ENVIRONMENTAL BUSINESS AWARDS

APPLICATION FORM

DUCINESS NAME (Name which should are seen the Assert Contiferate)
BUSINESS NAME [i.e. Name which should appear on the Award Certificate]
BUSINESS ADDRESS [i.e. Address to which application applies]
OWNED/DDODDIETOD OF DUCINESS to 10 t
OWNER/PROPRIETOR OF BUSINESS [Company/Partnership etc – Insert address if different from above]
NATURE OF BUSINESS
CONTACT DETAILS OF PERSON MAKING APPLICATION
Name of Applicant
Address [if different from above]
Telephone Number
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Fax Number
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Email			

Once completed, this form should be sent to:

The Co-ordinator
Environmental Business Award Scheme
Land and Environmental Services
Glasgow City Council
231 George Street
Glasgow City Council G1 1RX

Fax: 0141 287 8101

If you have any enquiries, please contact us:

Email: eba@glasgow.gov.uk

Phone: 0141 287 6582

Please read through the rest of the Application Form and provide details of all relevant activities under the Group headings. A number of examples have been inserted to assist you. It is not necessary for you to send any supporting documentation at this stage.

Remember - Group 1 - Environmental Action - is compulsory

If you require more space at any point in the form, please use the Continuation page at the rear. Alternatively, use additional sheets of paper.

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GROUP 1 - ENVIRONMENTAL ACTION

This section is compulsory for all applicants. A suitable performance is required under Environmental Action if an Award is to be granted.

Please consider the examples under each topic and outline your current activities in the text box below. Remember, the examples act merely as prompts or suggestions. Please list these or any other activities which you consider to be relevant.

Environmental Action - Topic 1.1 - Energy Reduction

- **Examples:** Use graded energy-efficient electrical equipment
 - Use Automatic PC turn-off
 - Operate or engage with an initiative to turn off lights and appliances overnight
 - Use Smart Meters
 - High Thermal Insulation used in building construction
 - Use renewables or alternative fuels, e.g. solar panels, wind turbine etc

Energy Reduction Activities:

Environmental Action - Topic 1.2 - Sustainable Transport

- **Examples:** Provide bike-parking facilities
 - Provide shower/changing facilities for bike-riding employees
 - Operate or participate in a car-sharing scheme
 - Use public transport
 - Use green-fleet for deliveries
 - Use low-emission vehicles

ustainable Transport Activities:	

Environmental Action - Topic 1.3 - Use of Local Resources

- **Examples:** Use and sale of local produce
 - · Provide information to customers on the provenance of locally-sourced goods
 - Implement an air-miles policy for ingredients, goods or equipment

Local Resource Activities:		

Environmental Action - Topic 1.4 - Biodiversity

Examples:

- Engage in an "adopt a green space" programme
- Help maintain natural greenspace
- Provide natural greenspace
- Provide nesting and roosting niches for wildlife
- Provide diverse wildlife habitats

Biodiversity Activities:		

Environmental Action – Topic 1.5 - Water Conservation

- **Examples:** Use twin-flush WCs
 - · Use taps that switch off automatically
 - Use "grey" water
 - Engage with SUDS Sustainable Urban Water Use

Water Conservation Activities:		

GROUP 2 - BUSINESS ENVIRONMENT

Business Environment - Topic 2.1 - Clean-up of Business Environs/Proactive Litter Removal

Examples:

- Scheduled litter removal from frontage/vicinity of premises
- Scheduled clean-up of the footpath
- Voluntary clean-up of vacant or common land adjacent to the premises
- Routine litter-picking on a local school route
- Use a suitable refuse storage area
- Sponsor a litter bin
- Proactive policy on chewing gum
- · Provided external cigarette bins
- Plants/flower displays

Clean-up Activities:	

Business Environment – Topic 2.2 - Community Engagement

- **Examples:** Liaison with ECAT/GCSS Officers
 - · Organise community clean-up
 - Participate in community clean-up
 - Other community engagement

ommunity Engagement Activities:	

Business Environment – Topic 2.3 - Noise Management

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• Documented Noise Management Policy

Noise Management Activities:
Business Environment – Topic 2.4 - Control of Emissions and Fumes Examples: • Regular maintenance of extract equipment – e.g. hood, ducting, filtration etc • Identification and reduction of odours
Activities to control Emissions and Fumes:

GROUP 3 - WASTE MANAGEMENT

Waste Management - Topic 3.1 - Waste Minimisation

- **Examples:** Demonstrable reduction in packaging used by business
 - Use packaging made from recyclable materials
 - Minimise marketing materials
 - Operate an "own bag" policy (including a charging policy)
 - Operate a nappy scheme (nurseries)
 - Use double-sided printing
 - Use sustainable packaging
 - Purchase goods in sustainable packaging

Waste Minimisation Activities:

Waste Minimisation - Topic 3.2 - Recycling

- **Examples:** Operate a cardboard recycling policy
 - Operate a glass recycling policy
 - Operate a waste oil recycling policy
 - Operate a plastic recycling policy
 - Operate an aluminium recycling policy
 - · Operate a paper recycling policy
 - · Use waste oil in vehicles
 - Sponsor a recycling facility
 - Compost waste
 - Engage with a community recycling initiative
 - Recycle ink and toner cartridges
 - Use recycled paper
 - · Provide recycling facilities on grounds

Recycling Activities:	

GROUP 4 - SAFETY, HEALTH AND QUALITY

Safety, Health and Quality - Topic 4.1 - Training

- **Examples:** Elementary Food and Health qualification held by member of staff
 - Record in-house or formal nutrition training
 - Undertake food hygiene training above legal minimum
 - Undertake and record health and safety training above legal minimum

Training Activities:

Safety, Health and Quality - Topic 4.2 - Healthy Options

- **Examples:** Positive effort to sell and promote healthy options
 - Provide nutrition information on signage or menu
 - Operate a policy to provide fresh fruit
 - Avoid/minimise use of salt during preparation and cooking
 - Operate salt-reduction policy
 - Operate trans-fat reduction policy
 - Operate saturated fat reduction policy
 - Actively promote low-fat options
 - Operate sugar reduction measures
 - Serve a range of low-sugar drinks

ealthy Option actions:	

Safety, Health and Quality - Topic 4.3 - Awards and Quality

Examples:

- Holder of Best Bar None Award
- · Holder of Green Tourism Award
- Holder of VIBES Award
- · Holder of Scotland's Health at Work Award
- Holder of RoSPA Award
- · Holder of British safety Council Award
- · Holder of Eat Safe Award
- · Holder of Healthy Living Award
- Accreditation under ISO9000 Quality Management Standard
- Accreditation under ISO14001 Environmental Management Standard
- Accreditation under BRC Standard (British Retail Consortium)
- Accreditation under SALSA (Safe and Local Supplier Approval)
- Accreditation under Investors in People
- Accreditation under Charter Mark
- Accreditation under BS OHSAS 1800:2007 (Occupational Health & Safety Management System

Awards and Accreditations held:

Safety, Health and Quality - Topic 4.4 - Best Practice

Examples:

- Staff Aware of relevant allergy issues
- Participate in health and safety initiatives
- Appoint a health and safety representative
- Maintain a record of all customer complaints
- Operate a documented drugs or alcohol policy
- Operate a documented smoking cessation policy
- Ensure fire extinguisher checks up-to-date
- Operate public liability insurance
- Record all incidents and accidents (not just legally reportable ones)
- Engage a health and safety consultant
- Operate an employee health promotion scheme
- Engage with Healthy Working Lives
- Implement a Documented Environmental & Sustainability Policy

Best Practice:	

Continuation Page	