

# Carbon Reduction Plan

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

Publication date: .....31st March 2026.....

## 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.

<b>Baseline Year: 2021</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<p><b>0</b></p> <p>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.</p>
<b>Scope 2</b>	<p><b>21tCO<sub>2</sub>e</b></p> <p>Education Policy Institute’s office is on the Lower Ground Floor of 150 Buckingham Palace Road (BPR), SW1W 9TR.</p> <p>In 2021, there was 150,000kg of estimated building CO<sub>2</sub> emissions for 148-150 BPR. EPI has a 14% share of 148-150 BPR therefore our share of the emissions is</p> <p><math>150,000 \times 0.14 = 21,000\text{kg of CO}_2</math></p>
<b>Scope 3 (Included Sources)</b>	<p><b>Total = 2.28tCO<sub>2</sub>e</b></p> <p>Please find the breakdown below.</p> <p><u>4. Upstream production, transportation and distribution</u></p>

#### IT equipment = 0.45tCO2e

According to [Circular Computing](#), average CO2e emissions during the production of a new laptop is 331kgs.

According to [RecommerceIT](#), 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 = 0.41tCO2e

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

For 2021, this means that 57,135.6 sheets were printed.

We also produced 20 reports in 2021 which were printed externally. The average number of pages is approximately 60 and 15 copies were produced. This equals 18,000 sheets from printed reports in total.

The reports were then delivered. Using the Royal Mail figure above, the delivery of the 20 sets of reports generated 4.42kg of CO2.

For this baseline, we have recalculated our estimate printing emissions using [this source](#), which states that a page printed with a laser printer produces approximately 6g of CO2.

The total number of sheets printed therefore amounts to 75,135.6 in 2021.

Therefore, we have recalculated that we produced a revised estimate of 450.81kg of CO2 through printing and 4.42kg of CO2 through delivery of printed reports in 2021. In total, this is 410.23kg of CO2

#### 6. Business travel

0.183tCo2e

	<p>In 2021, there were no flights taken by EPI staff.</p> <p>Our staff occasionally travel to conferences and events. The journey is always made by train.</p> <p>In 2021, 5 EPI staff travelled to 5 conferences outside of London, 3 in Birmingham and 2 in Manchester.</p> <p>According to <a href="#">Thrust Carbon</a>, the carbon emissions of London Euston to Birmingham New Street by train is 5.85kg of CO<sub>2</sub>e (161 km travelled per passenger) while the carbon emissions of London Euston to Manchester Piccadilly by train is 9.48 kg of CO<sub>2</sub>e (259km travelled per passenger).</p> <p>182.55Kg of CO<sub>2</sub> was produced during these journeys.</p> <p><u>7. Employee commuting</u></p> <p><b>1.568tCO<sub>2</sub>e</b></p> <ol style="list-style-type: none"> <li>1. According to TfL, 33g Co<sub>2</sub> per Km travelled per passenger.</li> <li>2. 1 hour journey (example return trip Brixton to Kings Cross) in km = 18km.</li> <li>3. x 3 (number of commutes per person per week) x 20 = 35,640g per week</li> </ol> <p>Estimated 35.64kg Co<sub>2</sub> emissions per week. Per year (based on working 44 weeks of the year) = 1,568.16kg of CO<sub>2</sub></p> <p><u>8. Downstream transportation and distribution</u></p> <p>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.</p> <p>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.</p>
<b>Total Emissions</b>	<b>25.891tCO<sub>2</sub>e</b>

## Current Emissions Reporting

<b>Reporting Year: 2025</b>	
<b>Baseline year emissions: 25.891tCO<sub>2</sub>e in 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0</b>

	<p>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.</p>
<p><b>Scope 2</b></p>	<p><b>21tCO2e</b></p> <p>Education Policy Institute’s office is on the Lower Ground Floor of 150 Buckingham Palace Road (BPR), SW1W 9TR.</p> <p>In 2021, there was 150,000kg of estimated building CO2 emissions for 148-150 BPR. EPI has a 14% share of 148-150 BPR therefore our share of the emissions is</p> <p>150,000 x 0.14 = 21,000kg of CO2</p> <p>The building owner has not updated their Building Performance Survey since 2021. They have confirmed there have been no changes so EPI will carry forward the 2021 figure for scope 2 emissions in 2025.</p>
<p><b>Scope 3 (Included Sources)</b></p>	<p><b>Total = 1.3158tCO2e</b></p> <p>Please find the breakdown below.</p> <p><u>4. Upstream production, transportation and distribution</u></p> <p>IT equipment = <b>0</b></p> <p>In 2025, we bought no laptops.</p> <p><u>5. Waste generated in operations</u></p> <p>Printing = <b>0.07305CO2e</b></p> <p>We have one printer which made 12,115 impressions in 2025.</p> <p>Per employee (based on 19 employees) this equates to 637.63 impressions per person per annum.</p> <p>In 2021, our baseline year, we printed 2,856.78 sheets per employee. This marks a <b>77.68%</b> reduction in printing from our baseline.</p> <p>We printed 16 A2 posters for our party conference programme in 2025. This is the equivalent of 32 A4 pages.</p> <p>The posters were then delivered. According to Royal Mail’s updated <a href="#">ESG report for 2024-2025</a>, the average parcel produces 165gCO2e.</p> <p>In total, we printed 12,147 A4 pages in 2025.</p>

According to [this source](#), a page printed with a laser printer produces approximately 6g of CO<sub>2</sub>.

Therefore, in 2025, we produced 72.88kg of CO<sub>2</sub> through printing and 0.165kg of CO<sub>2</sub> through delivery. In total this is 73.05kg of CO<sub>2</sub>.

This is a decrease in 82.19% in printing emissions since our 2021 baseline.

#### 6. Business travel

**0.12775tCO<sub>2</sub>e**

In 2025, there were no flights taken by EPI staff.

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

In 2024, EPI staff travelled to 15 events in the UK by train, predominantly to conferences in Liverpool, Bournemouth and Manchester

According to [Thrust Carbon](#), the carbon emissions of London Euston to Liverpool Lime Street by train is 10.49 kg of CO<sub>2</sub>e (284 km travelled per passenger). The carbon emissions of London Waterloo to Bournemouth is 5.50 kg of CO<sub>2</sub>e (149 km travelled per passenger). The carbon emissions of London Euston to Manchester Piccadilly by train is 9.56 kg of CO<sub>2</sub>e (259km travelled per passenger).

The average of CO<sub>2</sub>e for these journeys was 8.51kg of CO<sub>2</sub>e per journey, which also reflects the average amounts and distances of other journeys taken in the UK.

127.75Kg of CO<sub>2</sub> was produced during these journeys.

#### 7. Employee commuting

**1.115tCO<sub>2</sub>e**

1. According to a [Transport for London FOI request](#), travelling by London underground created 24.7g of Co<sub>2</sub> per passenger Km in the period from April 2023 to March 2024. This is the latest data available.

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 19 (number of employees) = 25,342.2g per week

Estimated 25.34kg Co<sub>2</sub> emissions per week.

Per year (based on working 44 weeks of the year) = 1,114.96kg of CO<sub>2</sub>.

This marks a 29% decrease since 2021, our baseline year.

#### 8. Downstream transportation and distribution

	<p>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.</p> <p>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.</p>
<b>Total Emissions</b>	<p><b>22.31tCO2e</b></p> <p>This is a reduction of 13.81% since 2021.</p>

## 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. In our 2021 carbon reduction plan, we highlighted that renewal commitment to carbon reduction was one of the criteria by which we would assess a renewal or new office space. In March 2023, we renewed our tenancy for the next five years following reassurance from the building owner that they were on track to meet their net zero carbon commitments by 2030.

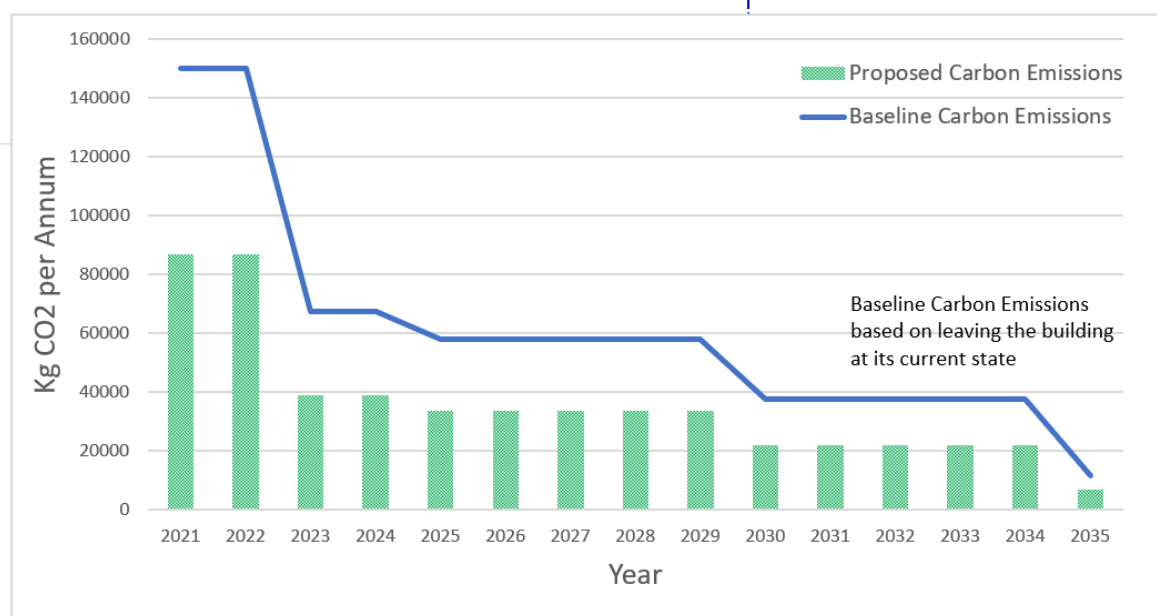
Given we are in a shared building, our carbon reduction targets are based largely on the projections of the building owner. As stated above, the building owner have not renewed their Building Performance Survey since 2020 so the projections below are carried through from EPI's 2021 carbon reduction plan.

Since the Building Performance Survey was completed in 2020, the building owners have replaced gas boilers and heaters with electric ones and installed double glazing on all the windows. The building owners project, that with their completed renovations and further proposed changes, Scope 2 carbon emissions will decrease to **33,484** kg of CO2e in 2026. Our share of these emissions would be **4,687.76kg**. This is a reduction of **77.68%**.

Please find details in the graph below:

(This graph comes from Grosvenor's 148-150 Buckingham Palace Road Building Performance Survey from 2021)

## 15 Year Carbon Emission Matrix



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

#### 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 has a centralised bin store. By using the services of First Mile, we ensure that nothing goes to landfill and we recycle 71% of our waste. 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.

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:

#### **Waste management and recycling**

We are aiming to continue to increase the amount of waste we are recycling and put pressure on our building's management to continue to report on this.

#### **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.

#### **Reduction in our printing emissions**

As we have recalculated our baseline printing emissions figure, we are now able to more accurately see that we have decreased our emissions from printing by 82.19%.

However, we pledge to continue to reduce our hard copy printing and have 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 006 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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:**

A handwritten signature in black ink, appearing to be 'Jon Andrews', written in a cursive style.

Jon Andrews

Interim CEO of Education Policy Institute

Date: 31<sup>st</sup> March 2026

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

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

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