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**CARBON REDUCTION PLAN GUIDANCE**

# **Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier’s current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier’s UK website. It should be approved by a director (or equivalent senior leadership) within the supplier’s organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan

**Supplier name:** Horizon Specialist Contracting Limited

**Publication date:** September 2022

**Commitment to achieving Net Zero**

Horizon Specialist Contracting Limited 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.

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| **Baseline Year:** 2021 |
| **Additional Details relating to the Baseline Emissions calculations.**  |
| *Scope 1 Baseline Emissions consist of: Electricity use, waste, water use, air conditioning, company vehicles – fuel use.**Scope 2 Baseline Emissions consist of: Electric vehicles**Scope 3 Baseline Emissions consist of: Business travel; Employee Commuting to include hybrid vehicles; waste generated during operations.*  |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Electricity | 33011.4 kWh | 9.5 tonnes |
| Waste |  | 1. tonnes

Monitoring from the waste company shows the amount of recycling is so high the residual is insignificant in respect of carbon emissions. |
| Water | 242m³ | 0.072 tonnes |
| Air Conditioning | 5 rooms/2 hours  | 0.31 tonnes |
| Company vehicle (vans) fuel use | 15722.68 Gallons(diesel)  | 191.3 tonnes |

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| **Scope 2** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Electric vehicles | 3 | 1.74 tonnes |

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| **Scope 3** **(Included Sources)** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Business Travel | N/A | N/A – not previously reported |
| Office Employee Commuting (to include Hybrid vehicles) | N/A | N/A – not previously reported |
| Waste generated during operations | 7 skips mixed construction 1.59 t residual waste to landfill | 0.159 tonnes |

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| **Total Emissions** | **203.01 (tCO2e)** |

**Current Emissions Reporting**

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| --- |
| **Reporting Year: 2022**  |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Electricity | 36447.6 kWh | 10.49 tonnes |
| Waste |  | 1. tonnes

810kg CO2 saved by recycling. |
| Water | 201.2m3 | 0.05996 tonnes |
| Air Conditioning | 5 rooms/2 hours  | 0.15 tonnes |
| Company vehicle (vans) fuel use | 14486.48 Gallons(diesel)  | 176.26 tonnes |

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| **Scope 2** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Electric vehicles | 4 | 2.16 tonnes |

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| **Scope 3** **(Included Sources)** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Qty/Unit** | **CO2** |
| Business Travel | 55069 miles | 12.17 tonnes |
| Office Employee Commuting (to include Hybrid vehicles) | 90453 miles | 19.99 tonnes |
| Waste generated during operations | 9 skips mixed construction 2.04 tonnes residual waste to landfill | 0.204 tonnes |

 |
| **Total Emissions** | **221.48(tCO2e) (less 0.45 recycling saving) = 220.67 (tCO2e)** |

# **Emissions reduction targets**

# *Horizon’s Integrated Objectives, Targets & Improvement Programme (HIMS02) details annual emissions targets.*

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| --- | --- | --- | --- |
| **Carbon Reduction Plan** | **Creation of a strategy & work towards Net Zero 2050** | **Carbon emissions monitoring results** | **Undertake training.** **Monitor & Measure Emissions.****Produce Internal Report and Publish on Company Website** |

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# Carbon offsetting is used as a last resort for addressing the emissions that can’t be removed/prevented in any other way.

# **Carbon Reduction Projects**

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. Data for the first 6 months of 2022 have been monitored and recorded. The carbon emission reduction achieved by these initiatives will be assessed at the end of 2022 when it will be then possible to equate a % reduction against the 2021 baseline and measures implemented accordingly from 2023.

*Horizon have been accredited to ISO14001:2015 since March 2010. The business has implemented environmental management measures such as an Environmental Site Checklist to assess environmental risk or works we carry out on client sites.*

*We have adopted LED/PIR lighting controls and increased the electrification of the company fleet as well as EV charge points at HQ.*

In the future we hope to implement further measures such as: Further electrification of the company fleet to reduce fuel use in vehicles.

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# **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 standard[[1]](#footnote-1) and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)[[2]](#footnote-2).

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[[3]](#footnote-3).

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

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#### Signed on behalf of the Supplier:

……Leigh Holford Managing Director

Date: 08.03.2023

1. <https://ghgprotocol.org/corporate-standard> [↑](#footnote-ref-1)
2. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> [↑](#footnote-ref-2)
3. <https://ghgprotocol.org/standards/scope-3-standard> [↑](#footnote-ref-3)