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**Deliver the Council's commitments and help sustain our world for future generations.**

How to save energy, reduce waste and help



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Cherwell District Council reduce its carbon emissions

## Overview

Cherwell District Council is committed to reducing our Carbon Dioxide emissions. Over the next five years we aim to reduce our emissions by 22% (2009/10 baseline).

**A 22% reduction target in emissions equates to over a £1,000,000 worth of savings over 5 years. This is the Value at Stake.**

We will achieve our Carbon emissions reduction target by implementing practical, cost effective projects, and by embedding carbon management principles throughout our Council.

## What can you do today?

Good Housekeeping can reduce energy consumption by 10% and as a Council we strive to increase efficiency and reduce energy consumption where possible.

Here are some simple actions you can take at work to get the most out of the available equipment and help deliver the council's commitments.

## Office equipment

### Did you know?

On average, 20% of the total energy bill in offices is accounted for by office equipment – about half of this use stems from PCs and monitors.

## What you can do now:

- Switch off all equipment overnight. Machines which do not have on/off switches should be switched off at the plug.
- Get into the habit of switching off your PC monitor over lunch and any other time when not in use;
- Don't switch on appliances unless you are ready to start using them;
- Unplug any phones or phone chargers when not in use.

## **Lighting**

### **Did you know?**

Lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee.

### **What you can do now:**

- Light sensors are being introduced in most rooms but switch off lights when not needed, particularly at the end of the working day and during breaks;
- Ensure all lights are correctly labelled, if not contact the Facilities Manager on ext 7988;
- Use blinds to minimise glare and solar heat gain but open blinds whenever possible to maximise use of natural daylight;
- Use workstation/task lights only when there is insufficient ambient light and the workstation is occupied;
- Report dirty windows, fittings, failed bulbs and damaged or not working blinds to maintenance by e-mail via the 'maintenance' inbox.

## **Heating & Cooling**

### **Did you know?**

Building heating at Bodicote House is controlled by an automated "Building Management System".

If you work in Bodicote house and are too hot or too cold in winter, do not open the windows or doors and do not use portable heaters. Contact the Facilities Manager on ext.7988.

### **What you can do now:**

- Check and report any draughts from doors and windows, via e-mail, to 'maintenance'.
- Don't use portable or supplementary heaters - they are expensive to run and consume more energy, if cold try wearing an extra layer; Supplementary heaters can also affect the sensors for the heating system which means they can actually turn the main heating system off!
- Do not obstruct or stack materials against radiators, they will make them less effective.
- Be considerate towards your colleagues before opening windows in cold weather as draughts can travel a long way

## **Waste & Water**

### **Did you know?**

70% less energy is required to recycle paper compared with making it from raw materials

### **What you can do now:**

- Apply the waste hierarchy: reduce, re-use, and recycle!
- Think twice before printing, and if you really must, print double sided;
- Use a mug or cup for drinks instead of plastic disposable cups.
- Reduce water consumption by turning off taps fully and reporting any drips to maintenance by e-mail via the 'maintenance' inbox;
- Do not use personal kettles, use water heaters provided in kitchens.

## **Transport**

### **Did you know?**

On average, smarter driving can cut your CO2 emissions by around 8% – equivalent to an annual fuel saving of up to one month per year.

### **What you can do now:**

- Try not to drive unnecessarily, if a meeting is not really essential use the phone;

- For short journeys don't use the car, walk or cycle to work if you can; if not, think about using public transport or car-sharing;
- If you use your car slow down: at 70mph you could be using up to 15 per cent more fuel than at 50mph
- Check your revs and drive from cold: waiting for the engine to "warm up" just wastes fuel, produces harmful CO2 emissions and air pollution;
- Have a look at the Council's Workplace Travel Plan (2011) which gives an overview of the Council's planned actions and milestones as well as information which can help you make informed travel choices.

## **Green Champions**

### **Did you know?**

The Council's launched its Green Champion in November 2010; Green Champions promote awareness of sustainable working practices and assist and encourage colleagues to work more sustainably. If you want to know the name of the Green Champion within your service area or want to become a Green Champion yourself, contact Chiko Wade or Jo Colwell.

For more information on Council policies and what you can do to help visit: <http://www.cherwell.gov.uk/index.cfm?articleid=1777>