

- **Unit 224: Principles of providing administrative services**

Minimising waste



Reasons to minimise waste

- To reduce the impact on the environment.
- To save money.



Facts

- *'The UK produces some 177 million tonnes of waste each year.'*
- Defra
- *'The UK is committed to increasing the amount of materials recycled and reducing the amount of waste sent to landfill.'*
- Health and Safety Executive
- The Government's Waste Prevention Programme for England encourages and supports to contribute to a more sustainable business by making it easier for people and businesses to find out how to reduce their waste.

Types of waste

- **Consumables** – items that get used up regularly, such as paper.
- **Energy** – the supply used for heating, lighting and powering equipment.
- **Time** – by not getting complete instructions on a task or working inefficiently we waste our own and others' time.

Waste in the office

- We waste paper by:
 - printing out too much from the printer or photocopier
 - not testing out photocopying or printing on one occasion before printing or copying in bulk
 - not properly proofreading material before printing
 - not reusing paper for drafts
 - printing out emails.



Recycle

- Reuse envelopes, folders or other similar materials.
- Paper can be recycled by shredding to reuse as packaging.
- Use the other side of used paper for test prints.
- Photocopier and printer cartridges.

Practical ways to reduce waste

- proofreading before printing out
- not printing emails
- reusing paper for scrap pads/envelopes for internal mail
- making test copies before photocopying
- reusing folders by relabelling or turning inside out
- replacing lids on marker pens/correcting fluid to stop them drying out
- correctly storing consumables to prevent spoilage
- using solar/rechargeable batteries for equipment
- not over-ordering stationery stock so that it deteriorates
- making efficient use of time and ensuring complete instructions about tasks are obtained.

Equipment

- Support sustainability by looking after equipment.
- Use it carefully.
- Carry out routine maintenance to maximise its life.



Other ways

- Save energy and help the environment
 - switching off equipment at night
 - switching off lights in rooms not bei
 - using low-energy lighting
 - switching off or turning down heatir



Reduce the effect on the environment and save money.