



# Hospitality RECYCLING PACK









# Who's this guide for?

This one's for the person in charge of managing waste at your workplace or site. If you're part of a larger organisation – like a hotel group – you might have a dedicated Waste Manager. But if you're running a smaller hospitality business, chances are it's you, the owner or manager, wearing that hat too.

Whether you're running a bustling hotel chain, cosy cafés, lively pubs, a canteen, or quick service restaurants – this guide is here to help you kick-start (or level up) your recycling game.

We've broken it down into four easy steps.

**Here's what you'll get from this guide:**

- **Optimise your current waste collection setup – make it work harder for you.**
- **Plan a recycling system that fits your space, your team, and your day-to-day operations.**
- **Save money – yep, recycling can actually cost less than general waste disposal!**
- **Stay compliant with the latest regulations, so you're not caught off guard.**

Let's make recycling simple, practical, and something your whole team can get behind.



# Firstly, Let's Look at Your Waste

## **Taking the guesswork out of your waste!**

Not sure where to start with recycling or how much waste your business is actually producing?

Don't worry – we've got you covered. We offer a free waste audit to help you get a clear picture of what's going in the bin and what could be recycled instead. No clipboards or complicated forms – just practical insights tailored to your hospitality business.

## **Tailored support, every step of the way**

Once we've completed your free waste audit, we'll take a close look at how your current waste streams and collection services are working for you. Our goal? To make sure your setup is not only efficient but also cost-effective and fully aligned with your business needs.

## **We'll explore ways to:**

- Boost your recycling rates.
- Streamline your services.
- Cut unnecessary costs.
- Ensure compliance with upcoming regulations.

We don't believe in one-size-fits-all solutions. If you're operating across multiple sites, we'll treat each location as unique – because they are. From bin store layouts to space constraints and operational flow, we'll factor in everything that could impact your waste management. Whether you're running a single café or a group of hotels, we'll build a bespoke solution that works for each site – not just a copy-paste approach.





# Internal Communication for Workplace Recycling

Effective internal communication is key to making recycling successful in your workplace.

## Start by Clarifying:

- **Why your business needs to recycle**  
Highlight the environmental benefits, cost savings, and legal obligations that make recycling essential.
- **Who manages waste in your business**  
Identify individuals responsible for waste handling (e.g., employees, cleaners, facilities staff). Emphasise that everyone is responsible for using the correct bins.
- **Where recycling bins and storage facilities are located**  
Include bin types and their locations for easy access and visibility.
- **How items should be prepared for recycling**  
Example: Items must be clean, dry, and loose (not bagged).
- **Waste Champions**  
Consider designating enthusiastic staff members as Waste Champions. These individuals can help promote recycling, answer questions, monitor bin usage, and encourage best practices. Having visible, approachable champions can boost engagement and help embed recycling into your workplace culture.



# Setting Communication Aims and Objectives

**This helps align your messaging with your recycling goals and track progress.**

## Example Aim and Objective

**Aim:** Encourage the catering team to improve recycling in the kitchen.

**Objective:** Raise awareness by installing recycling bins, signage, and posters in bin areas.



Raise awareness of recycling opportunities.



Inform staff about your recycling policy and legal duties.



Explain how your business manages waste and the benefits of recycling.



Educate and motivate staff with clear instructions and support.



Encourage behavior change—make recycling the norm.

# Keeping Everyone in the Recycling Loop

To make your recycling efforts really work, it's important to get everyone on board—whether they're in the office, on the shop floor, or working from home. Clear, friendly communication helps your team understand how, why, when, and where to recycle.

Think about the different people in your organisation - full-time, part-time, temporary, or seasonal staff - and the variety of roles they play:

- Senior management
- Managers and team leaders
- Facilities staff and cleaners
- Recycling service providers
- Production and catering teams
- Office-based staff
- Remote workers

Each group might need slightly different information, depending on the type of waste they deal with. For example, office staff might focus on paper and packaging, while kitchen teams will need to know how to handle food waste and containers.



# Keeping Everyone in the Recycling Loop

A great way to keep things running smoothly is to assign a named person to lead on recycling communications. This helps make sure updates are shared, questions are answered, and everyone knows what's expected of them.

In larger organisations, it can be helpful to cascade messages through team leaders. For instance:

- Senior managers can brief department heads on the recycling policy.
- Managers can coordinate with waste service providers and facilities teams.
- Team leaders—like Heads of Kitchens—can make sure their teams are following the rules and know exactly what can be recycled, how, and where.

**The goal is to make recycling second nature for everyone, no matter their role.**





# Get in touch

Let's build a partnership to reach your recycling and sustainability goals

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