

# Carbon Reduction Plan

## Alan Baxter Ltd

### September 2022



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# 1.0 Introduction

## Scope

This Carbon Reduction Plan (CRP) outlines the carbon footprint for Alan Baxter Ltd (ABA) as a practice and has been completed in accordance with PPN 06/21 guidance and associated documents. The scope and assumptions considered with the production of this plan are listed below:

- This carbon footprint analysis covers ABA as a practice operating from an office and does not extend to any professional carbon emissions associated with the professional design services we provide as a design consultancy.
- Where reported as kgCO<sub>2</sub>e/m<sup>2</sup> and kgCO<sub>2</sub>e/person, these rates are associated with the average staff number and area occupied by the company over that financial year.
- Where accurate emissions are not known, UK averages have been taken from the appropriate Government emission conversion factors.
- The premises covered in these calculations is the ABA office at 75 Cowcross Street in London. This building is a shared workspace, so emissions have been interpolated based on office areas occupied by ABA during the reporting year, as well as a proportion of the communal spaces.

## Reporting

This CRP will be updated annually, aligning with the company's financial year. The updates to this document are publicly available on the company's website and Intranet homepage for staff to access.

## Commitments and targets

ABA are committed to achieving Net Zero practice emissions by 2050 or sooner. Refer to Section 4.0 for the proposed targets.

See also our Environmental Policy which sets out the overarching company approach to the environment, covering both practice and professional activities.

## 2.0 Baseline Emissions

Reporting period: June 2018 to May 2019 (45)		
2018/2019 has been chosen as the company's baseline year as it was viewed as representative of typical company operations pre-pandemic. The data available for Scope 3 calculations was better for this period than earlier years.		
<b>Scope 1</b>	27 tCO <sub>2</sub> e	Gas usage from heating boiler.
<b>Scope 2</b>	45 tCO <sub>2</sub> e	Electricity use.
<b>Scope 3.4</b> <i>Upstream transportation and distribution</i>	7 tCO <sub>2</sub> e	Office consumables and food purchased.
<b>Scope 3.5</b> <i>Waste generated</i>	4 tCO <sub>2</sub> e	Data from waste management provider. Values include water supply and waste water treatment.
<b>Scope 3.6</b> <i>Business travel</i>	1 tCO <sub>2</sub> e	No cars used; all are walking, cycling or public transport.
<b>Scope 3.7</b> <i>Employee commuting</i>	22 tCO <sub>2</sub> e	Based on average staff commuting habits on public transport. No cars used; all are walking, cycling or public transport.
<b>Scope 3.9</b> <i>Downstream transportation and distribution</i>	0 tCO <sub>2</sub> e	No products sold or distributed by ABA.
<b>Total Emissions</b>	106 tCO <sub>2</sub> e 964 kgCO <sub>2</sub> e / person 73 kgCO <sub>2</sub> e / m <sup>2</sup>	

# 3.0 Yearly Emissions Reporting

Reporting period: June 2021 to May 2022 (48)		
Reporting periods following this year will contain more accurate Scope 3 emissions data due to the improvement of data collection.		
<b>Scope 1</b>	28 tCO <sub>2</sub> e	Gas usage from heating boiler.
<b>Scope 2</b>	28 tCO <sub>2</sub> e	Electricity use.
<b>Scope 3.4</b> <i>Upstream transportation and distribution</i>	6.5 tCO <sub>2</sub> e	Office consumables and food purchased.
<b>Scope 3.5</b> <i>Waste generated</i>	3.5 tCO <sub>2</sub> e	Data from waste management provider. Values include water supply and waste water treatment.
<b>Scope 3.6</b> <i>Business travel</i>	1 tCO <sub>2</sub> e	No cars used; all are walking, cycling or public transport.
<b>Scope 3.7</b> <i>Employee commuting</i>	19 tCO <sub>2</sub> e	Based on average staff commuting habits on public transport. No cars used; all are walking, cycling or public transport.
<b>Scope 3.9</b> <i>Downstream transportation and distribution</i>	0 tCO <sub>2</sub> e	No products sold or distributed by ABA.
<b>Total Emissions</b>	86 tCO <sub>2</sub> e 956 kgCO <sub>2</sub> e / person 66 kgCO <sub>2</sub> e / m <sup>2</sup>	

# 4.0 Emission Reduction Targets

In line with Government targets, ABA are targeting to have Net-Zero emissions by 2050 or sooner.

The graph below charts the current progress against the proposed target line. It is acknowledged that this value shows the total amount, which is largely proportional to staff number and the amount of office space occupied by the company. Therefore, we will also be looking at the *per person* and *per m<sup>2</sup>* values to track our progress.

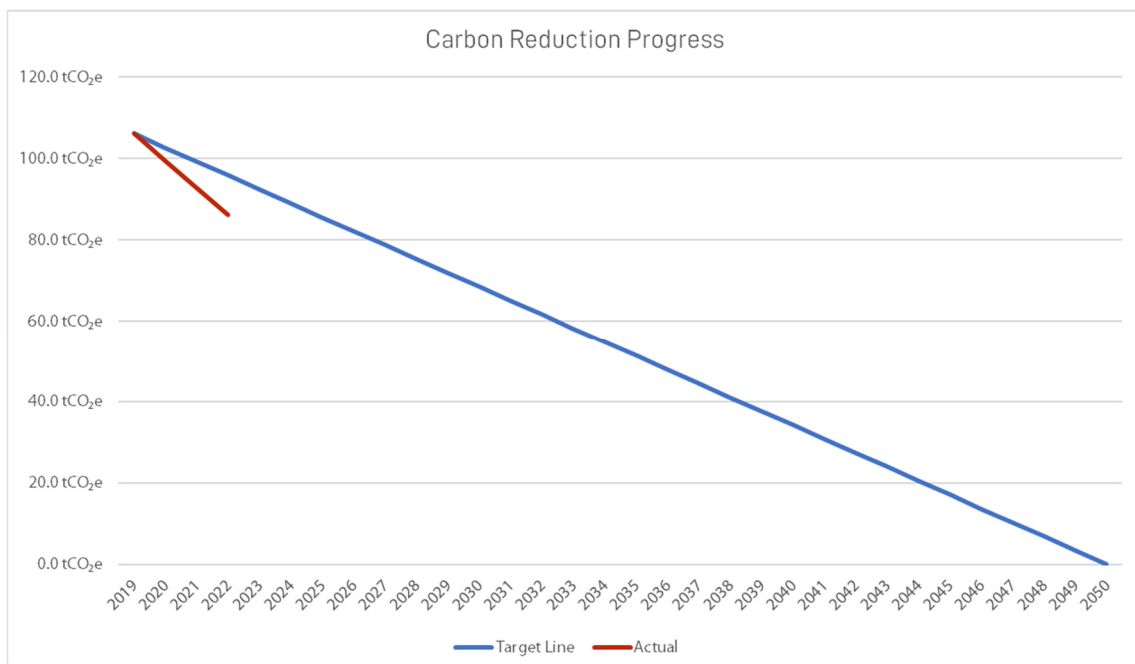


Figure 1: Current carbon reduction progress

# 5.0

## Carbon Reduction Projects

In tandem with the overarching Environmental Policy, ABA has a Sustainability Working Group comprising of various members of staff from across the firm. Alongside building management, the objective of the group is to work-up and help implement initiatives and actions that will reduce the carbon footprint of the practice and improve the wellbeing of its staff. The following list indicates some of the key measures that have been carried out in recent years and those that will be implement in the near future.

### Completed (pre-2022)

- ISO 14001:2015 certification since 2015.
- Signatory of Structural Engineer's Declare.
- All staff commute via public transport, walking or cycling. The use of cars is not permitted and there are no company vehicles.
- All site visits are accessed via public transport, walking or cycling. Cars are only used if absolutely necessary.
- The use of natural ventilation and thermal mass with no powered cooling system.
- Installation of more efficient condensing gas boilers.
- Installation of building management system to facilitate zonal control of heating.
- Installation of localised electric immersion heaters to provide on demand hot water and to avoid energy losses from one central boiler.
- Installation of PIR sensors to toilet lighting.
- No company waste to landfill.
- Milk delivered in reusable glass bottles, reducing plastic waste.
- Implementation of no disposable cutlery or cups bought by the building.

### Ongoing (from 2022)

- Complete upgrade of all lighting fixtures to more efficient light bulbs as existing come to end of life.
- The addition of secondary glazing to meeting rooms.
- Improved sorting of recyclable waste and associated signage.
- Identification and removal of sources of single-use plastics.
- Reduction in carbon-heavy ingredients in communal lunches.
- All office materials, including food, to come from ethical, sustainable, and Fairtrade sources.

### Proposed (from 2022)

There are ongoing discussions with the landlord of the building to implement the following:

- Thermal imaging survey of building to identify underperforming building envelope.
- Installation of PIR and lux sensors to all communal lights.
- Improved rainwater harvesting for plant watering.
- Improvement to the thermal performance of the building, including solar shading.<sup>3</sup>
- In-house composting of organic waste.
- Change energy supplier to fully renewable provider.
- Additional solar shading to key glazed areas of the building.
- Secondary or double glazing to all windows.

# 6.0 Declaration & Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.



Signed: .....

Adam Sewell, Director

9<sup>th</sup> September 2022



# Alan Baxter

**Prepared by** James Davies  
**Reviewed by** Adam Sewell  
**Issued** September 2022

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