



Office RECYCLING PACK





Introduction

Did you know your office can have a big impact on the environment?

It's not just about turning off the lights — there's a lot more going on behind the scenes! Below are a few ways our everyday office life can affect the planet:



Energy & water use

from lighting to kettles and everything in between



Waste

think food scraps, paper, old equipment, and worn-out furniture



Air emissions

like those from heating and cooling systems



Noise pollution

even car parks and maintenance work can add to it



Water pollution

from cleaning products or run-off from car parks

But here's the good news: by following a few simple tips in this guide, you can help cut down on waste, save money, stay compliant with the law, and protect your organisation's reputation.

Work together to make your office a greener, place to be!



Paper

Paper might seem small, but it adds up – fast.

The average office worker uses:



Up to 45 sheets of paper

and over half of that ends up as waste.

That's a lot of unnecessary cost, both financially and environmentally.

Paper is one of the biggest waste streams in most offices, but the good news is:
it's also one of the easiest to reduce.

By following the waste hierarchy (reduce, reuse, recycle), a well-run office can cut usage down to just 16 sheets per person per day. That's a big win for your budget and the planet.

Why does it matter?

Producing virgin paper (paper made from new trees) has a serious environmental impact:



It can lead to loss of natural habitats and water stress in areas with intensive tree farming.



It uses high amounts of chemicals and energy during manufacturing.



And when paper ends up in landfill or is incinerated, it adds to pollution.

Paper is a natural resource that can be recycled up to five times. Choosing locally produced, recycled paper helps reduce these impacts, supports the recycling industry, and cuts down on unnecessary imports.

Recycled paper = smart choice

Recycled paper today is just as good as virgin paper – same quality, same printability, same look and feel. When buying, aim for paper with the highest percentage of post-consumer waste (ideally 100%). That's paper that's already been used and recycled, not just off-cuts from the production process.

There are also standards and labels that help you identify how eco-friendly your paper is – from its raw materials to how it was made, see the next page for full details.

Recycled Paper

Label/logo raw materials criteria

Label	What it means
	The National Association of Paper Merchants awards the NAPM Recycled Paper Mark to all branded papers and boards containing a minimum 75% genuine paper and board waste, no part of which must contain mill-produced waste.
	Label awarded to paper and board products containing 100% waste paper (minimum 51% post-consumer waste).
	There are two versions of the Mobius Loop – one denotes whether the product can be recycled, the other its recycled content. When using the latter, the percentage of recycled fibre used appears in the centre of the loop. Where the product comprises entirely recycled fibre, there is no figure. These symbols are often used without authority and in a misleading manner. Always check the basis for using these labels with your supplier.
	<p>Elemental chlorine free (ECF), chlorine gas has not been used to bleach the pulp during the pulping process.</p> <p>Totally chlorine free (TCF), no chlorine compounds have been used during the pulping or papermaking process.</p> <p>Chlorine free is often used to mean either of the above; ask for clarification from the paper supplier.</p>
	Specifies maximum limits for discharges to water, emissions to air and energy consumption as well as requiring sustainable forestry management for virgin fibre.
	Awarded to paper mills meeting minimum environmental performance standards.

Smarter Paper Use

Before You Buy Paper, Ask:

- Is it made from recycled materials?
- How much post-consumer waste does it include?
- Was it produced in an eco-friendly way?

Know Your Baseline

Want to get a grip on your office's paper use? Start by calculating how much paper each person uses per year. A ream = 500 sheets. A super-efficient office might only use 7 reams per person annually. Share daily usage stats with your team—it's a great way to raise awareness and spot wasteful habits.

Smarter Paper Use: The Waste Hierarchy

1. Prevention is Best

- Print double-sided by default—cuts usage by up to 50%, you can make this a default setting.
- THINK before you print: Do you really need that draft copy?
- Shrink it down: Print 4 pages per A4 sheet for drafts.
- Centralise printers: Fewer desk printers = less unnecessary printing.
- Track usage: Use personal access codes and maybe even a friendly league table.
- Cut down marketing waste: Keep mailing lists clean and current.
- Go digital: Emails, PDFs, and online tools beat paper.
- Email reminders: Add “Think before you print” to your signature.
- Handle confidential waste smartly: Clear instructions = less costly disposal.
- Use thinner paper: 80gsm is the sweet spot for everyday printing.
- Reuse single-sided sheets: Great for drafts or notepads.

2. Prepare for Reuse

- Reuse envelopes—especially for internal mail.
- Donate scrap paper to local schools or nurseries.
- Shred and reuse paper as packaging filler, or even let staff take it home for pet bedding.



Smarter Waste Management

Managing office waste isn't just about recycling paper. By following the waste hierarchy—prevent, reuse, recycle—you can seriously cut down your environmental impact.

Step 1: Prevention – Stop Waste Before It Starts

- **Buy smart:** Choose products with minimal packaging or ask suppliers to take packaging back.
- **Tame the stationery stash:** Use an ordering system to track and reduce overuse.
- **Ditch the disposables:** Say no to plastic cups, paper plates, and single-serve catering items.
- **Cut food waste:** Confirm headcounts before ordering catering—over-ordering is common.
- **Switch to plumbed-in water coolers:** They're cheaper, greener, and free up space.
- **Dry smarter:** Hand dryers beat paper towels for long-term savings and less landfill. If dryers are too pricey, use dispensers that give out one towel at a time.

Step 2: Reuse – Give Items a Second Life

- **Host a stationery amnesty:** You'll be amazed how much unused stuff is hiding in drawers.
- **Use remanufactured toner cartridges:** Same quality, lower cost, and better for the planet. We also offer cost-effective toner cartridge recycling services.
- **Reuse envelopes and packaging:** Especially for internal mail or shipping.
- **Design reusable marketing materials:** Avoid dates or event-specific details.
- **Refurbish tech and furniture:** Many suppliers offer take-back or resale options, we can also provide upcycling collections of unwanted items for reuse or charity donations.
- **Donate or redistribute:** Charities and community groups often welcome office furniture and equipment.
- **Match needs internally:** Got extra supplies in one department? See if another team can use them.



Did you know?

Around 70% of office waste is recyclable.

By recycling as much as possible, you may be able to reduce your waste disposal costs significantly, particularly as the cost of disposal is increasing due to the Landfill Tax.

Recycling costs less than disposal to landfill, particularly if you segregate your waste. Check what is in your bins.

Tips for Smarter Office Recycling

Want to boost your recycling efforts at work? Whether you're in a busy office or a hybrid setup, these simple steps can help reduce waste, cut costs, and keep things running smoothly.



Keep Contamination in Check

- **Check your bins regularly** to make sure the right materials are going in the right places.
- **Use clear bags** instead of black bin liners—this makes it easier to spot mistakes and keep recycling clean.



Rethink Desk Bins

- Ditch the individual desk bins and switch to shared recycling points—aim for one recycling bin per six staff. Fewer bins = less time spent emptying them, which can help reduce housekeeping costs too.
- Try mixed dry recycling—a great option when space is limited. It allows paper, cardboard, cans, and plastics to be collected together



Appoint a Recycling Champion

- Nominate someone in your team to be your Recycling Champion. They can help monitor bin use, answer questions, and keep recycling top of mind across the office.



Recover Value Where You Can

Even when recycling isn't possible, there are still smart ways to reduce waste:

- **Non-recyclable plastics** might be suitable for energy recovery.
- **Food waste** can be sent to energy-from-waste facilities.
- **Make sure your WEEE** (Waste Electrical and Electronic Equipment) contractor is reputable and recycles components before sending anything to energy recovery.



Make Waste Segregation Simple

To keep your office recycling system running smoothly:

- **Set up central recycling stations** with all the right bins in one place.
- **Colour-code your bins** to keep things consistent and easy to follow.
- **Work with us** to get the right containers and support.
- **Launch a mini awareness campaign** posters, emails, or even a quick team huddle can go a long way - we can help support you with this!
- **Celebrate good habits** with shout-outs or small rewards.
- **Try a friendly league table** between teams/departments to keep things fun and competitive.

Quick Wins for Saving Energy in the Office

Want to cut energy use and keep your office running efficiently? Here are some smart, simple ways to make a difference:



Energy Supply

- **Buy energy centrally** if you can—it's easier to manage and often cheaper.
- **Get quotes yearly** from your current and alternative suppliers.
- **Go green** where possible—look into renewable energy or green tariffs.



Heating & Cooling

- **Know your systems** - use built-in energy-saving features.
- **Lower the heat by just 1°C** - most people won't notice, but you could save up to 10% on heating bills.
- **Set air con to 24°C+** and only use heating/cooling when rooms are in use.
- **Use timers and sensors** and only use heating/cooling when rooms are in use.
- **Keep windows and doors closed** when heating or cooling is on.
- **Upgrade insulation** and consider double glazing during refurbishments.
- **Check boilers and thermostats** - a serviced boiler can save up to 10%.



Lighting

- **Switch to energy-efficient bulbs**
- **Use natural light** - open blinds and keep windows clean.
- **Install sensors** in areas like toilets and meeting rooms to avoid lights being left on.
- **Label switches and use zone controls** so lights are only on where needed.
- **Run a 'switch off' campaign** - stickers, posters, and reminders go a long way.

Communicating Success

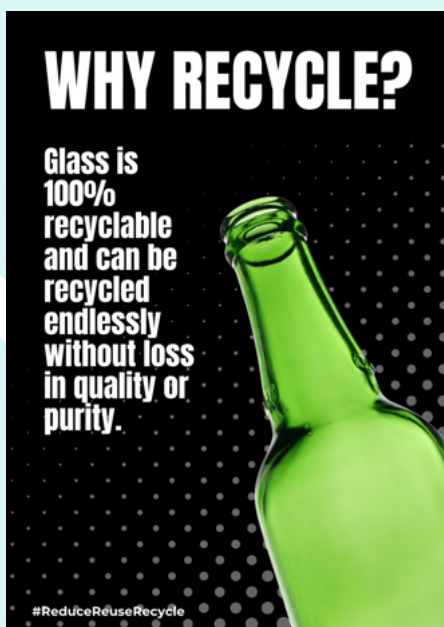
Getting your team on board is key to making your recycling and sustainability efforts stick. Here's how to keep the momentum going and make sure everyone's in the loop:

Keep It Transparent

- Share your goals and progress regularly.
- Celebrate wins—internally and externally—to build momentum and boost your organisation's image.
- Encourage staff to spot inefficiencies and suggest improvements. Recognise and reward great ideas.

Build Awareness

- Ensure everyone knows what's changing and why.
- Label bins clearly and make sure all staff—including cleaners and night teams—understand waste procedures.
- Empower green champions to lead by example.
- Share recycling stats and set targets—celebrate when they're hit.
- Use visuals like graphs and posters to show progress.
- Provide easy ways for staff to get involved (e.g. suggestion boxes).



Make It Stick

Use a mix of channels to keep the message fresh and visible:

- Newsletters & email updates.
- Presentations & awareness days.
- Posters, signage & displays.
- Intranet, website & word of mouth.

Keep it going

- Run themed weeks and competitions.
- Refresh posters and messages regularly.
- Include sustainability in induction training.
- Update procedures to reflect new practices.

Review and Improve

- Use data to track progress are your numbers improving?
- Walk the floor: are lights off, waste sorted, behaviours aligned?
- Ask questions, challenge wasteful habits, and keep collecting ideas.



Get in touch

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

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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.



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Education RECYCLING PACK





Who's this guide for?

Whether you're running a busy secondary school, a local nursery, a college campus, or a training centre – this guide is here to help you kick-start (or level up) your recycling game.

This guide is for the person managing waste in your educational setting. That might be a facilities manager, a caretaker, or even a headteacher or admin lead in smaller schools. No matter your role, we're here to make recycling simple, practical, and something your whole community can get behind.

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 in your school, nursery, or college? Or how much waste your setting is actually producing? Don't worry – we've got your back. 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 educational setting.

Tailored support, every step of the way

After the audit, we'll review your current waste setup to make sure it's:

- Efficient
- Cost-effective
- Aligned with your needs

We'll help you:

- Boost recycling rates
- Streamline services
- Cut costs
- Stay compliant with upcoming regulations

Whether you're running a single nursery or a multi-campus college, we'll design a bespoke recycling system that works for your space, staff, and students – no copy-paste solutions here.



Why Recycling is Important



1. It saves the planet (literally).

Recycling helps reduce pollution, saves energy, and protects nature. Less waste = a cleaner, greener Earth!



2. It keeps rubbish out of landfills.

Landfills are filling up fast. Recycling means less trash piling up and more space for nature (and maybe future skateparks?).



3. It saves energy.

Making new stuff from recycled materials uses way less energy than starting from scratch. That means fewer fossil fuels burned and less climate change.



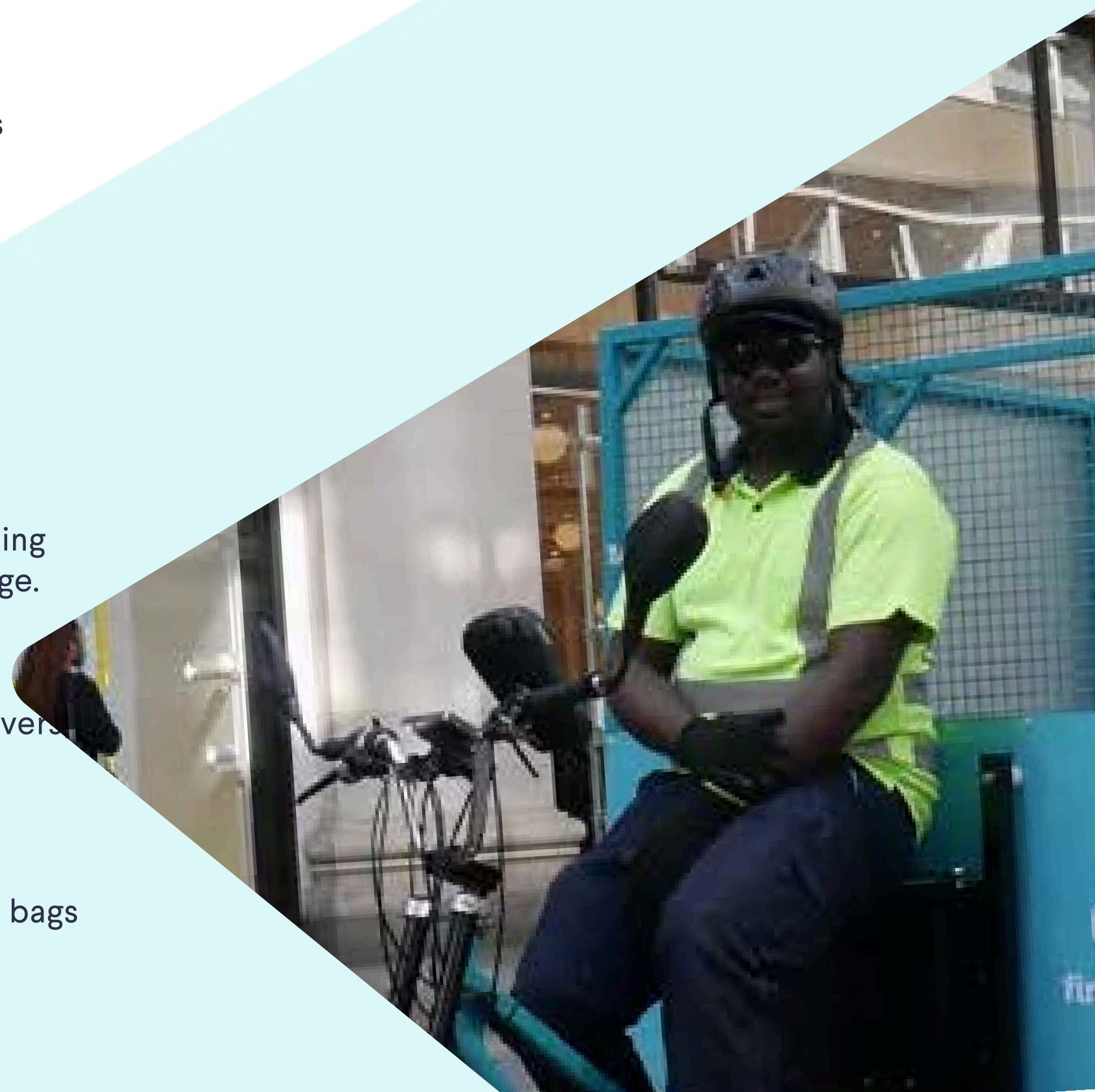
4. It protects animals and oceans.

Plastic and rubbish can harm wildlife. Recycling helps keep our oceans, rivers, and forests safe for animals (and us!).



5. It turns old into awesome.

Recycling and reusing give things a second life—like turning old jeans into bags or plastic bottles into cool new gear.



Why Recycling is Important



6. It's part of your future.

The choices we make today shape the world you'll live in tomorrow. Recycling is one way to build a better, brighter future.



7. It saves money.

Reusing things means buying less. Schools, families, and even whole cities can save money by recycling smartly.



8. It's a team effort.

When everyone joins in—students, teachers, staff—it creates a positive vibe and shows what we can do when we work together.



9. It's easy to do.

Recycling doesn't take much effort. Just pop things in the right bin, and you're already making a difference.



10. It makes you a changemaker.

Every bottle, can, or piece of paper you recycle is a small act of kindness to the planet. And small actions add up to big change.



How to Get Everyone on Board in Your School or College

Effective internal communication is key to making recycling successful.

Getting your staff and students involved in recycling isn't just a nice-to-have—it's essential if you want your efforts to really make a difference. Good internal communication is key. Here's how to kick things off and keep everyone in the loop:

Start with the “Why”

Why should your school or college recycle? There are loads of great reasons—from helping the planet to meeting legal requirements.

Who's in Charge?

Make it clear who's responsible for managing waste. Is it the facilities team? Specific cleaners? Naming names helps everyone know who to go to with questions or ideas.

Where Do Things Go?

Let people know where the recycling bins are and what types you've got. Are they in classrooms, hallways, or outside? What can go in each one? This step's first section will help you map it all out.

Who Picks It Up?

Share details about your external waste collection provider. When do they come? How often? This helps everyone understand the bigger picture.

How Should We Recycle?

Make it easy for everyone to do the right thing. Should items be clean, dry, and loose? Spell it out so there's no confusion.



Recycling Hero's (Waste Champion)

Want to make a real difference in your school or college? Why not appoint a Waste Champion! Waste Champions are students (and sometimes staff) who are super passionate about recycling.

They help by:

- Reminding others what goes in which bin
- Keeping an eye on how bins are being used
- Answering questions and sharing tips
- Encouraging everyone to recycle the right way

Having friendly, visible champions around makes recycling easier and way more fun. Plus, it's a great way to show leadership and help your school or college go green!

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



Recycling Hero - Activity Ideas



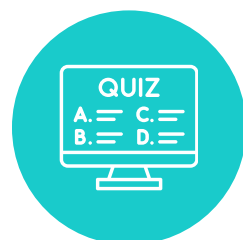
1. Recycling Poster Competition

Let students design eye-catching posters with recycling tips, fun facts, or creative slogans. Display the best ones around school or on social media!



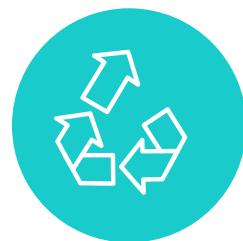
2. Recycling Relay Race

Turn recycling into a game! Set up bins and have teams race to sort items correctly. It's fast-paced, fun, and educational.



3. Eco Quiz or Kahoot!

Host a quiz with questions about recycling, climate change, and sustainability. Add prizes for top scorers to boost participation.



4. Upcycling Challenge

Challenge students to turn old or unwanted items into something new and useful—like turning a T-shirt into a tote bag or a jar into a plant pot.



5. Eco Drama or Skit

Get creative with a short play or sketch about recycling superheroes, talking bins, or a world without waste. Perform it in assembly or film it for your school's social media.



6. Recycling Photo Hunt

Create a scavenger hunt where students find and snap photos of recycling bins, reused items, or eco-friendly actions around school.



7. Green Ambassadors or Waste Champions

Let students apply to be Waste Champions—leading by example, helping others recycle, and coming up with new ideas to reduce waste.



8. Story Time or Comic Strip Creation

Younger students can write short stories or draw comics about recycling adventures. Older students can create zines or digital stories.



9. Swap Shop or Uniform Exchange

Set up a space where students can swap clothes, books, or school supplies instead of buying new ones. It's sustainable and saves money!



10. Recycling Art Installation

Use clean waste materials to build a sculpture or mural that sends a message about protecting the planet. Great for art classes or eco clubs!

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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

If you want your recycling efforts to really make a difference, it's all about teamwork. Everyone in your educational setting—whether they're teaching, tidying, cooking, or working behind the scenes—has a part to play. And the key to making it all work? Clear, friendly communication. Start by thinking about the different people in your school or college community. You might have:

- Senior leaders and heads of department
- Teachers and teaching assistants
- Facilities and cleaning staff
- Catering teams
- Office and admin staff
- Recycling service providers
- Part-time, temporary, or seasonal staff
- Students, of course!

Each group might need slightly different info depending on the kind of waste they deal with. For example:

- Office staff might need reminders about recycling paper, cardboard, and packaging.
- Catering teams will need clear guidance on food waste and how to clean containers before recycling.
- Cleaners & facilities staff might need to know where bins go and how often they're emptied.
- Students might benefit from visual prompts, fun activities, or peer-led initiatives like Waste Champions.

The more tailored and engaging your messages are, the more likely everyone is to get on board—and stay on board. Whether it's posters in the staff room, quick chats in team meetings, or student-led campaigns, the goal is to make recycling part of everyday school life.



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