



REDUCING CARBON EMISSIONS

Record progress being made on your actions.

Review every month to record further improvements.

Already done
To do
Not applicable

Make the most of energy data

Keep a spreadsheet of energy use (kWh, not price) and track how it changes over time. High energy users with half-hourly data meters can use the data to identify times when power is wasted such as evenings or overnight. Use the tools from your energy provider, e.g. graphs of energy use.

Check settings are correct

A few simple checks can reduce waste:

- Are heating/hot water thermostat settings too high?
- Is heating on when nobody is in the premises?
- Is compressed air pressure higher than needed?
- Do PIR sensors take a long time to switch lights off?

Invest in controls

Save energy with existing equipment by improving controls, e.g.

- Occupancy or daylight sensors for lighting
- Variable speed controls or drives for pumps / fans

Programmable controllers (with phone apps) for heating

Make energy saving actions clear and easy and engage staff

Identify opportunities for switching off equipment/heating/lighting.

Use labels and signs to highlight, e.g. red: never switch off; orange: switch off at end of day; and green: switch off when not needed.

Brief and engage staff in team meetings.

Green energy

Renewable energy tariffs can be very competitive. Ensure your supplier buys renewable energy directly rather than through REGO certificates.

- Generate your own renewable energy, e.g. install solar panels.

Invest in energy efficiency measures

Reduce energy costs:

- Lighting: LED uses much less energy than older-style lighting
- Heating: heat pumps for best efficiency
- Insulation, e.g. roof, walls, roller shutter doors, pipework
- More efficient motors, compressors
- Reduce compressor air leaks – leaks are costly, but repairs cheap
- Reduce draughts e.g. around doors, windows, fireplaces



Reduce transport carbon emissions

Changing culture can have a big impact:

- Online meetings instead of “in person”
- Working from home for part of week if possible
- Invest in electric vehicles and chargers
- Priority parking for car sharing
- Encourage walking/cycling/use of public transport
- Good planning for journeys to reduce miles travelled

Resource use

Resources can have a high carbon cost.

- Order only what is needed; stock can become redundant
- Keep inventory of materials
- Use recycled materials and reuse (e.g. packaging)
- Local sourcing of sustainable materials where possible

Waste

Emissions are mainly from landfill gases and also incineration

- **Avoid** producing waste, e.g. **reduce**/return packaging
- **Re-use** materials such as packaging or filling
- Provide multiple bins so it is easy to separate waste
- Use signs to clearly show what can be **recycled**
- Engage with waste contractors to optimise waste reduction

Environmental policy and Management System

A simple 1-page environmental policy can set out the aims of the business and guide future decisions.

An Environmental Management System (EMS) supports legal compliance and ongoing improvements and can provide access to new customers through fulfilling supply chain requirements.

Tell others

Celebrate the positive changes by sharing:

- Tell customers about your low carbon journey
- Encourage suppliers to reduce emissions

Further support for your business

- SME Climate Hub** Support for businesses committing to cut emissions. businessclimatehub.org/uk
- The Carbon Trust** Free energy saving resources. www.carbontrust.com
- Energy Saving Trust** Information on low carbon transport and saving energy. energysavingtrust.org.uk
- D2N2 Growth Hub** Access to grants, training and advice. www.d2n2growthhub.co.uk
- Low Carbon Business** Derby University low carbon business support network. www.lowcarbonbusiness.net/
- East Midlands Chamber** EMC support. www.emc-dnl.co.uk/helping-you-influence/sustainable-east-midlands/