

The Sustainable WEA Office

Here are some top tips to make your WEA a more sustainable place to work with:

1. Switch things off!

This seems to be the main advice from everyone.

2. Fit a timer switch to things that you forget to switch off

Appliances such as water coolers are easy to leave switched on, a timer will do the job for you.

3. Use suppliers who take back and recycle packaging.

Just think of items such as lunches that come in those plastic domed platters....that's an awful lot of plastic!

4. Start a plastic recycling scheme.

It's amazing how much plastic is consumed through every day life...plastic milk containers, yoghurt pots, water bottles, sandwich wrappers most of these can be recycled.

5. Can you reuse your ink cartridges?

Refills are loads more cost effective and better for the environment.

6. Do you need to print this?

Do you need to print off e-mails? And of course there are two sides to the paper.

7. Use proper cups and glasses.

Apart from the fact proper cups and glasses cut down on waste, they are infinitely nicer to drink from.

8. Use biodegradable and environmentally friendly cleaners.

These aren't the lovely people that come around with vacuum cleaners and dusters and clean up after us, but things like washing up liquid to wash your proper cups and glasses with.

9. Make sure that you have a screen break.

We all have been in offices where people are glued to their monitors and keyboards for so long that machine and operator meld into one. This is NOT GOOD FOR YOU! It's bad for your body because your posture suffers. It's bad for your eyes and can lead to headaches. And it's bad for your work, because you slow down and start making mistakes when you don't take a break.

10. And talking of breaks.....

Make sure you don't eat "al deskco"

You might go and buy lunch, you might bring your own, but don't eat at your desk where you are tempted to just look at that e-mail or tinker with something or other. Better still why not eat lunch with someone else and share how things are going that day. These relaxed moments can be immensely creative and problems solving....see you can still work just not realise it; that has got to be more sustainable.

And finally.....

This is your space for your top tip