Welcome to the first green impact newsletter of 2018! In order to achieve our Green Impact award we have a workbook containing a number of actions that we are required to complete. Many of these actions ask us to ensure that staff in our department are aware of various green schemes and initiatives around the University. Rather than send numerous emails detailing each of these, we’d like to use this newsletter to flag some of these schemes to you. If any of them are of interest we’d encourage you to find out more using the links provided.

<table>
<thead>
<tr>
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| There are a number of ways we can give unwanted items a new lease of life including:  
- Passing on items to other colleagues, friends or neighbours  
- Take things to your favourite charity shop  
- Sell things on eBay  
- Give things away on Sheffield Freecycle or Freecycle | | Finally, for those of you with your own bike, this month saw the opening of the University’s new Cycle Hub located between the Students’ Union and the Hicks building. |

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Recycling

Did you know that the University currently recycles around 80% of its waste? This is pretty good but only around 25% of this is separated on site (the rest being separated at the recycling facility) meaning there is plenty of scope to do even better.

There are plenty of ways to recycle across campus and here’s how you can help:

• General recycling - there are a number of general-purpose blue co-mingled recycling bins located around the department and more widely across campus. These can be used to recycle a range of items including paper, card, plastics and glass. There are posters near some of the bins providing more information on what items can be recycled and you can find out more here.

• Batteries - these must not be disposed of in the general waste; instead they must be separated from the general waste stream and sent for recycling. Slightly different arrangements exist for wet and dry cell batteries. More information can be found here.

• Waste Electronic and Electrical Equipment (WEEE). WEEE including laptops, mobile phones and iPads. These items should be passed to Emma Chipchase who will ensure they are disposed of correctly, in line with current legislation. More information can be found here.

• Catering Platters - RefreshwithUS, with the support of EFM, collect plastic platters from internally catered events so they can be washed and used again. A green bag is provided with every food delivery to collect up the empty platters, they do not need to be washed, however they must be free of food. More information is available here.

By following these steps you can help us to recycle even more of our waste.

Catering for meetings

It’s not often that we have catered meetings in HR, but if you do arrange a meeting with catering we’d like to encourage you to think carefully about the food you order to ensure you take a sustainable approach. By doing this you can help the environment as well as help to ensure better animal welfare, reduced food miles and a healthier diet without compromising on taste!

If placing an order please ask the supplier to ensure:

- Produce is local or grown in the UK
- Produce is seasonal
- All fish is MSC certified
- All eggs are free-range or Freedom Food certified
- The majority of meat is free-range or Freedom Food certified
- The majority of food provided is vegetarian
- Fruit and healthy snacks are provided alongside tea and coffee

The University’s own catering supplier refreshwithUS is set up to meet these criteria and would be happy to discuss your needs with you.

Thank you for your help.

From the Green Impact team.

Health and Wellbeing

Here in HR we’re the champions of health and wellbeing. We’re good at highlighting the benefits of a good work-life balance and encouraging people to follow safe working practices.

But how often are we guilty of not following the advice we might give to others? We’d like to remind you of some of the ways you can help to ensure your own health and wellbeing in the workplace:

Take breaks

We’re all busy and it’s easy to find yourself sat at your desk for long periods without taking a break. This is particularly true at this time of year when the weather isn’t at its best.

Numerous studies have shown the negative impact sitting for long periods can have on our health as well as the benefits associated with brief exercise. The benefits include reduced levels of stress, improved mood, increased focus and better memory. Breaks also provide a good opportunity to buy chocolate!

So why not build a regular lunch break, away from your desk, into your working day? The NHS provide some good advice on ways you can do this, or you could sign up for one of the many Juice activities currently available.

DSE Assessments

All staff are encouraged to complete a Display Screen Equipment (DSE) assessment when they take up post, move desks, or if they notice any difficulties in using their DSE equipment (e.g. aching, back, repetitive strain injury etc.). If any of the above apply to you, please do ensure you carry out an assessment as soon as possible. It only takes around twenty minutes, more information available here.

Thanks for reading.

From the Green Impact team.