavy to carry – walk between buildings to meetings.** This may not take much longer than driving through the one-way system, parking at a car park and then walking to your final destination.

Walking **1 mile** in **15 minutes** burns about the same number of calories as running **1 mile** in **8 and a half minutes**.

Walking between the Town Hall and Borough Hall is approx **1 mile** in total, there and back. Walking, instead of driving there and back, saves **1kg of CO₂**.

Around **25%** of car journeys are less than **2 miles** and **8%** are less than **1 mile** long. Journeys of less than two miles cause the most pollution and are inefficient in terms of fuel consumption. A straining cold engine will produce **60% more pollution** than a warm one.

- ❖ Remember walking can:

IMPROVE	REDUCE	
confidence	coronary heart disease	arthritis
stamina	strokes	anxiety
energy	diabetes	anxiety
weight control	high blood pressure	stress
life expectancy	bowel cancer	
confidence	Alzheimer's disease	
stamina	osteoporosis	

- ❖ Follow this [link](#) to a useful map of Bedford Town Centre.

[Back to start of chapter](#)

c) Cycling

Cycling **4km** to work instead of driving your car will save you about **£250 a year**, or even more as the cost of fuel increases.

A **6 mile** cycle to work should take under **30 minutes**.

‘Cycle to Work Guarantee’

Bedford Borough Council has now met all 5 commitments of the Department for Transport’s ‘Cycle to Work Guarantee’.

This means that the Council:

- Provides secure, safe, and accessible bike parking facilities for all staff who want them.
- Provides good quality changing and locker facilities for all staff who want them.
- Offsets the cost of cycling equipment and saves on tax through the ‘Cycle2Work scheme.
- Offers bike repair on or near site
- Provides training, reward and incentive programs to achieve targets for more cycling.

**cycle to work
guarantee**

Bedford Borough Council BUG (Bicycle User Group)

The BUG has been set up as a platform for members of staff to raise and discuss cycling issues that they feel are not being addressed.



BOROUGH CYCLING

Bedford Cycle Map

The Bedford and Kempston cycle map (2010) is free and available from the Bedford Central Library, Town Hall, Borough Hall, and Tourist Information. It can also be downloaded from the following [link](#).

Staff Discount at Transition Cycles.

Transition Cycles is a small independent bike shop located on Castle Road, Bedford, MK40 3PJ. They are offering a **10% discount off all accessories** and a **5% discount on all bikes** to Bedford Borough Council employees. Discounts will be provided on the display of a staff identity badge.

➤ Visit www.transitioncycles.co.uk for more information, email transitioncycles@live.co.uk, or call **01234 351154**.

➤ If you go out on site visits, or meetings as part of your day to day work, have you considered cycling instead of using your car? At Bedford Borough Council there are 4 options:

1. **Use your personal bicycle.**
2. **Borrow a Borough Bike.**
3. **Borrow a Borough Cycle.**
4. **Buy a new bike through the Cycle2Work scheme.**

1. Use your Personal Bicycle:

If you use your own bicycle for council business (i.e. to council meetings and visits), you can claim **20p per mile** through your expenses. Just record it on the mileage form or system that you use.

[Back to start of chapter](#)

2. Borrow a Borough Bike (based at Town Hall):

Borough Bikes

Staff can borrow bikes, which are based at the **Town Hall**, for business use. If you make site visits which are only a short distance from your office but is too far to walk and often have trouble parking when you get there, why not borrow a Borough bike? A 3 mile journey should take 10-15 minutes.



The Council has 4 'pool' bikes which can be borrowed for staff business use during the day. Each Borough Bike comes with a pannier containing equipment including a helmet and high visibility kit. There are also spare panniers you can borrow if you have documents to carry.

To borrow a Borough Bike:

- Contact the Sustainability Team to arrange an induction session to get your **Permit to Ride**. This induction session is a short introduction to the bikes and accessories. As the 4 bikes are of different sizes and styles, you will be matched up with the one(s) which suit you best.
- Once you have your Permit to Ride, go along to Town Hall Reception and book out a Borough Bike.
- Start pedalling!

3. Borrow a Borough Cycle (based at Borough Hall):

Borough Cycles

Run from **Borough Hall**, this scheme gives staff the chance to borrow a bicycle and equipment for a **3 week period**.

Through the scheme you can loan (on a short-term basis) from a fleet of cycles (men's, women's, and folding), which can be borrowed for cycling to business trips, as part of a full or part commute (perhaps to a rail station) or for leisure purposes (lunch time excursions, weekends etc.).

- **To apply for a loan cycle, visit the Borough Cycles page on the intranet.**
- Please complete the online form at the bottom of the page allowing 24 hours notice where possible.
- Please read the guidance on this page, the Borough Cycles information leaflet and the Terms and Conditions which are linked to at the bottom of the page. In making an application for the loan of a Borough Cycle, you must confirm that you have read and understood the terms and conditions which are incorporated into the agreement.

4. Buy a new bike through the Cycle2Work scheme:

Cycle2Work Scheme

Bedford Borough Council has signed up to the Cycle2Work scheme, which is a Government backed programme that allows employees to claim a voucher to buy a new bike to cycle to work. The cost of the bike can then be paid back with tax free deductions from your salary.

tax-free bikes for work



- **If you have any questions about Borough Cycles or the Cycle2Work scheme please email: borough.cycling@bedford.gov.uk.**

d) Travel Planning

- ❖ [Transport Direct](#) offers free information for door-to-door travel for both public transport and car journeys around Britain. It now offers the ability to plot a cycle journey around Bedford in the same way you would a car journey
- ❖ [Traveline](#) (0871 200 22 33) has full details of all services within South and East England, and of rail and coach services throughout Great Britain.

e) Bus

- Travel by bus instead of the car where possible. This will reduce the amount of CO₂ you are responsible for emitting on your journey.

A double-decker bus carries the same number of people as **20** fully occupied cars.

Motorists who **drive** a 100 miles a week generate **1,436kg (1.43 tonnes)** of CO₂ a year, but people travelling the same distance on **trains** would be responsible for **319kg (0.32 tonnes)**, and those travelling the same distance by **bus** for just **268kg (0.26 tonnes)**.

- ❖ Follow this [link](#) to view the latest **bus** and **Park & Ride timetables and maps**.

f) Park & Ride

- If you are driving into Bedford – try the Park & Ride at **Elstow**. The easy-access buses go into the town centre **6 days a week, up to every 10 minutes**. You can also get on and off at the Bedford Hospital stops. It is free to park and the bus fare into town is just **£1.50**. Weekly, monthly and annual tickets at discounted prices are also available.

For the year ending 31st March 2007, Bedford Park & Ride removed over **160,000** cars from the roads in Bedford's town centre. In this same period, the service saved over **61 tonnes of CO₂** meaning less traffic congestion in Bedford and less pollution.

- ❖ Follow this [link](#) to find out more about **Bedford's Park & Ride scheme**.

[Back to start of chapter](#)

g) Train

- For Council business journeys – **request a rail warrant through the Tourist Information Centre** using the following [link](#).
- ❖ Bedford has two train stations; Bedford Midland on Ashburnham Road, just a short walk from the Town Centre and Bedford St Johns, on Ampthill Street. Three train operators run services from Bedford Midland Station while London Midland also runs services from St Johns Station;
- [East Midland Trains](#) operates services to Luton, Luton Airport and St Pancras and north to Kettering, Leicester and Derby.
- [First Capital Connect](#) operates services between Bedford and Brighton.
- [London Midland](#) operates services from Bedford to Bletchley with connecting services to Euston and the Midlands. Kempston Hardwick and Stewartby are served by the [Marston Vale Line](#).
- ❖ There are around 400 cycle parking spaces and 40 motorcycle spaces at Bedford Midland and the Council is a partner in the Bedford Stations Travel Plan.

h) Car Sharing

- If you can, try to encourage attendees to your meetings to co-ordinate car shares to reduce the number of cars being used for the journey.
- If you are attending a meeting at another site check to see if any of your colleagues are going to meetings at the same site so you can **car share**.
- Make informal or formal arrangements to car share for your commute to/ from work or on work business via www.liftshare.com.

Car-sharing can save an average commuter **£350** a year compared to driving alone and saves **700kg** of CO₂ a year based on an average daily commute of 18 miles.

i) Smarter Driving Advice

- Making small changes to your driving style such as avoiding harsh acceleration and braking, and how you use your car while driving, can make big differences to your environmental impact.
 - a. [Driving your car: green tips](#)

j) How to Buy a Fuel-efficient Car

- **Choose a more fuel-efficient version of a car** that fits your needs and you will be well on your way to reducing your carbon footprint. The more fuel efficient the car, the less fuel it burns, so the less CO₂ it produces.
- **Choose the most fuel efficient car in its class when buying a brand new car** and reduce your CO₂ emissions by up to 24% and save up to three months worth of fuel per year. Why not consider hybrid, LPG or electric vehicles?
- ❖ [Buying a car: green tips](#)

[Back to start of chapter](#)
[Back to Contents](#)

4. Sustainable Procurement



The Council is committed to promoting a sustainable environment, and procurement decisions will take into account all environmental legislative and regulatory requirements while observing the principles of ISO 14001. To help deliver this commitment, service managers will base procurement decisions on a full whole life costing assessment.

A guide to sustainable procurement has been developed which promotes the purchase of recycled products and 'green' energy supplies generated from renewable sources.

Our green procurement guidelines are based on the following principles:

- **Banning products that damage the environment** when a reasonable alternative is available;
- **Promoting products which causes least environmental damage;**
- **Taking into account whole life costs** such as energy, maintenance and end of life disposal costs when we consider tenders;
- Understanding that **buying environmentally friendly goods and services** is part of a process of continuous improvement i.e. the desktop stationery core list.

Identifying Need

We usually buy the same things we have bought in the past. To practice green procurement, we need to ask if we need to continue buying the same things. We will follow these principles:

- Think before we buy – do we need this? And if so, do we need so much of it?
- Don't buy anything that contains harmful substances;
- Consider how much energy the product uses;

- Consider the impact of transport on the environment – can we bulk up orders or source more locally?
- Reduce and Reuse (for example, use returnable packaging);
- Recycle (for example, buy recycled goods) i.e. the desktop stationery core list;
- Dispose of products responsibly.

Bedford's Green Procurement Rules

In order to help us to avoid damaging the environment the Council has adopted the following guidelines, which must be adhered to when decisions to buy or award a contract are made:

General Principles

- Our procurement should be aligned with our 'One Bedford vision, our Sustainable Communities Strategy and our Sustainability Action Plan;
- We prefer to buy products and services from organisations with a fully certified Environmental Management System (EMS) and an established environmental policy.

Energy

- When we buy energy direct from the supplier, we prefer green electricity sources (renewable energy sources such as wind, wave, tidal and solar power and the most efficient traditional combined heat and power) and we avoid nuclear power;
- All electricity and gas supply accounts must be on the Council's supply contracts which are managed by the Council's Sustainability Team. The team must be informed of any changes in service provision/developments that will/could affect the energy consumption of a property at the earliest possible stage - sustainabilityteam@bedford.gov.uk;
- We prefer products and services that are energy-efficient compared to alternatives; whole life costing should be used to ensure equipment choices are based on the life cost of the equipment and not just purchase price;
- Our guiding principle will be our target to reduce CO₂ emissions and have signed up to the 10:10 CO₂ saving initiative.

In March 2011 the Council adopted a Carbon Management Plan. This sets out how the Council will take steps to achieve our aspirational **40% carbon reduction target** across the Council's buildings, transport, fleet, street lighting and schools by **March 2015** (based on 2009/10 baseline figures).

Waste & Recycling

- We prefer to avoid using products that cannot be reused, recycled or composted;
- We will send items we don't want, but that can be used, to local materials and equipment exchange services.

Water

- We prefer products and services that are water-efficient compared to alternatives;
- We do not buy bottled water;
- When we refurbish buildings or develop new ones, we must consider water-efficiency measures e.g. reusing water (for example, rainwater) to reduce how much fresh water from the mains we use.

Construction & Maintenance

- When we refurbish buildings or build new ones, we will follow 'Supplementary Planning Guidance' in terms of green construction as far as possible and seek advice from relevant experts (e.g. the Sustainability Officer, Planning or BDG);
- We will endeavour to design buildings to the highest possible sustainability standards meeting, and where possible, exceeding the requirements set by government;
- Extra up-front costs for the most environmentally friendly options must be reviewed with a whole life costing approach before being rejected and relevant guidance taken into account which may require green expenditure to be prioritised.

Resources & Biodiversity

- We will **consider the impact on biodiversity when we buy products or services**, and aim to minimise damage to habitats and support their development;
- When we buy timber and wood-derived products (including stationery), **we will only buy legal and preferably sustainable timber** – this means that the wood must come from government approved certification schemes, preferably the Forest Stewardship Council (FSC);
- We prefer products made from recycled materials, and to use reclaimed materials;
- **We will not use chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), persistent organic pollutants (POPs)**, and chemicals that the European Union classifies as substances of very high concern, or other harmful chemicals.
- **We will avoid using ‘volatile organic chemicals’** (‘VOCs’ – which can be present in goods such as paint and cleaning substances), formaldehyde and harmful pesticides as far as possible, and will use artificial fertilisers as little as possible;
- We will avoid genetically modified products when we buy food or award contracts to catering services.

Transport and Travel

- We prefer **options that reduce the need for products to be transported**;
- We prefer our contractors to support green travel arrangements.

[Back to start of chapter](#)
[Back to Contents](#)

5. Energy Efficiency

Saving energy helps the Council to save money by reducing energy costs.

Chapter Contents:

- a) [Computers](#)
- b) [Printers and Photocopiers](#)
- c) [Desktop and Floor-standing Fans](#)
- d) [Lighting](#)
- e) [Heating](#)
- f) [Fridges](#)
- g) [Mobile Phone Chargers](#)

a) Computers

- Turn off your monitor when away from your desk for longer than **15** minutes.
- **Remember** to turn off your monitor at lunch, when you go to meetings, and turn off your computer and monitor when you go home.

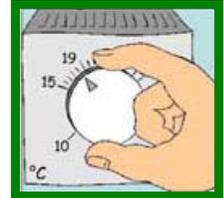
Leaving 1 computer on overnight is equivalent to leaving 1.5 40W lightbulbs on all day.

A monitor left on for **90** minutes creates **1** party balloon's worth of CO₂. Remember - screensavers do not save energy.

A computer's monitor can be responsible for up to **50%** of a computer's total electricity consumption.

b) Printers and Photocopiers

- Get into the habit of switching on only when needed, and not switching on printers and photocopiers first thing in the morning.



- The larger Multi-function Devices (MFDs), which are printers and photocopiers in one, **should not be switched off** – these will usually have a sticker on them which states *'Please do not switch off this piece of equipment'*. Most modern photocopiers such as MFDs have a built-in energy saving mode which means the machine automatically 'powers down' if not in use and will switch itself off after a period of inactivity. Only **photocopiers and printers that are not MFDs should be switched off**, overnight.

A photocopier or printer left on overnight creates **100** party balloon's worth of CO₂.

c) Desktop and Floor-standing Fans

- **Turn off** any fans when you are not at your desk, and we suggest you only use these as a last resort. Try closing the blind or opening a window first.

Fans work by moving the air in their immediate vicinity, since moving air feels cooler, only people who are sitting close enough feel this air move and will be cooled.

- If you leave an office or area, please ensure that you remember to switch off any fans if there is no-one remaining in the area to feel the effects.

d) Lighting

- Does the lighting have to be on all day? Switch off if not needed!
- **Turn off** the lights where there are switches, every time you leave a room. This applies mainly to lights in kitchens and toilets.

A fluorescent lamp does not wear out more quickly or consume more electricity when it is turned on and off. It is not better to leave fluorescent lights on rather than turning them off, they use **500** times more energy if left on for **15 minutes** than the energy needed to restart it.

- **Close** doors of side offices and meeting rooms when empty. This will ensure that motion sensors will not be activated by people passing by and result in lighting an empty room.

e) Heating

- Do not open the window because the room is too hot – if possible, turn down the radiator thermostat or room thermostat or which ever is appropriate. The thermostat should be set at between **18-21°C** but if you can, set it as low as is comfortably possible. **18 – 21°C** is defined as comfortable in most circumstances.
- Do **not** use 'point-of-use' plug-in heaters.

f) Fridges

- **Do not** keep fridges running if they are empty.

g) Mobile Phone Chargers

- **Remember** to unplug these when not in use and switch off at the socket. Avoid charging overnight and at weekends.

Mobile phone chargers continue to consume electricity even when the phone has finished charging and is no longer plugged in to the charger. Phones should only take a few hours to charge up and any extra charging is a waste of energy. This is also applicable to any appliances which require charging.

[Back to start of chapter](#)
[Back to Contents](#)

6. Reducing and Recycling Waste



Reducing our consumption of materials will save money, raw materials (e.g. trees) and energy used for manufacturing. Recycling can help save materials and energy, but cutting down on waste in the first place is even better.

Chapter Contents:

- a) [General](#)
- b) [Envelopes](#)
- c) [Paper](#)
- d) [Cardboard](#)
- e) [Printer Toners and Ink Cartridges](#)
- f) [Council Mobiles](#)
- g) [Unwanted Stationery](#)
- h) [Postage Stamps](#)
- i) [Recycling Bins](#)



a) General

- Avoid replacing items unless really necessary.
- Only buy what you really need.
- Use items to the end of their working life
- Buy items that can be reused or refilled.

b) Envelopes

- **Try** to only use new envelopes for external use.
- **Use** and re-use internal mail envelopes for internal mail.

c) Paper

- Please think before you print. Print only if it is absolutely necessary. If you do need to print:
 - Double-side where possible. Click on 'file', 'print', 'properties' and then look for the double-sided print option or call ICT.
 - Use the draft option if it's just for reference and print in black and white (also known as greyscale or mono) Click on 'file', 'print', 'properties', and change to 'grey scale'.
 - If printing a draft, you can also print two pages on one side of an A4 page. Click on 'file', 'print', 'properties' and against 'page layout' choose 2 on 1 or more.
- **Use** 'print preview' to reduce unwanted or blank pages being printed. Change the settings to fit the document into as few pages as possible and the most appropriate orientation 'landscape' or 'portrait'.
- **Try** to avoid printing too many agendas, meeting minutes or other documents for meetings. Send meeting documents by e-mail, or save to a shared drive and encourage attendees to share, or print their own to avoid over printing and waste.
- **Remember** to collect from printers what you have printed!
- **Recycle** waste paper if it cannot be re-used as rough note paper.
- **Recycle** non-confidential documents via paper bins but please remove binding bars and covers before recycling bound documents.
- **Only shred paper if necessary** – i.e. paper contains confidential/ sensitive information. Thick-cut shredded paper can be recycled (cross-cut cannot) but recycling paper works best when whole sheets are used as longer paper fibres can knit back together once pulped; if only an address needs shredding tear off the address and recycle the rest etc.
- **Do not over-order** leaflets or publications.

[Back to start of chapter](#)

d) Cardboard

- Please flatten cardboard and recycle it.

e) Printer Toners and Ink Cartridges

- **Avoid layouts that use a lot of coloured ink** (unless required for pictures and graphs etc) when developing brochures and colour documents.
- **Shake print toners and ink cartridges carefully** and gently when they start to run low to get a few more weeks' use.
- **If you want a large amount of flyers or documents**, please get them printed through Reprographics.
- **Please recycle empty toners and cartridges.**

f) Council Mobiles

- **Please** return any broken, unused mobiles to be recycled.

g) Unwanted Stationery

- **Check** to see if your area or office has a cupboard with a stock of recycled stationery e.g. files, plastic wallets and folders. If not, how about creating one of your own?

h) Postage Stamps

- **Collect** these and send them to a charity:
 - **Royal National Institute of Blind People:** Send to RNIB Stamp Recycling, PO Box 185, Benfleet, Essex, SS7 9BH

- **Help the Aged:** Send to Stamp Appeal, Help the Aged, Unit 7, Kirkstall Industrial Park, Kirkstall Road, Leeds LS24 2AU
- **PDSA for pets in need of vets:** Send to PDSA Stamp Appeal, PO Box 9191, Wishaw, Lanarkshire, ML2 0YB.

i) Recycling Bins

- **Please recycle** the following materials in the orange recycling bins which are situated around the Town Hall Complex and Borough Hall:
 - Paper
 - Card and cardboard (including food and drinks cartons)
 - Plastic packaging e.g. bottles, tubs, pots, trays, bags, film
 - Metal food and drinks tins/cans
 - Aluminium foil and trays
 - Empty aerosols
- If you have any other queries about the new recycling bins please contact the Recycling Team: recycling@bedford.gov.uk.



BOROUGH HALL

TOWN HALL

recycle for Bedford Borough

Look out for the new recycling bins on your floor
You can now recycle the following items...



No food, liquids or glass please

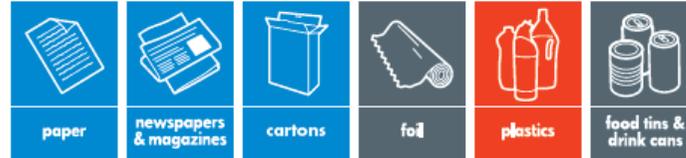
Squash bottles & cans
Take any flat packed cardboard to the lift lobby for collection

If the bin is full please email:
Buildings Supervisor (Borough Hall)
buildings.supervisor@bedford.gov.uk



recycle for Bedford Borough

Look out for the new recycling bins on your floor
You can now recycle the following items...



No food, liquids or glass please

- Squash your bottles & cans
- Take any flat packed cardboard to Cowper Yard for collection

If the bin is full or for information about confidential shredding please email:
propserv@bedford.gov.uk



[Back to start of chapter](#)
[Back to Contents](#)

7. Water Conservation



Water is a **precious resource** and we should **use it wisely at all times** because it is not as abundant as you might think. Collecting, treating and pumping water uses energy, especially hot water, and increases emissions of greenhouse gases contributing to climate change.

➤ **Report** dripping taps, or any other maintenance issues to the Buildings Supervisor.

A dripping tap can waste up to **26 litres** of water in **24 hours** – that's enough for a shower!

- **Fill** the kettle only with the water you need – using a scale if present. On average twice the amount of water needed is boiled.
- **Turn off** the tap while you soap your hands and then turn it on to rinse them.
- **Use** the short flush where possible if you have a dual flush toilet – the longer flush often uses more water than necessary.

The average person in England and Wales uses **150 litres of water a day** - imagine **264 pints** of milk and that's **150 litres** of water.

[Back to Contents](#)

8. Sustainability at Home



Many of the sustainable things you do regularly at home can be transferred to your workplace – such as using all recycling facilities available. Other things you do at work – such as turning off your computer – you can also do at home to reduce waste, reduce CO₂, save energy and money.

Chapter Contents:

- a) [Energy Efficiency](#)
- b) [Renewable Energy](#)
- c) [Transport](#)
- d) [Reducing and Recycling Waste](#)
- e) [Water Conservation](#)
- f) [Sustainable Procurement](#)



a) Energy Efficiency

- Answer Questions about your home, appliances and travel behaviour to get your carbon footprint results by using the [Act on CO₂ Calculator](#).
- Visit the [Energy Saving Trust's Water Energy Calculator](#) to find out how much water and energy you use in your home, how much it is costing you and how you could make savings.

Heating:

- Turn down your heating by just 1°C and reduce your home's CO₂ emissions by 400kg and save around £30 a year on your energy bills.

19°C is an adequate temperature in your living room (21°C in homes with the elderly or infirm).

- Put on more clothes rather than turning on the heating.

- **Service your boiler regularly.** It will be more efficient and use less energy.
- **Set the timer for your heating system** to come on about **30** minutes before you get up or come home in the evening, and to go off about **30** minutes before you leave in the morning or go to bed.

'Warmer Beds' Home Insulation scheme

- **Insulate your loft** – this is one of the simplest and most effective methods of reducing your heat and energy loss. **Loft insulation should be a minimum of 270mm deep (about 10 inches).** You can do it yourself with insulation rolls bought from DIY stores or arrange for an installer to fit it.
- **Insulate your cavity walls** – if you have cavity walls – they are really easy and quick to insulate.
- If your home has less than 120mm loft insulation or no insulation in the cavity walls, you can apply for **discounted or FREE (if in receipt of qualifying benefits or over 70 years of age) loft and cavity wall insulation** under the Council's **'Warmer Beds' Home Insulation scheme** which provides discounted or free home insulation under the Government's Carbon Emission Reduction Target (CERT) scheme. The scheme is designed to help homeowners become **more energy efficient**, which will **save money** on heating bills and also reduce CO₂ emissions. Call **0800 043 5690** to arrange for a surveyor to visit your property and carry out a FREE home insulation check. Please [click here](#) to find out about the Council's **'Warmer Beds' Home Insulation Scheme**.

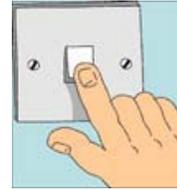


If they are not insulated, around **50%** of all the heat used to warm rooms escapes through the walls and roof space.

If you do not currently have any insulation in your loft, by installing it to a depth of at least **270mm (10")** you could save around **£150** a year.

[Back to start of chapter](#)

Lighting



- **Turn off lights** when they are not needed.
- **Use low energy light bulbs** – they last about 12 times longer than ordinary bulbs (which are currently being phased out in the UK) and consume about 1/5 of the energy.

Fitting just **1** energy saving light bulb can save you on average **£2.50 a year** - and by swapping all the light bulbs in your home for energy saving ones you could save around **£37** per year.

Low energy light bulbs use around **25%** of the electricity of a standard light bulb and last up to **10 times** longer.

Cooking



- **Boil only as much water in the kettle as you need.**
- **Keep lids on saucepans** while cooking.

Washing

- **Use a full load in your dishwasher and washing machine** to save energy and water.
- **Use a lower temperature wash for clothes which are not very dirty.** For most washes, **40°C** is just as good as **60°C**. Wash at **30°C** as often as you can as most detergents work well at **30°C** or **40°C**.

Washing clothes at **60°C** uses almost **twice** as much energy as a **40°C** wash and washing clothes at **30°C** instead of higher temperatures uses around **40%** less energy.

- **Air dry your clothes racks and lines if possible** – avoid using tumble dryers as they use a lot of energy.

[Back to start of chapter](#)

Electrical equipment

- **Do not leave your TV or Hi-Fi on standby** but switch it off to save energy.
- **Turn off and unplug the chargers for your mobile phone when not in use as they will continue to consume energy even when not charging.**
- **Turn off your computer at home when not in use.**
- **To find out how much electricity is being consumed in your home, and which appliance is the worst offender for energy usage energy monitors can be borrowed** from the Central, Kempston, Wootton, Putnoe and Bromham libraries at no cost, initially for up to three weeks.
For more information, [click here](#).



b) Renewable Energy

- **If possible, consider installing a renewable energy technology** – such as [solar thermal panels](#) (to heat your water) or [photovoltaic panels](#) (to provide you with electricity). By generating renewable energy instead of using conventional energy sources (fossil fuels) you can reduce the amount of CO₂ your household is responsible for producing.
- ❖ **For more information on renewable energy technologies and to find out which one might be the most suitable for your home** – visit the [Home Energy Generation Selector](#) on the Energy Saving Trust website.

❖ **Feed In Tariffs (also known as Clean Energy Cashback)**, introduced by the Government on the 1st of April 2010, provides the financial incentive for organisations, businesses, communities and individuals to install **electricity-generating technologies** such as [solar electricity](#) (PV) panels and [wind turbines](#). The scheme guarantees a minimum payment for all electricity generated by the system, as well as a separate payment for the electricity exported to grid. These payments are in addition to the bill savings made by using the electricity generated on-site. For more information [click here](#).

➤ For more information and independent advice on energy efficiency, renewable energy and sustainable transport contact your local Energy Saving Trust Advice Centre on 0800 512012 or visit: www.est.org.uk.



c) Transport

- **Make fewer car journeys** and walk to the shops if possible.
- **Avoid the school run by getting children to cycle or walk.**
- **Discover local cycling and walking routes.**



More than half of all car trips are less than **3 miles**, which would take about **10-15 minutes** by bike.

Walking **1 mile** can burn up at least **100 calories** of energy and walking **2 miles** a day, **3 times** a week, can help reduce weight by one pound every **3 weeks**.

- **Share your journey to work with a friend or colleague** or use www.liftshare.com
- **Keep your car properly maintained** to improve its efficiency and reduce the amount of fuel consumed.

Under-inflated tyres increase fuel consumption by up to **8%**.

[Back to start of chapter](#)

❖ [Driving your car: green tips](#)

- **Choose a more fuel-efficient version of a car** that fits your needs and you will be well on your way to reducing your carbon footprint. The more fuel efficient the car, the less fuel it burns, so the less CO₂ it produces.
- **Choose the most fuel efficient car in its class** when buying a brand new car and reduce your CO₂ emissions by up to 24% and save up to three months worth of fuel per year. Why not consider hybrid, LPG or electric vehicles?

❖ [Buying a car: green tips](#)

- **Try to avoid flying – look for holiday destinations which you can reach by boat and train.**

A journey by air creates about **10 times** as much CO₂ as a similar journey by train.

The effect of climate-changing exhaust gases from planes is around **3 times** greater than emissions made at ground level.

d) Reducing and Recycling Waste

Reduce

- **Reduce the amount of waste you produce in the first place** – buy products such as vegetables with less packaging. [Click here](#) for more information on how you can do this.
 - **Waste less food** - wasting food also wastes all the energy needed to make it, and creates more waste in landfill sites which will decompose producing methane – a greenhouse gas.
- ❖ **Visit the [‘Love Food, Hate Waste’](#) website for recipes and tips to help you waste less food and save money.**

The average UK household spends **£420** a year on food that could have been eaten but is thrown away.

[Back to start of chapter](#)

- Avoid products with unnecessary packaging.
- Choose reusable products.
- Register with the Mailing Preference Service to avoid unwanted junk mail being sent to your home at www.mpsonline.co.uk or call: 08457 034599.

Reuse

- Make packed lunches. Think about re-using containers such as empty, clean take-away boxes which means that you don't need to use cling film or foil. Re-usable drinks containers will also decrease the amount of discarded plastic bottles.
- **Take your own bag when you go shopping, to help reduce the use of plastic bags.** Re-use free plastic bags and use your own cotton, jute or hemp bags instead.

Recycle

- **Recycle as much of your waste as you can.** All councils have a kerbside collection service that allows you to send your waste for recycling rather than to a landfill site. Bedford Borough Council provides a fortnightly collection service using an orange lidded bin or orange sacks to supplement your normal weekly rubbish collection and your fortnightly garden waste collections. For more information on recycling in Bedford Borough please [click here](#). For more information on the Garden Waste collection, please [click here](#).

Over 80% of Bedford Borough residents now regularly recycle their through the Council's kerb-side waste scheme. The successful scheme has been running for **almost 8 years**. In that time we have seen recycling rates soar to **39.1%***. This is thanks to the efforts of all of the dedicated recyclers in Bedford Borough! (*unaudited figure for 10/11)

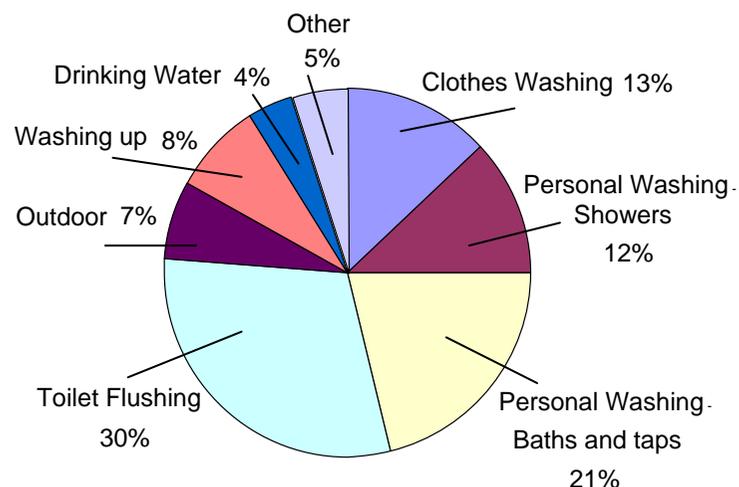
[Back to start of chapter](#)

- **Compost your garden and food waste** by taking advantage of the Council's compost bin scheme. This scheme includes two sizes of composter as well as a new composting system designed specifically for food waste. [For further information on how to make compost, the Council's scheme and details of how to order a compost bin, click here.](#)
 - **Use your local recycling sites to recycle more items** e.g. glass bottles and jars at supermarket car parks, but do not make a special trip to do so. Please [click here](#) to find your nearest Local Recycling Site.
 - **Larger or specific items of household waste such as electrical appliances, paint and scrap metal etc. can be taken to Bedford's Household Waste Recycling Centre (HWRC)** which is located on Barkers Lane, to be recycled. Please [click here](#) to find out more.
 - Recycle your plastic bottles and drink cans when out and about by using the dual litter and recycling bins located in the town centre and other busy amenity areas throughout the Borough. [Click here](#) to find out more.
 - Batteries can be recycled at the bins located in the Town Hall, Borough Hall, Barkers Lane HWRC and at large retail outlets. Bedford Borough Council is also currently trialing a new [kerbside battery collection](#) scheme to 12,500 households across the borough, with the aim of extending the scheme to all residents later in 2011.
- ❖ **For more information on waste, recycling and composting** visit the [council's waste webpage](#) or call Bedford Borough Council: 01234 267422.

e) Water Conservation

- Visit the [Energy Saving Trust's Water Energy Calculator](#) to find out how much water and energy you use in your home, how much it is costing you and how you could make savings.

Water Use in the Home



The key to water efficiency is reducing waste, not restricting use. You can help reduce waste by making small behavioural changes and by choosing more water efficient products.

This pie chart shows the percentage of water used in each water-using area of your home. Below are some tips to reduce the amount of water wasted.



- Turn off the tap while brushing your teeth.

A running tap wastes over **6 litres** per minute.

- Use a watering can or a hosepipe with a trigger nozzle instead of a sprinkler in the garden.
- Invest in a water butt and connect it to your drainpipe in your garden - this can then collect some of the **85,000** litres of rainfall that falls on your roof every year. This water can be used to water your garden, clean your car and wash your windows. For Bedford Borough Council's subsidised water butt offer, follow [this link](#).
- Have a short shower instead of a bath and you could save enough water each week for **1000** cups of tea.

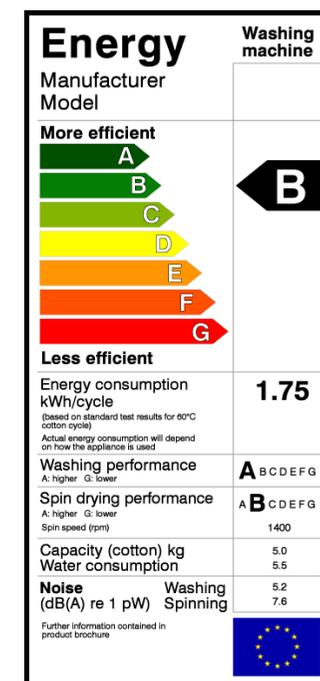
A bath can use over **100 litres**, while a shower uses a **third** of that amount.

- Only put full loads in the washing machine and try and wash at **30°C**.
- ❖ For more information on how to conserve water in and around your home visit [Waterwise](#)'s website.



f) Sustainable Procurement

- Buy products that do not have excessive packaging or use lots of energy – this will reduce the amount of CO₂ that you are responsible for. Look for the Energy Efficiency logo and the energy efficiency rating of the appliance.
- Use second-hand or recycled products where possible as this saves valuable raw materials and energy.
- Buy products with less packaging and re-use items such as carrier bags and refillable containers.
- Buy locally produced products especially locally grown food, in season from your local food shops, to reduce the amount of CO₂ produced to transport them. Choosing products that have not been transported over long distances reduces the pollution from vehicle exhausts and helps support the local community. The greater the distance, the greater the CO₂ emitted, especially if they have been transported by air.



Almost **2/3** of the apples sold in supermarkets are air-freighted from abroad despite there being over **2,000** varieties of UK apples including Laxton's Superb which was first bred in Bedford in 1897.

- Buy furniture made from natural timber that has come from a sustainable source. Look out for the FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) symbols.

- **Consider products which are more durable and do not need to be replaced as frequently**, reducing the amount of material going to landfill. It is worthwhile spending more on a product that will last much longer. Consider products that can be easily recycled, repaired or reused after they have been finished with, to reduce the amount of waste going to landfill.
- **Choose the most energy-efficient model of household appliance possible** – as they will use less energy (and water) so will save you money. All new household appliances must display an energy label like the one above which you can use to help you choose. All products are rated from 'A' to 'G' (with 'A' being the most efficient). Some appliances now offer even higher efficiency ratings such as 'A+' and 'A++'.
- **Get your electricity from a green supplier** – one that does not generate electricity using fossil fuels. Visit www.greenelectricity.org to find the green tariffs in your area.

[Back to start of chapter](#)

[Back to Contents](#)

9. Adaptation



Climate Change

The United Nations Framework Convention on Climate Change defines climate change as *"a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods."* Research shows that this change is increasing at a rate faster than previously recorded and is causing the earth's temperature to increase; rising sea levels; and, extreme weather conditions.

There is very strong evidence that people are changing the climate with actions which create emissions of greenhouse gases like carbon dioxide (CO₂) and methane. In the UK, 40% of these emissions are caused by individuals, mostly from energy used in the home, driving and air travel. The changes in the climate seen over recent years, and those predicted for the next 80 years, are thought to be mainly the result of human behaviour.

Mitigation and Adaptation

You can help to tackle the effects of climate change by saving water and energy, and reducing your carbon footprint but as well as doing all we can to mitigate climate change we will also need to adapt to climate change. Adaptation to climate change involves addressing the possible impacts and effects of climate change due to past and future greenhouse gas emissions.

The Possible Impact and Effects of Climate Change

Within this century average summer temperatures in the UK are expected to rise between **3** and **4°C**. The UK faces hotter, drier summers and warmer, wetter winters as a result of climate change. Heatwaves, torrential rain and floods are likely to become more common, summers will get drier and winters wetter.

How you can Adapt to Climate Change

There are many things you can do to protect your home and yourself from unavoidable changes in the weather. The following tips are taken from [this webpage](#) where there are lots of useful tips and links to further information on climate change.

Whether you own your home or not, there are many changes you can make now to be ready for climate change:

- **Insulating your home** will keep you warm in winter and cooler in summer.
- **You could cool your home naturally instead of using air conditioning**, which can damage the environment, by increasing ventilation, creating a breeze through your home by opening the windows at the highest and lowest points in the house, or on opposite sides of the house and during very hot weather, opening windows at night to let cool air in; closing windows and curtains or blinds during the day to trap the cool air inside.

More ways to keep cool:

- Fitting blinds, shutters or awnings to provide shade and keep heat out.
- Painting your outside walls and roof a light colour to reflect heat.
- Replacing carpets with solid flooring like stone or ceramic tiles has a cooling effect, and can lessen damage from a flood.
- Using household appliances, like your washing machine, at cooler times of day, and making sure to unplug them when you're not using them.

Preparing for floods and droughts:

- Be prepared for possible flooding by checking the [Environment Agency's](#) map. If your home is at risk, consider ways to keep floodwater out, such as fitting air brick covers or installing a waterproof membrane on the outside walls. Also check the condition of your guttering and drains – can they cope with more rainfall?
- As the UK is likely to experience more droughts in summer months, saving water will become even more important. There are lots of ways to save water at home and you can read some tips on the ['water: using less at home'](#) page.

Changes you can make to the outside of your home:

If you have space outside your house, there are ways to keep your home cool and help prevent a flood:

- **Creating shade** - If you have a garden, planting deciduous trees (particularly on the south-facing side) can shade your house in summer and allow sun to shine through in winter when the leaves have fallen.
- **Saving water in the garden** - Using less water in the garden will help to make the most of resources, especially during drier months. You could also look into ways to plan your garden for hotter, drier weather.
- **Paving over gardens** - Paving over gardens contributes to flooding, as hard surfaces like concrete or block paving take in much less rainwater than lawns and plants. Harder materials also store more heat from the sun, and this can make a difference to temperatures, especially in urban areas. If you need to create space for parking outside your house use materials like lawn or gravel, which absorb rainwater, leaving just two paved tracks for the car. You can even buy recycled gravel that is a by-product of the ceramics industry, and paving that allows water to soak through.
- [Climate Change for Gardeners](#) - Bedford Borough Council has produced a poster to explain the possible impacts of climate change for gardeners and allotment holders and what they can do about mitigating and adapting to climate change.

How the Council is Preparing to Adapt to Climate Change.

The council is working to adapt to climate change by carrying out a comprehensive risk assessment of its services to identify how climate change has affected the Council in the past and how it will be affected in the future. An action plan will be produced detailing how the Council will adapt to climate change and manage these risks going forward.

How Businesses can Prepare to Adapt to Climate Change.

As a business, you should manage climate risk in the same way you manage other risks to your business. You should identify parts of your operations that may be vulnerable to a changing climate and take action to mitigate the risks.

[Defra](#) has information on adaptation to climate change for businesses.

Areas you may want to look at include:

- **Assets** - impact on premise, building design, construction, maintenance and facilities management
- **Logistics** - vulnerability of supply chain, utilities and transport arrangements
- **People** - implications for workforce customers and changing lifestyles
- **Process** - impacts on production processes and service delivery
- **Markets** - changing demand for goods and services
- **Finance** - insurance costs, availability and cost of finance, investor pressure.

[Back to start of chapter](#)
[Back to Contents](#)

10. Events

2011/2012	NATIONAL EVENT
17 – 23rd September	European Mobility Week
Thursday 22 nd September	European Car Free Day
October	International Walk to School Month
October	Energy Saving Week
Saturday 26 th November	Buy Nothing Day
March	Earth Hour
12 th – 18 th March	Climate Week

[Back to Contents](#)