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| B1 |
| Please select a suitable toilet to switch from paper towels to an electric hand drier (the more heavily used the quicker you will pay back the cost of the hand drier) |
| Please ask your cleaning staff to weigh the wastepaper towels from that toilet over the course of a week and insert the figure in kg. |
| Please insert the date of your switch to a hand drier, model and make. |
| Please calculate the paper weight of wastepaper towels you will now save over the course of a year. |

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| B2 |
| Please describe the communications you intend to switch from letter based to electronic communications – text/ email or NHS app. |
| Please describe your process for changing to electronic communications. |
| Please provide evidence that this has taken place, with an estimate of the number of posted letters you are saving each year. |

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| B3 |
| Please ask your cleaning staff to weigh the clinical waste and the domestic waste during their routine collections from the clinical rooms (period of time to be decided by practice). Please enter the figure. |
| Please describe how you educated your staff about the difference in incineration temperatures and appropriate waste splitting. |
| Please ask your cleaning staff to reweigh the clinical and domestic wastes after your educational intervention and demonstrate better splitting of waste. |

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| B4 |
| Obtain an estimate on how many disposable gloves your clinicians are using per month (e.g. number of glove boxes ordered / serial weights of glove boxes) |
| Describe how you educated your staff on the WHO 5 steps of handwashing. |
| State the occasions where you think gloves are being overused. |
| Describe the education your staff received to decrease glove use. |
| Provide evidence of decreased glove use. |

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| B5 |
| Show search results for number of paper sick notes being left for collection at reception. |
| Implement electronic sick note system. |
| Demonstrate that fewer paper sick notes are being generated. |