

Action on our Environment

Recycle and upcycle

The team of PAs in the Directors office have put in place a number of measures over the last 6 months to reduce waste & cut costs for the Trust.

04 January 2013

- We have removed all general waste bins (apart from bins in the kitchen & toilets) and replaced them with a set of recycling bins
- We have undertaken an annual archive in August and as a result of this archived/recycled paperwork that we were no longer required to retain – in line with the Trusts information governance procedures. This has freed up additional storage for the department. To ensure that our archiving system is leaner; we use electronic filing systems wherever possible
- We have also re-organised our stationary cupboard and 'up-cycled ' (using any takers) all items that we no longer required, saving the Trust money