

Business Sustainability Checklist

Energy	Yes	Look into	N/A
Do you carry out regular monitoring of energy consumption?			
Do you use your data on energy use to set realistic reduction targets?			
Have you a plan to make cost effective reductions to energy use?			
Have you identified energy efficient plant or equipment for future reference?			
Have you considered using renewable sources such as wind, solar hydro or AD?			
Have you put in place training and encouragement for staff to save energy?			

Water	Yes	Look into	N/A
Do you carry out regular monitoring of water consumption and discharge?			
Do you use your data on water use to set realistic reduction targets?			
Have you a plan to make cost effective reductions to water use?			
Have you identified water efficient plant or equipment for future reference?			
Have you considered using rainwater harvesting?			
Have you put in place training and encouragement for staff to save water?			

Compliance and emergency support	Yes	Look into	N/A
Do you have the appropriate licences or permits for the activities on your site?			
Have you checked that you are compliant using the NetRegs website?			
Do you have an incident response plan in case of a spillage or incident?			
Are your staff trained in how to respond to an incident?			
Do staff know about the Pollution Hotline 0800 80 70 60			

Procurement	Yes	Look into	N/A
Do you source locally produced goods and services where possible?			
Do you source goods with minimal packaging?			
Do you consider the re-use and recycling potential for goods you purchase?			
Do you make efforts to source goods and services that are ethically produced?			
Can you procure equipment that can be returned to the producer to be repaired or remanufactured?			

Materials and storage	Yes	Look into	N/A
Are fuel, oil and other potentially hazardous liquids stored in secure bunded tanks?			
Do you keep any flammable materials well away from sources of ignition?			
Are your staff trained to manage materials, with accurate records being kept?			
Do deliveries take place in a secure and covered area well away from surface water drains?			
Are chemicals that could be harmful to the environment or human health kept in secure storage facilities?			

Transport	Yes	Look into	N/A
Do you minimise business travel by using video conferencing, phone calls or email?			
Do you have a fleet management system that reduces mileage?			
Have you considered using fuels such as biodiesel, LPG, electric or hybrids?			
Do you purchase vehicles using fuel consumption as a deciding factor?			
Have you had training on fuel efficient driving?			

Waste	Yes	Look into	N/A
Do you apply the waste hierarchy?			
Do you segregate recyclable materials?			
Do you segregate your food waste?			
Do you carry out regular monitoring of waste streams?			
Do you use your data on waste to set realistic reduction targets?			
Have you put in place training and encouragement for staff to reduce waste?			
Do you check the destination of your waste after collection?			
Can you eliminate waste from your production and processes?			

Products	Yes	Look into	N/A
Do you consider the life cycle of your products at the design stage?			
Do you build in recyclability and re-use potential at the design stage?			
Do you measure the carbon footprint of your products?			
Do you work with your supply chain to reduce environmental impacts?			

Community/stakeholders	Yes	Look into	N/A
Do you publish details of your environmental performance, for example on a website or annual report?			
Do you encourage feedback from stakeholders such as neighbours and local groups?			
Do you engage with the local community, for example through charity events, environmental projects or with school groups?			

Employees	Yes	Look into	N/A
Are your staff fully engaged with your environmental policies?			
Do you have methods for staff to make suggestions or comment on work issues?			
Do you offer staff opportunities for training and development?			
Do you encourage alternatives to single occupancy car travel?			
Have you looked at ways of improving biodiversity on your site and creating green space?			

Communication	Yes	Look into	N/A
Do you communicate your achievements, and encourage others to adopt good practice through:			
Trade forums?			
Website			
Blogs/social media			
Conferences			
Newsletters (for trade or local community)			
Any other ways?			