

**City of Lincoln Council - Single Use Plastic Audit
March 2021**

Across City of Lincoln council sites single use plastics are used for a variety of reasons and occasions. The type of plastic considered as part of audit included: bags; bottles; cups; straws; stirrers; plates; bowls; cutlery; milk cartons; individual tea bags; sachets of coffee and cling film. Plastic items such as Biro's, folders, wallets, etc. were not included in this audit as they are used more than once.

Audits

The audits are an opportunity to gather information and understand why different types of single-use plastics were procured by services. The following sites and services were audited:-

1. City Hall – council offices with a high number of staff on-site;
2. The Guildhall – function hall regularly used by councillors and external parties;
3. Lincoln Transport Hub – managed by CoLC and used by residents/visitors to Lincoln
4. Community Centres – used for a variety of sports, activities and community events delivered throughout the day/evening.
5. Managed Workspaces – council managed workspaces rented to tenants
6. Hamilton House – council offices and depot
7. Central Market – Retail area
8. Crematorium – Crematorium building for Services Monday to Friday and Garden of Remembrance
9. Parks /open spaces – managed by CoLC and used by residents/visitors to Lincoln

City Hall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Various	PHS Water machines – with plastic cups The Homelessness Team provide plastic water to the homeless during a heat wave.	Biodegradable plastic cups are available in the committee rooms. Property Services currently researching more sustainable alternatives. There are no plastic cups provided with the water machines available for office staff. Staff campaign to encourage people to use their own glass/cup/bottle. To ensure that the homeless receive enough water, plastic bottled water is currently provided. There are an increasing number of locations in the city that will provide free water to refill bottles. Currently providing plastic bottled water is the most viable option to distribute water.
Committee rooms	Coffee machine (City Hall) P3 ply paper cups.	Plastic stirrers have been replaced with wooden stirrers.

	Plastic milk pots. Plastic sachets of tea/coffee	No viable alternative to sachets and milk pots at present.
Kitchen areas	Bin bags.	No viable alternative. Large, communal recycling and general waste bins are located in the kitchens reducing the need for small, individual bins in offices. Larger paper recycling bin located in offices and paper is emptied into a large wheelie bin. No need for bags

The Guildhall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings.
External Catering	Clingfilm	Currently use Cibus or Thomas 2 and they provide a combination of ceramic service plates or reusable plastic containers for food. Most food containers have reusable plastic lids, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.

Lincoln Transport Hub

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.
Cafe		Encourage Grade Coffee House to provide a water refill facility

Community Centres

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.

Managed Workspaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides tenants with washing facilities to enable them to use their own glasses/cups/cutlery. CoLC employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
External Catering	Clingfilm	Currently use Café Portico for catering and they provide a combination of ceramic service plates or reusable plastic containers for food. Most food containers have reusable plastic lids to keep the food fresh, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. Where CoLC provide refreshments for external meetings ceramic cups and glasses are used. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.
Tenants	Limited SUPs	Tenants are encouraged use their own glass/cup/refill bottle and have access to water refill facilities. Café Portico also encourages tenants to bring their own refillable cups to use

		and also provide them to purchase in the Café. CoLC to encourage Café Portico to provide free water refills
--	--	---

Hamilton House

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings. Employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
Warehouse	Some packaging has plastic wrapping, bin bags used for waste	Work with manufacturers and suppliers to identify alternatives.

Central Market

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	Some traders use plastic bags	CoLC to encourage traders to reduce plastic bags, hold events to encourage public to bring their own bags. See 'other information' for more details. Plans are underway to install a refill water station to reduce the need for the public to purchase bottled water. The Central Market is due to be refurbished in 2022 and stall holders issues with new contracts which will stipulate that single use plastics are not to be used, ie plastic bags, cutlery etc
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles. Currently no viable alternative.

Crematorium

Location	Single Use Plastics used	Alternative options for consideration/implemented
----------	--------------------------	---

Chapel and waiting room.	Coffee vending machines – plastic cups	Currently our machine dispenses plastic cups, the company does supply paper cups so we will look into changing to paper cups. Water machines – We currently supply paper cups
Book Room	Plastic associated with flower arrangements	Some flower arrangements come with plastic water trays, plastic ribbons and an oasis (expandable, ridged plastic foam) which can't be recycled. We propose that the CoLC work with the plastic free Lincoln group and local florists to prepare some guidance to be issued to the florist industry in an attempt to encourage an alternative to plastics used in floral tribute construction and consequently reduce the environmental impact from these items. The CoLC will promote florists that support this initiative on the council website.
Staff kitchen	No SUPs identified	
Garden of Remembrance	No SUPs identified	The Garden of Remembrance is a natural area in the grounds of the Crematorium where cremated remains can be buried. This is a natural area and visitors are requested not to leave any items, only loose flowers.

Parks /open spaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Parks and open spaces-general.	Plant pots/ planting packs	Identify suppliers who take back plastic pots/packs for reuse. To be considered as part of the contractual requirement post 2022.
Hartsholme Country Park offices	No SUP identified	
Private facilities within parks eg. cafes	Unknown	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Property Services to consider as requirement in new/renewed leases.

Events	Varies according to the event/event organiser	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Option to refuse permission to use the site in the future.
--------	---	--

Other Information

- Staff – Across all sites and services staff bring single-use plastic on to site. It could be breakfast, lunch or snacks. We cannot restrict staff from doing this but we can highlight the benefits (health, environmental and financial) of bringing in a homemade lunch or snacks. We could run a communications campaign to reduce single use plastics and ask staff to bring plastic cups to meetings.
- Cleaners – All have an understanding of what can be recycled
- Procurement – To prepare an environmental policy to include a requirement for council contractors to have an accredited EMS/Env Policy and stipulate a requirement to reduce or replace single use plastics from their own operations where possible.
- Council organised events - See Action Plan for full details of how the CoIC is supporting the Plastic Free Lincoln Campaign