

Environmental action plan

Lil Creative Studio

Created: Aug 2026

Last Reviewed: N/A

Next Review: Apr 2027

Renewal date: Jan 2027



Activity / Environmental impact	Action	Advice	Priority	Responsibility	Timescale	Resourcing	Status
Lighting/heating/powering premises							
Emissions from energy use for light, heat and power	Consider use of smart plugs	Smart plugs are Wi-Fi-enabled power adapters that enable you to remotely monitor and control power usage of devices. Smart plugs can be used to turn devices on and off from a mobile device, and some devices also have scheduling features. They could also help you to understand energy consumption patterns and hotspots in your organisation. As with any Wi-Fi enabled device on your networks, you should only purchase smart plugs from reputable manufacturers, and assess cybersecurity risks and strategy before implementing.	Low		Jul 2026		
	Ensure all unnecessary lights and IT equipment are switched off when not in use		High	Claire	Ongoing		Completed
	Use focus heating only in office	The best way of heating a home office will very much depend on the specific arrangements. Click here for further advice and information.	Medium	Claire	Ongoing		Completed
	Use a 'deep green' energy tariff	'Green' energy tariffs are rarely as green as you might think but there are a few 'deep green' tariffs available. These are based on genuinely 100% renewable electricity. Click here for more on these issues and for some recommended tariffs.	High	Claire	Ongoing		Completed
Running the office							
Emissions & resource use from paper	Use 100% post consumer waste (PCW) recycled paper	When it comes to recycled paper, 'recycled' can mean various different things. You should look for paper that is made from 100% post consumer waste (PCW). This is paper that has been made from recycling previously used paper products. For suggestions of PCW paper products, click here.	Medium	Claire	Ongoing		Completed
	Minimise printing		Low	Claire	Ongoing		Completed
General waste	Digital housekeeping in the office		High		Ongoing	We have an internal framework to minimise file storage and digital waste when working	Pending

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	Re-use and recycle waste paper	It's always good to try and re-use paper, e.g. using the reverse side of printed paper that is no longer needed, prior to recycling. Perhaps you could keep a stack of used paper for note-taking etc?	Low	Claire	Ongoing		Completed
	Recycle all used printer consumables	This is free and can even generate income or a donation to charity. We generally refer clients to Recycle4Charity	Low	Claire	Ongoing		Completed
	Minimise use of non-recyclable items	e.g. cardboard job bags instead of plastic	Low	Claire	Ongoing		Completed
	Adopt a Waste Management Policy		High				Completed
	Encourage efficient water use within the office.		Low	Claire	Ongoing		Completed
	Include sustainability in freelancer onboarding.		Medium		Ongoing		Completed
Food waste	Compost all food waste		Medium	Claire	Ongoing		Completed
Equipment waste	Minimise office equipment waste	Use equipment for or as long as possible, before ensuring all redundant equipment is sold, donated for re-use or recycled wherever possible. There are increasing numbers of professional repair options and local repair cafes, which allow lifespans to be extended as much as possible. Coggin SOS provide a refurbishment service for office furniture Old laptops and phones can be donated to the Restart Project for community re-use and there are lots of companies that will collect redundant office furniture. Once they finally die, and are not suitable for charity donation, electrical items should be recycled rather than being put in general waste. This will avoid the risk of them ending up in landfill.	Low	Claire	Ongoing		Completed
	Move to cartridge free printing		Medium	Claire	Ongoing		Completed
Purchasing goods and services							
Environmental impacts of supply chains	Record how you consider actual & potential environmental impacts in your procurement decisions	This action ties in with other actions in your action plan related to purchasing. To comply with B Corp requirements (specifically ESC 5.1 or 5.2), a record needs to be kept of how you have considered actual and potential environmental impacts in your procurement decisions. We have added a template register in your Documents folder.	High		Ongoing		
	Only buy notebooks and sketchbooks which are recyclable		Low	Claire	Ongoing		Completed
	Source ethical and local office supplies		Medium	Claire	Ongoing		Completed

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Environmental impacts of project delivery	Put together a UK wide list of print suppliers, list and rank their services		Medium	Natalie	Ongoing		Pending
	Record how you assess the potential negative environmental impacts related to potential clients and projects	This action is related to the action to adopt a client selection policy. To comply with B Corp requirements (specifically ESC 2.6), a record needs to be kept of how you have considered actual and potential environmental impacts in your consideration of potential new clients and projects. The three 'most material' potential clients/projects must be included each year based on either: - Revenue from the project or client - Number of hours involved - Importance of a potential negative environmental impact We have added a template register in your Documents folder.	High		Ongoing		
	Conduct an audit of your principal suppliers	You already engage with your principal suppliers, so consider asking some of these specific questions. Three pieces of advice: 1. Treat this as a medium-term exercise – perhaps aim to keep chipping away at it over a few months 2. Keep it simple – suggested questions below 3. Don't feel you have to immediately stop using suppliers that don't look good. Use your findings as a basis to ask questions of the suppliers, push them to change and start exploring alternatives. Supporting suppliers to decarbonise exerts a positive impact on the wider system. Suggested questions: 1. What sustainable practices does your company implement? Please provide specific examples, such as waste reduction, energy efficiency, or use of renewable energy. 2. Does your company have any environmental certifications or accreditations? For example, ISO 14001, B Corp or other industry-specific certifications. 3. What measures do you take to ensure your supply chain is environmentally responsible? Include information on sourcing materials, transportation, and working with environmentally-conscious suppliers. 4. Does your company track and report on its environmental impact? If so, please provide recent reports or data on key metrics such as carbon footprint, water usage, and waste generation, or links to where they may be found online. If you purchase physical products: 5. For the products we purchase, please can you provide their country of origin and the methods of transportation to your depot the UK?	Medium	Natalie	Feb 2026		Completed

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	Continue to maximise the efficiency of websites you are responsible for	See here for further information, although I think you know more about this than I do!	High	Claire	Ongoing		Completed
	Adopt a client selection policy	Such a policy could help to ensure that: 1. you do not take on as clients those that are working in industries which are known for significant negative environmental and/or social impacts 2. you prioritise clients from industries with positive environmental and/or social impacts We have put a template policy in the Documents folder on your Dashboard, which you could adapt to suit your business.	High	Claire	Ongoing		Completed
	Undergo training on energy efficient web design		High	Claire	May 2023		Completed
	Work with local print suppliers who focus on sustainability		High	Claire	Ongoing		Completed
	Use a sustainable web host		High	Claire	Ongoing		Completed
	Specify 100% post-consumer waste recycled paper where possible	FSC or FSC/recycled combination where 100% PCW is not possible	High	Claire	Ongoing		Completed
	Set sustainability targets for each print project	• Printer have ISO 14401? • Is the paper FSC/recycled? • Finished product be recyclable? • Printer use renewable energy? • Locality of Printer • Are the inks used sustainable? Aim to have maximum targets possible reached for each job	High	Claire	Ongoing		Completed
Business travel							
Emissions from vehicles	Transition to an electric car when feasible	The technology is evolving rapidly and the costs are decreasing rapidly. It's also very important to take into account the fuel savings when assessing feasibility, as well as any other costs associated with petrol/diesel alternatives, such as low emissions zones, congestion charge, higher maintenance costs (for petrol/diesel versus electric) and road tax. For information on any tax reliefs and available funding, click here.	Medium	Claire	Long term		Pending
	Utilise public and/or active travel options when feasible		Medium	Claire	Ongoing		Completed
	Continue to maximise use of video-conferencing for meetings		Medium	Claire	Ongoing		Completed

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	Adopt a 'use of transport' policy	Such a policy can help to ensure that a principled and consistent approach is applied to transport and travel decisions for business purposes. You can find a template policy in the Documents section of your Dashboard.	High	Claire	Aug 2025		Completed
Company administration							
Environmental impacts of banking	Prepare a Climate Action Plan	Much of the content for your Climate Action Plan can be taken from the content of this action plan, your environmental policy and from your carbon footprint. For a suggested structure and approach and other guidance, see the template and guide in your Documents folder.	High		Jan 2027		
	Bank with a bank that has a strong ethical investment policy	Bear in mind that the indirect environmental impacts (how they invest your money) are significant and gaining increasing attention. For advice and information on your options, click here.	Medium	Claire	Ongoing		Completed
	Consider membership of Creatives for Climate	Creatives for Climate is a non-profit aiming to harness the skills and services of the creatives industry in service of climate solutions. Their work includes building an industry alliance of companies committed to climate action, and providing training and resources to upskill staff in topics such as climate communications and avoiding greenwashing. More information is available at their website, here .	High	Claire	Aug 2025		Completed
Environmental impacts of insurance companies	Incorporate environmental considerations into your choice of business insurance provider	For advice and information on your options, click here.	Medium	Claire	At renewal		Completed
Environmental impacts of personal pension fund investments	Invest in an ethical personal pension	See here for further information. Not financial advice!	High	Claire	Nov 2023		Completed
Potential for positive influence on environment	Map and prioritise stakeholders	Identify all relevant stakeholder groups, including: • staff • suppliers • clients/customers • trade associations • local communities • civil society organisations Consider their influence on your climate strategy and the extent to which they are impacted by your actions. Use a simple matrix to assess and rank by influence and impact. We have provided a template in your Documents folder	Medium		Jul 2026		

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	Consult external stakeholders on the Climate Action Plan	Share a draft of your plan with key suppliers, clients, or partners. Use a short feedback form or hold 1:1 conversations to gather views. Document how you considered and responded to their input. Even limited consultation shows meaningful engagement. You could send out a simple survey using Microsoft Forms, Google Forms or similar. Questions you could consider: General Understanding and Impact 1. Are you aware of our organisation's climate goals or strategy? 2. Do you think our climate commitments are clear and ambitious enough? 3. How do you think our climate actions might impact you or your organisation? Opportunities for Collaboration 4. Are there opportunities for us to work together to reduce emissions or support climate-related goals? 5. Are there ways we could support your organisation's own climate or sustainability efforts? Priorities and Relevance 6. Which areas of our Climate Action Plan do you see as most important or urgent? 7. Are there any issues or actions you think we should be focusing on that are currently missing? Fairness and Inclusion 8. Do you feel that our approach to climate action considers the needs and perspectives of all key stakeholders? 9. Are there any unintended consequences of our climate actions that concern you? Communication and Engagement 10. What is the best way for us to keep you informed or involved in our climate journey going forward? Open Feedback 11. Do you have any suggestions for how we can strengthen our Climate Action Plan? 12. Is there anything else you would like to share regarding our environmental impact or responsibilities?	High		Jul 2026		
	Add the Green Small Business Certified logo to your website		High	Claire	Jan 2020		Completed
	Add your environmental policy to your website		High	Claire	Ongoing		Completed
	Start supporting an environmental cause	Check out the 1% for the Planet initiative. Business members commit to giving 1% of gross sales each year to environmental projects. Or find something else, perhaps local, that aligns with your values and support that. This isn't a scientific exercise so find a project that you believe in and go for that! Support might also be given in-kind, e.g. through staff volunteer days.	Medium	Claire	Ongoing		Completed
	Engage in design sector climate initiatives	I think it's important that we capture your work on this (e.g. Design Declares) in the action plan	High	Claire	Ongoing		Completed