

# How to write an Environmental Action Plan



An environmental action plan is a working document which can help your organisation to monitor progress and implement the objectives which are outlined in the Environmental Policy.

Your action plan should include a summary of planned actions or next steps with a target date for completion and key responsibility assigned to a staff member. At its most basic your action plan can form part of your environmental policy but for larger organisations a standalone document can prove more useful in monitoring progress across multiple areas of the business, or multiple environmental aspects.

## Why write an Environmental Action Plan?

The purpose of compiling an environmental action plan is to help you to communicate across your organisation what needs to be done to achieve your environmental targets and to ensure that the commitments outlined in your policy are implemented throughout the organisation. The plan should be communicated widely, and welcome suggestions for improvements from everyone.

Progress against the actions outlined in this document can then be discussed at management/environment meetings and the document can be updated accordingly. An Environmental Action Plan should also be submitted alongside your Carbon Charter application or renewal as it will demonstrate to the Carbon Charter panel how you intend to meet your reduction targets and keep moving forward with the management of your environmental impacts.

## Example Environmental Action Plan

Action	Responsible staff member	Target completion date	Checklist	Notes
Take monthly meter readings and record in spreadsheet	Sarah S	Ongoing	<input type="checkbox"/>	Analyse consumption against previous months; annual consumption can be used to calculate carbon footprint
Calculate carbon footprint	Sarah S	Annually (April)	<input type="checkbox"/>	Use online Carbon Calculator
Carry out feasibility investigation into LED lighting upgrades	Mike M	May 2019	<input type="checkbox"/>	Calculate payback period in relation to installation and running costs; investigate possibility for grant funding

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Action	Responsible staff member	Target completion date	Checklist	Notes
Implement recycling collection for additional materials	Debbie C	September 2019	<input type="checkbox"/>	On review of waste contracts – consider mixed dry recyclables (in addition to paper and card)
Implement staff awareness campaign	Debbie C	January 2020	<input type="checkbox"/>	Perhaps link with national awareness scheme? New Year's resolution? Ensure all staff and contractors are aware of environmental commitments.
Communicate on environmental topics vis website and social media	Debbie C	On-going (monthly updates)	<input type="checkbox"/>	Publicise Carbon Charter award; new actions within the organisation etc

