

## Tools to help you plan and record (and remember to celebrate success)

The steps above will help you decide what actions to take. You also need to decide who will be responsible for getting the job done. Here is a simple way to plan this.

### Example action plan

Investigation	Action needed	Desired outcome	Who's responsible/ deadline
What are the key facts about energy use on our site? What do people already know about this? How can we make sure everyone knows in an interesting way?			
Who are the best people to lead on saving energy in our buildings and facilities?			
How will we share our learning and replicate success?			
Who are the energy champions – the people we see turning things off, being prudent, talking about energy?			

### Example recording chart

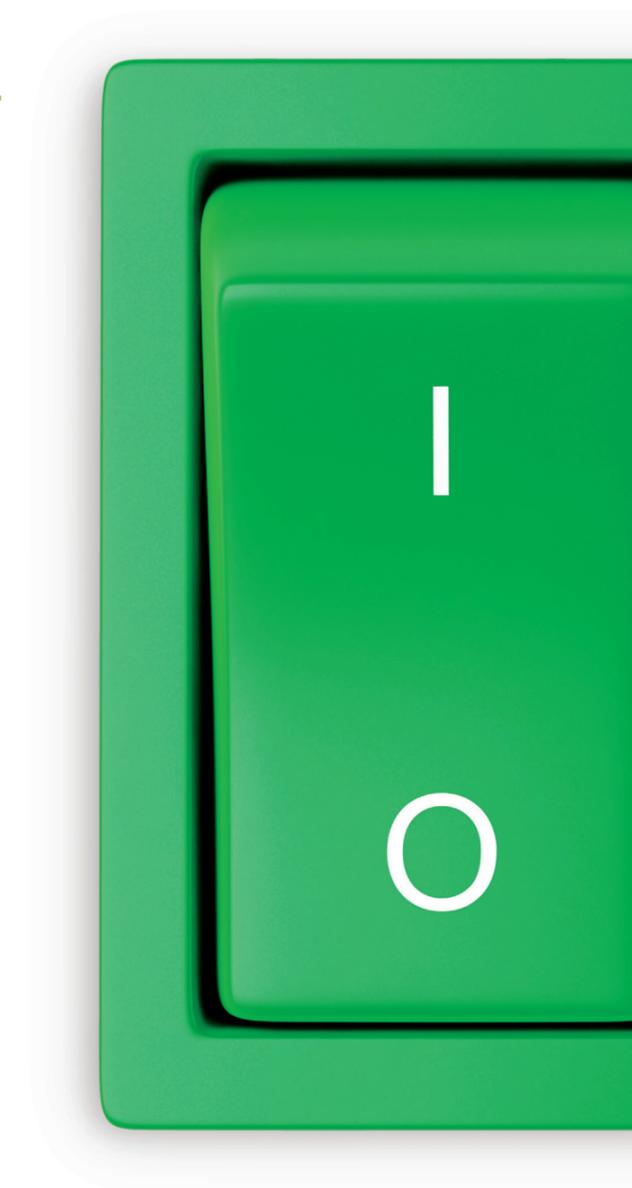
Who	Action taken/when	Impact

## Remember

Raising awareness about simple energy saving opportunities can save you 10% of the energy your site uses or about £50,000 a year!

# HOW-TO GUIDE

Don't leave equipment on if you're not using it



# HOW-TO GUIDE

## What this guide is about

**This guide is designed to complement the energy awareness toolbox talk. It focuses on:**

- Why it makes sense to raise energy awareness on your site
- Practical steps to make energy saving something people talk and care about
- Tools to help you plan and record

The purpose of the guide is to help you raise energy awareness in the people you work with and inspire them to save energy. The guide will give you some striking facts to share about energy use at the quarry, some easy actions people can take to save energy right away, and some ideas for keeping awareness alive on the site. Keep the guide as a reminder for yourself, hand it out to the person on your site who may take charge of this energy awareness plan, or simply write on it to keep a record of all actions taken.

## Why it makes sense to save energy by raising awareness

- The electricity consumed by our largest quarries produces 7,000 tonnes of CO<sub>2</sub> each year – that's equivalent to the yearly emissions of 2,000 cars.
- Simple, personal actions such as switching off equipment when not in use can save up to 10% of that energy – as long as we all remember to do it.
- Each of us can offset the annual CO<sub>2</sub> emissions of our personal carbon footprint in a few months by taking simple energy reduction measures on site.
- Individual actions matter: being personally responsible – even in small ways – for how you use energy on site is highly visible and says a huge amount about our energy culture. Turning off lights in the office may seem a very small savings compared to what the site uses, but it is exactly these everyday actions that will reduce the energy used on site.

## Did you know?

The electricity consumed by our largest quarries produces 7,000 tonnes of CO<sub>2</sub> each year – that's equivalent to the yearly emissions of 2,000 cars.

## Practical steps to make energy saving something people talk and care about

**Every site's action planning will differ. Please consider the steps below as a suggested route and adapt the actions under each step to your site's specific needs.**

### Step 1: Raise awareness.

- Find out what people already know about energy conservation. (Consider using a questionnaire\* to find out how best to communicate energy saving issues.)
- Inform your colleagues about energy use on the site.
  - How much energy is used (electricity, gas, fuel).
  - How much it costs.
  - The related CO<sub>2</sub> emissions.
  - Simple examples bring it to life, such as: 'the annual energy bill is enough to pay the wages of 10 lorry drivers', or 'the annual CO<sub>2</sub> emissions are as much as those produced in a year by 2,000 cars'.
- Get people's attention.
  - Give people tips for saving energy at home – people are more interested in energy and the environment than you may think.
  - Make your campaign visible – include leaflets with tips, how-to guides, posters, toolbox talks, or an easy, eye-catching way of measuring your site's savings (such as a giant poster of a hopper which you colour in level by level as savings are made).
  - Celebrate success with weekly meetings for energy saving stories, ideas and savings achieved.
- Learn as you go along.
  - Do not blame anyone for trying – learn from what does not work as well as what does.
  - Do replicate successful efforts.
  - Keep a record of what you are doing and what you save.

### Step 2: Be prudent with energy in your buildings and facilities.

- Do not leave lights or equipment running if not needed – everything adds up and it is good practice to switch off.
- Check that heaters are not left on all night, adjust thermostats where necessary because a 1°C reduction in temperature can reduce energy consumption by 8%.
- Install timers or motion detectors on lighting and heating to reduce consumption.

### Step 3: Be prudent with energy in all your industrial processes.

- Switch off unnecessary equipment – do not underestimate the saving potential of such a simple action!
- Do not leave motors running – an empty conveyor consumes 40% of the energy it uses when loaded.
- Reduce mechanical losses – a conveyor with clear rollers uses less energy than a belt clogged with spillage.
- Report air leaks or maintenance issues – compressed air leaking from a single 3 mm hole can waste over £500 a year.
- Do not leave diesel engines 'ticking over' – they consume up to 25% of their rated power.

\* Sample questionnaire included with this guide.