



Cabinet Office

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 supplier¹ 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 CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent.
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity.
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans_2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21_Selection_Criteria_3_.pdf

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 Template

Supplier name: Secure Care Uk Ltd

Publication date: 20/10/2023

Commitment to achieving Net Zero

Secure Care UK is committed to achieving Net Zero emissions by 20**35**.

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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1 Vehicles	341000Kg

Environmental Aspect & Impacts Procedure & Register

Scope 2 Bases	34000Kg
Scope 3 (Included Sources)	
Total Emissions	375000Kg (38.9Kg/patient)

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	354000Kg
Scope 2	36000Kg
Scope 3 (Included Sources)	
Total Emissions	390,000Kg (36.9Kg/patient)

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **18kg/patient** tCO₂e by 2028. This is a reduction of over **50%**

Progress against these targets will be tracked in a graph below

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

We have recently been accredited for ISO 14001 : 5029076



Environmental Aspect & Impacts Procedure & Register

As part of our ISO accreditation we have the priorities plan shown below:

Secure Care UK.

Document 14 Environmental Impacts Register

Environmental Representative:

When establishing criteria for significance, we consider the following:

- Environmental criteria including the likelihood of occurrence, frequency of activity, the degree of environmental impact and our Legal Compliance obligations
- Applicable legal and regulatory compliance requirements
- The concerns of internal and external interested parties. Aspects and Impacts

The following table identifies our environmental aspects and their actual and potential impact(s). The organisation identifies environmental aspects which can be controlled directly and considers aspects that it can influence, e.g. those related to products and services used by the organisation and those related to products it provides.

When evaluating our ability to influence the environmental aspects associated with an activity, product or service, we give consideration to legal and/or contractual authority, its policies, local or regional issues and its obligations and responsibilities to interested parties.

Where applicable, we have identified our compliance obligations to our specific Activities and impacts. The Environment Legal and other requirements Policy & Register document details our legal requirements and other requirements which are applicable to our activities.

Environmental Aspect & Impacts Procedure & Register

		Likelihood / Regularity of Activity		
		LOW	MEDIUM	HIGH
Degree of Impact / Legal and Regulatory Compliance	HIGH	Medium	High	Very High
	MEDIUM	Low	Medium	High
	LOW	Very Low	Low	Medium

	Significance of the impact and the actions required
<p>The above matrix is used to calculate the significance of each environmental impact.</p> <p>Likelihood/ Regularity Occasionally = Low, Frequently = Medium, Continuous = High</p> <p>Degree of Impact / Legal & Regulatory Compliance The effect on the- Environment = Low, Medium or High</p> <p>In certain circumstances there may be a beneficial impact through recycling etc.</p>	<p>Very Low = No action required</p> <p>Low = Monitor Occasionally</p> <p>Medium = Control And Monitor More Frequently</p> <p>High = Implement A More Effective Control</p> <p>Very High = Immediate Action Required</p>

Environmental Aspect & Impacts Procedure & Register

Significance Ratings are scored under the following conditions= N=Normal, A=Abnormal, E= Emergency

Activity / Process	Aspect	Actual or Potential Impact	Significance Rating			Compliance Ref;
			N	A	E	
Use of raw materials						
The purchase of consumables for patient care such as gloves, aprons, masks etc	Consumption of Raw Materials however quantities are a very small aspect of business consumption	Depletion of Natural Resources	Low	N/A	N/A	Ensuring all waste is disposed of as clinical waste means that there are very limited recycling opportunities beyond outer packaging. The need for cross infection control makes the use of COSHH items unavoidable
We consume small quantities of COSHH items such as DECON 7 which we use to eradicate COVID and spill kits. These are controlled by COSHH and infrequently used	CFCs and other gases involved	Pollution to air, global warming climate change	Low	Medium		
Electricity and Gas Consumption						
The Use of Electricity	Consumption of Natural Resources	Depletion of Non Renewable Natural Resources	Medium	N/A	N/A	
	CO2 Emissions	Pollution to air, global warming climate change				
Transportation (Delivery)						

Environmental Aspect & Impacts Procedure & Register

Use of Vehicles	Consumption of Fuel	Depletion of Non Renewable Fossil Fuels	High	N/A	N/A	
Use of Vehicles	Emissions to Air	Pollutant / Emission of carbon dioxide (CO2) and particulates	High	N/A	N/A	
Maintenance of Vehicles	Generation of Waste Products	Landfill Burden / Hazardous Waste	Medium	N/A	N/A	
Air Conditioning						
Usage	Consumption of Natural Resources	Depletion of Non Renewable Natural Resources	Low	N/A	N/A	Two of our units have air conditioning
Fire						
Emergency Situation e.g. vehicle or premises fire	Harmful emissions to Air Emissions to Land Emissions to Water	Pollution to air, global warming climate change Pollution to Water Pollution of Land	N/A	N/A	Low	
Packaging Waste						
Material packaging waste disposal	Generation of Solid Waste	Landfill Burden mitigated by local recycling	Low	N/A	N/A	
Recycling	Recovery/ re-use of material	Conservation of natural resources	Benefit			

Document EMS1

Background:

Over the past decade society has become increasingly aware of the impact of global warming on our communities and on those of countries across the world. Along with social responsibility generally organisations have been, rightly, asked to play their part in supporting the reduction of carbon emissions and in helping to move towards a target of “Net Zero” emissions. The NHS commissioning guide for 2022 make reference to a requirement to move to electric Ambulances by 2027 with Ultra Low emission vehicles phased in an to be over 50% of fleets by 2025.

Environmental Aspect & Impacts Procedure & Register

The board of Secure Care UK wishes to ensure that Secure Care plays its part in supporting the reduction of carbon emissions and also wishes to be a “good citizen” with appropriate environmental credentials

Objective:

The Secure Care Environmental Management system is designed to follow a simple “Plan: Do: Check: Act” methodology to guide our approach to environmental stewardship and effective social responsibility.

It is our objective to reach the NHS targets for vehicle sustainability ahead of plan and to ensure that we are conscious of the environment in our decision making practices.

We wish to become a Carbon neutral company by 2030.

Assessment of risks (impacts) and opportunities

Risk (Impact)	Opportunities	Plan
As a transport company our biggest carbon footprint and environmental impact is our vehicle fleet.	Short Term Reduce unnecessary carbon discharge through better fleet management	1) Implement tracking of carbon footprint and report to trusts where required.
	Medium – Longer Term Make effective procurement decisions to move our fleet to ultra low emission and then electric vehicles	2) Focus on reduced vehicle idling and better driving to reduce emissions. 3) Where possible try to make every vehicle purchase one which improves our emissions and moves us towards net zero
		Track progress
We run and operate from 10 base locations across the UK. Although we do not have an extensive office base we do have a carbon footprint from the energy of	Minimise energy use in our sites	4) Complete an energy reduction plan for all sites and implement
	Reduce Paper consumption	

Environmental Aspect & Impacts Procedure & Register

running these sites and the other resources consumed by our administration such as paper	Ensure all chemicals and substances used cause the minimum possible environmental impact	<p>5) Remove requirement for paper in all sites where possible – go digital</p> <p>6) Complete COSHH review with a view to also reducing the use of harmful substances</p>
We do not have extensive supply chains however we do have a small number of key suppliers and we wish to ensure that	Ensure that social responsibility and environmental considerations are built into our supplier audits to encourage broader positive climate action	7) Adapt supplier audit
This is not an exhaustive list of opportunities and further prospects to impact positively need to be taken	Implement a screening tool to encourage better environmental management decisions	8) Implement environmental screening tool to review key decisions for further opportunity
As the employer of 250, moving towards 300 people each of them has the ability to have either a positive or negative impact on the environment in their own right	Run a campaign of positive communication to encourage environmentally friendly behaviour from our people both in and out of work	9) Highlight environmental topics in communications on a regular basis

Plan: Do: Check: Act

Plan	Do	Check	Act
1. Implement tracking of carbon footprint and report	Live	Reporting for 2022 complete 2023 due Jan 2024 for some	

Environmental Aspect & Impacts Procedure & Register

to trusts where required.		trusts and May 2024 (In line with NHS year) for others	
2.Focus on reduced vehicle idling and better driving to reduce emissions.	Live	Reporting circulated July 2023. Opportunity for improvement identified	Launch of new driving and environmental Champions in all bases..
3.Where possible try to make every vehicle purchase one which improves our emissions and moves us towards net zero	Live	First safe area electric vehicle purchase under detailed consideration	Pending board review 8/11
4.Complete an energy reduction plan for all sites and implement	Underway		
5.Remove requirement for paper in all sites where possible – go digital	Live – SCIPS implementation in early 2021	Paper reduction measured from 183,000 pages in 2020 to 223,000 in 2021 and 97,000 in 2023 (Note patient numbers more than trebled since 2020-2021) The carbon footprint 500 pages of paper (1 ream) are	On Track: Continue focus

Environmental Aspect & Impacts Procedure & Register

		<p>equivalent to 2kg of co2 emissions</p> <p>336 reams of paper used in 2020/21 would now be 1000 reams if trend had continued. Actual use is 194 Reams so 142 reams saved 284 KG of co2</p>	
6.Complete COSHH review with a view to also reducing the use of harmful substances	Underway		Board decision to move to bio degradable gloves approved sept 2023
7.Adapt supplier audit	Live		
8.Implement environmental screening tool to review key decisions for further opportunity	Live		
9.Highlight environmental topics in communications on a regular basis	Live		

Declaration and Sign Off

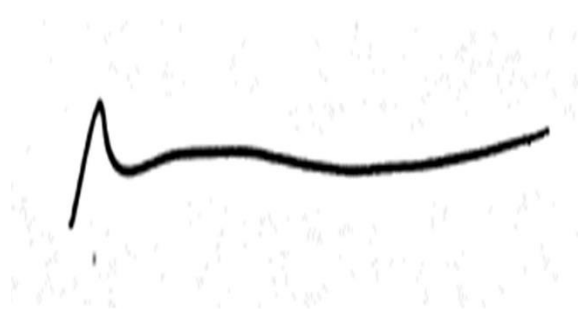
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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 read 'Matthew Jackson', is written over a faint, dotted grid background.

Matthew Jackson

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>

Environmental Aspect & Impacts Procedure & Register

Managing Director

.....

Date: 20/10/2023