



Carbon Footprint Reduction Guide

See our company practical steps for lower-energy operations, cleaner travel, and measurable progress in reducing our carbon emission.

70%	EV	5-step
target lighting energy saving from LED upgrades	charging infrastructure to support cleaner travel	roadmap for measurable reduction

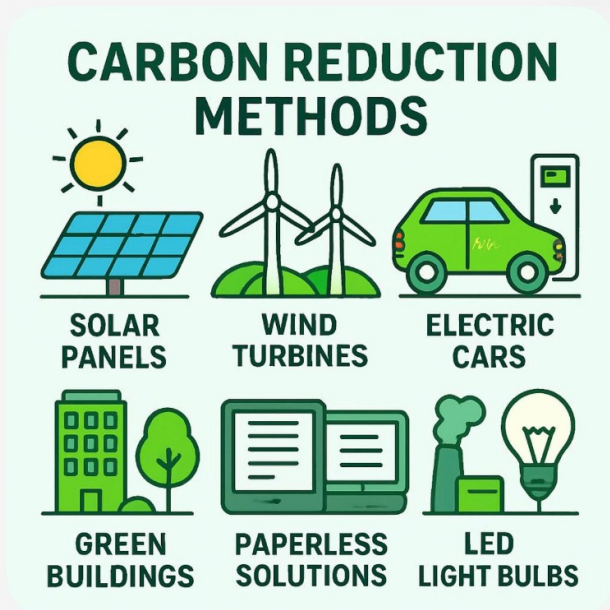
This guide summarises our current carbon footprint reduction efforts and provides a practical route map for continuing improvement. The focus is on high-impact actions we can control: efficient lighting, electric vehicle charging, smarter energy use, and everyday behaviours that reduce avoidable waste.

Our commitment

- Reduce avoidable electricity use across our premises.
- Support cleaner transport choices through EV charging provision.
- Embed energy efficiency into maintenance, procurement, and staff routines.
- Track results so savings are visible, repeatable, and easy to communicate.

How to use this guide	Use it as a practical staff and stakeholder briefing: explain what has changed, what comes next, and how people can support lower-carbon operations day to day.
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LED lighting: immediate energy reduction



Our move to LED lighting is one of the most direct ways to reduce electricity consumption. We are using a working assumption of 70% energy savings from LED lighting upgrades, which is consistent with Carbon Trust guidance that LED projects commonly deliver savings above 65% and that replacing halogen lighting with LED units can reduce electricity use by around 65% to 85% when the system is properly designed.¹²

Expected impact A 70% reduction in lighting energy use lowers electricity bills, reduces emissions, and improves the consistency of lighting across working areas.

Guiding steps

1. Audit all internal and external light fittings, including emergency, corridor, office, storage, and car park lighting.
2. Replace inefficient fittings with quality LED units suitable for each area, rather than choosing lamps only by purchase price.
3. Add controls where practical, such as occupancy sensors, daylight sensors, zoning, and timed switching.
4. Check light levels after installation so savings do not compromise safety, comfort, or visibility.
5. Record before-and-after electricity use so the 70% saving target can be evidenced over time.

Sources for this section

1. Carbon Trust: Effective energy management for business: <https://www.carbontrust.com/sites/default/files/documents/resource/public/Effective-energy-management.pdf>
 2. Carbon Trust: Challenging the accepted wisdom around LEDs and energy efficiency: <https://www.carbontrust.com/news-and-insights/insights/challenging-the-accepted-wisdom-around-leds-and-energy-efficiency>

EV chargers: supporting cleaner travel



Installing electric vehicle chargers supports staff, fleet, and visitor transition to lower-emission travel. For eligible UK organisations, the Workplace Charging Scheme can support up to 75% of purchase and installation costs, capped at a maximum of £500 per socket and up to 40 sockets across sites.³⁴

Expected impact	EV charging helps remove a practical barrier to low-emission travel and demonstrates a visible commitment to sustainable operations.
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Guiding steps

1. Assess staff, fleet, and visitor charging needs before choosing charger type or quantity.
2. Confirm site eligibility, dedicated parking arrangements, landlord consent where needed, and electrical capacity.
3. Use an authorised commercial installer and check whether the Workplace Charging Scheme applies.
4. Set clear usage rules covering booking, fair access, charging costs, and after-hours availability where appropriate.
5. Review charger use regularly to decide whether expansion or load-management is needed.

Sources for this section

3. GOV.UK: Workplace Charging Scheme: <https://www.find-government-grants.service.gov.uk/grants/workplace-charging-scheme-2>
4. GOV.UK: Electric vehicle chargepoint grants: <https://www.gov.uk/guidance/electric-vehicle-chargepoint-grants>

PRIORITY 3

Energy efficiency: reducing waste every day



Energy efficiency works best when technology, maintenance, procurement, and daily routines reinforce each other. Carbon Trust guidance highlights that efficient equipment, controls, and employee energy-conscious behaviour all contribute to lower consumption and emissions.⁵

Expected impact Small operational improvements become significant when they are repeated daily across buildings, teams, and equipment.

Guiding steps

1. Use smart meters or regular meter readings to identify unusual consumption and seasonal patterns.
2. Review heating, cooling, ventilation, refrigeration, and office equipment settings to avoid unnecessary runtime.
3. Introduce shutdown routines for lights, computers, chargers, appliances, and equipment outside working hours.
4. Procure energy-efficient replacements when equipment reaches end of life, considering lifetime running cost as well as purchase cost.
5. Nominate energy champions to report issues, encourage good habits, and keep progress visible.

Sources for this section

5. Carbon Trust: First steps in emissions reductions:
<https://www.carbontrust.com/news-and-events/insights/first-steps-in-emissions-reductions>

Implementation roadmap

A simple operating rhythm makes carbon reduction easier to manage and communicate.

Measure	Collect baseline energy use, lighting inventory, EV charging demand, and equipment operating patterns.
Prioritise	Target the highest-consumption areas first and sequence quick wins before larger capital projects.
Implement	Install upgrades with competent suppliers, clear specifications, and commissioning checks.
Engage	Brief staff on the reason for each change and provide simple actions they can follow.
Review	Compare post-upgrade performance against the baseline and share progress regularly.

Action checklist

- LED lighting survey completed and prioritised
- Controls assessed for corridors, communal areas, offices, and external lighting
- EV charging demand and parking eligibility reviewed
- Energy champions identified for each site or team
- Monthly meter readings or dashboard checks scheduled
- Sustainable procurement included in replacement decisions
- Progress report prepared for staff, clients, and stakeholders

Message to stakeholders

Carbon reduction is most effective when it is practical, measurable, and part of everyday decision-making. By combining LED lighting, EV charging, and disciplined energy efficiency, we can reduce operating costs, improve facilities, and demonstrate responsible environmental leadership.

Sources

1. Carbon Trust: Effective energy management for business: <https://www.carbontrust.com/sites/default/files/documents/resource/public/Effective-energy-management.pdf>
2. Carbon Trust: Challenging the accepted wisdom around LEDs and energy efficiency: <https://www.carbontrust.com/news-and-insights/insights/challenging-the-accepted-wisdom-around-leds-and-energy-efficiency>
3. GOV.UK: Workplace Charging Scheme: <https://www.find-government-grants.service.gov.uk/grants/workplace-charging-scheme-2>
4. GOV.UK: Electric vehicle chargepoint grants: <https://www.gov.uk/guidance/electric-vehicle-chargepoint-grants>
5. Carbon Trust: First steps in emissions reductions: <https://www.carbontrust.com/news-and-events/insights/first-steps-in-emissions-reductions>

Image credits

1. LED lighting and efficient building illumination: ENERGY.GOV, Public domain, via Wikimedia Commons. https://commons.wikimedia.org/wiki/File:LED_lights_strategically_placed_in_the_base_of_the_house_and_deck_help_the_University_of_Wisconsin-Milwaukee%27s_home_illuminate.jpg
2. Electric vehicle charging infrastructure: Visitor7, CC BY-SA 3.0, via Wikimedia Commons. https://commons.wikimedia.org/wiki/File:Electric_Vehicle_Charging_Station.jpg
3. Energy-efficient building approach: Jirka DJ, CC BY-SA 4.0, via Wikimedia Commons. https://commons.wikimedia.org/wiki/File:Bu%C5%A1t%C4%9Bhrad_-_University_Center_of_Energy_Efficient_Buildings_01.JPG



Common Questions & Answers below

Do you currently measure your organisational greenhouse gas emissions? Yes/No. If so, does this include Scope 3 (your supply chain) emissions? Yes/No
 Yes, we are in the process of making changes please see more details below

Do you, as our supplier, currently have a strategy to reduce your organisation's carbon footprint in line with climate science and working towards net zero? Response: Yes/No/In development.

Yes, we currently have a strategy to reduce our organisation's carbon footprint in line with climate science and are actively working towards net zero. As part of this strategy, we have purchased electric cars to minimize our emissions and promote sustainable transportation within our operations. We are committed to implementing various initiatives that support our environmental goals for instance we have changed our old halogen ceiling light bulbs for LED light which are energy efficient and reducing our energy usage by 3 to 5 times . See more details about our Carbon Reduction Strategy / plan below

1. Goal Setting: Establish clear, measurable goals for carbon reduction. For instance, you might aim to reduce overall emissions by a specific percentage within a certain timeframe, such as achieving net zero by 2030.
2. Assessment of Current Emissions: To effectively reduce your carbon footprint, we started with a comprehensive assessment of your current emissions. This includes:
 - Scope 1: Direct emissions from owned or controlled sources, such as fuel combustion in company vehicles.
 - Scope 2: Indirect emissions from the generation of purchased electricity, steam, heating, and cooling.
 - Scope 3: Indirect emissions that occur in the value chain, such as those from suppliers and waste disposal.
3. Integration of Electric Vehicles:
 - Benefits: Transitioning to electric cars have helped us to reduce significantly Scope 1 emissions. As they produce zero tailpipe emissions, they are environmentally friendly alternatives to traditional vehicles.
 - Charging Infrastructure: we are also installing charging stations at our Head office facilities to support the use of electric cars, making it easier for employees to transition to electric vehicles.
4. Energy Efficiency Initiatives: Beyond transportation, we looked for ways to enhance energy efficiency in our buildings.
 - we have upgrading to energy-efficient LEDs lighting and HVAC systems.
 - Implementing smart technology to monitor and reduce energy usage for instance sensor, detector of movement systems
5. Employee Engagement: Engage our senior staff managers in sustainability efforts. We are in the process of:
 - Providing training on sustainable practices.
 - Encouraging carpooling, cycling, or the use of public transport for commuting.
 - Offering incentives for employees who use electric vehicles. We will offer fee charging at our Head office which will encourage more staff to switch to electric cars.
6. Partnerships with Suppliers: Work with suppliers to understand their emissions and encourage them to adopt sustainable practices. This can help reduce Scope 3 emissions and strengthen your overall supply chain sustainability. We always discuss with our close suppliers our approaches for instance; reducing their energy usages and switching to electric cars and looking their office lighting system efficiency etc
7. Monitoring and Reporting: we are looking into implementing regularly tracking of our progress toward carbon reduction goals through:
 - Annual emissions reports.
 - Sustainability audits to assess the effectiveness of your initiatives.
8. Community Engagement: As a care business, consider community-oriented sustainability projects, such as:
 - Hosting workshops on environmental awareness.
 - Collaborating with local organizations to promote sustainability initiatives.
9. Continuous Improvement: Stay informed about best practices and emerging technologies that can further reduce emissions. Regularly revisit of strategy to adapt to new information and changing circumstances. Keeping informed and attending

Conclusion

We are implementing a robust strategy that includes the use of electric cars alongside other initiatives, our care business can significantly reduce its carbon footprint and contribute to a more sustainable future. This commitment not only benefits the environment but also enhances our organization's reputation as a responsible and caring entity in the community.

If Yes, what is the date for achieving net zero? Response:

We are aiming to reduce our emission progressively over a 5 years period, we believe that 10-25% reduction can be achievable [see the graph for further info below](#)

BASELINE YEAR EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	47.67
Scope 2	79.00
Scope 3	678.69
- Waste	0.10
- Business Travel	282.67
- Employee Commuting	395.92
TOTAL	805.36

CURRENT YEAR EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	40.52
Scope 2	51.35
Scope 3	512.15
- Waste	0.08
- Business Travel	212.00
- Employee Commuting	300.00
TOTAL	604.02

