

LESS PLASTIC MORE FANTASTIC

Toolkit

A Civil Service Local Initiative

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TO RAISE AWARENESS AND CHAMPION THE
REDUCTION OF SINGLE-USE PLASTICS WITHIN
THE CIVIL SERVICE

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INTRODUCTION

In January 2018, the Government released its 25-Year Environment Plan, which aims to eliminate avoidable plastics by the year 2042.

"We are determined to be the first generation to leave the environment in a better state than we found it. By tackling the scourge of plastic waste, we can secure a cleaner, greener future for our country."

- Philip Hammond

This toolkit is aimed at civil servants who are keen to champion the reduction of single-use plastics within their departments. The toolkit is easy to use and can be implemented by anyone, at any grade.

The greater aim of this toolkit is to herald a change in thinking - of moving away from the recycling of single-use plastics towards avoiding them altogether. If such thinking becomes commonplace within government departments and we take the lead in reducing single-use plastics, then we may truly call ourselves a brilliant civil service.

WHY AVOID PLASTIC?

You and I won't be around in 1000 years, but our legacy will - in the form of plastic, as it takes so long to biodegrade.

An estimated 8.3 billion tonnes of plastic have been produced since the 1950s and by 2050 this is expected to rise to 34 billion tonnes.†

Large quantities of fossil fuels are required to produce plastic and toxic chemicals are added during its manufacture, many of which are known carcinogens and hormone disruptors.

† statistics taken from the Government's 25-Year Environment Plan

Waste plastic largely ends up in landfill or polluting the oceans. As it deteriorates, it releases hazardous chemicals like Bisphenol A (BPA), phthalates as well as toxins including mercury and lead. These inevitably end up in the food chain. So, in effect, the plastic we dutifully recycle, come back to us, in our food and water.

Therefore the best solution is not to recycle more, but to start implementing changes which will avoid plastic in the first place, both at a personal and corporate level.

WHAT CAN I DO ?

NOTICE THE PLASTIC AROUND YOU

You can do this by carrying out a quick survey of your workplace. Simply complete the **PLASTIC CHECKLIST** and analyse the items on your list using the **WASTE HIERARCHIES** included below.

RAISE AWARENESS

Consider becoming a **Single-Use Plastic Champion** for your office. Put up posters, host events and organise volunteering days to engage your colleagues.

MAKE A PLASTIC PLEDGE

Make a personal pledge to reduce plastic or make one with your team.

JOIN THE CONVERSATION

Inspire others and help create a community by sharing your successes online, via our **Twitter & Knowledge Hub** groups.

BECOME A PLASTIC WASTE CHAMPION

• Becoming a Single-Use Plastic Champion is not only vital for the environment, but can also help champions to develop and demonstrate a range of Civil Service Behaviours such as Changing and Improving, Communicating and Influencing, Working Together, Making Effective Decisions etc.

Anyone can become a Single-Use Plastic Champion - all that is required is a desire to see single-use plastics eliminated from the workplace. The following pages, include ideas and activities which champions can use to engage team-mates and work colleagues.

PLASTIC WASTE HIERARCHY

Two plastic waste hierarchies are included, below. The first is for personal use and the second for use in the workplace.

The hierarchies are designed to help you think through how best to avoid or reduce single-use plastics. The top tier of the hierarchy pyramid shows the most desirable option i.e. avoiding single-use plastics altogether. If that isn't possible, move down the hierarchy to find alternative solutions. The options near the base of the pyramid are the least helpful i.e. ones that result in single-use plastics ending up in landfill or in the oceans. This is what we are working to prevent.

PERSONAL HIERARCHY

IS IT POSSIBLE TO AVOID THIS PLASTIC?

Pack lunch using paper bags or re-usable containers, instead of plastic sandwich bags, cling film or plastic containers.

WHAT ARE THE ALTERNATIVES?

If buying lunch out, choose items not packaged in plastic e.g. canned drinks and cardboard packaging.

CAN THE PLASTIC RESOURCES BE REDUCED?

Buy items in bulk e.g. milk, detergent and bottled drinks. This is cheaper and reduces plastic waste. Select your own fruit, veg, cooked meats and cheese and use paper bags.

AVOID
RE-THINK
REDUCE
SOURCE

SOURCE ANOTHER PRODUCT TO REPLACE THE PLASTIC?

Shop at local markets or farm shops for potatoes bagged in sacks and milk stored in glass bottles. Shop at supermarkets that provide paper bags or the option to return plastic packaging.

CAN YOU RE-USE THIS PLASTIC?

When grocery shopping, re-use plastic bags instead of buying new ones each time. Re-using items helps the environment and your pocket.

RE-USE

CAN THE PLASTIC BE RECYCLED?

There are certain plastics and materials that cannot be recycled, such as black plastic. Most packaging has guidance and advice on whether the item is recyclable.

RECYCLE

RETURN

CAN THE PLASTICS BE DISMANTLED, RE-USED OR RECYCLED AT THE END OF LIFE?

If you have to buy plastic items, think of how they can be disposed of correctly and the impact it has on the environment. Avoid landfill by returning plastics to producer.

WORKPLACE HIERARCHY



IS IT POSSIBLE TO AVOID THIS PLASTIC?

Avoid plastic cutlery, plates, bottled water and plastic cups. Invest in non-plastic items such as glass jugs and water glasses for meetings and encourage the team to bring their own cup to work for drinks.

WHAT ARE THE ALTERNATIVES?

Items needed in an office, for example pens – can a more eco-friendly solution be used? Such as pencils, paperless office (technology dependant) or pens made from recycled materials?

CAN THE PLASTIC RESOURCES BE REDUCED?

Buy stock in bulk to reduce plastic wrapping and packaging. Provide staff with one pen and to obtain another to return the old pen.

SOURCE ANOTHER PRODUCT TO REPLACE THE PLASTIC?

Use other suppliers that provide an eco-friendly range and send deliveries not packaged and delivered in plastic.

CAN YOU RE-USE THIS PLASTIC?

If plastic cutlery is being supplied for meetings, wash and re-use it. Provide field staff with re-usable flasks, which can be refilled throughout the day instead of using disposable bottles of water.

CAN THE PLASTIC BE RECYCLED?

Refer to your department's policy on recycling and ensure there are appropriate recycling facilities available.

CAN THE PLASTICS BE DISMANTLED, RE-USED OR RECYCLED AT THE END OF LIFE?

If the last option is to dispose of the single-use plastic in landfill, then return to the supplier.

THE PLASTIC CHECKLIST

The Plastic Checklist is simply a list of all the single-use plastics you can identify in your workplace. Please see the following page for a blank checklist, for you to complete.

After making a list of the single-use plastics, use either the personal or workplace hierarchy to assess each list item, to see if it can be avoided. On the checklist:

- 1) Make a note of how you plan to avoid this type of plastic in the future or what solution you have found to reduce it.
- 2) Add the date the checklist was started and the date the solution was actioned/completed. This will help you to measure your success and to share your outcome with your colleagues as well as other Plastic Waste Champions.

CHAMPIONING ACTIVITIES

PLASTIC-FREE TEA

**Did you know some tea bags contain plastics?
So why not host a plastic-free tea and chat session
to get the conversation rolling in your office?**

**Source and bring to the event (or ask your
colleagues to do this) plastic-free teabags, coffee,
milk and tea-time treats that aren't packaged in
plastic.**

**Test your colleagues' single-use plastic knowledge
by hosting the Plastic Quiz (see below).**

**Share plastic-free tips and successes and gauge
interest for organising future events.**

PLASTIC-FREE LUNCH

**Organise a day where your team brings in their own
single-use plastic-free packed lunches, by switching to
paper or re-usable containers, wooden or metal cutlery,
reusable water bottles etc. Things to be avoided include
cling film, disposable plastic cutlery, snacks with plastic
wrappers, plastic water bottles and plastic-lined, single-
use coffee cups.**

**If you want to organise something a little bigger, how
about extending the plastic-free lunch to your whole
office? The aim is to get everyone thinking about the
small, everyday changes we can make to avoid plastics. If
you'd like to give a presentation on single-use plastics,
visit our Knowledge Hub page for a ready-prepared
presentation for you to use (more details below).**

CHAMPIONING ACTIVITIES

VOLUNTEERING

Civil Servants are allocated between 1-5 days, annually, for volunteering activities. Could you engage your work colleagues to get involved in activities that help reduce plastic in your community?

Research your local volunteering options, such as canal cleans, beach cleans and litter-picking in parks or Areas of Outstanding Natural Beauty (AONB).

Please also refer to you department's policy on volunteering for further information.

PLASTIC-FREE MONTH

Work with your team to discover alternatives to your current single-use plastic materials. You can do this by completing the Plastic Checklist (see above). Then make a Team Pledge to remove one single-use plastic from your office for a month.

For example, you could trial using only re-usable water bottles rather than single-use plastic ones for a month.

If the trial is successful, can your team permanently remove that single-use plastic, rather than reverting back to using it?

CHAMPIONING ACTIVITIES

TERRACYCLE

www.terracycle.com/en-GB/brigades

Most offices generate single-use plastic waste which is hard to recycle e.g. pens and crisp packets.

TerraCycle is a company that recycles such waste. As it is funded by brands, retailers and manufacturers, TerraCycle is able to offer various free recycling programs and schemes which are open to all.

To use TerraCycle, organise a collection of hard-to-recycle plastics with your colleagues at work. Then use the TerraCycle website to find a local deposit location. TerraCycle will collect the waste from the deposit location for recycling.

FREE TERRACYCLE SCHEMES...

- The Writing Instruments (pens) Recycling Program
- The Pringles Can Recycling Program
- The Pladis Biscuits & Snacks Recycling Program
- The KP Nuts, Popcorn, Crisps & Pretzels Packet Recycling Program
- The Crisp Packet Recycling Scheme
- The Confectionery Recycling Program

Government buildings cannot be used as public deposit locations. So find other registered deposit locations via the website e.g. schools, shops and community centres. Avoid private addresses listed as deposit locations and only use public community areas for personal safety.

MAKE A PLEDGE

PLEDGE WITH YOUR WORK COLLEAGUES OR
FAMILY AND FRIENDS TO REDUCE PLASTIC IN
YOUR WORKPLACE AND HOME

Add a subheading

PLEDGE TYPES

SWITCH PLEDGE

We pledge to switch single-use plastics within the office to more sustainable and eco-friendly materials. We will do this by swapping our plastic milk bottles with glass milk bottles.

HIERARCHY PLEDGE

We pledge to use the plastic waste hierarchy to reduce single-use plastics within the office. We will avoid plastic cups, spoons and bottled water in meetings & in the office.

VOLUNTEER PLEDGE

We pledge to use our volunteering day/s to reduce plastic waste within our community. We will be attending a beach clean on 01/01/0001.

LESS PLASTIC TEAM PLEDGE

We

pledge that we will

.....

.....

Date _____

Completed _____

MY PLASTIC PLEDGE

I

pledge that I will

.....

.....



Date _____

Completed _____



PLASTIC PLEDGE

**I promise to challenge all
unnecessary plastic use, wherever I
might find it.**



Twitter: @cs_lpmf
Less Plastic More Fantastic

POSTERS

POSTERS ARE A GREAT WAY TO RAISE AWARENESS ABOUT THIS CAUSE. A FEW POSTERS ARE ATTACHED BELOW FOR YOU TO PRINT OFF AND PUT UP AROUND YOUR WORKPLACE.

SMALL CHANGES THAT MAKE A BIG IMPACT...

1



HEALTHY HYDRATION

Swap single-use plastic bottles with reusable glass or steel ones - there'll be less plastic in your water.

2



PLASTIC-FREE LUNCH

Heating plastic causes toxic chemicals to be released; switch to reusable glass containers (or steel if not microwaving) to avoid ingesting these.

3



REUSABLE CUTLERY

Swap single-use disposable cutlery for metal or disposable wooden cutlery which is biodegradable.

4



BAG A BARGAIN

Plastic bags are a major cause of ocean and land pollution; switch to reusable (non-plastic) bags to take to the supermarket and shops.

5



THREAD COUNT

Opt for natural fabrics instead of synthetic clothing which sheds micro-plastic fibres.

6



CUP OF JOE

Single-use coffee cups are lined with plastic, making them both toxic and tough to recycle - a good reason to switch to reusable cups.

7



HEALTHY EATING

Take-away food is often served in plastic containers e.g. polystyrene. Take your own lunch to work in reusable containers - better for you and the planet.

8



A CLEAN SWEEP

Switch to soap and shampoo bars to avoid plastic packaging or buy items in glass containers.

WAYS TO REDUCE SINGLE-USE PLASTIC AT WORK

1



POINTLESS PLASTIC

Identify and avoid unnecessary plastic e.g. plastic folders, folder dividers, plastic-covered thumb tacks, plastic-coated paper clips etc.

2



PLASTIC-FREE PARTIES

Use paper decorations for office parties and birthdays. Avoid cards and wrapping paper with glitter which is a micro-plastic.

3



PAPERLESS OFFICE

As offices transition to becoming paperless, start phasing out plastic (biro) pens and use pencils or metal pens instead.

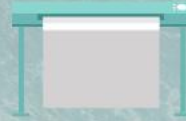
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WATER DISPENSERS

Avoid single-use plastic water bottles (in which the water contains micro-plastic particles) by using office water dispensers.

5



LAMINATING

Laminated posters will take hundreds of years to biodegrade. Choose alternatives like printing on glossy paper or card.

6



STATIONERY ORDERS

Order eco-friendly stationery and ask the supplier to use paper or cardboard packing materials instead of bubble-wrap, polystyrene or plastic wrapping.

7



MEETINGS AND EVENTS

Provide reusable crockery and cutlery e.g. glass jugs and glasses for water and metal spoons for stirring drinks. Disposable wooden cutlery may also be used.

8



BECOME A CHAMPION

Raise awareness and engagement in your office: put up posters, host events, set up collections of hard-to-recycle plastics, organise beach cleaning volunteering days and more.

Taking plastic action

Our top 10 sustainable business actions



**Single-use cups
cutlery
and condiments:**
Remove all



**Vending and
catering bottles:**
Remove all



Milk:
Change to glass
bottles or bulk
dispensers



Plastic waste:
Maximise recycling
Minimise contamination



Field Operations:
Offer refillable
drinking water bottles



Laboratories:
Reduce single-use
testing materials



Clothing:
Bulk up deliveries,
reduce bag numbers



External venues:
Move to single-use
plastic free venues

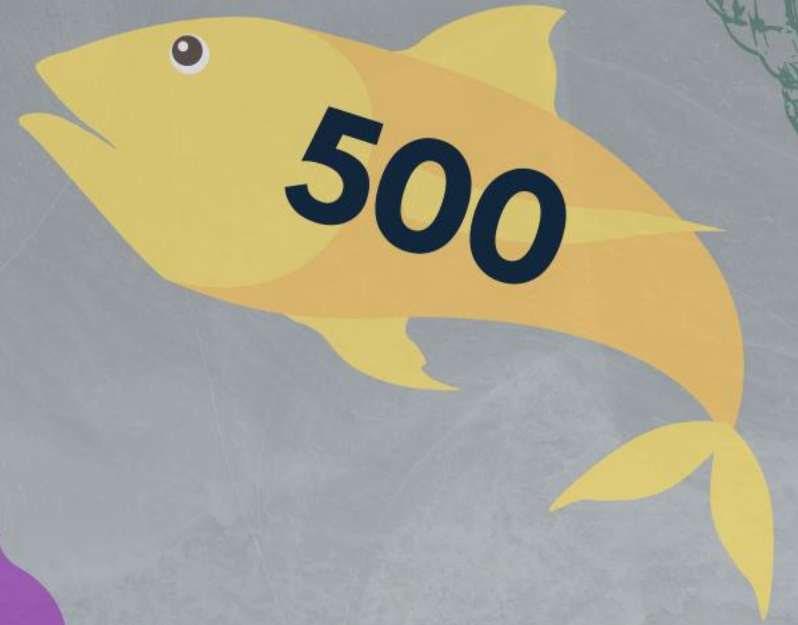


IT:
Reduce packaging
by volume



Construction:
Supplier pledge
to reduce plastic

THE LESS PLASTIC QUIZ



QUIZ QUESTIONS & ANSWERS

a) To the nearest **MILLION** - How many tons of plastic are dumped in our oceans every year?

b) To the nearest **BILLION** - How many plastic bags are used worldwide?

c) What **PERCENTAGE** of the world's marine litter is plastic?

d) To the nearest **THOUSAND**, how many marine animals are killed by eating plastic every year?

e) To the nearest **BILLION**, what is the world's population expected to be, by the year 2050?

f) And how many people does it take to make a difference?

a) **8 Million tons**



b) **500 Billion**



c) **80% of marine litter is plastic**



d) **100 Thousand**

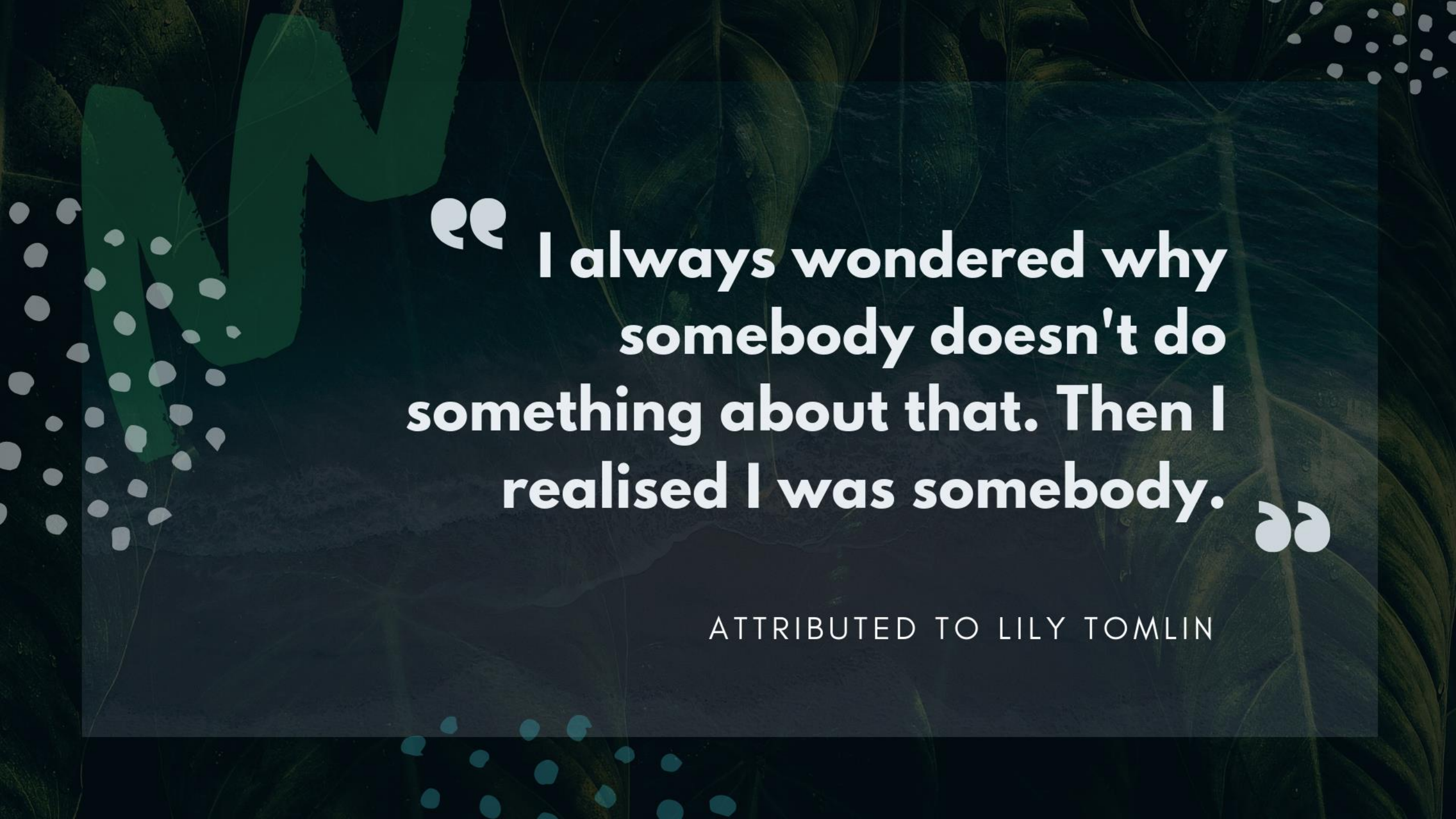


e) **10 Billion (estimated to be 9.8 billion)**



f) **One**





**“ I always wondered why
somebody doesn't do
something about that. Then I
realised I was somebody. ”**

ATTRIBUTED TO LILY TOMLIN

KEEP IN TOUCH



TWITTER

@cs_lpmf

**Less Plastic More
Fantastic**

If you are interested in becoming a Single-Use Plastic Champion in your workplace, please join our group on the Knowledge Hub ("Less Plastic More Fantastic Toolkit") or find us on Twitter to join the conversation, share your successes and create a network dedicated to seeing the reduction of single-use plastics within the civil service and beyond.

We would like to thank you for your interest in this toolkit. Our individual efforts to reduce plastic might seem small, but together we are already making a difference.

MEET THE TEAM



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MEET THE TEAM



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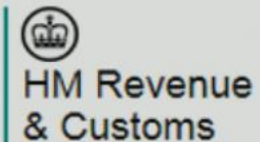


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<https://civilservicelocal.blog.gov.uk>

A Brilliant
Civil Service

IMPROVED
OUTCOMES

Effective
Leaders

Skilled
people

A great
place to
work



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