

## Carbon Reduction Plan

### Objectives

As a responsible business, we acknowledge the importance of reducing our carbon footprint to mitigate the impact of climate change.

***Safe Steps is committed to minimising our environmental impact and contributing to the UK's Net Zero 2050 target. As a growing charity, we have limited control over our building energy usage; however, we are committed to reducing our carbon footprint through responsible management of resources within our control. We are committed to achieving Net Zero emissions from our business operations (scope 1,2 and 3) by 2050.***

Our Carbon Reduction Plan is based around our Carbon Footprint, which allows us to accurately report our impacts and to track and communicate progress in reducing those impacts.

### Carbon Footprint Data

Our Carbon Footprint is based on:

Scope 1 - Direct greenhouse gas emissions that occur from sources that are controlled or owned by Safe Steps (e.g., fuel combustion in boilers and company vehicles).

Scope 2 - Indirect greenhouse gas emissions associated with the purchase of electricity, steam, heat and cooling (gas and electricity use in buildings).

Scope 3 - All sources not within Safe Steps scope 1 and 2, including:

- Upstream transport & distribution (deemed negligible; Safe Steps does not routinely transport or distribute goods to service users, customers, or stakeholders)
- waste generated in operations (Safe Steps monitored their Waste both that went to landfill and landfill diversion)
- business travel (calculated from employee expenses data)
- employee commuting (calculated from staff travel document from client)
- downstream transport & distribution (deemed negligible; Safe Steps does not routinely transport or distribute goods to service users, customers, or stakeholders)

This is the first year of reporting our Carbon Footprint, hence the baseline and reporting year of August 2022 – August 2023.

### Baseline Carbon Footprint

| Baseline Year   | August 2022 - August 2023  |
|-----------------|----------------------------|
| Emission        | TOTAL (tCO <sub>2</sub> e) |
| Scope 1         | 4.99                       |
| Scope 2         | 1.52                       |
| Scope 3         | 3.69                       |
| Total Emissions | 10.20                      |

### Current Carbon Footprint

| Reporting Year  | August 2022 - August 2023  |
|-----------------|----------------------------|
| Emission        | TOTAL (tCO <sub>2</sub> e) |
| Scope 1         | 4.99                       |
| Scope 2         | 1.52                       |
| Scope 3         | 3.69                       |
| Total Emissions | 10.20                      |

### Carbon Reduction Targets

Our Scope 1 and 3 emissions are high, making up 85% of our total footprint, with the main contributor to this being mileage, both business and personal (commuting). This is followed closely by a current reliance on gas for heating and hot water.

With the current ambitious targets for decarbonisation of the grid, our scope 2 emissions should fall rapidly.

We are now starting to properly understand and review our Scope 3 emissions, and will include further analysis in subsequent reports, when we will introduce targets for Scope 3 emission reduction.

We have not included any Carbon Offsetting in our current data although we appreciate that PPN 06/21 does allow for such strategies once all attempts have been made to meet Net Zero within the organisation. We will update this in our 2024 report.

## Carbon Reduction Projects

Certain initiatives were already in place before the 2023 baseline including:

- Replacement of some of our light fittings with LED lamps
- Hybrid working policy to reduce car use
- Improvement of thermostats and controls on gas boilers
- Improved maintenance of gas boilers and ventilation systems
- Upgraded radiators and added local thermostatic control
- Review our use of paper and reducing the need to print hard copy documents
- Improvements to waste recycling
- Provision of video conference facilities to support remote working and remote delivery of some services
- Provision of secure cycle storage at our office location and other buildings

The following projects are currently under review or in progress:

- Replacement of more of our light fittings with LED lamps and PIR controls
- Review of window replacement strategy for energy improvement
- Improved usage of natural light through employee engagement
- Upgrade to energy efficient appliances
- Payment of 10p/mile for cycling on business
- Payment of additional 5p/mile for car sharing on business
- Implementation of a Sustainability Policy to facilitate Organisational and Cultural change
- Measurement of waste generation
- Reviewing replacement of single use cups with reusable alternatives
- Measurement of employee commuting Carbon impact
- Encouragement of car-pooling and sharing
- Reviewing our employee commuting guidance and policies
- Horizon scanning for suitable sustainability grants to support our commitment

In the future we hope to implement further measures such as:

- Development of ethical procurement guidelines
- Replacement of gas boilers with heat pumps or alternative electric heating systems
- Introduction of a salary sacrifice scheme for EV purchasing
- Installation of PV (solar) panels where building ownership model allows
- Assistance for employees to improve their energy efficiency at home
- Reviewing our supply chain to better understand our true Scope 3 impact
- Gold Standard Carbon Offsetting

### Note

This Carbon Reduction Plan has been completed by Ingleton Wood LLP in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.



**Laura Mansel-Thomas**

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