

Carbon Reduction Plan

Supplier name: ...Education Policy Institute.....

Publication date:10th August 2022.....

Commitment to achieving Net Zero

Education Policy Institute is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2021	
Additional Details relating to the Baseline Emissions calculations.	
We have not previously assessed or reported emissions so 2021 is both our first reporting period and our baseline period.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 Education Policy Institute (EPI) has no Scope 1 emissions as the organisation does not own or control any activities that result in direct emissions into the atmosphere. EPI does not own its premises and does not control any boilers or furnaces. It does not own any vehicles.
Scope 2	21,000kg of CO₂ Education Policy Institute's office is on the Lower Ground Floor of 150 Buckingham Palace Road (BPR), SW1W 9TR. In 2021, there was 150,000kg of estimated building CO ₂ emissions for 148-150 BPR. EPI has a 14% share of 148-150 BPR therefore our share of the emissions is $150,000 \times 0.14 = 21,000\text{kg of CO}_2$

Scope 3
(Included Sources)

Total = 2,351.92kg

Please find the breakdown below.

4. Upstream production, transportation and distribution

IT equipment = 451.33kg of CO2

According to [Circular Computing](#), average CO2 emissions during the production of a new laptop is 331kgs.

According to the [2019 Sustainability Report](#) published by 3StepIT, the carbon footprint of a refurbished laptop is 75kg.

In 2021, we bought 6 refurbished laptops, therefore the carbon emissions are estimated at 450kg of CO2.

If we had bought 6 new laptops, there would be 1,986kg of CO2 emissions. This is a saving of 77.3%.

According to the [Royal Mail](#), the average parcel delivery generates 221g of CO2. Therefore it is estimated that the delivery of 6 laptops in 2021 produced 1.33kg of CO2.

5. Waste generated in operations

Printing = 119.34kg of CO2

We have two printers which, since May 2018, have printed 228,542 sheets of paper (as of July 2022).

Per employee (based on 20 employees) = 11,427.1 sheets
Per annum per employee (over 4 years) = 2,856.78 sheets

We also produced 20 reports in 2021 which were printed externally. The average number of pages is approximately 60 and 15 copies were produced.

The reports were then delivered. Using the Royal Mail figure above, the delivery of the 20 sets of reports generated 44.2kg of CO2.

According to [this source](#), a page printed with a laser printer produces approximately 1g of CO2.

Therefore, in 2021, we produced 75.14kg of CO2 through printing and 44.2kg of CO2 through delivery of printed reports. In total, this is 119.34kg of CO2

6. Business travel

213.25Kg

In 2021, there were no flights taken by EPI staff.

Our staff occasionally travel to conferences and events. The journey is always made by train.

In 2021, 5 EPI staff travelled to 5 conferences outside of London, 3 in Birmingham and 2 in Manchester.

According to [Thrust Carbon](#), the carbon emissions of London Paddington to Birmingham New Street by train is 6.61 kg of CO₂e (179 km travelled per passenger) while the carbon emissions of London Paddington to Manchester Piccadilly by train is 11.41 kg of CO₂e (309 km travelled per passenger).

213.25Kg of CO₂ was produced during these journeys.

7. Employee commuting

1,568kg of CO₂

1. According to [TfL](#), 33g Co₂ per Km travelled per passenger.
2. 1 hour journey (example return trip Brixton to Kings Cross) in km = 18km.
3. x 3 (number of commutes per person per week) x 20 = 35,640g per week

Estimated 35.64kg Co₂ emissions per week.

Per year (based on working 44 weeks of the year) = 1,568.16kg of CO₂

8. Downstream transportation and distribution

The aim of Education Policy Institute is to produce research and provide evidence to inform policy and promote high-quality education outcomes for all children and young people, regardless of social background.

Our research outputs are published on our website and distributed online. We have no physical outputs that result in external storage or transportation beyond a limited number of printed reports. The carbon emissions resulting from the printing of our reports can be found above in the 'printing' section. Beyond the printed reports, we do not create any outputs that generate carbon emissions.

Total Emissions

23,351.92kg

Current Emissions Reporting

Reporting Year: 2021

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	21,000kg of CO ₂
Scope 3 (Included Sources)	2,351.92kg
Total Emissions	23,351.92kg Please see detailed breakdown of figures in baseline emissions calculations. We are using 2021 for both figures as we have not previously calculated or reported on our emissions.

Emissions reduction targets

Our office is located in a shared building owned by an external company. The building owner is committed to reaching net zero carbon by 2030 and is part of the Better Building Partnership Climate Change Commitment. Our current tenancy period ends in 2024 and a commitment to carbon reduction is one of the criteria by which we will assess a renewal or new office space.

Our carbon reduction targets are thus based largely on the projections of the building owner.

We project that Scope 2 carbon emissions will decrease over the next two years to **40,000** kg of CO₂e by 2024. Our share of these emissions would be 5,600kg. This is a reduction of **73.33**%. 2024 has been chosen as the year to highlight given that our lease will end in 2024 and carbon reduction efforts will be taken into account during decisions over whether to renew the lease.

Please find details in the graph below:

(This graph comes from Grosvenor's [148-150 Buckingham Palace Road - BPE D2.xlsx](#))



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As our reporting year is the same as our baseline year we are not yet able to quantify the effects of the following projects but will do so in future years.

Travel

We are already committed to reducing the environmental impact of travel and transport by minimising the use of private vehicles and reducing unnecessary travel. Employees are encouraged and incentivised to use public transport, or walk or cycle to work through the operation of a season ticket loan and a cycle to work scheme. The use of private transport is only permitted in exceptional circumstances and is not routinely used for travel to and from the EPI office. We exploit technology so that employees are able to use video conferencing software rather than travel to meetings unnecessarily.

We have very minimal international travel, only where strictly necessary. In a typical year international travel amounts to no more than two flights.

Building

Our premises are located in a shared building owned by an external company. The building owner is committed to reaching net zero carbon by 2030 and is part of the Better Building Partnership Climate Change Commitment. The building owner has invested £90m into retrofitting existing buildings, including the building EPI is located in, to reduce their emissions through smart energy use and renewable energy supplies. For example, gas boiler and heaters were recently removed from the building and the building now runs with only electricity, with an aim of this becoming renewable energy. All windows were also replaced with double glazing to reduce energy consumption.

Waste management and recycling

Our shared building recently implemented a centralised bin store. By using the services of [First Mile](#), we ensured that nothing went to landfill and we recycled 74% of our waste, thereby receiving a Silver Standard of Recycling Award. The waste that cannot be recycled is sent to an Energy from Waste facility where it is safely incinerated. The process generates heat and electricity that is used in UK homes and by-products residues are used in the construction industry.

According to First Mile, the waste disposal company, the whole terrace saved 553.04 tonnes of CO₂ in 2021 through recycling. There are 9 buildings in the terrace including 150 BPR of which we have a 14% share as detailed above. Our share of the savings is $((553.04/9) \times 0.14) \times 1,000 = 8,602.84$ kg of CO₂.

We have well established recycling procedures inside the building for paper products, cardboard, cans, plastic, batteries and toner cartridges. We also have procedures in place for food waste composting.

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

Building

Our current tenancy period ends in 2024 and a commitment to carbon reduction is one of the criteria by which we will assess a renewal or new office space.

Waste management and recycling

We are aiming to reach 80% of waste recycled by 2023 and receive the Gold Standard of Recycling Award.

Supply Chain

We use carbon-balanced suppliers where possible. We are committed to re-using IT equipment and buy refurbished devices, rather than purchasing new equipment, unless necessary. We are also committed to using recycled equipment in the future, where such purchases need to be made.

We are committed to reducing its hard copy printing and has drastically reduced the usage of printing over the past two years and will continue to actively encourage staff to only print when absolutely necessary. Where printing is required, we use recycled paper.

We are committed to using electronic copies of our research outputs and will only print reports by exception. When we do so, we will only work with suppliers who consider environmental impacts for printing in the future.

Declaration and 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 standard¹

¹<https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

..... *Natalie Perera*

Natalie Perera, Chief Executive, Education Policy Institute

Date: ...10th August 2022.....

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³<https://ghgprotocol.org/standards/scope-3-standard>